



PRESCOTT TOWN COUNCIL
AGENDA

January 17, 2022

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

We will begin this meeting of Council by acknowledging 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.

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of January 17, 2022, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1. Website Refresh Review

5. Delegations

6. Minutes of the previous Council meetings

6.1. January 4, 2022

9

RECOMMENDATION

That the Council minutes dated January 4, 2022, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1. Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 03-2022 - Highway 401 Edward Street Interchange Report

18

RECOMMENDATION

That Council direct staff to provide the Ontario Ministry of Transportation with feedback regarding the Edward Street Interchange in relation to the Highway 401 Improvements from Highway 16 to Maitland as outlined in report 03-2022 before January 22, 2022.

12.2. Staff Report 04-2022 - Intelivote Agreement 30

RECOMMENDATION

That Council receive Staff Report 04-2022 for information and direct staff to bring the attached draft By-law, being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 Municipal Election, to the Council meeting of February 7, 2022, for final consideration and approval.

12.3. Staff Report 05-2022 - Electric Vehicle Charger Update 46

RECOMMENDATION

For information.

12.4. Staff Report 06-2022 - River Route Update - Route Modifications 53

RECOMMENDATION

For information.

12.5. Staff Report 07-2022 - Edward Street Overpass Rehabilitation Project - Revised Scope 55

RECOMMENDATION

That Council approve the Edward Street Overpass Remediation Project for 2023 with an estimated budget of \$1,087,356 and proceed with the design work and issuance of the request for proposal in late 2022 or early 2023 for completion in 2023.

12.6. Staff Report 08-2022 - 2022 Replacement of Fire Rescue Vehicle Report 60

RECOMMENDATION

That Council direct staff to proceed with the planning process to replace the current 1998 International 4900 Rescue Vehicle with a Rescue Pumper Vehicle for order in 2022 or 2023.

12.7. Staff Report 09-2022 - 2022 Street Repaving 63

RECOMMENDATION

That Council direct staff to proceed with repaving of the following areas in 2022:

- Duke Street from Park to end of Duke Street

- Park Street East from Boundary to Duke Street
- Henry Street West from St. Lawrence Street to West Street
- Victoria Street

12.8. Budget 2022: Transportation, Parks and Recreation

67

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

19. Rise and Report

20. Confirming By-Law – 04-2022

98

RECOMMENDATION

That By-Law 04-2022, being a by-law to confirm the proceedings of the Council meeting held on January 17, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

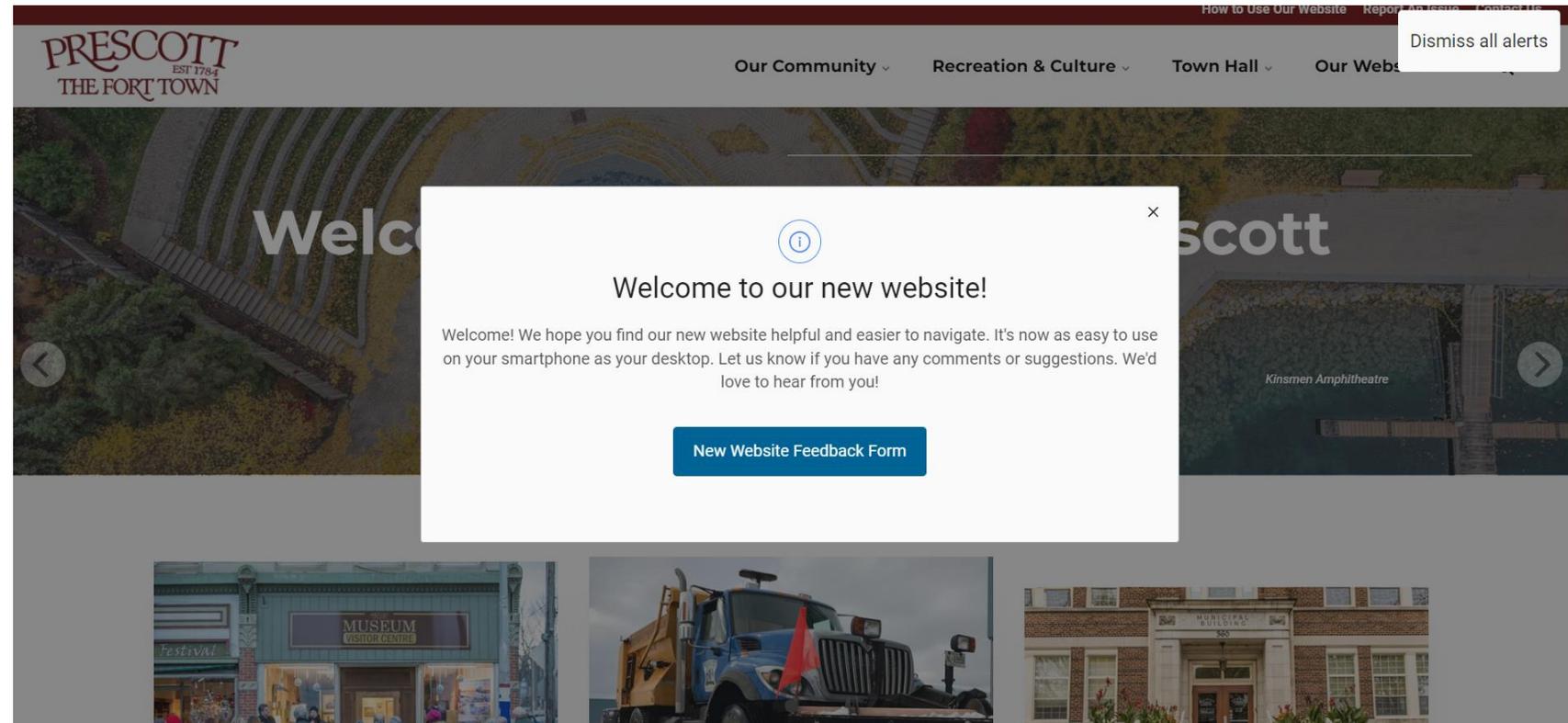
21. Adjournment



Website Refresh

The Umbraco site provides users with:

- Enhanced tools (future ability to pay for services)
- Increased functionality (user friendly site, accessible forms)
- Professional look and feel
- Bright and fun graphics and images



The home page offers:

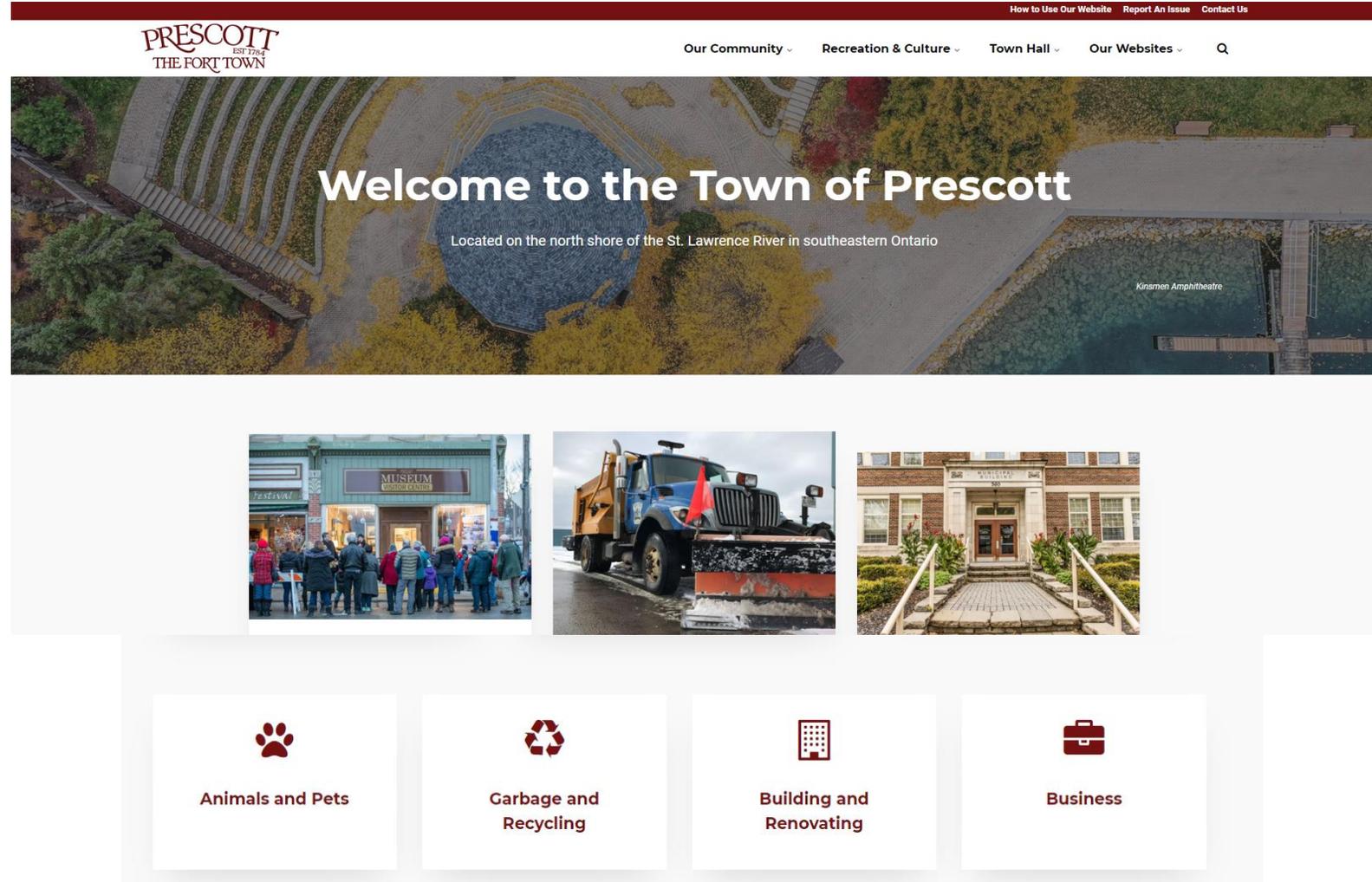
- Clear landing pages
- Graphics and images for findability
- Ability to alert residents and users of important information with pop-up alerts

Currently the pop-up includes a form for users to provide comments and suggestions for the refreshed site.

Large images will change throughout the year to focus on relevant information.

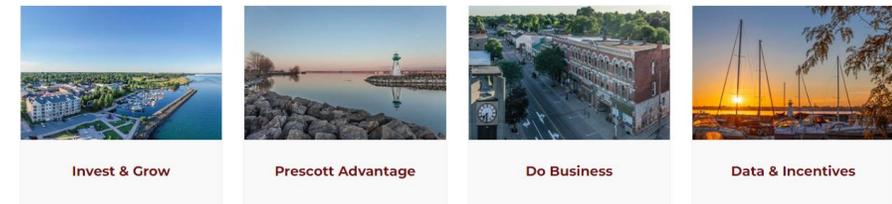
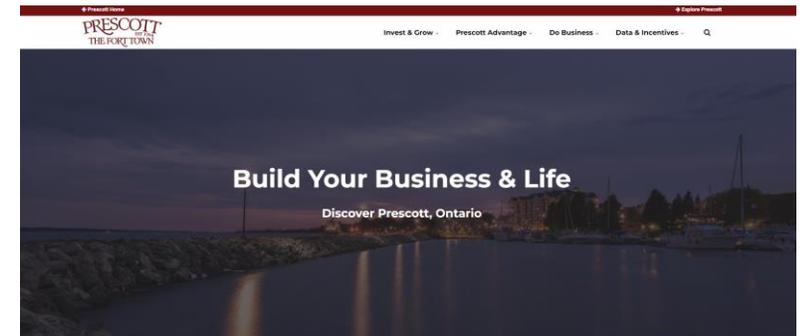
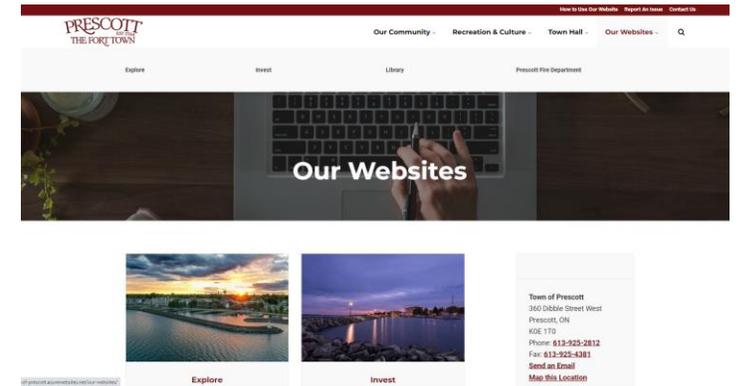
- Municipal Elections
- Upcoming Events
- Summer Recreation Schedules

Additional icons provide visual aids to help quickly find frequently requested information.



