



**PRESCOTT TOWN COUNCIL
AGENDA**

May 2, 2022

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

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 Monday, May 2, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. April 6, 2022 - Joint Council Minutes

1

RECOMMENDATION

That the Joint Special Council minutes dated April 6, 2022, be accepted as presented.

6.2. April 19, 2022

5

RECOMMENDATION

That the Council minutes dated April 19, 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)

8.2. Staff Report 52-2022 - Rideau St. Lawrence Holdings

17

RECOMMENDATION

That Council direct the Chief Administrative Officer & Treasurer to sign the Resolution of the Directors of Rideau St. Lawrence Holdings Inc. on behalf of the Town of Prescott to bring the corporate records up to date as required by the Ontario Business Corporations Act.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

RECOMMENDATION

For information.

- 12.1. **Staff Report 53-2022 - RiverWalk Revival** 47

RECOMMENDATION

For information.

- 12.2. **Staff Report 54-2022 - Group Purchasing Organizations** 51

RECOMMENDATION

That Council direct staff to join the Canoe Procurement Group of Canada and Kinetic GPO to take advantage of public sector group purchasing opportunities.

- 12.3. **Staff Report 55-2022 - Projects Update - May 2022** 73

RECOMMENDATION

For information.

- 12.4. **Staff Report 56-2022 - Collaborative Initiative with the Township of
Edwardsburgh Cardinal - Street Sweeping** 77

RECOMMENDATION

For information.

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

- 17.1. **Emergency Preparedness Week** 79

18. Closed Session

RECOMMENDATION

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

18.1 Identifiable Individual

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

and

18.2 Approval of Closed Session Minutes

18.3 Community Awards

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

18.4 Purchase & Sale

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

That the CAO/Treasurer, Clerk, Director of Operations, Economic Development Officer, Deputy Clerk and Fire Chief remain in the room for Item 18.1 - Identifiable Individual; and that the CAO/Treasurer, Clerk, Deputy Clerk, Director of Operations, and Economic Development Officer remain in the room for Item's 18.2, 18.3, and 18.4.

19. Rise and Report

20. Confirming By-Law – 24-2022

80

RECOMMENDATION

That By-Law 24-2022, being a by-law to confirm the proceedings of the Council meeting held on May 5, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, May 16, 2022. (Time: p.m.)



**JOINT SPECIAL COUNCIL
MINUTES
April 6, 2022**

Present	Township of Augusta: Mayor Doug Malanka, Deputy Mayor Jeff Shaver, Councillors Tanya Henry, and Michele Bowman (joined meeting at 6:20pm) Town of Prescott: Mayor Brett Todd, Councillors Leanne Burton, Mike Ostrander, Gauri Shankar, Teresa Jansman, and Ray Young
Regrets	Councillor Schapelhouman and Councillor Lee McConnell
Staff	Township of Augusta: Steve MacDonald, CAO, Annette Simonian, Clerk Town of Prescott: Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk

1. Welcome and Introductions

Mayor Malanka welcomed everyone to the Joint Meeting.

2. Call to Order

Mayor Malanka called the meeting to order 6:02 p.m.

3. Approval of Agenda

Moved by Councillor Ostrander and seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT the agenda for the April 6, 2022, Joint Council
meeting of the Township of Augusta and Town of Prescott be approved as
distributed to all members.
Carried

4. Approval of the Minutes

Moved by Councillor Henry and seconded by Councillor Young



BE IT RESOLVED THAT the minutes of the January 31, 2022, Joint Council meeting of the Township of Augusta and the Town of Prescott be approved as distributed to all members.

carried

5. Declarations of Interest

None.

6 Opening Statement from Mayor Todd and Mayor Malanka

Mayor Malanka expressed how pleased he is to be moving forward with the priority actions of this significant joint effort.

Mayor Todd spoke to his hope for the efficient use of resources and growing our communities while maintaining a small community feel and the need to address the housing crisis.

7. Focused Discussion

a) Study area (West into Augusta) and required Development Studies

- CAO McDonald provided the Joint Council with an overview of the Developer Package action items.
- Mayor Malanka expressed that he encourages the use of development charges and it is timely given the interest in the area.
- The Councils are working with EVB Engineering to create a joint water extension agreement.
- There was a discussion regarding water and wastewater agreement and the amount of water available to share.
- There was a discussion on the internet capacity issue when we are trying to attract development. Suggestion made to make sure developers incorporate fibre before roads are built.
- There was a discussion regarding the need for more studies and possible timelines.

Moved by Councillor Burton and seconded by Councillor Bowman

BE IT RESOLVED THAT the Joint Council direct staff to seek approval from their respective councils to execute the Developer Package – Action items.

Carried

b) Recreation and Tourism Asset Inventory

- CAO Armstrong provided the Recreation and Tourism Asset presentation to the Joint Council.
- There was a discussion on the impressive inventory between the two municipalities. Everyone was encouraged to forward any other activities/places to add to the inventory.
- Both councils are looking forward to reestablishing the events and festivals that were put on hold due to COVID.
- It was suggested to establish a Joint Recreation Committee to collaborate and re-enforce the partnership.

Moved by Councillor Burton and seconded by Councillor Bowman

BE IT RESOLVED THAT the Joint Council direct staff to create an Augusta/Prescott Joint Recreation Committee; and

THAT the invitation be extended to Edwardsburgh-Cardinal; and

THAT staff be direct to undertake the next steps of the Recreation and Tourism Asset Inventory.

Carried

8. Roundtable

- Councillors were invited to provide any additional thoughts on today's meeting.

Councillor Burton spoke to the municipalities coming together on different events and activities, and forming sub-committees for brainstorming.

Councillor Jansman spoke to the Joint Council's regional approach to sustainability.

Councillor Ostrander commended Deputy Shaver on the proposed Invista recreation area endeavour.

Councillor Shankar referenced the Joint Council's purpose and referenced the volume of work to be done.

Councillor Young spoke to implementing the recommendations.

Councillor Bowman referenced the St. Lawrence Corridor, coming together and looking forward as a Joint Council.



Councillor Henry thanked everyone for the great group effort.

Deputy Mayor Shaver thanked staff and spoke to keeping the momentum going throughout election and new councils.

9. Closing Statement from Mayors

Mayor Malanka thanked everyone for attending the meeting. He thanked Deputy Mayor Shaver for his attendance at the Mayor's Breakfast in Mayor Malanka's absence. He also spoke to having a plan going forward.

Mayor Todd thanked everyone for attending the meeting. He spoke to changing perceptions and making a difference to build the two communities. He also spoke to involving the United Counties to assist in physician recruitment in our area.

10. Adjournment

Moved by Councillor Henry and seconded by Councillor Shankar

BE IT RESOLVED THAT the Joint Township of Augusta and Town of Prescott meeting be adjourned at 7:23pm until May 30, 2022, at 6:00pm or at the call of the Mayors subject to need.

Carried



**PRESCOTT TOWN COUNCIL
MINUTES**

**Tuesday, April 19, 2022
6:00 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present	Mayor Brett Todd, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk
Guests	David Annable, Natasha Annable, Jordan Annable, Victoria Redekop, and Denise March.

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 Oneida and Haudenosaunee Peoples.

He then called the meeting to order at 6:08 p.m.

2. Approval of Agenda

Motion 92-2022

Moved By McConnell

Seconded By Ostrander

That the agenda for the Council meeting of April 19, 2022, be approved as amended.

Carried

The agenda was amended by adding an item under Item 4 - Presentations - LG Small Business & Tradeshow - Cheque Presentation.