Our Websites

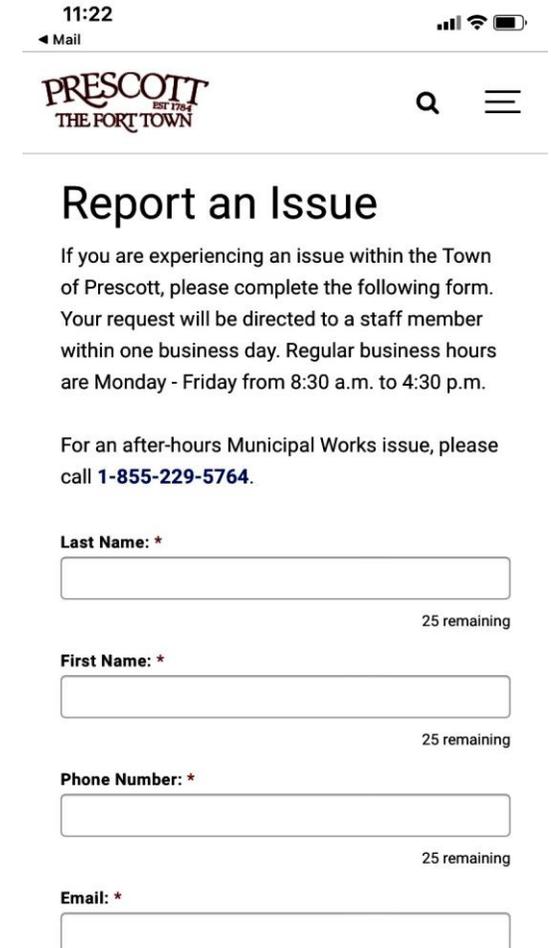
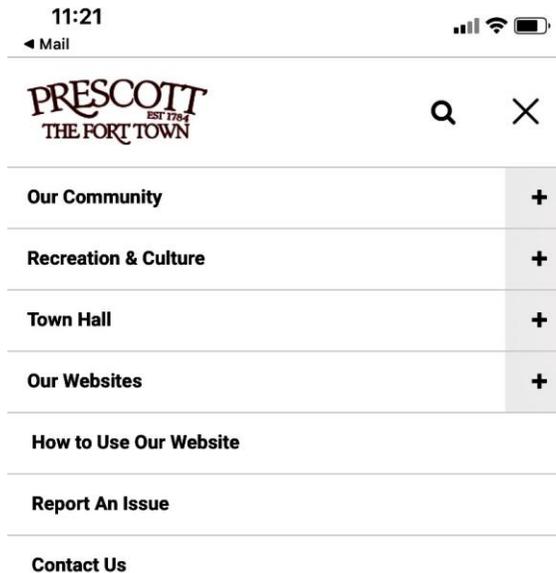
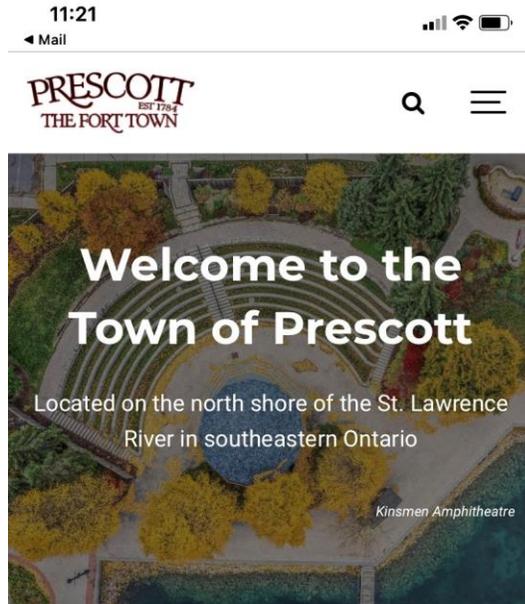
- Websites within our website allow for:
 - Focused content
 - Maintains the feel of the main page but allows for flexibility in content and functionality
- Current websites include:
 - Invest (Economic Development)
 - Explore (Tourism)
 - Library
 - Prescott Fire Department
- Options for future sites include:
 - Walker House
 - Marina



- The refreshed website provides staff with creative flexibility.
- Videos that have been posted on our YouTube Channel - Fort Town TV are displayed on appropriate pages.
- Social media feeds can be linked directly to the website.
- The use of bright images and clear graphics provides an eye-catching feel to the municipal site.



Mobile Device Compatible



Form Builder

- Forms are directly integrated into the website
 - Accessible
 - Streamlines process
 - Focuses on the information required
 - Public can control the information being submitted
- Future forms will be able to allow for a payment function.
- Forms that can be paired with this function could be:
 - Animal Tags
 - Parking Permits

How to Use Our Website Report An Issue Contact Us

PRESCOTT
EST 1784
THE FORT TOWN

Our Community ▾ Recreation & Culture ▾ Town Hall ▾ Our Websites ▾ Q

Delegation Request Form

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

Today's Date *  Requested Meeting Date * 

First and Last Name *

Street Address * Town/City * Province * Postal Code *

E-mail Address * Phone Number *

Name of Organization *

Statement of issue or purpose of deputation: *

Thank you for visiting
our refreshed site.



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, January 4, 2022

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Councillors Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Interim Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Renny Rayner, Fire Chief, Dana Valentyne, Economic Development Officer, and Kaitlin Mallory, Deputy Clerk
Regrets	Councillors Leanne Burton and Teresa Jansman

1. Call to Order

Mayor Todd began the meeting by acknowledging that we are meeting on the 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.

He then called the meeting to order at 6:02 p.m.

2. Approval of Agenda

Motion 01-2022: Shankar, Ostrander

That the agenda for the Council meeting of January 4, 2022, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations

4.1 MDB Insight - Prescott Economic Development Strategy

Mayor Todd welcomed Paul and Clark from MDB Insight. He referenced the partnership with Augusta Township, and next steps.

Paul Blais, MDB Insight, spoke to a PowerPoint presentation. A copy of the presentation is held on file. Mr. Blais spoke to the stages associated with the project.

Clark Hoskin, MDB Insight, spoke to the project overview, the takeaways from engagement with the community through interviews and survey responses, and the draft strategic directions. Mr. Hoskin referenced the priorities of the strategy which include keep business top of mind, continue the RiverWalk revival, and attract investment, workers, and citizens. He referenced the strategies, the implementation plan, and suggested measurements.

Discussion was held regarding the achievable goals, continued interactions with businesses, and bringing a work plan forward to Council at a later date.

Further discussion was held regarding the creation of a squad by utilizing experts in the field, levels of satisfaction of doing business in the Town of Prescott, the need for affordable housing, the interaction between the Prescott and Augusta strategies, and scheduling an upcoming joint Council meeting with the Township of Augusta and workshop for Council.

Matthew Armstrong, CAO/Treasurer, spoke to an upcoming joint meeting of Councils and a workshop session with Council to discuss goals for the strategy in the month of March.

Paul Blais and Clark Hoskin, MDB Insight left the meeting at 6:51 p.m.

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 December 13, 2021

Motion 02-2022: Young, Shankar

That the Council minutes dated December 13, 2021, be accepted as presented.

Carried

7. Communications & Petitions - None

8. Consent Reports

Motion 03-2022: Shankar, Ostrander

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

Carried

8.1 Information Package (under separate cover)

1. Wastewater Treatment Facility Management Board Meeting – December 10, 2020
2. Planning Advisory Committee Meeting Minutes – November 23, 2021
3. Committee of Adjustment Meeting Minutes – September 9, 2021
4. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – December 10, 2021, December 17, 2021 & December 24, 2021
5. Tay Valley Township resolution re: Province-wide assessment update
6. City of Sarnia resolution of support re: Catch and Release Justice
7. Township of Mulmur resolution of support re: Truth and Reconciliation Call to Action

9. Committee Reports

9.1 PAC Report 21-2021 - Site Plan Control - South Side of Prescott Centre Drive

Motion 04-2022: Young, Ostrander

That Council approve the proposed Site Plan application SPC 2021-04 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. That the site plan agreement of the lands, shall registered and be submitted to the Town.
3. That appropriate screening features be provided where the subject property abuts a residential use, to the satisfaction of the Town;
4. That the applicant provides a photometric plan to demonstrate dark sky compliance and minimized light trespassing to adjacent residential uses to the satisfaction of the Town;
5. That a noise wall be constructed based on a noise impact brief to analyze the impact of the proposed commercial use on adjacent residential uses and to implement its recommendations to the satisfaction of the Town;
6. That the applicant obtain Provisional Consent approval to sever the lands to the general size and extent as shown on the Site Plan, and that necessary planning approvals be obtained to support the proposed severance.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the application, the provisions outlined in the report, the minor variance requirement that went before the Committee of Adjustment, and the processes associated with a minor variance and site plan control. Mr. Armstrong spoke to the pedestrian pathway connecting Fischl Drive to Prescott Centre Drive and emergency fire access which has been incorporated into the plan.

Discussion was held regarding the recommendations made to the Developer, the location of the noise barrier wall, the pedestrian pathway only being used for emergency vehicles during an emergency, storm water management, and discussions with residents in the area.

10. Mayor

Mayor Todd spoke to his appreciation of the Town of Prescott, the past accomplishments in 2021, the successful grant applications, and completed projects.

He referenced the downtown improvement including the municipal presence in the downtown, the improvements to the waterfront, and the relationship between Council and staff.

11. Outside Boards, Committees and Commissions

Councillor McConnell wished everyone a Happy New Year and stated that the Prescott Public Library is offering curbside pickup.

Councillor Ostrander spoke to the Royal Canadian Legion and King's Kitchen's Christmas dinners and his attendance at a Connect Youth meeting held on January 4, 2022.

Councillor Shankar wished everyone a Happy New Year, thanked Spirit of Giving volunteers for their work over the holiday season, and the delivery of Craft Kits handed out prior to Christmas break.

12. Staff

12.1 Staff Report 01-2022 - 2022 Council Committees and Boards

Motion 05-2022: Young, Ostrander

That Council approve the Council Committees and Boards for the remainder of the term of Council which expires on November 14, 2022, as per the attached Schedule A.

Carried

12.2 Budget 2022 Presentation: Administration, Protective and Planning Services

Mayor Todd spoke to budget discussions at the Joint Services budget at a meeting held on January 4, 2022, and referenced an upcoming meeting to be held on January 11, 2022.

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He referenced the budget timeline, the administration expenses, protective services expenses, the planning budget, and summary to date.

Discussion was held regarding the sharing the Chief Building Official with the Township of Merrickville-Wolford.

12.3 2022 Initial Project Ideas Review

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. Mr. Armstrong referenced the capital projects that had been previously approved, the operational projects that had been previously approved, health and safety project ideas, and 2022 capital and operational project ideas.

Discussion was held regarding concentrating on completing past projects rather than new projects, the addition of new projects including implementing the Economic Development strategy and the Joint Economic Development strategy.

Further discussion was held regarding the Coast Guard banner, the lighting decorations along major arteries, enhancing the RiverWalk trail, and past discussions regarding changes to the parking lot located west of the LCBO.

Matthew Armstrong, CAO/Treasurer, spoke to the Edward Street Bridge Work project tender submissions, options for the project and staff's recommendation for the bridge work project.

Discussion was held regarding including measures to protect the bridge if there were a future train derailment situation and the recommendation made by staff.

Matthew Armstrong, CAO/Treasurer, spoke to the 2022 OCIF funding, the increase in the Town's allocation, past uses for OCIF funding, and using a portion of the OCIF funding to address the next streets scheduled for improvements.

Discussion was held regarding the bridge work options, the timeline, and ensuring emergency vehicles maintain access to all areas of town, options for pedestrian traffic, and scheduling the bridgework during the months that school is not in session.

Matthew Armstrong, CAO/Treasurer, spoke to the Fire Departments current fleet, the fleet planning, and provided a recommendation regarding fleet replacement planning.

Renny Rayner, Fire Chief, spoke to the savings on the Rosenbauer Commander pumper purchase and current NFPA standards.

Discussion was held regarding timelines associated for orders, the ability to store the older and keep the older vehicles.

Mr. Armstrong spoke to the upcoming budget topics and timelines.

Renny Rayner, Fire Chief, left the meeting at 8:29 p.m.

12.4 Staff Report 02-2022 - Community Safety and Well-Being Implementation Plan

Motion 06-2022: Shankar, Ostrander

That Council direct staff to enact Community Safety and Well-Being Implementation Plan as outlined in Staff Report 02-2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the importance of enacting the plan at the municipal level, the additional items around the Prescott specific items, the suggested partnerships, and implementation of the plan.

Discussion was held regarding the plan being a provincial requirement, initial work with the United Counties of Leeds and Grenville, and the implementation of the plan not having a financial impact but specific actions that may have financial implications at a later date.

13. Resolutions – None

14. By-laws

14.1 Interim Tax Levy By-Law

Motion 07-2022: McConnell, Young

That By-Law 01-2022, being a By-Law to provide for an interim tax levy for 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the By-law.

Discussion was held regarding the due date extension due to the COVID pandemic.

14.2 2022 Temporary Borrowing By-Law

Motion 08-2022: Young, Ostrander

That By-Law 02-2022, being a by-law to authorize temporary borrowing for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business - None

16. Notices of Motion - None

17. Mayor's Proclamation - None

18. Closed Session - None

19. Rise and Report - None

20. Confirming By-Law – 03-2022

Motion 09-2022: Ostrander, McConnell

That By-Law 03-2022, being a by-law to confirm the proceedings of the Council meeting held on January 4, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 10-2022: Shankar, Young

That the meeting be adjourned to Monday, January 17, 2022. (Time: 8:39 p.m.)

Carried

Mayor

Clerk



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

REPORT TO COUNCIL

Date January 17, 2022

Report No. 03-2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Ministry of Transportation Highway 401 Improvements from Highway 16 to Maitland

Recommendation:

That Council direct staff to provide the Ontario Ministry of Transportation with feedback regarding the Edward Street Interchange in relation to the Highway 401 Improvements from Highway 16 to Maitland as outlined in report 03-2022 before January 22, 2022.

Background:

The following information is from the Public Information Centre (PIC) #1 presentation.

“Project Background and Study Area

The Ontario Ministry of Transportation (MTO) has retained AECOM to undertake a Planning, Preliminary Design, and Class Environmental Assessment (Class EA) Study for Highway 401 from 1 km east of Highway 16 to 3.3 km west of Maitland Road for a total length of approximately 20.75 km.

The project is located within the Township of Augusta, Town of Prescott, and the Township of Edwardsburgh Cardinal.

The Study will address current and future transportation needs by developing a plan for the following:

- *Rehabilitation / replacement of 14 bridges/culverts;*
- *Develop a Long-term plan for the Maitland Road, Edward Street and Highway 16 interchanges; and*



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

- *Establish the future footprint for an interim six lanes and ultimate eight lanes of Highway 401.*

MTO Class EA Process

This Preliminary Design and Class Environmental Assessment study is following the approved planning process for a Group 'B' Project in accordance with the MTO Class EA for Provincial Transportation Facilities (2000).

Investigations pertaining to the natural, socio-economic, and cultural heritage environments will be undertaken to summarize existing conditions and to identify any areas of environmental concern or constraint.

This information will be used to evaluate the alternatives, assess the potential for impact and in the development of appropriate mitigation.

A Transportation Environmental Study Report (TESR) will be prepared to document the study process and will be placed on the public record for a 30- day review period.

Consultation is a key component of the MTO Class EA process and will be ongoing throughout this study. Consultation will be completed with Indigenous Communities, agencies, the public, key stakeholders, and also include meetings with a Municipal Technical Advisory Committee (MTAC) at key milestones during the process.

To access a copy of the MTO Class EA document please visit:

http://www.mto.gov.on.ca/documents/english/engineering/Class_EA_2000.pdf

Existing and Future Traffic Conditions (Highway 401)

A Traffic Operational Analysis has been undertaken to review existing traffic operations and projected future traffic growth and operations with and without a future widening of Highway 401 and improvements to the Study Area interchanges.

Traffic operations have been measured based on Level-of-Service (LOS) which is a measure of the free flow of traffic on a highway (refer to LOS descriptions below).

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Several segments of Highway 401 are currently congested or operating near capacity, and operations are expected to deteriorate based on the existing 4-lane section of Highway 401 as volumes continue to grow.

Existing and Future Traffic Conditions (Interchanges)

All interchanges are currently operating at an acceptable level of service

By 2051 several intersections are expected to be operating above capacity based on the existing interchange configuration (Do-Nothing Scenario)

Existing Bridge/Culvert Conditions

<p>Highway 401 / Edward St Underpass Site 16-128</p>		<ul style="list-style-type: none"> ▪ Single span concrete slab bridge ▪ Constructed in 1957 and rehabilitated in 1999 ▪ Bridge is in fair condition, remaining service life approximately 10-15 years
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Analysis:

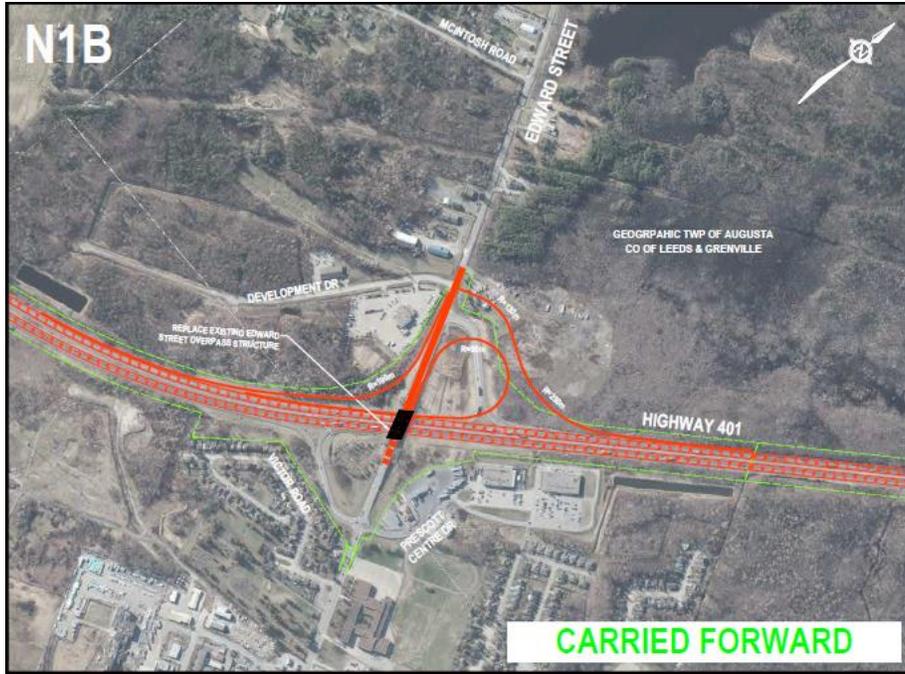
The following information is from the Public Information Centre (PIC) #1 presentation. The list of the advantages and disadvantages of each short listed alternative are from the Public Information Centre (PIC) #1 presentation, however the comments following each are from the Town of Prescott staff.

“Preliminary Bridge/Culvert Requirements

<p>Highway 401 / Edward Street Underpass Site 16-128</p>	<ul style="list-style-type: none"> ▪ Will require rehabilitation in short term to extend service life 10 to 15 years ▪ <i>Minor bridge rehab tentatively schedule for 2022</i> 	<ul style="list-style-type: none"> ▪ Existing underpass cannot accommodate Highway 401 widening to 6 lanes. ▪ Replace with new underpass at time of future widening to 6-lanes, if the underpass has not already been replaced.
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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

North Side Alternatives



NORTH SIDE ALTERNATIVE N1B - PARCLO A4 (R=90m)

ADVANTAGES

- Most desirable interchange configuration in terms of traffic operations and ramp geometry;
- Undesirable intersection spacing along Edward Street is avoided.

DISADVANTAGES

- Local road connection opposite ramp terminal is typically not preferable.

N1B Comments:

The local road connection to Development Drive being opposite the ramp terminal matches the current setup on the south side of the interchange at Edward Street. The addition of an onramp on the west side of the Edward Street would eliminate the cross - traffic issues with only have the onramp on the east side. This would support consistence for users and is the preferred solution from the Town’s staff perspective.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



**NORTH SIDE ALTERNATIVE N3A - PARCLO A4 (R=55m)
WITH CONNECTION ROAD**

ADVANTAGES

- Most desirable interchange configuration in terms of traffic operations and ramp geometry;
- Cul-de-sac at existing intersection and off-ramp located opposite Development Drive Connection Road eliminates undesirable intersection spacing.

DISADVANTAGES

- Local road connection opposite ramp terminal is typically not preferable;
- High construction cost;
- Moderate property impacts to commercial land use in northwest quadrant of interchange.

N3A Comments:

The realignment of Development Drive to the south appears to significantly compress the on and off ramps on both the east and west side of Edward Street while also impacting the commercial property on the west side of Edward Street.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



NORTH SIDE ALTERNATIVE N4 - DIAMOND

ADVANTAGES

- Improved intersection spacing relative to some alternatives;
- Lower property and environmental impacts than other alternatives.

DISADVANTAGES

- Northbound left-turn to access westbound Highway 401 less desirable than directional ramp including increased collision risk and may not accommodate traffic needs;
- Intersection spacing to Development Drive still below recommended spacing and may result in some weaving / operational issues.

N4 Comments:

Would require all north bound traffic on Edward Street to cross the south bound traffic to access the westbound 401 on ramp.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



**NORTH SIDE ALTERNATIVE N5C - PARCLO (R=90m)
WITH ROUNDABOUT**

ADVANTAGES

- Undesirable intersection spacing along Edward Street is avoided;
- Good traffic operations anticipated through roundabout, however there may be a learning curve for traffic using the roundabout;
- Roundabouts generally reduce severity of collisions relative to signalized intersections.

DISADVANTAGES

- Moderate property impacts to land in northwest quadrant of interchange and adjacent to roundabout;
- Westbound on-ramp has undesirable ramp geometry (broken / multiple curves).

N5C Comments:

The introduction of a roundabout would require public education as it is relatively rare in Eastern Ontario.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



NORTH SIDE ALTERNATIVE N7A - PARCLO A4 (R=55m) WITH REALIGNMENT OF DEVELOPMENT DR NORTH ON EDWARD ST

ADVANTAGES

- Most desirable interchange configuration in terms of traffic operations and ramp geometry;
- Realigned Development Drive to the north eliminates undesirable intersection spacing.

DISADVANTAGES

- High construction cost;
- Moderate-High property impacts associated with the realignment of Development Drive, including a portion of realignment through the St. Mark's Cemetery grounds.

N7A Comments:

This option would cause the greatest amount of disruption to current commercial activities and to the cemetery. This would be the least preferred option from a Town's staff perspective.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

South Side Alternatives



SOUTH SIDE ALTERNATIVE S1 - PARCLO A4 (R=55m)

ADVANTAGES

- Most desirable interchange configuration in terms of traffic operations and ramp geometry.

DISADVANTAGES

- Ramp terminal located opposite local road is typically not preferable; however, this is the existing condition;
- Higher construction cost.

S1 Comments:

This option would provide consistency with N1B on the north side and is the preferred option by Town staff.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



SOUTH SIDE ALTERNATIVE S2 - PARCLO A2 (R=90m)

ADVANTAGES

- Improved ramp radii relative to existing configuration;
- Lower residential and environmental impacts than other alternatives;
- Lower cost than Alternative S1.

DISADVANTAGES

- Ramp terminal located opposite local road is typically not preferable; however, this is the existing condition;
- Northbound left-turn to access eastbound Highway 401 less desirable than directional on-ramp including increased collision risk and potential operational concerns.

S2 Comments:

This option is very similar to the current setup.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		



**SOUTH SIDE ALTERNATIVE S4 - PARCLO (R=75m)
WITH ROUNDABOUT**

ADVANTAGES

- Improved ramp radii relative to existing configuration;
- The roundabout eliminates the northbound left-turn to access eastbound Highway 401;
- Lower construction cost than Alternative S1;
- Roundabouts generally reduce severity of collisions relative to signalized intersections.

DISADVANTAGES

- Ramp terminal opposite local road is typically not preferable; however, this is the existing condition;
- High construction cost;
- Potential for some property impacts along Maitland Road with larger grading footprint of roundabout.

S4 Comments:

The introduction of a roundabout would require public education as it is relatively rare in Eastern Ontario.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Alternatives:

Council could decide to change the feedback to be provided or not provide any feedback at this time.

Financial Implications:

None at this time

Environmental Implications:

None at this time

Attachments:

- Highway 401 Improvements from 1 km East of Highway 16 to 3.3 West of Maitland Road Township of Augusta, Town of Prescott & Township of Edwardsburg Cardinal Class Environmental Assessment and Preliminary Design Study (GWP 4024 20 00)

Public Information Centre (PIC) #1 (Virtual)
 December 8th, 2021
highway401prescottmaitland.ca

Submitted by:

Matthew Armstrong
 Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 04-2022

Date: January 17, 2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: Intelivote Systems Inc. Agreement – Telephone & Internet Voting

Recommendation:

That Council receive Staff Report 04-2022 for information and direct staff to bring the attached draft By-law, being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 Municipal Election, to the Council meeting of February 7, 2022, for final consideration and approval.

Background/Analysis:

At the Council meeting of September 20, 2021, Council passed a by-law (By-Law 41-2021) to authorize internet and telephone voting for the 2022 Municipal Election. The by-law also authorized the Clerk to negotiate an agreement for the provision of electronic voting services.

As stated previously in Staff Report 83-2021, Clerks from 11 municipalities in Leeds and Grenville (Town of Prescott, Township of Augusta, Township of Edwardsburgh-Cardinal, Township of Elizabethtown-Kitley, Township of Front of Yonge, Township of Leeds and the Thousand Islands, Village of Merrickville-Wolford, Municipality of North Grenville, Township of Rideau Lakes, Town of Gananoque, and the City of Brockville) issued a joint Request For Proposal (RFP) which closed on October 20, 2021 for the 2022 election.

Intelivote Systems Inc. was the successful bidder in the RFP. The Leeds & Grenville Clerk's group was able to get a group rate from Intelivote Systems Inc. for the 2022 Municipal Election. As outlined in the attached agreement, the Town's base service fee equal to \$1.00 per eligible elector and a services and postage fee equal to \$1.30 per



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eligible elector. This is a less expensive rate compared to the 2018 agreement, which was \$1.25 per eligible elector and \$1.25 per eligible elector for services and postage.

Alternatives:

None

Financial Implications:

The total cost of the telephone and internet service for the 2018 municipal election was approximately \$8,300. The cost for the 2022 election is expected to be lower due to the less expensive group rate.

The cost for the 2022 election will be included within the Clerk’s Operating Election budget for 2022 and covered through a contribution from the Election Reserve Fund.

Environmental Implications:

None

Attachments:

- Draft By-Law xx-2022

Submitted by:

Lindsey Veltkamp
 Director of Administration/Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. xx-2022

**A BY-LAW TO AUTHORIZE AN AGREEMENT WITH INTELIVOTE SYSTEMS INC.
FOR THE PURPOSE OF PROVIDING TELEPHONE AND INTERNET VOTING FOR
THE 2022 MUNICIPAL ELECTION**

Being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 Municipal Election

WHEREAS, Section 42 of the *Municipal Elections Act*, S.O. 1996, provides that the council of a local municipality may pass a by-law to authorize an alternative voting method that does not require electors to attend a voting place in order to vote; and

WHEREAS, the Council of the Corporation of the Town of Prescott passed such by-law at the Council meeting of September 20, 2021, and now deems it necessary and appropriate to enter into an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 Municipal Election.

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

1. That the Mayor and Clerk are hereby authorized to execute an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 Municipal Election.
2. That Appendix A (Agreement for eVoting Services), forms part of this by-law.
3. That this by-law shall come into force and take effect upon being passed by Council.
4. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ AND PASSES, SIGNED AND SEALED THE xxth DAY OF
FEBRUARY 2022.**

Mayor

Clerk

DRAFT

MUNICIPAL VOTING CONTRACT

Agreement for eVoting Services made and effective this 8th day of February, 2022

BETWEEN:

TOWN OF PRESCOTT

Of 360 Dibble Street West, Prescott, Ontario, K0E 1T0
(herein called “the Municipality”)

- and -

INTELIVOTE SYSTEMS INC.

Of 12-40 Thornhill Drive, Dartmouth, Nova Scotia, B3B 1S1
(herein called “ISI”)

WHEREAS ISI has developed application software, procedures and expertise to provide an electronic voting service incorporating voting through secure wireless, telephone and internet connections, in conjunction with mail-in votes and ballots cast in person at polling stations (“the ISI Service”);

AND WHEREAS the Municipality wishes to obtain from ISI the use of some of the ISI Service to conduct its Election on the Election Date(s) defined in Article 1 below;

AND WHEREAS ISI and the Municipality wish to set forth the terms applicable to the use of the ISI Service for the Municipality’s Election on the Election Date(s);

NOW THEREFORE FOR the mutual consideration set forth herein, the adequacy of which is hereby acknowledged, ISI and the Municipality, intending to be legally bound, agree as follows:

1. Definitions

- 1.1 “Auditor” – means a third party or an individual assigned by the Municipality to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.
- 1.2 “Candidate” means the same as the definition provided in the Municipal Elections Act, 1996, S.O. 1996, CHAPTER 32.
- 1.3 “Candidates’ Agents” – means persons accredited by the Municipality as a candidate, or agent or scrutineer of a candidate.