Mayor Todd stated that Councillor Burton had sent her regrets for the meeting.

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

Dave Annable, LG Small Business & Trade Show presented Denise March of Beacon Bags a cheque for \$1,000 from the proceeds from the LG Small Business & Trade show to support Beacon Bags.

Denise March, Beacon Bags, thanked Dave Annable for the generous donation and spoke to how the donation would support the cause.

Mayor Todd thanked Mr. Annable and Ms. March for bringing awareness to the issue of Human Trafficking.

Dave Annable, Denise March, and guests left the meeting at 6:13 p.m.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 April 4, 2022

Motion 93-2022

Moved By Young

Seconded By Shankar

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

Carried

7. Communications & Petitions

There were no items under Communications & Petitions.

8. Consent Reports

Motion 94-2022

Moved By Shankar

Seconded By 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. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes
– April 8, 2022

2. The Urban Forest and the Greening of the Town of Prescott – Sandra S. Lawn
3. Roots on Earth Celebration by St. John the Evangelist Anglican Parish - 200th Anniversary Service and Luncheon Invitation
4. Habitat for Humanity 2021 Certificate of Appreciation & Thank You Card
5. Municipality of Clarington resolution of support re: Comprehensive Zoning By-Law Review Project
6. Township of Mulmur resolution of support re: More Homes for Everyone Act
7. Peterborough County resolution of support re: Provincial Request for Comments on Floating Accommodations
8. Lake of Bays resolution of support re: Provincial Request for Changes to Acts concerning Floating Accommodations
9. Municipality of Grey Highlands resolution of support re: HST Rebate on New Homes in Ontario
10. Town of Georgina resolution of support re: Imposing Limitations upon Russian Goods

8.2 Flag Policy

Recommended Motion:

That Council approve Flag Policy CP-100-01.

Carried

9. Committee Reports

There were no committee reports.

10. Mayor

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

11. Outside Boards, Committees and Commissions

Councillor Jansman spoke to her attendance at a recent BIA meeting, the upcoming Community Cleanup event taking place on April 23, and the upcoming BIA Annual General Meeting to be held on May 31.

Councillor McConnell spoke to the success of the Spring Back to the Library event held April 11 to 14. He referenced an upcoming announcement from the St. Lawrence Shakespeare Festival regarding the 2022 season.

Renny Rayner, Fire Chief, joined the meeting at 6:18 p.m.

Councillor Ostrander spoke to a recent Connect Youth meeting and the first meal of King's Kitchen.

Councillor Shankar spoke to his attendance at the Prescott Public Library's Spring Back to the Library event on Tuesday, April 12, a meeting of the Joint Economic Task Force Committee, the Midget AA Hockey Tournament, and commented on the installation of the lights along Heritage Path.

Councillor Young spoke to the lights along Heritage Path and the demolition of the building on King Street.

12. Staff

12.1 Staff Report 47-2022 - Recreation & Tourism Asset Inventory - Next Steps

Motion 95-2022

Moved By Young

Seconded By Ostrander

That Council direct staff to undertake the next steps in the Recreation and Tourism Asset Inventory as outlined in Staff Report 47-2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced discussions from the Joint Council meeting between the Township of Augusta and the Town of Prescott. He spoke to the next steps, including continued collaboration, the cross-promotion of activities, and extending an invitation to the Township of Edwardsburgh Cardinal to be included in the Recreation & Tourism Asset Inventory.

Mr. Armstrong referenced a recommendation that came from the Joint Council meeting regarding the creation of a Joint Recreation Committee with an invitation to be sent to Edwardsburgh Cardinal. He stated that the report outlined suggested terms of reference for the Joint Recreation Committee, the make up of the committee's membership, and the suggested process for future suggestions rising from the committee be adopted by individual Councils.

Discussion was held regarding the exclusion of certain assets in Centennial Park in the Inventory which was due to space constraints in the chart and adding the additional parking lots in Town to the inventory.

12.2 Staff Report 48-2022: Augusta - Prescott Developer Package - Action Items

Motion 96-2022

Moved By Young

Seconded By Ostrander

That Council direct staff to work in coordination with Augusta Township to undertake the action items for the creation of a Developer Package as outlined in report 48-2022; and

That Council direct staff to engage EVB Engineering to complete the necessary technical work and calculations for a Water / Wastewater extension agreement, defining the associated cost to developers both west of Prescott and north of Prescott with an upset limit of \$15,000; and

That Council direct staff to undertake the necessary studies for the Town of Prescott Development Charges which are required to be renewed in 2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the areas where various studies are needed in order to prepare an Augusta - Prescott Developer Package, conversations with utility companies, and the financial implications associated with the creation of a Developer Package.

Discussion was held regarding current agreements with the Township of Augusta for Augusta Landings and required discussions with the Township of Augusta to determine property taxation sharing for the property located north of the 401.

Further discussion was held regarding the timelines associated with the studies and rolling out the package.

12.3 Staff Report 49-2022: Property Tax and Water-Wastewater Rates Comparison

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the 2021 rates that were used in the comparison and provided an overview of the results.

Discussion was held regarding the charts readability, the municipalities used for the comparisons, and the difference between lower tier and single tier municipalities when comparing property tax and water-wastewater rates.

Further discussion was held regarding sharing the report on the Town's social media and on the Town's website.

12.4 Staff Report 50-2022 - Prescott Podcast - Canadian History Ehx

Motion 97-2022

Moved By Jansman
Seconded By Young

That Council direct staff to enter into an agreement with Craig Baird of Canadian History Ehx, to produce a podcast showcasing Prescott's unique history and tourism assets, at a cost not to exceed \$250.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She spoke to the opportunity and provided an overview of the format of the podcast, potential areas of focus, and the use of the podcast at the Prescott Museum.

Discussion was held regarding the cost associated with the podcast, the ownership of the podcast, and involving the Manager of Community Services and Fraser Laschinger in the project.

12.5 Staff Report 51-2022 - Silencing of Train Whistling overnight at Public grade stops in Prescott

Motion 98-2022

Moved By Shankar
Seconded By Young

That Council direct staff to follow the process outlined by Transport Canada for the silencing of train whistling at public grade crossings in Prescott, as a result of a formal request received from a citizen.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced a formal request that was received by staff to silence the train whistle at public grade crossings in town. He spoke to the process and timelines associated with the train whistle silencing and the safety standards.

Discussion was held regarding the request, the potential need for safety fencing, and previous discussions held in past years regarding the train whistle cessation.

13. Resolutions

13.1 Resolution of Support re: Hospital Capital Funding

Motion 99-2022

Moved By McConnell
Seconded By Young

That the Council of the Town of Prescott support the Town of Bracebridge motion 22-PD-014, dated February 24, 2022, regarding hospital capital funding; and

That a copy of the motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Chrystia Freeland, Minister of Finance, the Honourable Christine Elliott, Minister of Health, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Michael Barrett, Member of Parliament for Leeds-Grenville-Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

Carried

14. By-laws

14.1 Automatic Fire Aid Agreement with the Township of Augusta

Motion 100-2022

Moved By McConnell
Seconded By Ostrander

That By-Law 21-2022, being a by-law to authorize an Automatic Aid Agreement between the Corporation of the Town of Prescott and the Corporation of the Township of Augusta for fire protection services, 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.

Renny Rayner, Fire Chief, spoke to the relationship between the Town of Prescott and neighbouring Fire Departments.

Discussion was held regarding the sunset clause in the agreement and requirement to review the agreement.