- 1.4 “Candidate Reports”- means an electronic record in an agreed upon format produced and made available to Candidates’ Agents during the Voting Period at times agreed upon in advance between the Municipality and ISI showing the name or other identifier for each Eligible Elector recorded on the ISI Service for each Eligible Elector and which of those Eligible Electors have voted.
- 1.5 “Consulting Services”- means the services described in Schedule “A” hereof which are to be rendered by ISI.
- 1.6 “Contract Administrator”- means the persons identified in Article 4 as primary Contract Administrators or other Contract Administrators.
- 1.7 “Control Centre”- means the location at which ISI sets up the control access and monitoring of the database and processing functions of the ISI Service.
- 1.8 “Election Date(s)”- means the following days: Monday October 17, 2022 until Sunday, October 23, 2022 and October 24, 2022.
- 1.9 “Election Officials”- means the persons who the Municipality designates in writing to ISI as the persons who have jurisdiction over the legal control and conduct of the Election, including the usual powers and authority of a Returning Officer and/or Deputy Returning Officer, whose rulings ISI shall be compelled to comply with.
- 1.10 “Eligible Elector”- means a person who the Municipality has determined is eligible to vote in the Election and to whom a PIN has been provided.
- 1.11 “Interactive Voice Response” and “IVR”- means the capability for electors to listen to voting options and to cast a vote(s) through a telephone system including wireless phones.
- 1.12 “Internet Enabled Connection Service”- means the capability for electors to connect through the internet to a website and to read the voting options and to cast a vote(s) through the internet connection.
- 1.13 “PIN”- means a unique personal identification number assigned to each Eligible Elector.
- 1.14 “Telephone Voting Number”- means the toll-free telephone number to be agreed upon between the Municipality and ISI to which Eligible Electors may connect through a telephone including a wireless telephone and cast their votes.

- 1.15 “Voting Decision”- means one or more slates of candidates in which the elector is entitled to vote in a predetermined manner and any number of questions on which the elector is entitled to vote.
- 1.16 “Voting Period”- means the hours designated by the Municipality during the Election Date(s) during which Eligible Electors are entitled to cast their vote.
- 1.17 “Website Voting Address”- means a secure Internet Protocol address to be agreed upon between the Municipality and ISI to which Eligible Electors may connect through a web browser and cast their votes.

2. Provision of ISI Services

- 2.1 ISI hereby agrees to provide the use of the ISI Service to the Municipality and to its Eligible Electors during the Voting Period and to provide any required and agreed to Consulting Services and Technical Support Services to the Municipality for the municipal election and the Municipality shall pay the fee set out in article 7 to ISI in accordance with the payment terms set out in clause 7.1.4.

3. Specifications

- 3.1 The ISI Service shall permit a person submitting a PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to access the ISI Service and to cast the votes permitted by the Municipality on the Voting Decisions in respect of each PIN in any of the manners set out in clauses 3.2, 3.3, and 3.4, to record through verifiable records in what manner and when the votes of each PIN were cast, to ensure that votes may be cast in respect of the Voting Decisions only once for each PIN and to ensure that no record is kept or is recoverable which allows the identification of the candidates for whom votes were cast by a PIN, or how votes were cast in answer to questions by a PIN.
- 3.2 The ISI Service shall enable IVR ports which will allow Eligible Electors to telephone the Telephone Voting Number and upon entering the elector’s PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Interactive Voice Response.
- 3.3 The ISI Service shall enable an internet enabled application through a Website Voting Address that will enable each Eligible Elector to connect to the Website Voting Address and upon entering that elector’s PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Internet Enabled Connection Service.

- 3.4 Access to the ISI Service via any voting telephone number and to the internet website address shall be restricted to only the times and dates set out in the Voting Period unless directed by the Election Officials to extend or reduce the Voting Period.
- 3.5 The ISI Service shall enable the Auditor to access the ISI Service and cast auditing votes during the Voting Period which can be tracked as auditing votes and removed from any final vote tally so as to obtain assurance that the ISI Service is functioning properly.
- 3.6 The ISI Service shall enable Election Officials and/or the Auditor to have secure access to the tally of votes cast by Interactive Voice Response and Internet Enabled Connection Service after the close of the Voting Period.
- 3.7 The ISI Service shall enable ISI personnel to shutdown the ISI Service and, in such case, the prescribed message shall be recorded on the Interactive Voice Response and displayed on Internet Enabled Connection Service.
- 3.8 The ISI Service shall enable the Candidates and/or Candidates' Agents to have access to the Candidate Module, if such service is requested to be enabled by the Election Officials.

4. Contract Administration

- 4.1 Each party shall designate the name, address, telephone, fax and email addresses of a primary Contract Administrator. The Contract Administrator shall be responsible for arranging all meetings, visits and consultations between the parties and for the transmission and receipt of all official notices and for all administrative matters such as invoices, payments and amendments.

The primary Contract Administrator for ISI shall be:

Name: Dean Smith
Telephone: (902) 481-1156
Email: Dean.smith@intelivote.com

The primary Contract Administrator for the Municipality shall be:

Name: Lindsey Veltkamp
Telephone: (613) 925-2812 x 6225
Email: lveltkamp@prescott.ca

- 4.2 Any party may by notice in writing to the other party's primary Contract Administrator designate a different person as Contract Administrator for a specific aspect of the administration of the contract.

- 4.3 The Contract Administrators will be available Monday through Friday 8:30 a.m. to 4:30 p.m. Eastern Time, excluding lunch hours and a reasonable number of days spent out of the office and shall respond within one (1) business day of the receipt of any request for information or request for decisions that are communicated between the Contract Administrators.
- 4.4 Each party may change its Contract Administrators by notice to the other party's primary Contract Administrator.
- 4.5 Each of the Contract Administrators shall communicate with each other promptly as to the status of information, procedures and progress on each of their respective tasks as set out in this Agreement and to advise the other forthwith upon the occurrence of any material change in such plans.
- 4.6 If any party (first party) receives notice from the other party that the first party's Contract Administrator is not carrying out his or her duties to the satisfaction of the other party, then the first party shall promptly designate another person as its Contract Administrator.

5. Obligations of the Municipality

- 5.1 The Municipality shall:
 - 5.1.1. Ensure that at all times it has a Contract Administrator ready, willing and competent to communicate with ISI on any issue relevant to this contract.
 - 5.1.2. Allocate appropriate resources with the necessary knowledge and authorization to work with ISI in defining tasks for all stages of activity leading up to and including Election Day(s); establish mutually agreed upon timelines for these tasks; coordinate all tasks assigned to the Municipality; provide all information required to configure the ISI Service as early as possible in the overall event schedule. A draft project plan detailing some of these tasks will be provided.
 - 5.1.3. Pay ISI for services such amounts as are outlined in Article 7 and pay to third parties such costs which pursuant to this contract and to Schedule "A" the Municipality is responsible to bear and to indemnify ISI in respect of such costs.
 - 5.1.4. Supply at its cost appropriate equipment, as required, such as computer hardware, internet access, telephone service at any, or all, Voter Help Centres.
 - 5.1.5. Engage a qualified individual to conduct audit processes that have been agreed to by the Municipality and ISI and who will be

responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.

6. Obligations of ISI

6.1 ISI shall:

- 6.1.1. Arrange at its cost in consultation with the Municipality for a Telephone Voting Number capable of handling not less than such number of calls per minute as is specified by ISI based on the number of Eligible Electors;
- 6.1.2. Arrange at its cost in consultation with the Municipality for a Website Voting Address capable of handling not less than such number of connections per minute as is specified by ISI based on the number of Eligible Electors;
- 6.1.3. Provide the ISI Service functioning in accordance with the Specifications set out in Clause 3 connected to the Telephone Voting Number and Website Voting Address to the Eligible Electors during the Voting Period;
- 6.1.4. Perform with diligence in a timely manner in accordance with generally accepted professional standards and practices recognized in the Information Technology Industry the Consulting Services described in Schedule "A";
- 6.1.5. Abide by decisions of the Election Official and comply with instructions from the Auditor and Election Officials in respect to operations of the ISI Service providing that such instructions and decisions do not adversely impact the operation or integrity of the ISI Service;
- 6.1.6. Ensure that the voting instructions are available on the ISI Service during the Voting Period;
- 6.1.7. Make available online to the Election Official and/or Auditor at the end of the Voting Period the results of votes cast for each candidate and question; and
- 6.1.8. Cause a duly qualified individual to meet with the Municipality at the offices of the Municipality in the event that any other communication is demonstrably ineffective to resolve any outstanding issues.

7. Fee and Payment Terms

- 7.1 The Municipality agrees to pay to ISI:
- 7.1.1. A base services fee equal to \$1.00 per Eligible Elector being the number of eligible and enumerated electors in the ISI Service on Election Day(s);
 - 7.1.2. A services and postage fee equal to \$1.30 per Eligible Elector for the creation, printing and distribution of Voter Instruction Letters;
 - 7.1.3. Any fees for additional consulting services described in Schedule "B";
 - 7.1.4. The fees payable pursuant to clause 7.1.1 and 7.1.2 are payable as follows:
 - a) 30% of the base services fee of \$1.00 per Eligible Elector on execution of this Agreement, based on the number of Eligible Electors as determined by the previous list of electors used for the most recent Election held in the Municipality, when invoiced by ISI;
 - b) The services and postage fee of \$1.30, for each Voter Instruction Letter to be sent to each Eligible Elector when invoiced by ISI (typically 30 days prior to letter printing) and,
 - c) the balance of the service fee immediately after the Election Date, when invoiced by ISI;
 - 7.1.5. The Municipality shall pay in addition to the fees stated above Harmonized Sales Tax (HST) and any other taxes applicable to the provision of such services.
 - 7.1.6. Any fee or portion thereof not paid on the date on which it is payable shall bear interest at the rate of 12% per annum calculated and applied monthly.

8. Ownership and Rights

- 8.1 ISI shall maintain ownership of all intellectual property rights associated with the ISI Service and the Municipality is only entitled to the data concerning the Election generated by the ISI Service and the Municipality shall have no other rights in or further use of the ISI Service.

9. Representations and Warranties

- 9.1 ISI represents and warrants that:
- 9.1.1. Use of the ISI Service as described in this Agreement does not infringe the intellectual property rights of any person;

- 9.1.2. ISI has and will have full and sufficient right to supply the use of the ISI Service during the Voting Period;
 - 9.1.3. ISI shall engage a national service provider(s) to provide a very high level of reliability, security, scalability and performance for a high volume transaction, mission critical solution; and
 - 9.1.4. ISI will destroy all formats of information relating to Voting Decisions upon receipt of instructions from the Election Official to do so.
 - 9.1.5. The person(s) signing this contract are duly authorized to execute and deliver it on behalf of ISI and that it is a duly binding obligation of ISI.
 - 9.1.6. If any Provincial or Federal Government Authority postpones the 2022 Municipal and School Board Elections scheduled for October 24, 2022, as a result of Covid-19 pandemic, ISI will continue to provide the obligated services described in Article 6 at no additional cost other than those already described in Article 7 of this Agreement.
- 9.2 The Municipality represents and warrants that:
- 9.2.1. The Municipality has the authority and jurisdiction to engage ISI for the provision of the ISI Service for its Municipal Election and that the person(s) signing this contract are duly authorized to execute and deliver it on behalf of the Municipality and that it is a duly binding obligation of the Municipality.

10. Remedies

- 10.1 If a party fails or refuses at any time to perform its obligations under this Agreement, then the other party may deliver the defaulting party notice of intent to terminate this Agreement, which notice shall specify the alleged failures or refusals and, if within three (3) business days of receipt of the notice or such other reasonable period in relation to the default, the defaulting party shall not have cured all the defaults set out in the notice or presented a plan reasonably acceptable to the other party to cure these defaults, the other party may, at its option elect to terminate this Agreement.
- 10.2 If the Municipality terminates this Agreement as a result of all the positions up for election being acclaimed, then the Municipality shall reimburse ISI all out-of-pocket expenses incurred for the planning and delivery of the Municipal Election in addition to the installments payable pursuant to clauses 7.1.4(a). To be clear, only the service fees for the eVoting service

deposit defined in section 7.1.4(a) are payable. The services and postage fee, for the Voter Instruction Letter is not required as there will be no service or postage required and thus it will not be billed to the municipality.

10.3 If the Municipality terminates this Agreement for any reason other than the reason stated in clause 10.2 without material default by ISI, then the Municipality shall pay ISI fifty percent (50%) of the total fees that would be payable pursuant to Article 7 if the ISI Service had been employed for the Municipal Election, except that a deduction shall be made of any fees payable under 7.1.2 that have not been incurred by ISI.

10.4 And any payments previously paid by the Municipality to ISI shall be deducted from amounts otherwise payable pursuant to Article 10.3.

11. Force Majeure

11.1 Either party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from an act of god, fires, floods, explosions, insurrection, war or riots, unusually severe weather, epidemics or quarantine restrictions, governmental priorities or allocations regulations or any cause beyond the reasonable control of the party including without limiting the generality of the foregoing, a failure of communication facilities, labor trouble or strikes by employees of telecommunications providers or postal carriers, including suppliers of application software to ISI, and restraint by Court or public authority.

12. Limitation of Liability

12.1 ISI's liability for damages howsoever caused, whether in contract or in tort, including negligence, shall be limited to the actual direct damages suffered by the Municipality and in no event shall ISI be able liable for any indirect, consequential or punitive damages of the Municipality or any other person. In any event, the liability of ISI for the breach of any representation, warranty or covenant shall not exceed the total fee payable to ISI by the Municipality pursuant to this Agreement regardless of the number of claims.

13. Miscellaneous

13.1 This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties.

13.2 The parties and their representatives signing this Agreement hereby acknowledge and represent that the representatives signing this Agreement are authorized and have full authority to enter into this Agreement on behalf of the parties for whom they have signed.

- 13.3 No delay or admission by either party to exercise any right or power occurring upon any noncompliance or default by other party shall impair any such right or power or to be construed as a waiver thereof, unless such waiver is in writing.
- 13.4 This Agreement, including the Schedules referred to in this Agreement, constitutes the entire agreement of the parties with regard to the subject matters addressed in this Agreement and this Agreement supersedes all prior or contemporaneous agreements or discussions or representations, whether oral or written with respect to the subject matter of this Agreement and this Agreement cannot be varied, amended, waived or discharged except in writing signed by all parties.
- 13.5 Time is of the essence to the performance of the party's obligations under this Agreement.
- 13.6 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 13.7 This Agreement may not be assigned to any other party without the written consent of the other party.