14.2 Canada Community Revitalization Fund - Contribution Agreement

Motion 101-2022

Moved By Ostrander

Seconded By Jansman

That By-law 22-2022, being a by-law to enter into an agreement with Her Majesty the Queen in right of Ontario as represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario and the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the By-Law and upcoming formal announcement.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 National Day of Awareness for Missing and Murdered Indigenous Women - May 5, 2022

Mayor Todd proclaimed May 5, 2022, as National Day of Awareness for Missing and Murdered Indigenous Women in the Town of Prescott.

17.2 Earth Day - April 22, 2022

Mayor Todd proclaimed April 22, 2022, as Earth Day in the Town of Prescott.

Discussion was held regarding the upcoming Community Clean Up day to be held on April 23, 2022.

Renny Rayner, Fire Chief left the meeting at 7:22 p.m.

18. Closed Session

Motion 102-2022

Moved By Ostrander

Seconded By McConnell

That Council move into Closed Session at 7:22 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

Carried

Motion 103-2022

That Council reconvene in Open Session. (Time: 8:08 p.m.).

Carried

19. Rise and Report

Motion 104-2022

Moved By Shankar

Seconded By Young

That Council direct staff to provide public notice that the Town will begin to accept offers on the Surplus Land located along Boundary Street south of CN Rail Line with an initial review date of May 2, 2022; and

That offers to purchase must include the following:

- Purchase price
- Development concept drawing

- Multi-use path from Boundary Street to Duke Street
- Public park area
- Entrance/exit off Boundary Street
- Development timelines

Carried

During the Closed Session Council approved Item 18.1 - Closed Session Minutes and staff received direction on Item 18.2 - Purchase & Sale.

20. Confirming By-Law – 23-2022

Motion 105-2022

Moved By Ostrander

Seconded By Shankar

That By-Law 23-2022, being a by-law to confirm the proceedings of the Council meeting held on April 19, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 106-2022

Moved By McConnell

Seconded By Young

That the meeting be adjourned to Monday, May 2, 2022 at 6:00 p.m. (Time: 8:12 p.m.)

Carried

Mayor

Clerk



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 52-2022

Date: May 2, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Rideau St. Lawrence Holding Company – Update of Corporate Records

Recommendation:

That Council direct the Chief Administrative Officer & Treasurer to sign the Resolution of the Directors of Rideau St. Lawrence Holdings Inc. on behalf of the Town of Prescott to bring the corporate records up to date as required by the Ontario Business Corporations Act.

Background/Analysis:

Rideau St. Lawrence Holdings was formed in 2000 and is owned by five shareholders as outlined below

- The Corporation of the Town of Prescott 1,184,465 shares
- The Corporation of the Municipality of South Dundas 1,153,650 shares
- The Corporation of the Township of Edwardsburgh/Cardinal 409,001 shares
- The Corporation of the Village of Westport 340,164 shares
- FortisOntario Inc. 343,031 shares

Under the Ontario Business Corporations Act, the public record must be kept up-to-date and is not a requirement to final annual returns. To meet this requirement a global update is being put forward to ensure timely and accurate information is available for this year's annual return.

The attached briefing note from Hammond LLP working on behalf of Rideau St. Lawrence Holdings Inc. explains the rationale for the update. The attached Resolution of the Directors of Rideau St. Lawrence Holdings Inc. is the enabling document that allows for the updates to be made.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

There is no change to the relationship of the shareholders and Rideau St. Lawrence Holds Inc. by passing the Resolution of the Directors of Rideau St. Lawrence Holdings Inc. as is it is an administrative housekeeping matter.

Alternatives:

Council could decide not to direct the Chief Administrative Officer to sign the Resolution of the Directors of Rideau St. Lawrence Holdings Inc. at this time.

Financial Implications

None

Environmental Implications:

None

Attachments:

- Briefing Note from Hammond LLP – Update of Corporate Records
- Resolution of the Directors of Rideau St. Lawrence Holdings Inc.

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

BRIEFING NOTE**From:** Hammond LLP**To:** Rideau St. Lawrence Holdings Inc. (the "Corporation")**Date:** 2022-04-27**Re:** Update of Corporate Records

We have circulated a signature package which requires execution by the shareholders of the Corporation, being:

- The Corporation of the Town of Prescott
- The Corporation of the Municipality of South Dundas
- The Corporation of the Township of Edwardsburgh/Cardinal
- The Corporation of the Village of Westport
- FortisOntario Inc.

The documents for signature are director and shareholder resolutions of the Corporation to bring the corporation's records up-to-date. These resolutions are based on existing information contained in earlier meeting minutes of the Corporation, summarized in the resolutions in order to confirm various annual minute requirements from the Ontario Business Corporations Act including confirmation of the Corporation's current list of directors, officers and shareholders. This confirmation by resolution of these current positions is required in order to file a Form 1 with the Ministry of Government and Consumer Services which has the effect of updating the Corporation's public record.

Keeping the public record up-to-date is a requirement under the Ontario Business Corporations Act but from a practical perspective, this was also required from the Corporation's bank for their records.

It is also now a requirement under the Ontario Business Corporations Act to file annual returns. This previously occurred as part of the Corporation's tax return but now needs to be done separately and requires this same information. Not filing annual returns in a timely manner can result in penalties and ultimately dissolution of the Corporation. By doing this global update, we will be in a position to file this year's return and will make subsequent years easier.

This is all effectively an administrative task, confirming in writing, in one place, what has been previously confirmed in the Corporation's meeting minutes.

RESOLUTION OF THE DIRECTORS

OF

RIDEAU ST. LAWRENCE HOLDINGS INC.

WHEREAS there have been annual minutes of the shareholders and directors of the Corporation for the financial years since amalgamated on October 31, 2000, although some are not contained in the minute book of the Corporation;

NOW THEREFORE BE IT RESOLVED THAT:

1. All acts, matters and things done or caused to be done by the directors and officers of the Corporation, including all documents executed by such officers and/or directors from the date of amalgamation on October 31, 2000 to the date of this resolution are hereby approved, authorized, ratified and confirmed.
2. The designation of 985 Industrial Road, PO Box 699 Prescott, Ontario, K0E 1T0 as the registered office address of the Corporation is hereby approved, authorized, ratified, and confirmed.
3. The fiscal year end of the Corporation is hereby approved, authorized, ratified, and confirmed to be December 31st of each year.
4. The number of directors of the Corporation is hereby approved, authorized and confirmed to be set at five (5), which is a number within the applicable range of one (1) to ten (10) set out by the Articles of Amalgamation of the Corporation dated October 31, 2000.
5. The election of the following persons as the directors of the Corporation for the period set opposite their names is hereby approved, authorized, ratified, and confirmed:

John Allison	October 31, 2000 to December 14, 2014 May 15, 2019 to Present
Scott Bryce	October 31, 2000 to Present
Timothy Curtis	October 31, 2000 to February 5, 2004
Gerald Fulford	October 31, 2000 to November 10, 2009
Donald Gibson	October 31, 2000 to January 7, 2003 October 19, 2010 to Present

Hugh George	January 7, 2003 to Present
Fred O'Brien	February 5, 2004 to July 31, 2005
Douglas Bradbury	August 17, 2005 to April 1, 2016
William Ewing	December 14, 2014 to December 4, 2018
Jie Han	April 1, 2016 to Present

6. The appointment of the following persons as officers of the Corporation for the periods set opposite their names is hereby approved, authorized, ratified, and confirmed:

President:	John Walsh Simon Wu	October 31, 2000 to June 30, 2021 September 1, 2021 to Present
Secretary/Treasurer:	Allan Beckstead Peter Soules Malcolm McCallum	October 31, 2000 to June 1, 2012 June 1, 2012 to April 8, 2022 April 8, 2022 to Present
Chief Financial Officer:	Peter Soules Malcolm McCallum	June 1, 2012 to April 8, 2022 April 8, 2022 to Present
Chief Executive Officer:	Simon Wu	September 1, 2021 to Present

7. The issued and outstanding shares of the Corporation are hereby confirmed as follows:

The Corporation of the Town of Prescott: 1,184,465 Class A Common Shares;

The Corporation of the Municipality of South Dundas (Formerly The Corporation of the Township of South Dundas): 1,153,650 Class A Common Shares;

The Corporation of the Township of Edwardsburgh/Cardinal (Formerly The Corporation of the Village of Cardinal): 409,001 Class A Common Shares;

The Corporation of the Village of Westport: 340,164 Class A Common Shares; and

FortisOntario Inc.: 343,031 Class A Common Shares.

8. Since amalgamation on October 31, 2000, no dividends have been declared payable by the Corporation on any of the issued and outstanding shares of the Corporation.

9. MNP LLP be and they are hereby appointed the accountants of the Corporation for the ensuing fiscal year, at such remuneration as may be fixed by the board of directors and the board of directors is hereby authorized to fix such remuneration.

10. All actions of officers, directors and shareholders that need be taken at annual meetings of the directors and shareholders of the Corporation be therefor adopted and construed as having been taken throughout the years from incorporation to the date of this resolution, including the appointment of officers and directors for that period of time, as well as the adoption of financial statements and the appointment of accountants or auditors for the forthcoming year.

The undersigned, being all the directors of the Corporation, hereby sign the foregoing resolutions pursuant to the provisions of the *Business Corporations Act* (Ontario), effective the 11th day of April, 2022.

Scott Bryce

Hugh George

Donald Gibson

John Allison

Jie Han

The undersigned, being all the shareholders of **RIDEAU ST. LAWRENCE HOLDINGS INC.** hereby consent to and confirm the foregoing resolutions of the Corporation as evidenced by their respective signatures hereto in accordance with the provisions of the *Business Corporations Act* (Ontario), effective the 11th day of April, 2022.

**THE CORPORATION OF THE TOWN
OF PRESCOTT**

**THE CORPORATION OF THE
MUNICIPALITY OF SOUTH DUNDAS**

Matthew Armstrong
CAO

I have the authority to bind the Corporation

Shannon Geraghty
CAO

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWNSHIP
OF EDWARDSBURGH/CARDINAL**

Dave Grant
CAO

I have the authority to bind the Corporation

**THE CORPORATION OF THE
VILLAGE OF WESTPORT**

Kim Westgate
CAO

I have the authority to bind the Corporation

FORTISONTARIO INC.

Jie Han
Vice President, Operations

I have the authority to bind the Corporation

FILING DETAILS CONFIRMATION**-----CONFIRMATION REPORT-----**

Order Number: 19527031
Date of Order: April 06, 2022 06:08:12 AM
Client Reference: 10997
Entity Type: Corporation
Jurisdiction: Ontario
Form Type: Annual Return
Requester: Jodie Gemmell
IMPORTANT NOTICE: The Ontario Business Registry does not provide back documentation for this type of filing. For verification of filing please order a Profile Report.

Corporate Name

Corporation Name: RIDEAU ST. LAWRENCE HOLDINGS INC.
Corporation Number: 1436825
Incorporation/Amalgamation Date: 2000/10/31

General Details

Business Activity: MANAGEMENT OF COMPANIES AND ENTERPRISES
Business Code: 551
Official Email: FILINGS@HAMMONDLLP.CA
Return Year: 2021

Address

Registered Office Address: 985 INDUSTRIAL ROAD
PRESCOTT, ON, CA, K0E 1T0

Directors/Officers:

JOHN ALLISON
Resident Canadian? YES
BOX 395 NA, MORRISBURG, ON, CA, K0C 1X0
DIRECTOR: 2000/10/31 - 2014/12/14

JOHN A. ALLISON
Resident Canadian? YES
NA BOX 395, MORRISBURG, ON, CA, K0C 1X0
DIRECTOR: 2000/10/31 - 2000/10/31
MistakenlyReportedMoreThanOnce

JOHN A ALLISON

Resident Canadian? YES

11315 LAKESHORE DRIVE, TOWNSHIP OF SOUTH DUNDAS, ON, CA, K0E
1K0

DIRECTOR: 2000/10/31 - 2000/10/31

MistakenlyReportedMoreThanOnce

SCOTT BRYCE

Resident Canadian? YES

985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0

DIRECTOR: 2000/10/31 -

TIMOTHY B. CURTIS

Resident Canadian? YES

100 DORCHESTER DRIVE, GRIMSBY, ON, CA, L3M 1A8

DIRECTOR: 2000/10/31 - 2005/02/05

TIMOTHY CURTIS

Resident Canadian? YES

100 DORCHESTER DRIVE, GRIMSBY, ON, CA, L3M 1A8

DIRECTOR: 2000/10/31 - 2000/10/31

MistakenlyReportedMoreThanOnce

GERALD FULFORD
Resident Canadian? YES
52 WILLIAM ST, CARDINAL, ON, CA, K0E 1E0
DIRECTOR: 2000/10/31 - 2009/11/10

GERALD N. FULFORD
Resident Canadian? YES
52 WILLIAM STREET BOX 250, CARDINAL, ON, CA, K0E 1E0
DIRECTOR: 2000/10/31 - 2000/10/31
MistakenlyReportedMoreThanOnce

GERALD N FULFORD
Resident Canadian? YES
52 WILLIAM STREET BOX 250, CARDINAL, ON, CA, K0E 1E0
DIRECTOR: 2000/10/31 - 2000/10/31
MistakenlyReportedMoreThanOnce

HUGH GEORGE
Resident Canadian? YES
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
DIRECTOR: 2003/01/07 -

FRED O'BRIEN
Resident Canadian? YES
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
DIRECTOR: 2004/02/05 - 2005/07/31

ALLAN BECKSTEAD
1162 MILLWOOD AVENUE, BROCKVILLE, ON, CA, K6V 6Z6
SECRETARY: 2000/10/31 - 2012/06/01

ALLAN BECKSTEAD
1162 MILLWOOD AVENUE, BROCKVILLE, ON, CA, K6V 6Z6
TREASURER: 2000/10/31 - 2012/06/01

JOHN WALSH
5202 MEADOWLAND DRIVE, CARDINAL, ON, CA, K0E 1E0
PRESIDENT: 2000/10/31 - 2021/06/30

JIE HAN
Resident Canadian? YES
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
DIRECTOR: 2016/04/01 -

JOHN ALLISON
Resident Canadian? YES
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
DIRECTOR: 2019/05/15 -

SIMON WU
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
PRESIDENT: 2021/09/01 -
CHIEF EXECUTIVE OFFICER: 2021/09/01 -

MALCOLM MCCALLUM
985 INDUSTRIAL ROAD, PRESCOTT, ON, CA, K0E 1T0
SECRETARY: 2022/04/08 -
TREASURER: 2022/04/08 -
CHIEF FINANCIAL OFFICER: 2022/04/08 -

Certification

Certified By:	Director or Officer
Selected from Directors or Officers:	Simon Wu (CHIEF EXECUTIVE OFFICER)
Full Name:	Simon Wu
Position:	CHIEF EXECUTIVE OFFICER
Address for Service:	985 Industrial Road, Prescott, ON, CA, K0E 1T0

Terms and Conditions

Terms and Conditions

The following are the Terms and Conditions for filing with the Ministry of Government and Consumer Services (“Ministry”) under Corporations Act, Business Names Act, Corporations Act, Corporations Information Act, Extra-Provincial Corporations Act, Limited Partnerships Act and Not-for-Profit Corporations Act, 2010.