TOWN OF PRESCOTT

Per: _____

Per: _____

INTELIVOTE SYSTEMS INC.

Per: _____
Dean Smith, President and Founder

SCHEDULE "A"
Base Services

ISI Base Services to be provided within the agreed upon fee identified in clause 7.1.1. These services include:

- a) Develop and manage a critical path plan for required activities in coordination with the Municipality;
- b) Management and coordination of telecommunications requirements designed to provide the elector with their choice of voting channel: internet, phone, mail-in, or polling station, if offered by the municipality. Includes the activities associated with the telecommunications setup for electronic voting system; appropriate bandwidth; phone (IVR) ports; and website registration;
- c) Attending organizational committee meetings with the Municipality, online via Zoom, or in person if ISI staff are in-province;
- d) Assist in the development by the Municipality of educational materials for electors including creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process;
- e) Assistance in the management of the electors list;
- f) Assistance with the format, design and secure delivery methods of personal identification numbers (PIN). Intelivote Systems will generate the PINs using the eligible elector information to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each Eligible Elector based on the initial voters list provided by the Municipality. In addition to the PIN, an Eligible Elector category is created and a file is produced to be used for production of Voter Instruction Letters;
- g) Provision of a media spokesperson to address technology questions. Development and/or assistance with a media plan and a voter education plan that addresses the most common questions from both the media and members of the public. An Intelivote representative can speak directly with the media on any questions related directly to the Intelivote application. The Municipality is responsible for all advertising and marketing costs of the Municipal Election, and if the Municipality is paying ISI pursuant to Article 7.1.2 to prepare and mail out Voter Instruction Letters, then ISI will be responsible for the costs of preparing and mailing out the Voter Instruction Letters;
- h) Technical consultation to address specialized system requirements;
- i) Development and recording of voice scripts for the Election;
- j) Website development and design including generation of a customized webpage for voters to link from to vote;
- k) Assisting the Municipality in addressing legislative issues and by-laws relating to elector notification;

- l) Customization and development of all activity associated with configuring the Election such as: district/ward setup; candidate assignment; voice script recording; Elector List management; secure ID and password management; configuring and loading Voting Decisions (ie. type of race, sequence and presentation display), based on information to be provided by the Municipality;
- m) Assistance and guidance to Auditors, security personnel and Election Officials. A document will be provided which will outline the requirements for a regional centre (if required) to be used by the Election Officials and Auditor, provided that the Municipality shall provide any hardware and communication facilities required by the Auditors and Election Officials;
- n) Training for Election HelpLine staff, Auditors, Election Officials (Returning Officer and Deputy Returning Officer);
- o) Coordination for logistics for eVoting and assistance for the protocol to be followed for the voting event;
- p) Municipality specific consulting by ISI staff to work with the Municipality, at a date and time agreed upon by the parties, to deliver the services, training and consulting described in this Contract and in this Schedule "A". Where possible, and at ISI's discretion, ISI staff may be available to travel to the Municipality during the engagement and provide training or assistance, on site. Zoom coordinated training will be done in person with a live consultant providing the training to facilitate a more meaningful session and to address any municipality specific questions, prior to and during the election as required.

SCHEDULE "B"
Consulting Services

Additional consulting services that may be required by the Municipality in addition to those services provided in Schedule "A" will be provided at the following rates:

Intelivote Consultant - \$800/day plus applicable taxes
All travel and living expenses will be reimbursed to ISI at cost.



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STAFF REPORT TO COUNCIL

Report No. 05-2022

Date: January 17, 2022

From: Nathan Richard, Interim Director of Operations

RE: Electric Vehicle Charger Update

Recommendation:

For information.

Background / Analysis:

This report provides an update on the progress of the Electric Vehicle Charger project. In November 2020, Council approved for the Town to apply for funding from NRCan federal incentive program called Zero Emission Vehicle Infrastructure Program (ZEVIP) grant funding to implement Electric Vehicle Chargers. Project capital funded 50% by NRCan and 50% provincial modernization funding.

There were limited charging options in Prescott for members of the public wishing to visit with an electric vehicle which has been one of the barriers to the introduction of more electric vehicles within the community.

Prior to the Town adding EV Charging stations available by the municipality, the existing EV charging stations in Prescott were either Level 3 fast charger at a cost of \$20 per charge and intended to provide power to travelers on Highway 401 or Tesla style chargers which are incompatible with any other vehicles.

Seven (7) Level 2 EV Chargers (240 Volt) have successfully been installed in Prescott and are now operational and available for public use.

Level 2 EV charging stations will be available at no cost, for an implementation period of 24 months, for public use in efforts to build awareness, increase usage and promote tourism as was approved in the initial proposal.



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The new recreation complex will also have four (4) of the proposed chargers installed at the parking lot at that location upon completion of the project in 2023. Two chargers will be installed at the parking lot at Centennial Park parking lot in 2022.

Summary of Charger Installations

Charger Location	Quantity	Chargers	Status
Shoppers Drug Mart parking lot	2	Level 2 (240V)	Completed
Sandra S. Lawn Harbour and Marina parking lot	2	Level 2 (240V)	Completed
Town Hall - Municipal Building	2	Level 2 (240V)	Completed
Leo Boivin Community Centre	1	Level 2 (240V)	Completed
Walker House/Centennial Park	2 2	Level 2 (240V) Level 1 (120V)	2022
New Recreation Complex	4	Level 2 (240V)	2023

Level 2 Charging Station technical details:

- 240V AC supply
- Approximate current draw is 32 amps and provides 7 kW
- Uses single phase power on a dedicated circuit
- Can provide a full charge in 4 to 8 hours, dependent on vehicle battery size

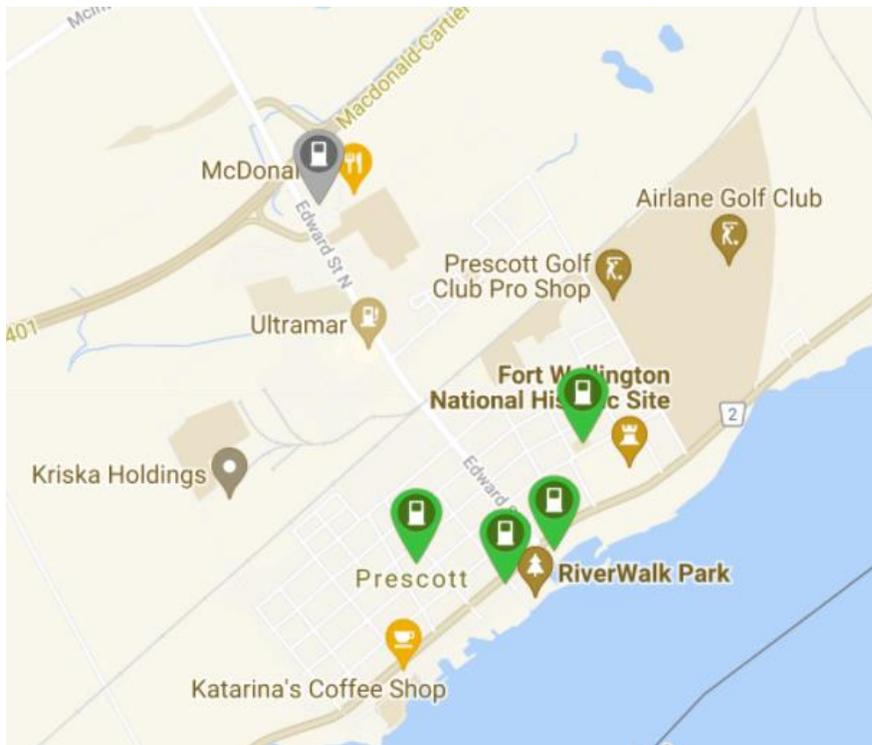
The EV charging stations can be located on Plug Share which is a well-known application on smartphones in which EV drivers seek chargers. The chargers will be added to other applications to promote awareness.

The activation of an EV charger is done through a smartphone application from FLO – EV Charging Network and alternatively users can obtain a Flo Fob to start activation.

Staff will proceed with adding instructions to the Town website on how to use the devices and add media communications to inform the public that the chargers are now available.

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Plugshare.com screen shot showing the 4 locations in Prescott as active



Operational Impacts:

Operational costs for Level 2 stations will comprise of additional a small amount of electrical utility, maintenance costs and cellular connection. The cellular connection at each location is required to monitor usage, connect for activating and remote troubleshooting.



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Town staff have access to the operation and data of the chargers to allow monitoring of usages and any technical issues.

Example of reporting from FLO data.

Usage sessions report for owner Town of Prescott							
This report includes usage sessions that <u>ended</u> between 2021/12/31 00:00 and 2022/01/13 23:59.							
Any usage sessions with no energy transferred are ignored .							
Owner	Park	Station Count	Total Sessions	Total Connection Time	Total Amount	Currency	Total kWh
Town of Prescott	Prescott - Shoppers	1	1	0:36	0.00	CAD	0.83241

The typical usage fee for a Level 2 charging station is currently \$1.00 to \$2.00 per hour. This fee is within the range of fees charged at similar publicly and privately owned charging stations in Eastern Ontario and Quebec. The user fee is collected by the smartphone application and forwarded to the Town.

Staff will monitor the usage monthly from the data that is published by the owner portal that allows staff to download usage reports and monitor the status of the charging stations.

Level 2 charging stations are relatively simple pieces of equipment and generally do not require regular maintenance, except for occasional cleaning if required. The Operations department will coordinate the maintenance of Level 1 and Level 2 stations.

The proposed public EV charging stations are intended to service EV users. As such the Town will place signage restricting the use of those parking spaces to electric vehicles, and the issuance of tickets and towing for illegally parked vehicles.

Indirect benefits - Level 2 charging stations are deemed to be destination locations and attract customers benefitting of a higher than average income, hence more available income to spend. The second aspect to consider is the fact that EV owners systematically select destinations having a charging service. The charging service thus attracts new customers who may have never selected specific areas, towns or business locations, be it a grocery, hardware store, or restaurant, personal services business, museum, if the charging service in that area had not been offered.

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Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

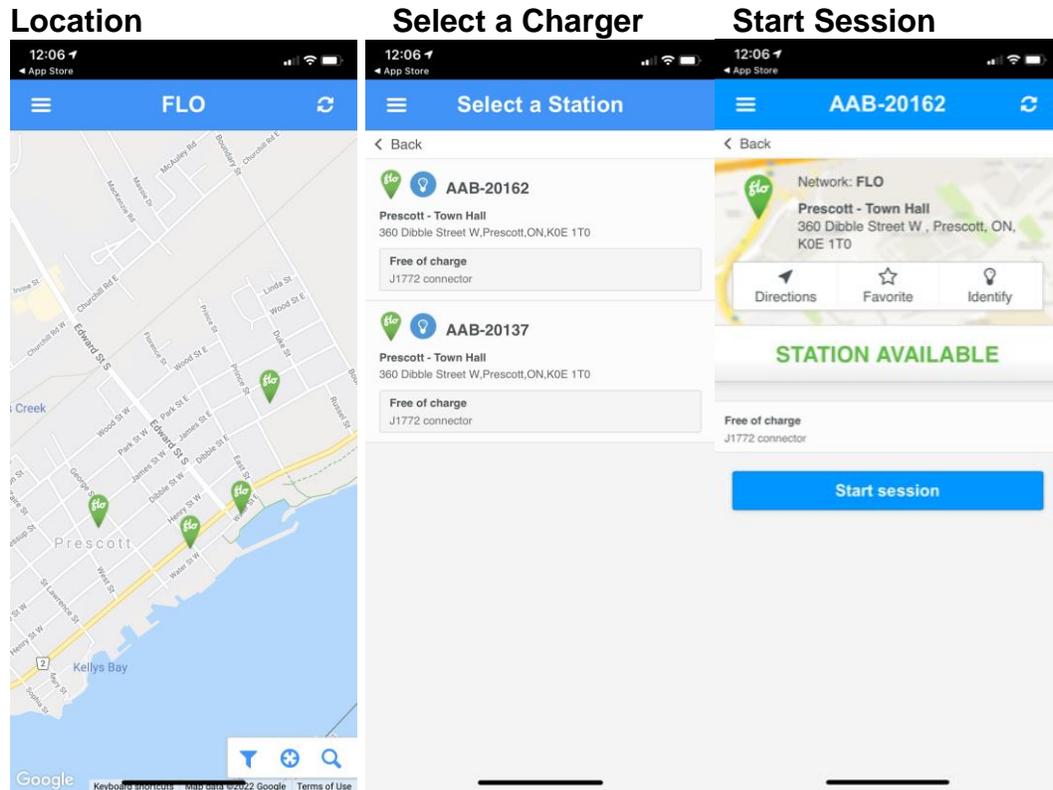
Level 2 EV Chargers – Town Hall location





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Level 2 Charger smartphone app screenshots – FLO EV Charging Network



Alternatives:

None

Environmental Implications:

An EV vehicle owner in Ontario can reduce their vehicle’s green house gas emissions by 67-95% by switching from a comparable compact, full-size or mid-size gasoline car to an electric vehicle. By choosing to drive an EV we are helping to reduce harmful air pollution from exhaust emissions.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Financial Implications:

The grant funding provided through the Federal Government and the use of the Provincial Modernization funding is supporting the full capital cost. In addition, Provincial Modernization funding will support the operating and maintenance costs of the chargers for the first two years.

Attachments:

None

Submitted by:

Nathan Richard
Interim Director of Operations



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 06-2022

Date: January 17, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: River Route Update – Route Modifications

Recommendation:

For information.

Background/Analysis:

Based on feedback received, the River Route Operation Committee is finalizing a few refinements to the bus route.

Adjustments to Current Route:

- Departing Brockville along the 2nd concession versus County Rd 2 to Maitland
- Shifting Sarah Street stop to MERC Hall in Maitland
- Addition of a stop at Cedar Street in Maitland
- Shifting James Street stop (Ingredion) to John Street (across from Anglican Church) in Cardinal

The concept of instituting a flag down option along the entirety of the bus route was discussed extensively. There are several concerns from a risk management perspective especially along County Rd 2. However, the Committee has agreed to test out a flag down system in the lower speed areas (50km/h or less) along the route in Maitland, Prescott, Johnstown and Cardinal areas. A combination of additional stops along with current route and an analysis of where individuals are flagging the bus down will allow for a more robust service in tune with the needs of the riders.