Agreement to these Terms and Conditions by the following persons and entities is a mandatory condition of filing: (i) the person or persons who are the author(s) of the filing, or the person or persons who have authorized the filing, or the person or persons otherwise authorizing the filing and any person(s) acting on their behalf (collectively, the “authorizers”); and (ii) the corporation or other entity that is the subject of the filing (the “entity”) and any person(s) acting on behalf of the entity

These Terms and Conditions are made under the authority of the requirements established by the Director or Registrar appointed under the applicable Act. These Terms and Conditions are in addition to and subject to the applicable Acts, regulations and requirements of the Director or Registrar.

By proceeding with this filing under any of the above-named Acts, the authorizer(s), the entity and any person(s) acting on behalf of the entity, accept and agree to be bound by these Terms and Conditions.

1. The sole responsibility for correctness and completeness of the filing, and for compliance with the applicable Act and all regulatory requirements of the Director's or Registrar's requirements made under it, lies with the authorizer(s) and the entity. The authorizer(s), the entity and the entity acting on behalf of the entity agree that any information provided by the Ministry in or related to the making of a filing is not legal advice and that they have obtained their own legal or other advice as appropriate.

2. All filings must meet any signature or authorization requirements established by the Director or Registrar under the applicable signatures are required for electronic filing, the applicable articles, application, declaration, other approved form or other document.

saved or printed and signed in accordance with the instructions provided. The entity must keep a properly executed version of document in paper or electronic format, together with any records that may exist related to an electronic signature, if signed by signature, as follows: If the subject of a filing is a corporation, the corporation must keep these documents and records at its registered office. If the subject of the filing is an Ontario limited partnership, the limited partnership must keep these documents and records at its principal place of business in Ontario. If the subject of the filing is an extra-provincial limited partnership that does not have a principal place of business in Ontario, the extra-provincial limited partnership must keep these documents and records at the address of the limited partnership's attorney and representative in Ontario set out in the declaration filed under the Limited Partnerships Act at the time of the power of attorney executed under the Act. If required by notice from the Director or Registrar, the corporation, limited partnership or attorney and representative in Ontario or other person as applicable must provide a copy of the properly executed version of the document to the Director or Registrar within the time period set out in the notice, together with any records that may exist related to the electronic signature, if signed by electronic signature.

3. In addition to retaining and filing supporting documents in accordance with the applicable Act and regulations, the entity must maintain a record of all filed supporting documents and provide a copy in accordance with any written notice from the Director or Registrar. In the event of a request for consent from a Minister or the Public Guardian and Trustee (PGT) that is required to support a filing made by a corporation, the entity agrees that the Ministry may contact that Minister or the PGT, as applicable, to confirm that the necessary consent has been obtained and record this in the electronic business registration system maintained by the Ministry.

4. The entity assumes full responsibility for any risk of confusion or legal action, including the risk of a lawsuit or name hearing under the applicable Act, resulting from a filing that sets out a name that is the same or similar to that of an existing corporation, business name, trademark, or that is otherwise contrary to the applicable Act or regulations.

5. Filings must be made in the required form and format, and must meet the technical requirements or other specifications and standards established by the Director or Registrar.

6. Valid email address(es) must be provided as specified in the transaction for administrative purposes, and all mandatory fields must be completed.

7. The business information provided in this filing may be shared with other government bodies. The business information that is shared may be used and disclosed for the purpose of administering their programs.

8. Payment of the required fee must be made at the time of submission, and any certificate or other documentation issued by the Ministry is subject to compliance action and cancellation if payment is disputed or fraudulent. Payment of fees for electronic filings must be made electronically using the payment options provided.

9. If an application is for a corrected certificate, and the application is approved under the applicable Act, the corporation or limited partnership as applicable will be notified when the certificate has been issued. The corporation or limited partnership, as applicable, must review the issued corrected certificate in the records maintained by the Ministry forthwith and to confirm that the issued certificate corresponds with the final approved application for correction. The corporation or limited partnership, as applicable, agrees to acknowledge and assume all liability for any discrepancies between the issued corrected certificate and the final approved application if these are immediately brought to the attention of the Ministry.

10. If this is a new filing, a company key consisting of a unique series of digits will be provided electronically by the Ministry to the entity at the time of completion of the transaction, together with the final documentation for the transaction. If this is not a new filing, the entity must have received a company key. The company key provides authority over the entity; by proceeding with this transaction, any person(s) acting on behalf of the entity is confirming that they are duly authorized by the entity.

11. The company key will be required for any subsequent paper or online filings regarding the entity. The entity is responsible for the control of the company key. The entity is responsible for treating this key as confidential information and not sharing it unless it is in the course of providing delegated authority to a trusted service provider or trusted intermediary to make filings on their behalf. The entity agrees to notify the Ministry as soon as they become aware that the key has been lost, stolen or misused to request a replacement key. The entity agrees to be responsible and assume all liability for all filings authorized by the key in respect of the unauthorized use of the company key or delegated authority may result in suspension of access to the electronic business registration system.

12. The Ministry may take appropriate compliance action at any time if it comes to the attention of the Ministry that a filing does not comply with the applicable Act, regulations or the requirements of the Director or Registrar.

13. The Acts set out penalties, including fines, for submitting false or misleading information.

14. The corporation agrees to file restated articles at any time required by the Director under the Business Corporations Act or Corporations Act, 2010.

15. Where a filing under the Business Corporations Act, Extra-Provincial Corporations Act or Not-for-Profit Corporations Act, 2010 is supported by an Ontario biased or weighted Nuans search report, and the identifying information is provided, the authorizer(s) the Director appointed under the Act or other person delegated by the Director to retrieve the Nuans report directly from the appropriate department of the Government of Canada. The corporation agrees to keep a copy of the Nuans report in electronic or paper form at the corporation's registered office.

16. A corporation under the Business Corporations Act or Not-for-Profit Corporations Act, 2010 that continues out of Ontario agrees to provide with the Ministry a copy of the instrument of continuance issued to it by the other jurisdiction within 60 days after the date of issuance.

17. If this is a filing made in respect of an arrangement under the Business Corporations Act or Not-for-Profit Corporations Act, 2010, the corporation acknowledges that it must give the Director notice of the application to the court and that the Director is entitled to appear and be heard in person or by counsel. The corporation agrees to submit the required notice and a draft copy of the Plan of Arrangement under the applicable Act for review through the electronic system maintained by the Ministry at least seven business days before the interim and/or final order with the court. The corporation agrees to make changes required by the Director to ensure that the Plan of Arrangement complies with the applicable Act and Ministry requirements, and is capable of being implemented in the electronic system maintained by the Ministry under the applicable Act. The corporation agrees that if the Ministry does not receive a draft of the application or sufficient notice of the application, additional time may be required for review. The corporation acknowledges that the Ministry may seek an adjournment of the hearing if the corporation fails to provide a draft of the application or sufficient notice of the application. The corporation agrees that if it obtains a court order without providing the required notice of the application to the Ministry, revisions may be required to any Plan of Arrangement and a further court order may be required before the articles of arrangement are endorsed.

I, SIMON WU, have reviewed and accepted these Terms and Conditions set herein and confirm the accuracy of the information submitted.

CAUTION - The Act sets out penalties, including fines, for submitting false or misleading information.