The large gap between Johnstown and Cardinal can be narrowed by adding stops at locations such as Grenville Park, Johnstown Motel, Blair Road and ELC automotive. The bus would only stop if there was a rider waiting at these locations.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

The flag down system and the additional non-scheduled locations should not be relied upon or to the same degree as the scheduled stop locations.

The adjustments are scheduled to take effect the week of January 24, 2022. An updated report on financials, ridership, and survey results is planned for early February.

We would like to take this opportunity to thank the operations and marketing committees for their work to date on this project.

Alternatives:

None

Financial Implications:

None

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 07-2022

Date: January 17, 2022

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

RE: Edward Street Overpass Rehabilitation Project – Revised Scope

Recommendation:

That Council approve the Edward Street Overpass Remediation Project for 2023 with an estimated budget of \$1,087,356 and proceed with the design work and issuance of the request for proposal in late 2022 or early 2023 for completion in 2023.

Background:

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

- Expansion Joint Replacements
- Concrete Abutment Repairs
- Structural Steel Repairs
- Corner rocker bearing rehabilitation
- Structure Steel re-coatings
- Guardrail Repairs
- Sidewalk Repairs
- Approach Asphalt repaving (Provisional item)

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

The Town and EVB Engineering reviewed the bridge work to determine options. It was noted that the bridge bearings were going to need rehabilitation in the next 5 to 10 years



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

however, after further investigation, the bearings at the north and south ends of the bridge expanse were showing signs of rapid deterioration between 2019, 2020, and 2021.

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

- The purpose of bridge bearings are to transfer loads from the superstructure into the foundations while accommodating translations (thermal expansion-contraction) and rotations of the superstructure;
- Interior pier bearing elements are generally in good condition;
- Due to leaking expansion joints, the condition of the abutment bearing elements have degraded in recent years and are generally in poor condition
- Abutment bearings are corroded and partially ceased to a point that free articulation is restricted
- This restriction results in undue stress in the bridge girders and concrete seat in the vicinity of the bearings
- The existing bearing type (rocker bearings) have been found to perform particularly poor during earthquake events
- Replacement of the full line of bearings is recommended as opposed to individual like for like replacements
- With full line bearing replacement, a more modern type bearing such as steel reinforced elastomeric bearings would be selected
- Bearing replacement requires jacking of the bridge creating a vertical offset at the expansion joint.
- It is most common and recommended that expansion joint replacement should occur following any work where jacking of the superstructure is required. As such, bearing and expansion joint replacement work is typically part of the same rehabilitation project.

Analysis:

Four options were developed based on the original scope of work and the new scope of work. These options were further analyzed under the assumption of full or partial bridge closures. Only the construction costs are shown below for each option.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Option 1A Original Scope + replace abutment bearings with the bridge closed for the duration of project.

Bridge Closure Status: Closed for duration of project
 Estimated Bridge Closure Duration: 3.5 months
 Estimated Construction Duration: 3.5 months
 Estimated Construction Cost: \$847,000

Option 1B Original Scope + replace abutment bearings with bridge closed for jacking operations only.

Bridge Closure Status: Closed for duration of abutment bearing jacking only, 1 lane open the remainder of the time
 Estimated Bridge Closure Duration: 1.5 weeks over the entire project (2-3 days at a time)
 Estimated Construction Duration: 4.0 months
 Estimated Construction Cost: \$982,000

Option 2A Original scope with bridge closed for the duration of the project.

Estimated Bridge Closure Status: Closed for duration of project
 Estimated Bridge Closure Duration: 2.5 months
 Estimated Construction Duration: 2.5 months
 Estimated Construction Cost: \$546,000

Option 2A Original scope with one lane open for the duration of the project.

Estimated Bridge Closure Status: 1 lane open for duration of the project
 Estimated Bridge Closure Duration: NA
 Estimated Construction Duration: 3.0 months
 Estimated Construction Cost: \$681,000

Due to the shortened timeline to address the abutment bearings and the need to address the expansion joint replacements when they are being addressed, it is recommended that the two projects be combined as outlined in Option 1B and scheduled for completion in 2023.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

There are no issues with waiting to complete the work until 2023. This timeline will allow for additional time to allocate funds towards the project.

Alternatives:

Council could decide to change the scope of work for the bridge project or not proceed with the project at this time.

Financial Implications:

The total estimated cost of the bridge project is broken down as follows under the 1B Option.

Component	Cost
Design	\$58,901
Construction	981,687
Contract and Inspection	32,267
Material Testing	7,500
Total	\$1,087,356

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

Over the last several years the OCIF funding has been used to address repaving needs in Prescott. It is being recommended to continue to use a portion of the OCIF funding to address repaving needs including the following for 2022 based on the pavement condition study completed in 2019:

- Duke Street from Park to end of Duke Street
- Park Street East from Boundary to Duke Street
- Henry Street West from St. Lawrence Street to West Street
- Victoria Street

This is estimated to cost approximately \$295,000.

If the bridge is to be rehabilitated in 2023, portions of the OCIF funding for 2022 and 2023 could be allocated towards the project



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

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

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

The tender for the bridge work would be released in late 2022 or early in 2023 for completion in 2023.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard
Interim Director of Operations



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 08-2022

Date: January 17, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer
 Renny Rayner, Fire Chief

RE: Replacement of Fire Rescue Vehicle

Recommendation:

That Council direct staff to proceed with the planning process to replace the current 1998 International 4900 Rescue Vehicle with a Rescue Pumper Vehicle for order in 2022 or 2023.

Background/Analysis:

A fire apparatus is an emergency vehicle that must be relied upon to transport fire fighters and equipment to and from an incident. It must operate reliably and support the mission of the fire department to save lives, property, and the environment. A firetruck that breaks down at any time during an emergency incident, not only compromises the success of the operation but might jeopardize the safety of the fire fighters.

The National Fire Protection Association (NFPA) is globally recognized as the industry standard of best practices related to the fire service. NFPA 1911 Standard for the Inspection, Maintenance, Testing, recommends replacement of front-line fire apparatus after 20 years of service.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

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

Vehicle	Year	Use	Replacement at per NFPA 1911	Alternative	Payment Status
International 4900 – Rescue Vehicle	1998	Front Line Apparatus	2018	2022 or 2023	Fully Paid
Sutphen – Aerial Truck	2008		2028	2033	Fully Paid in 2023
Rosenbauer – Commander Pumper	2012		2032		Fully Paid in 2023
2012 GMC Sierra 4x4 – Utility	2012		2027		Fully Paid

The current Fire Rescue vehicle is a 1998 International 4900 is a 24-year-old front-line apparatus and is in need of replacement. If replaced this vehicle would be repurposed as a second life unit and designated as the Emergency Support Apparatus. It would carry additional resources and equipment that would be available at various incidents.

As part of the future fleet planning process, it is recommended that the Fire Rescue be replaced with a Fire Rescue Pumper which would have additional functionality as a pumper while meeting the needs of carrying critical resources to scene.

If a vehicle were ordered in the third quarter of 2022, or first quarter of 2023, it would likely arrive late 2023 or early 2024, based on current manufacture and delivery timelines. The estimated replacement cost for a Custom Cab Rescue Pumper would be \$800,000-\$900,000. The possibility of obtaining a demonstration model that will meet the needs will be fully explored to find savings.

Alternatives:

Council could decide to not proceed with the planning of the Fire Rescue Vehicle at this time.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Financial Implications:

Current yearly debt payments of \$65,638 on the Aerial and Commander Pumper will end in 2023. That amount would be used to obtain a debenture for 10 years to cover the cost of the new Rescue Pumper.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Renny Rayner
Fire Chief



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 09-2022

Date: January 17, 2022

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

RE: 2022 Street Repaving

Recommendation:

That Council direct staff to proceed with repaving of the following areas in 2022:

- Duke Street from Park to end of Duke Street
- Park Street East from Boundary to Duke Street
- Henry Street West from St. Lawrence Street to West Street
- Victoria Street

Background/Analysis:

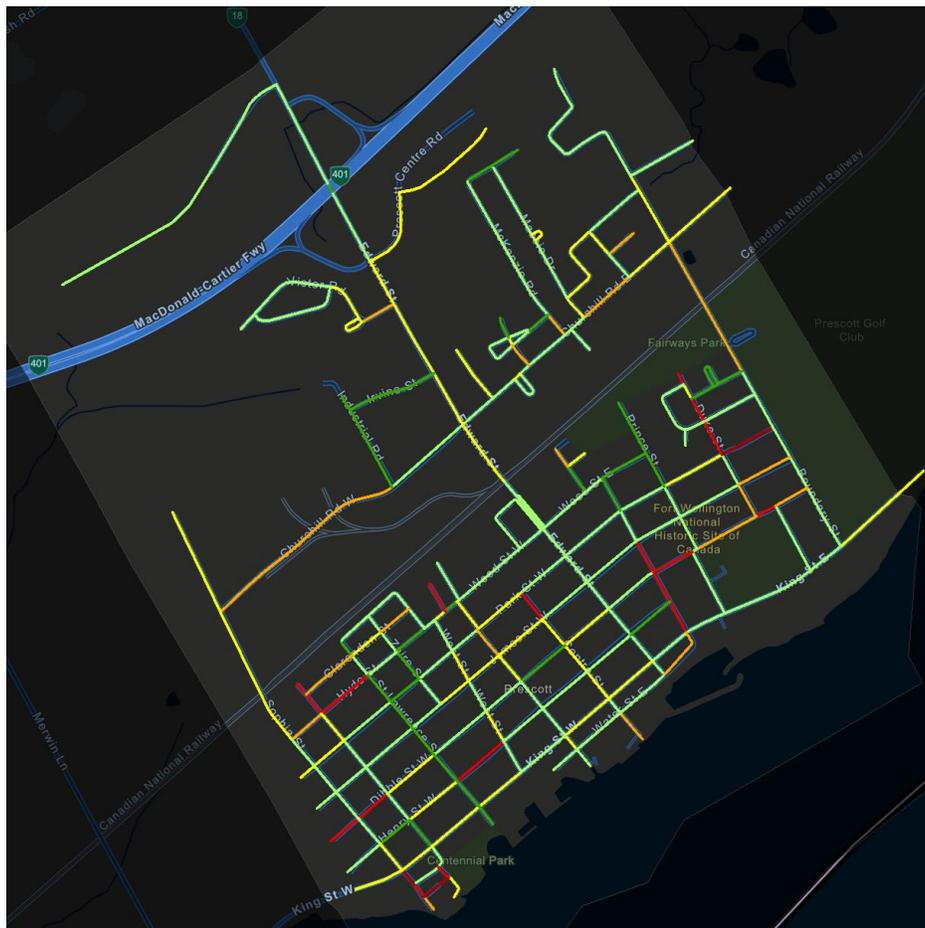
In 2019, the Town of Prescott undertook a street condition assessment which helps to inform where the most pressing needs for road works should occur. The road repaving budget is developed using this information.

Over the last several years the Ontario Community Infrastructure Funding (OCIF) has been utilized to address repaving needs in Prescott. It is being recommended to continue to use a portion of the OCIF funding to address repaving needs including the following for 2022 based on the pavement condition study completed in 2019.

- Duke Street from Park to end of Duke Street
- Park Street East from Boundary to Duke Street
- Henry Street West from St. Lawrence Street to West Street
- Victoria Street

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

The map below shows the road conditions in the Town of Prescott as of 2019 and updated for work completed in 2020 and 2021. Pavement evaluations are colour coded. Green for excellent to good condition, yellow for fair to poor condition, and red for very poor to serious condition.



Major resurfacing work is completed by the Towns contracted civil contractor, Ken Miller Excavating. The rates per square meter for asphalt paving were previously identified in the Civil Work agreement. Completing larger sections at one time has an economy of scale as the cost per square meter is reduced as it decreases the contractor mobilization and demobilization of the heavy equipment required to complete the work.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

The reconstruction of Dibble Street East from Boundary to Edward Street will be completed in 2022 while East Street is anticipated to be the next street to be reconstructed.

By deciding early in 2022 which areas will be repaved will allow the contractor to schedule the work early in the 2022 construction season.

A pavement condition study will occur in 2022 which will inform the 2023 through 2025 repaving priorities.

Alternatives:

Council could decide to repave other areas of Prescott in 2022.

Financial Implications

The Province announced a doubling of the Ontario Community Infrastructure Funding envelope for 2022. The Prescott allocation will increase from \$267,026 to \$548,790 in 2022.