Authorization to Register

Signature: _____ Date: _____

Name and Title:

Signature: _____ Date: _____

Name and Title:

----- END OF REPORT -----

Rideau St. Lawrence Holdings Inc.

DIRECTORS REGISTER

Page 1 of 2

Name of Director	Date Elected	Date Resigned
SCOTT BRYCE 985 Industrial Road Prescott, Ontario K0E 1T0	Oct 31, 2000	
DONALD GIBSON	Oct 31, 2000	Jan 7, 2003
TIMOTHY CURTIS	Oct 31, 2000	Feb 5, 2004
GERALD FULFORD	Oct 31, 2000	Nov 10, 2009
JOHN ALLISON	Oct 31, 2000	Dec 14, 2014
HUGH GEORGE 985 Industrial Road Prescott, Ontario K0E 1T0	Jan 7, 2003	
FRED O'BRIEN	Feb 5, 2004	Jul 31, 2005
DOUGLAS BRADBURY	Aug 17, 2005	Apr 1, 2016
DONALD GIBSON 985 Industrial Road Prescott, Ontario K0E 1T0	Oct 19, 2010	
WILLIAM EWING	Dec 14, 2014	Dec 4, 2018

Rideau St. Lawrence Holdings Inc.

DIRECTORS REGISTER

Page 2 of 2

Name of Director	Date Elected	Date Resigned
JIE HAN 985 Industrial Road Prescott, Ontario K0E 1T0	Apr 1, 2016	
JOHN ALLISON 985 Industrial Road Prescott, Ontario K0E 1T0	May 15, 2019	

Rideau St. Lawrence Holdings Inc.

OFFICERS REGISTER

Name of Officer	Office Held	Date Elected	Date Resigned
ALLAN BECKSTEAD	Secretary-Treasurer	Oct 31, 2000	Jun 1, 2012
JOHN WALSH	President	Oct 31, 2000	Jun 30, 2021
PETER SOULES	Secretary-Treasurer	Jun 1, 2012	Apr 8, 2022
PETER SOULES	Chief Financial Officer	Jun 1, 2012	Apr 8, 2022
SIMON WU 985 Industrial Road Prescott, Ontario K0E 1T0	President	Sep 1, 2021	
SIMON WU 985 Industrial Road Prescott, Ontario K0E 1T0	Chief Executive Officer	Sep 1, 2021	
MALCOLM MCCALLUM 985 Industrial Road Prescott, Ontario K0E 1T0	Secretary-Treasurer	Apr 8, 2022	
MALCOLM MCCALLUM 985 Industrial Road Prescott, Ontario K0E 1T0	Chief Financial Officer	Apr 8, 2022	

Rideau St. Lawrence Holdings Inc.

SHAREHOLDERS REGISTER

Date	Name	No. of Shares	Class Of Shares Held
Oct 31, 2000	The Corporation of the Town of Prescott	1,184,465	Class A Common
Oct 31, 2000	The Corporation of the Municipality of South Dundas	1,153,650	Class A Common
Oct 31, 2000	The Corporation of the Township of Edwardsburgh/Cardinal	409,001	Class A Common
Oct 31, 2000	The Corporation of the Village of Westport	340,164	Class A Common
Oct 31, 2000	FortisOntario Inc.	343,031	Class A Common

Rideau St. Lawrence Holdings Inc.

SHAREHOLDER'S LEDGER

FORTISONTARIO INC.

Share Class: Class A Common

Date	Certif. No.	Transfer No.	Transferred From/To	Sold	Bought	Balance
Oct 31, 2000	COM-A-5	5	FROM: TREASURY		343,031	343,031

Rideau St. Lawrence Holdings Inc.

SHAREHOLDER'S LEDGER

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

Share Class: Class A Common

Date	Certif. No.	Transfer No.	Transferred From/To	Sold	Bought	Balance
Oct 31, 2000	COM-A-2	2	FROM: TREASURY		1,153,650	1,153,650

Rideau St. Lawrence Holdings Inc.

SHAREHOLDER'S LEDGER

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Share Class: Class A Common

Date	Certif. No.	Transfer No.	Transferred From/To	Sold	Bought	Balance
Oct 31, 2000	COM-A-3	3	FROM: TREASURY		409,001	409,001

Rideau St. Lawrence Holdings Inc.

SHAREHOLDER'S LEDGER

THE CORPORATION OF THE VILLAGE OF WESTPORT

Share Class: Class A Common

Date	Certif. No.	Transfer No.	Transferred From/To	Sold	Bought	Balance
Oct 31, 2000	COM-A-4	4	FROM: TREASURY		340,164	340,164

Rideau St. Lawrence Holdings Inc.

SHARE TRANSFER REGISTER

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS A COMMON SHARES

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS B PREFERENCE SHARES

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS C PREFERENCE SHARES

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS D PREFERENCE SHARES

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS E PREFERENCE SHARES

[illegible]

Rideau St. Lawrence Holdings Inc.

STATED CAPITAL ACCOUNT FOR CLASS F PREFERENCE SHARES

[illegible]



		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 53-2022

Date: May 2, 2022

From: Dana Valentyne, Economic Development Officer
Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Riverwalk Revival

Recommendation:

For information.

Background/Analysis:

As we all attempt to find a new normal, the Town is undertaking several initiatives to encourage residents and visitors to enjoy all of what the Riverwalk District has to offer. This work is being done under the umbrella of the tag line Riverwalk Revival as suggested by the Economic Development portfolio Chair and the Mayor.

Economic Development Initiatives

- Digital Main Street Program
 - o Application submitted for 2 years for continuation of the program
- Community Improvement Plan revisions and enhancements
 - o To be discussed at Planning Advisory Committee Meeting on May 5th
- Prescott Popups
 - o Seasonal tiny shops for entrepreneurs
- Rotary Lighthouse Improvements
 - o Stairs and railings being improved to restore visitor access
 - o Will be available as a Prescott Popup location
- Parkettes
 - o Movable spaces to enjoy and relax at while in the Riverwalk District
- Promenade (Edward Street from King to Water Street)
 - o Section of Edward to be closed off and activated on the July and August long weekends
- Celebration of new store openings in the Riverwalk Area

		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
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Physical Investments and Improvements

- Solar lighting added to Heritage Trail
- Shade sails installed in Riverwalk Park
- Shade sail installed in Centennial Park
- Two bicycle repair stations are being added to the Riverwalk District
- Four bicycle parking areas being added to the Riverwalk District
- Two electrical vehicle chargers installed at the Clock Tower Parking Lot
- Two electrical vehicle chargers installed by the Rotary Lighthouse
- Painting of steel traffic light poles along King Street
- Installation of bench seating at the closed off entrance to Clock Tower Parking Lot
- Removal of interlock paving stones from east sidewalk on Edward Street from King to Water Street and plant with grass
- Addition of Trees along King Street in wooden planter boxes
- Mural being installed along the Coast Guard Fencing east of Kelly's Beach
- Painting of the ends of Heritage Trail and Centennial Park Trail orange in support of Aboriginal Reconciliation
- Aboriginal themed mural being added east of the marina on the Heritage Trail
- Riverwalk Area focus for cleanup and maintenance continued from 2021
- Modification to Dive Ramp to allow for easier access

Marina Investments and Improvements

- New Pumpout has been installed
- New gas pump is on order
- Kehoe Marine to perform repairs to Docks A to F and the Gas Dock
- New G and H dock will arrive in May
- 10 new drive on personal watercraft ports have been incorporated into G and H dock
- Non-motorized watercraft launch has been incorporated to H dock
- Rubber Rock edging to be completed this year

2022 Events

Victoria Day Weekend – May 21-23, 2022

- Opening of the Farmers Market
- Opening of the Prescott Museum and Visitors Centre
- Opening of the Sandra S. Lawn Marina for the season
- Opening of Fort Wellington
- Community Yard Sale Day

		Date Req'd
Information Purposes	X	May 2 '22
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The ROW ball hockey tournament – May 28, 2022

- At the Leo Boivin Community Centre

Canada Day Weekend – July 1-3, 2022

- Official Opening of Centennial Pool (soft opening in June)
- Promenade (Edward Street from King to Water Street)
- Fireworks

Sunday Night Concert Services – Dates to be confirmed

St. Lawrence Shakespeare Festival July 9 – August 20, 2022

- Twelfth Night July 9-23, 2022
- The Tempest July 26, 2022
- The 39 Steps July 30 – August 13, 2022
- The Red Priest August 17-20, 2022

Civic Holiday Long Weekend July 30 – August 1, 2022

- Edwards Street Promenade (King to Water Street)

Upper Canada Folkfest – August 27, 2022

Pumpkin Parade – November 1, 2022

Alternatives:

Council could direct staff to modify the initiatives that are covered in this report.

Financial Implications

The initiatives covered in this report have been accounted for in the operational and project budgets, with the exception of the enhancements to the Community Improvement Plan, which will be addressed as a future report to the Planning Advisory Committee and Council.



		Date Req'd
Information Purposes	X	May 2 '22
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Strategic Plan		

Environmental Implications:

None

Attachments:

None

Submitted by:

Dana Valentyne
Economic Development Officer

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 54-2022

Date: May 2, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Group Purchasing Organizations

Recommendation:

That Council direct staff to join the Canoe Procurement Group of Canada and Kinetic GPO to take advantage of public sector group purchasing opportunities.

Background/Analysis:

Group purchasing organizations offer the benefits of being able to join in on new purchasing opportunities or previously established contracts that are fully compliant with broader public sector purchasing guidelines and the relevant trade agreements between both provinces within Canada and with other counties.

The benefit of a group purchasing organization is that they go to market on behalf of their members to establish pricing for a defined period of time, covering a wide array of products and services. It is completely up to the municipality on whether they wish to take advantage of a contract and are not obligated to do so as a member. For many products, this is an efficient and effective process resulting in obtaining the right product at a competitive price.

The Town's procurement by-law allows for co-operative purchasing arrangements such as a group purchasing organization. *By-Law 17-2017, Section 23.1 - The Town may participate with other government agencies or public authorities in co-operative purchasing when it is in the best interest to do so.*

Canoe Procurement Group

The Association of Municipalities Ontario (AMO) through the Local Authority Services (LAS) is a preferred provider of competitively priced and sustainable co-operative

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

business services for Ontario municipalities and the broader public sector. The Town of Prescott has taken advantage of various LAS programs in past including, road assessments with Street Logix, investment opportunities with One Investment, and office supplies with Staples. LAS has partnered with the Canoe Procurement Group to offer Ontario municipalities access to contracts and services common in the municipal sector and pertinent to all sizes of organizations. The Canoe Procurement Group is a cross-Canada purchasing group and LAS is a founding partner.

Canoe Procurement Group is Canada's largest not for profit buying group with 5,000 members. Canoe has contracts established with 232 vendors across multiple categories.

The benefits of used Canoe identified by LAS are as follows.

- Competitive bid process for suppliers saves the time of doing your own RFP or tender
- Fully compliant with trade agreements
- Canada-wide purchasing power for better prices
- Access hundreds of vendors across multiple categories
- Receive direct support through LAS
- Continue to work with local retailers for service and support

Kinetic GPO

"Kinetic GPO is a cooperative purchasing organization established for the Broader Public Sector...across Canada, with the specific purpose of reducing procurement cost by leveraging the purchasing power of group buying and saving our members time by simplifying steps to procure."

Like the Canoe Procurement Group, Kinetic GPO is open to Broader Public Sector organizations from across Canada.

All Kinetic contracts are awarded using a competitive solicitation process consistent with Chapter 5 of the Canadian Free Trade Agreement (CFTA) and other international trade agreements, including the Canada-EU Comprehensive Economic and Trade Agreement (CETA), as well as the Broader Public Sector (BPS) Procurement Directive.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

The following are the benefits of using Kinetic GPO:

- No membership fees
- Publicly solicited contracts
- No volume commitments
- Open to any Canada Public Sector and MASH Entity
- Membership is not an exclusive arrangement
- Voluntary access to our contracts, with no spend or volume commitment
- Continuously increasing choice of a wide range of collaboratively sourced and competitively priced products and services available through our contract
- A fair, open and transparent procurement process to ensure compliance with Chapter 5 of the Canadian Free Trade Agreement (CFTA) and other international trade agreements, including the Canada-EU Comprehensive Economic and Trade Agreements (CETA), as well as the Broader Public Sector (BPS) Procurement Directive.
- Cost-efficient and time-saving way to meet your organization's procurement needs.

By joining the two group purchasing groups that specialize in Broader Public Sector and offerings to municipalities it provides another avenue to obtain pricing and access to products and services efficiently and effectively.

Alternatives:

Council could decide not to join one or both, group purchasing organizations at this time.

Financial Implications

There is no cost to join the group purchasing organizations, no binding contracts, and no minimum purchase requirements.

Environmental Implications:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 2 '22
Strategic Plan		

Attachments:

- Canoe Procurement Group of Canada – Member Procurement Guide
- Kinetic GPO – How does group purchasing work
- Kinetic GPO – Compliance questions
- Kinetic GPO – Supplier Brochure

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer



canoe
procurement group of canada

A resource for getting started

MEMBER PROCUREMENT GUIDE





WELCOME TO CANOE!

We are pleased to welcome you as a member of one of the largest cooperative purchasing groups in the country! As a member of the Canoe Procurement Group of Canada, you are positioned to take advantage of the combined purchasing power of more than 5,000 municipalities, public agencies, and not-for-profit organizations. This huge economy of scale means greater selection and best value pricing on the products and services you need to build, maintain, and grow your community.

WHAT IS CANOE?

The Canoe Procurement Group of Canada represents a partnership of municipal associations across the country. In operation since 1936, the purchasing group was created by its membership specifically to support public and non-profit organizations through mutually-beneficial, trade-compliant relationships with suppliers. Canoe is wholly owned and operated by its membership through a not-for-profit municipal association.

Canoe's partnership includes the Rural Municipalities of Alberta (RMA), the Saskatchewan Association of Rural Municipalities (SARM), the Association of Manitoba Municipalities (AMM), the Association of Municipalities of Ontario (AMO) via its Local Authority Services (LAS) arm, the Union of Municipalities of New Brunswick (UMNB), the Federation of Prince Edward Island Municipalities (FPEIM), the Nova Scotia Federation of Municipalities (NSFM), Municipalities Newfoundland and Labrador (MNL), and the Northwest Territories Association of Communities (NWTAC). The group also operates in British Columbia and Nunavut.

Membership is available to the MASH (municipalities, academic institutions, school boards, and hospitals), not-for-profit, and public sectors. Member organizations can include municipalities (both rural and urban), school districts, universities and other academic institutions, electrical associations, natural gas cooperatives, irrigation districts, housing foundations, airports, museums, and many others.