Over the last several years the OCIF funding as been used to address repaving needs in Prescott. It is being recommended to continue to use a portion of the OCIF funding to address repaving needs including the following for 2022 based on the pavement condition study completed in 2019

- Duke Street from Park to end of Duke Street
- Park Street East from Boundary to Duke Street
- Henry Street West from St. Lawrence Street to West Street
- Victoria Street

This is estimated to cost approximately \$295,000

Environmental Implications:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 17 '22
Strategic Plan		

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard
Interim Director of Operations

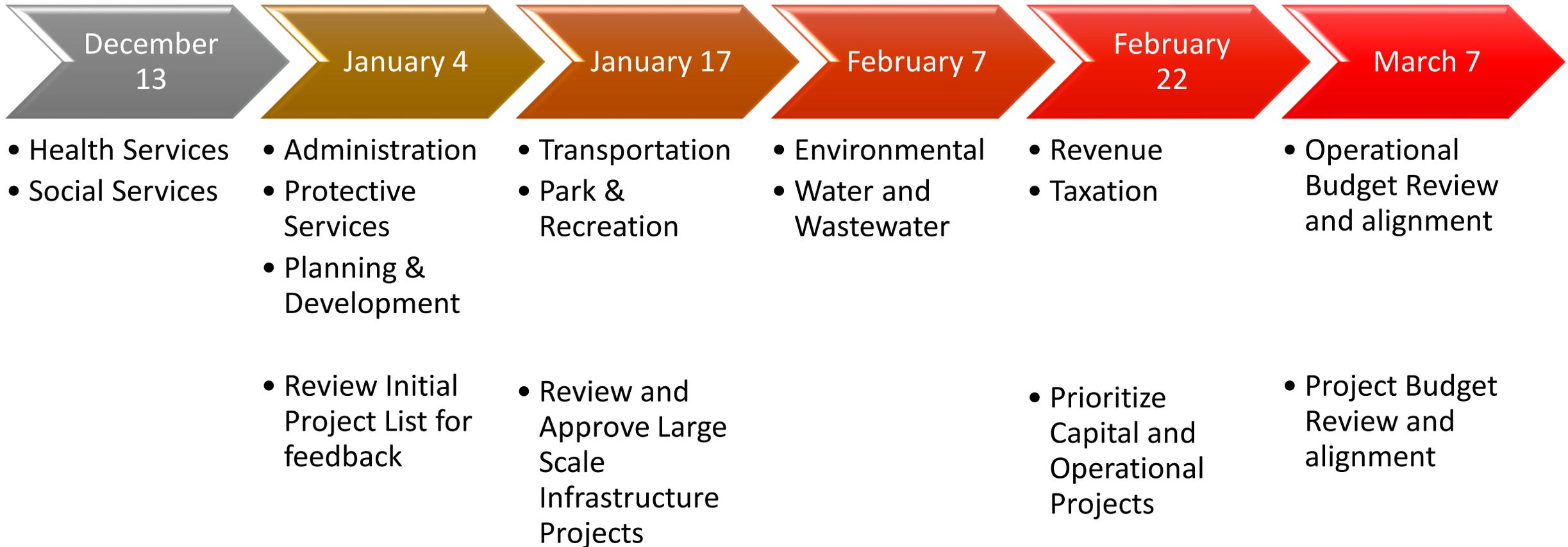
2022 Operational Budget – January 17, 2022



Topics

- Budget Timeline
- Transportation
- Parks & Recreation

Budget Timeline



Transportation

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

Transportation Expenses

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Operations	1,126,354	1,111,901	1,166,698	40,344	54,797		-
Paving	282,310	315,471	573,790	291,480	258,319	Additional OCIF Revenue	253,790
Bridges	-	-	-	-	-	Bridge Project 2023	-
Traffic	517,961	467,795	529,037	11,076	61,242	Debt Payment to below	39,900
Sidewalks	71,800	51,980	96,000	24,200	44,020	2021 replacement work	12,500
Winter Mtce	124,400	116,499	124,400	-	7,901	Plow Truck Debt Payment	-
Winter Sidewk	21,000	21,000	21,000	-	-		-
Parking Lots	400	370	400	-	30		-
Street Lighting	134,100	131,380	134,100	-	2,720		-
Total	2,278,325	2,216,396	2,645,425	367,100	429,029	\$304,000 in additional revenue	\$306,190
% Change				+16.1%	+18.8%		

Parks & Recreation

- Walker House
- Recreation - Culture
- Parks
- Recreation - Programs
- Marina
- Pool
- Community Centre
- Museum

Parks & Recreation Expenses

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Walker House	108,601	107,814	111,862	3,261	4,048		1,750
Rec - Culture	207,454	207,454	240,454	33,000	33,000	Reallocation of Community Grants	25,000
Parks	237,990	230,011	246,348	8,358	16,337		24,200
Rec - Program	75,858	72,449	172,743	96,885	100,294	Reallocation	-
Marina	355,570	343,638	370,200	14,630	26,562	Additional Revenue	79,435
Pool	79,865	64,327	75,306	(4,559)	10,979		2,100
Comm Centre	319,350	318,527	381,464	62,114	62,937	Reserve Reallocation	300,000
Library	177,918	163,788	178,690	772	14,902		-
Museum	29,675	29,474	30,284	609	810		-
Total	1,592,281	1,537,483	1,807,351	215,070	269,868		432,485
% Change				+13.5%	+15.9%		

Summary to Date Expenses

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Health Services	326,455	348,374	329,537	3,082	(18,837)		-
Social Services	736,107	702,497	746,204	9,917	43,527		-
Administration	1,356,021	1,311,358	1,374,454	22,433	63,096		311,024
Protective Services	2,220,372	2,160,556	2,263,152	42,780	102,596	Offsetting Revenue	30,000
Planning	72,840	73,675	73,281	441	(394)		-
Transportation	2,278,325	2,216,396	2,645,425	367,100	429,029	\$304,000 in offsetting Revenue	306,190
Parks & Recreation	1,483,680	1,429,669	1,695,489	211,809	265,821	\$118,400 reallocation from Tourism	432,485
Total	8,469,800	8,242,525	9,127,363	657,564	884,838		1,079,699
% Change				+7.8%	+10.4%		
2022 Election	-	-	20,000	20,000	20,000		

Next Budget Meeting – February 7, 2022

Topics

- Environmental
- Economic Development & Tourism
- Water and Wastewater

**Departmental Statement
Operations**

Fund 00
Dept 300

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	907,962	916,434	(8,473)	1,099,721	1,089,554	1,132,798	43,244	
Travel Mileage	83	397	(313)	397	100	500	400	
Travel Meals	42	-	42	-	50	-	(50)	
Training Accommodation	2,917	-	2,917	-	3,500	-	(3,500)	
Training Non-Mileage	583	-	583	-	700	-	(700)	
Training Meals	1,167	-	1,167	-	1,400	-	(1,400)	
Training Fees	14,167	626	13,540	626	17,000	20,000	3,000	
Conference Fees	833	-	833	-	1,000	1,000	-	
Membership Fees	1,250	61	1,189	61	1,500	1,000	(500)	
Professional Dues	-	270	(270)	324	-	500	500	
Office Supplies	333	-	333	-	400	-	(400)	
Computer Printer Supplies	-	-	-	-	-	-	-	
External Printing Costs	208	-	208	-	250	-	(250)	
Postage	167	-	167	-	200	-	(200)	
Supplies Other	500	594	(94)	594	600	600	-	
Computer Licenses	-	524	(524)	629	-	600	600	
Advertising Recruitment	2,750	-	2,750	3,260	3,300	3,300	-	
Maintanance Supplies	417	-	417	-	500	-	(500)	
Telephone	167	-	167	-	200	-	(200)	
Cellular Services	1,000	1,528	(528)	1,465	1,200	1,500	300	
Data Communications	1,750	873	877	2,465	2,100	2,500	400	
Vehicle Fuel	417	-	417	-	500	-	(500)	
Licensing Vehicles	750	-	750	-	900	-	(900)	
Clothing Allowance	333	808	(475)	969	400	1,000	600	
Answering Services	833	1,158	(324)	1,389	1,000	1,400	400	
Total	938,628	923,273	15,355	1,111,901	1,126,354	1,166,698	40,344	



**Departmental Statement
Roads - Paved**

Fund 00
Dept 311

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Asphalt Cold Mix	2,083	2,119	(36)	2,119	2,500	2,500	-	
Other Expenses		463	(463)	463	-	500	500	
Contracted Services	15,000	21,704	(6,704)	21,704	18,000	22,000	4,000	Line Painting
Trasnfer to Reserves	-	-	-	-	-	253,790	253,790	
Maintenance Contract	218,175	291,184	(73,009)	291,184	261,810	295,000	33,190	
Total	235,258	315,471	(80,212)	315,471	282,310	573,790	291,480	



Departmental Statement
Bridges & Culverts

Fund 00
 Dept 312

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2021	2021	2022	(Lower)	
			Projection	Budget	Budget		
			B (W)				

Expenses

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



Departmental Statement Roads - Traffic

Fund 00
Dept 313

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	

Expenses

Salaries & Benefits	32,338	20,935	11,404	25,122	38,806	40,509	1,703	Crossing Guards
Training Fees	1,667	807	860	969	2,000	1,000	(1,000)	
Membership Fees	833	1,695	(862)	2,034	1,000	2,000	1,000	
Health & Safety	3,333	1,902	1,432	2,282	4,000	4,000	-	
Insurance	31,667	26,608	5,058	43,783	38,000	45,975	7,975	New Rate +5%
Office Supplies	125	638	(513)	765	150	800	650	
Other Supplies	83	-	83	-	100	-	(100)	
Freight	83	-	83	-	100	-	(100)	
Other	833	612	221	735	1,000	750	(250)	
Office Equipment	1,250	164	1,086	197	1,500	1,500	-	
Equipment Mtce	1,250	-	1,250	-	1,500	1,500	-	
Advertising Community	1,000	211	789	253	1,200	500	(700)	
Welding Supplies	1,500	932	568	1,119	1,800	1,800	-	
Janitorial Cleaning Supplies	4,167	1,773	2,394	2,127	5,000	5,000	-	
Maintenance Supplies	20,833	6,899	13,935	8,279	25,000	20,000	(5,000)	
Maintenance Contract	4,167	3,997	170	4,797	5,000	5,000	-	
Landscaping	42	-	42	-	50	-	(50)	
Building Repairs	5,000	3,385	1,615	4,062	6,000	6,000	-	
Hydro	12,833	10,785	2,049	12,941	15,400	14,000	(1,400)	Assumed 5% increase
Heat	4,417	3,000	1,416	3,601	5,300	5,300	-	Assumed 5% increase
Water	375	278	97	334	450	400	(50)	
Telephone	1,917	732	1,185	878	2,300	1,000	(1,300)	
Cellular Services	7,500	3,814	3,686	4,577	9,000	5,000	(4,000)	
Data Communications	1,667	2,102	(435)	2,522	2,000	2,500	500	
Insurance	7,938	1,116	6,822	13,821	9,525	14,513	4,988	New Rate +5%
Oils	1,500	-	1,500	-	1,800	-	(1,800)	
Vehicle Fuel	29,167	28,183	984	33,820	35,000	35,000	-	
Tools	2,917	7,490	(4,573)	8,988	3,500	3,500	-	
Vehicle Parts	20,833	15,829	5,004	18,995	25,000	20,000	(5,000)	



**Departmental Statement
Roads - Traffic**

Fund 00
Dept 313

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Vehicle Other	417	121	296	145	500	500	-	
Repairs	36,250	28,644	7,606	34,373	43,500	35,000	(8,500)	
Vehicle Licensing	-	2,285	(2,285)	2,742	-	3,000	3,000	
Vehicle Insurance	8,875	10,901	(2,026)	13,914	10,650	14,610	3,960	New Rate +5%
Vehicle Non-Owned Insuran	125	129	(4)	150	150	150	-	
Roads & Signs	5,917	8,793	(2,876)	10,551	7,100	10,000	2,900	
Safety Devices	208	-	208	-	250	-	(250)	
Uniforms	6,667	6,982	(315)	8,378	8,000	8,500	500	
Contracted Services	4,167	15,264	(11,098)	18,317	5,000	20,000	15,000	
Security Services	2,083	684	1,400	821	2,500	2,500	-	
Maintenance Contract	11,667	11,754	(87)	14,105	14,000	14,500	500	Rail Crossings
Waste Collection	1,750	-	1,750	-	2,100	-	(2,100)	
Rental Equipment	66,667	53,809	12,858	64,570	80,000	80,000	-	
Debenture Payments	64,775	46,513	18,262	77,730	77,730	62,830	(14,900)	
Transfer to Reserves	20,833	20,833	0	25,000	25,000	39,900	14,900	
Total	431,634	350,598	81,036	467,795	517,961	529,037	11,076	



**Departmental Statement
Roadside**

Fund 00
Dept 314

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Other	417	-	417	-	500	-	(500)	
Gravel	2,083	-	2,083	-	2,500	-	(2,500)	
Contracted Services	4,417	8,733	(4,317)	10,480	5,300	10,500	5,200	
Maintenance Contract	42,500	29,000	13,500	29,000	51,000	73,000	22,000	Sidewalk Budget
Transfer to Reserve	10,417	10,417	(0)	12,500	12,500	12,500	-	
Total	59,833	48,150	11,683	51,980	71,800	96,000	24,200	



**Departmental Statement
Winter Roads**

Fund 00
Dept 321

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	

Expenses

Sand	7,500	-	7,500	5,000	9,000	9,000	-	
Salt	36,667	47,512	(10,845)	47,512	44,000	44,000	-	
Snow Removal	33,333	27,876	5,457	32,587	40,000	40,000	-	
Debt Payment	26,167	26,167	(0)	31,400	31,400	31,400	-	
Total	103,667	101,555	2,111	116,499	124,400	124,400	-	



Departmental Statement
Winter Control Sidewalk

Fund 00
 Dept 322

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	
Expenses								
Debt Payment	17,500	17,500	-	21,000	21,000	21,000	-	Debt Payment for Sidewalk
Total	17,500	17,500	-	21,000	21,000	21,000	-	Plow



Departmental Statement
Parking Lots

Fund 00
 Dept 340

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2021	2021	2022	(Lower)	
			Projection	Budget	Budget		
Expenses							
Hydro	333	309	25	370	400	400	-
Total	333	309	25	370	400	400	-

**Departmental Statement
Street Lighting**

Fund 00
Dept 350

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	

Revenue

Expenses

Equipment Repairs	28,333	28,084	249	33,701	34,000	34,000	-	
Hydro	41,750	39,733	2,017	47,679	50,100	50,100	-	Assumes 5% increase
Debtenture Payment	41,667	41,667	(0)	50,000	50,000	50,000	-	
Total	111,750	109,484	2,266	131,380	134,100	134,100	-	



**Departmental Statement
Walker House**

Fund 00
Dept 622

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	62,742	62,468	273	74,962	75,290	78,075	2,785	
Meals	-	-	-	-	-	-	-	
Training Fees	208	-	208	-	250	250	-	
Conferences	417	-	417	-	500	500	-	
Health & Safety Supplies	42	-	42	-	50	-	(50)	
Insurance	1,708	1,459	249	2,362	2,050	2,480	430	New Rate +5%
Other	83	-	83	-	100	-	(100)	
Computer printer supplies	-	-	-	-	-	-	-	
Other	13,750	-	13,750	16,782	16,500	16,500	-	
Advertsing Community	-	-	-	-	-	-	-	
Janitorial Supplies	-	-	-	-	-	-	-	
Maintenance Supplies	333	115	219	138	400	400	-	
Cleaning Contracts	333	-	333	-	400	400	-	
Repairs	833	2,237	(1,404)	2,685	1,000	1,000	-	
Repairs Other	667	-	667	-	800	-	(800)	
Hydro	1,417	1,578	(162)	1,894	1,700	2,000	300	Assumed 5% Increase
Heat	1,375	703	672	844	1,650	1,650	-	Assumed 5% Increase
Water	292	243	49	292	350	350	-	
Sewer	458	417	41	500	550	550	-	
Cellular Services	625	401	224	481	750	500	(250)	
Data Communications	917	824	93	989	1,100	1,100	-	
Building & Content Insurance	2,134	472	1,662	3,721	2,561	3,907	1,346	New Rate +5%
Contracted Services	333	-	333	-	400	-	(400)	
Inspections	375	346	29	415	450	450	-	
Transfer to Reserves	1,458	1,458	0	1,750	1,750	1,750	-	
Total	90,501	72,722	17,778	107,814	108,601	111,862	3,261	



**Departmental Statement
Recreation - Cultural**

Fund 00
Dept 700

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Grants to Others	152,045	167,853	(15,808)	182,454	182,454	215,454	33,000	Library & Community Grants
Transfer to Reserves	20,833	20,833	0	25,000	25,000	25,000	-	Community Grants Reallocation
Total	172,878	188,686	(15,807)	207,454	207,454	240,454	33,000	

**Departmental Statement
Parks**

Fund 00
Dept 710

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	

Expenses

Salaries & Benefits	-	-	-	-	-	-	-
Training Meals	208	-	208	-	250	-	(250)
Training Other	2,000	-	2,000	-	2,400	-	(2,400)
Training Fees	1,083	2,867	(1,784)	3,440	1,300	3,900	2,600
Membership Fees	1,333	-	1,333	-	1,600	-	(1,600)
Professional Dues	167	-	167	-	200	-	(200)
Health & Safety Supplies	417	991	(574)	1,189	500	1,500	1,000
Liability Insurance	8,033	6,781	1,253	11,106	9,640	11,661	2,021
Supplies Other	833	-	833	-	1,000	-	(1,000)
Other	-	2,982	(2,982)	3,578	-	3,500	3,500
Equipment Maintenance	1,167	-	1,167	-	1,400	-	(1,400)
Janitorial supplies	-	22	(22)	27	-	100	100
Maintenance Supplies	2,917	4,053	(1,136)	4,863	3,500	5,000	1,500
Maintenance Contract	33,333	2,872	30,462	3,446	40,000	5,000	(35,000)
Landscaping	15,000	25,771	(10,771)	25,771	18,000	27,500	9,500
Building Repairs	1,667	475	1,191	571	2,000	1,500	(500)
Hydro	4,917	5,574	(657)	6,688	5,900	7,500	1,600
Water	5,417	6,820	(1,404)	8,184	6,500	8,500	2,000
Sewer	5,417	6,987	(1,570)	8,384	6,500	9,000	2,500
Cellular Services	3,583	2,896	687	3,475	4,300	3,600	(700)
Data Communications	1,333	846	487	1,015	1,600	1,200	(400)
Insurance	4,542	1,030	3,512	8,318	5,450	8,734	3,284
Tools	6,250	1,294	4,956	1,553	7,500	7,500	-
Vehicle Parts	5,000	4,148	852	4,977	6,000	5,000	(1,000)
Equipment Supplies	125	238	(113)	285	150	500	350
Vehicle Repairs	1,250	5,147	(3,897)	6,176	1,500	7,000	5,500
Vehicle Insurance	2,083	1,974	109	3,669	2,500	3,853	1,353
Safety Devices	167	-	167	-	200	-	(200)
Uniforms / Clothing	1,500	557	943	669	1,800	1,500	(300)



**Departmental Statement
Parks**

Fund 00
Dept 710

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Contracted Services	-	12,910	(12,910)	15,492	-	15,000	15,000	
Rental Equipment	417	1,646	(1,229)	1,975	500	2,000	1,500	
Bank Fees	500	494	6	593	600	600	-	
Transfer to Reserves	20,167	20,167	(0)	24,200	24,200	24,200	-	
Debenture Payment	67,500	40,180	27,320	80,366	81,000	81,000	-	Riverwalk Debt Payment
Total	198,325	159,720	38,605	230,011	237,990	246,348	8,358	



**Departmental Statement
Recreation - Programs**

Fund 00
Dept 720

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	49,269	59,084	(9,815)	70,901	59,123	132,743	73,620	
Training Fees	2,500	407	2,093	488	3,000	1,500	(1,500)	
Conference Fees	3,333	-	3,333	-	4,000	1,000	(3,000)	
External Printing Costs	-	81	(81)	98	-	500	500	
Other	-	233	(233)	279	-	500	500	
Advertising	-	162	(162)	194	-	500	500	
Promotional Materials	3,500	-	3,500	-	4,200	-	(4,200)	
Recreation Programming	2,500	408	2,092	489	3,000	36,000	33,000	
Programs	2,113	-	2,113	-	2,535	-	(2,535)	
Other	-	115	(115)	138	-	9,500	9,500	Fire Works
Total	63,215	60,489	2,726	72,449	75,858	172,743	96,885	Reallocation from Tourism



**Departmental Statement
Marina**

Fund 00
Dept 731

October 2021

Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	

Expenses

Salaries & Benefits	77,608	81,048	(3,440)	81,048	93,130	93,130	-	
Training Fees	833	65	768	65	1,000	1,000	-	
Membership Fees	250	43	207	43	300	250	(50)	
Health & Safety Supplies	833	10	823	10	1,000	750	(250)	
Liability Insurance	17,233	14,506	2,727	23,824	20,680	25,015	4,335	New Rate plus 5% increase
Office Supplies	167	192	(26)	192	200	200	-	
Other	1,667	261	1,406	261	2,000	1,150	(850)	
Equipment Maintenance	2,083	-	2,083	-	2,500	2,000	(500)	
License	208	-	208	-	250	-	(250)	
Advertising Recruitment	417	794	(377)	794	500	800	300	
Janitorial Cleaning Supplies	1,250	2,210	(960)	2,210	1,500	2,200	700	
Maintenance Supplies	4,167	1,488	2,679	1,488	5,000	3,000	(2,000)	
Maintenance Contracts	4,167	530	3,636	530	5,000	3,000	(2,000)	
Building Repairs	8,333	5,630	2,703	5,630	10,000	7,500	(2,500)	
Other Building Contracts	2,500	1,994	506	1,994	3,000	2,000	(1,000)	
Hydro	8,667	8,651	16	9,869	10,400	10,400	-	Assumes 5% increase
Water	6,083	1,291	4,792	1,350	7,300	5,000	(2,300)	
Sewer	6,167	1,467	4,700	1,564	7,400	5,000	(2,400)	
Telephone	917	641	275	769	1,100	800	(300)	
Cellular Services	1,083	393	691	471	1,300	600	(700)	
Data Communications	917	840	76	1,008	1,100	1,100	-	
Building & Contents Insurance	1,604	601	1,003	2,780	1,925	2,920	995	New Rate plus 5% increase
Tools	833	-	833	-	1,000	-	(1,000)	
Signs & Boards	1,250	457	793	457	1,500	1,000	(500)	
Gas	58,833	90,710	(31,877)	90,710	70,600	90,700	20,100	
Diesel	7,000	11,331	(4,331)	11,331	8,400	11,350	2,950	
Ice	458	1,562	(1,104)	1,562	550	1,600	1,050	
Ice Cream	-	1,667	(1,667)	1,667	-	1,700	1,700	
Uniforms	-	559	(559)	559	-	600	600	
Contracted Services	4,167	12,165	(7,998)	12,165	5,000	5,000	-	

**Departmental Statement
Marina**

Fund 00
Dept 731

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	
Security Services	833	852	(18)	852	1,000	1,000	-	
Waste Collection	833	-	833	-	1,000	-	(1,000)	
Equipment rental	417	-	417	-	500	-	(500)	
Credit Card Charges	8,333	9,779	(1,445)	9,001	10,000	10,000	-	
Transfer to Reserves	66,196	66,196	(0)	79,435	79,435	79,435	-	
Total	296,308	317,931	(21,623)	343,638	355,570	370,200	14,630	



Departmental Statement
Pool

Fund 00
Dept 735

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	47,846	-	47,846	-	57,415	-	(57,415)	June - August 31st
Training Accomodations	167	-	167	-	200	-	(200)	
Training Fees	208	-	208	-	250	-	(250)	
Training Materials	167	-	167	-	200	-	(200)	
Membership Fees	458	-	458	-	550	-	(550)	
Office Supplies	83	-	83	-	100	-	(100)	
Supplies Other	1,667	-	1,667	-	2,000	-	(2,000)	
Supplies Other	208	-	208	-	250	-	(250)	
Public Relations	375	-	375	-	450	-	(450)	
Maintenance Supplies	1,750	1,835	(85)	1,835	2,100	2,100	-	
Maintenance Contracts	417	-	417	-	500	-	(500)	
Repairs	208	262	(54)	262	250	250	-	
Hydro	2,167	2,294	(127)	2,294	2,600	2,600	-	
Heat	1,833	210	1,623	210	2,200	2,200	-	
Water	208	308	(100)	308	250	350	100	
Sewer	333	482	(149)	482	400	500	100	
Telephone	500	238	262	238	600	300	(300)	
Data Communications	1,083	1,251	(168)	1,251	1,300	1,300	-	
Building & Contents Insurance	1,250	515	735	2,196	1,500	2,306	806	New Rate +5%
Uniforms	500	-	500	-	600	-	(600)	
Pool - Chemicals	2,750	3,149	(399)	3,149	3,300	3,300	-	
Badges	625	-	625	-	750	-	(750)	
Contracted Services	-	50,000	(50,000)	50,000	-	58,000	58,000	
Transfer to Reserves	1,750	1,750	-	2,100	2,100	2,100	-	
Total	66,554	62,296	4,259	64,327	79,865	75,306	(4,559) -5.7%	

**Departmental Statement
Arena**

Fund 00
Dept 736

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Training Fees	167	-	167	-	200	-	(200)	
Health & Safety Supplies	1,575	722	853	867	1,890	1,500	(390)	
Liability Insurance	29,479	24,806	4,673	40,751	35,375	42,788	7,413	New Rate +5%
Other	-	479	(479)	575	-	-	-	
Janitorial Supplies	-	979	(979)	1,175	-	1,200	1,200	
Maintenance Supplies	500	-	500	-	600	-	(600)	
Maintenance Contracts	2,500	250	2,250	299	3,000	3,000	-	
Repairs	1,667	-	1,667	-	2,000	2,000	-	
Hydro	8,250	6,973	1,277	8,368	9,900	9,000	(900)	Assumes 5% Increase
Heat	4,917	1,761	3,156	2,113	5,900	3,500	(2,400)	Assumes 5% Increase
Water	542	1,069	(528)	1,283	650	1,300	650	
Sewer	750	1,245	(495)	1,493	900	1,500	600	
Telephone	1,750	1,930	(180)	2,316	2,100	2,400	300	
Data Communications	1,750	1,667	83	2,001	2,100	2,100	-	
Building & Contents Insurance	5,946	3,948	1,998	10,168	7,135	10,676	3,541	New Rate +5%
Security	417	432	(16)	519	500	500	-	
Rental Equipment	417	-	417	-	500	-	(500)	
Grants to Others	9,667	-	9,667	11,600	11,600	-	(11,600)	Move to 700 Rec Culture
Transfer to Reserves	195,833	195,833	0	235,000	235,000	300,000	65,000	From Fire Dept Reserve Allocation
Total	266,125	242,094	24,031	318,527	319,350	381,464	62,114	

**Departmental Statement
Library**

Fund 00
Dept 740

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projection	2021 Budget	2022 Budget	(Lower)	
Expenses								
Salaries & Benefits	120,178	118,717	1,460	142,461	144,213	145,655	1,442	
Training Fees	83	-	83	-	100	100	-	
Membership Fees	52	61	(9)	73	62	62	-	
Meeting Expenses	333	250	83	300	400	250	(150)	
Health & Safety Supplies	25	-	25	-	30	30	-	
Insurance	450	386	64	464	540	655	115	New Rate + 5%
Office Supplies	833	649	184	779	1,000	1,000	-	
Special Project	4,167	-	4,167	-	5,000	5,000	-	Office Furniture
Computer Printer Supplies	-	599	(599)	719	-	-	-	
Postage	1,250	426	824	511	1,500	1,450	(50)	
Books	10,000	8,448	1,552	10,137	12,000	11,975	(25)	
Subscriptions	500	443	57	532	600	620	20	
SOLS Pools	354	425	(71)	510	425	425	-	
Other	208	-	208	-	250	50	(200)	
Photocopier Maintenance	1,425	322	1,103	387	1,710	1,710	-	
Computer	1,667	163	1,504	195	2,000	1,500	(500)	
Computer Licenses	3,608	3,966	(358)	3,966	4,330	4,330	-	
Childrens Programs	417	776	(359)	931	500	800	300	
Maintenance Supplies	42	-	42	-	50	50	-	
Maintenance Contract	417	-	417	-	500	500	-	
Repairs	417	-	417	-	500	500	-	
Telephone	712	569	143	683	854	854	-	
Internet	712	569	142	683	854	854	-	
Insurance	375	343	32	412	450	270	(180)	New Rate + 5%
Bank Charges	42	38	4	45	50	50	-	
Total	148,265	137,151	11,114	163,788	177,918	178,690	772	



Departmental Statement
Museum

Fund 00
Dept 751

October 2021

	Year-to-Date			Total 2021 Projection	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Liability Insurance	450	235	215	621	540	652	112	New Rate +5%
Other	167	770	(604)	924	200	200	-	
Community Advertising	-	1,425	(1,425)	1,710	-	-	-	
Repairs	-	54	(54)	64			-	
Telephone	1,000	261	739	313	1,200	-	(1,200)	
Internet		1,018	(1,018)	1,222		1,200	1,200	
Building & Contents Insurance	492	412	80	494	590	843	253	New Rate +5%
Security Services	292	-	292	-	350	350	-	
Contracted Services	1,971	(0)	1,971	(1)	2,365	2,365	-	
Rent	20,358	20,106	253	24,127	24,430	24,674	244	
Total	24,729	24,280	450	29,474	29,675	30,284	609	

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 04-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JANUARY 17, 2022**

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 17th DAY OF JANUARY, 2022.

Mayor

Clerk