Compliant



- ♦ Open RFP process using approved tendering processes
- ♦ Satisfies CFTA and other trade legislative requirements for buying groups

Cooperative



- ♦ Like-minded municipal associations across the country
- ♦ Securing best value by leveraging over 5,000 member organizations in Canada

Credible



- ♦ Facilitating public sector cooperative procurement since 1936
- ♦ Not-for-profit group representing municipalities across Canada and committed to creating mutually beneficial relationships for both members and suppliers



WHAT LEGISLATION IS INVOLVED IN PUBLIC PROCUREMENT?

The Canadian Free Trade Agreement (CFTA) provides legislative direction across all provinces and territories of Canada. In addition, there are three regional trade agreements that may impact procurement laws depending on your jurisdiction:

- ◆ The Atlantic Procurement Agreement (APA) for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick
- ◆ The Ontario-Quebec Trade and Cooperation Agreement (OQTCA) for Ontario and Quebec
- ◆ The New West Partnership Trade Agreement (NWPTA) for Manitoba, Saskatchewan, Alberta, and British Columbia

WHAT ARE MY OBLIGATIONS UNDER THESE REGULATIONS?

Trade agreements (along with government directives and policies) generally require public sector purchasers to conduct open, competitive procurement processes. This requirement arises if the estimated value of the goods or services to be purchased exceeds certain value thresholds.

This means that once the value threshold is exceeded, the purchaser must purchase from a contractor who is successful in a competitive process (e.g. a request for proposals, request for quotation) that is open to the entire marketplace. That competitive process must meet the requirements of applicable trade treaties, which usually involves posting notices, disclosing relevant information, running a fair evaluation process, etc.

WHAT IS A BUYING GROUP?

A 'buying group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

For public sector, using a buying group can have advantages that include:

- ♦ Reduced procurement process costs – since group members share in the costs of running procurement processes, rather than each group member bearing the full cost;
- ♦ Access to greater resources and expertise – since group members can pool procurement resources, and can centralize procurement experience; and
- ♦ Potentially better pricing – since the group can leverage its combined buying power, offering suppliers greater purchase volumes.

HOW DO I COMPLY WITH THE LEGISLATION?

We are keenly aware of the trade agreement obligations that apply to our members. In order to ensure compliance for ourselves and our membership, we:

- ♦ actively review our policies, practices, and process documents to continually improve them based on feedback. We have also engaged external experts to review our process documents to support trade agreement compliance.
- ♦ only run open, competitive procurement processes – we do not engage in invitation-only or non-competitive contract awards (we leave that to our members to decide).
- ♦ are transparent about who our members are. Each municipal association involved is able to provide a list of relevant members so that the marketplace is aware of who may purchase through awarded contracts.
- ♦ ensure our processes account for distributor networks. A network of regional distributors can collectively bid on opportunities, with member organizations entering into contracts with the applicable distributor for their region. Suppliers are not permitted to charge higher pricing than was proposed to us, and must honour the terms of the agreement.

HOW CAN I BECOME A MEMBER?

In order to join, your organization must be a municipality, public sector entity, or registered not-for-profit group. Membership gives your organization access to all cooperative procurement programs, ranging from office supplies to capital purchases, fuel to employee benefit packages, and much more!

Membership for municipalities is generally handled through your territory or province's municipal association. To join, contact the municipal association representative for your province from the Canoe contact map.

WHAT DO I NEED TO DO ONCE I JOIN?

In order to make sure your organization is compliant with governing legislation, you should:

1. Review and update your organization's procurement policy to enable participation in group programs (if applicable).
2. Post an annual notice of intention of membership to your designated tendering website and link to the appropriate municipal association.

HOW DO I MAKE A PURCHASE?

Once your organization has an active account and the steps noted previously are taken, you can make a purchase through one of our programs by contacting the approved supplier of your choice and placing your order. You will need to let the supplier know that you would like to use the cooperative procurement program through Canoe or your municipal association. Indicate that you are purchasing through the buying group on all correspondence and purchase orders.

For information about approved suppliers or assistance with any program, you can contact your Client Relations Manager listed on the Canoe contact map.

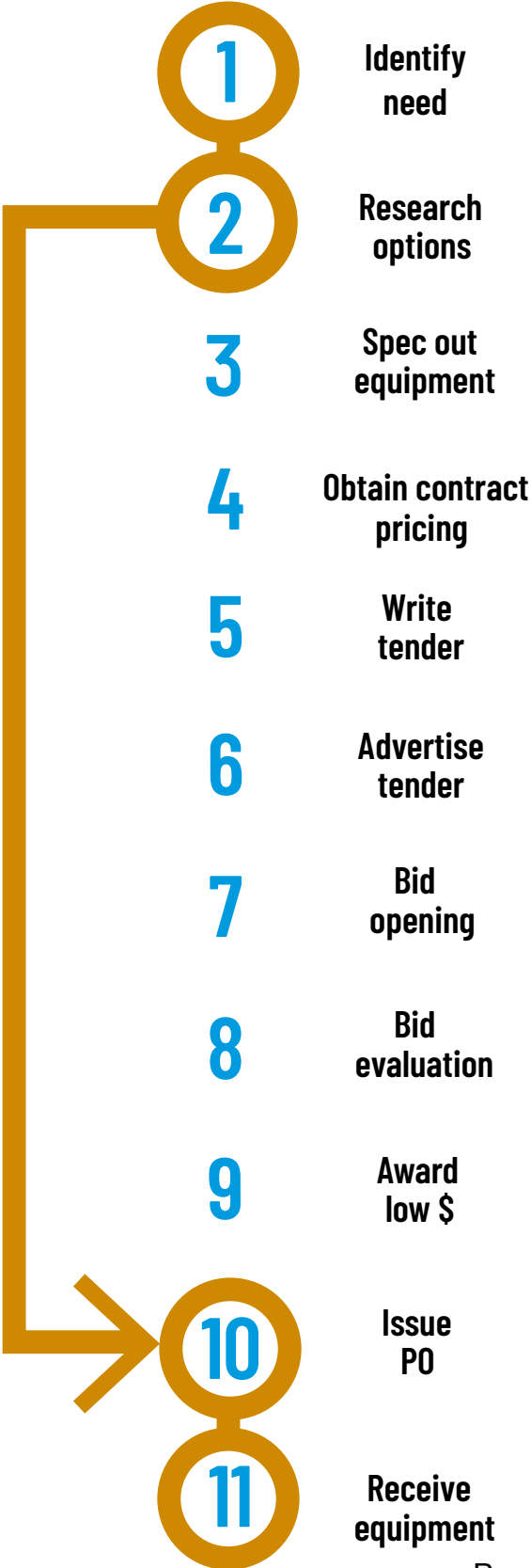


ONCE I'M A MEMBER, IS PARTICIPATION IN THE PROGRAMS MANDATORY?

No, participation in all Canoe programs is completely voluntary.

You can think of the programs as tools that can assist your organization in generally securing better prices and services than individual organizations by leveraging the buying power of the entire membership. However, if you have a preferred purchasing method already in place, you are free to continue using it.

We save time and money for our suppliers and members.



Traditional vs. Cooperative Purchasing

WHAT ARE THE BENEFITS OF BEING A MEMBER?



Preferred pricing

Cooperative procurement through Canoe provides discounted pricing and preferred service to members due to the large volume of aggregated purchases.



Trade-compliant

All Canoe programs are tendered nationally using legislated purchasing methods, meaning any buying done through the programs is compliant with the Canadian Free Trade Agreement (CFTA) and regional trade agreements.



Simplified process and reduced administration

Because all programs are tendered in compliance with Canadian trade law, members using the programs are not required to go through the tendering process again on their own, reducing administration time and cost.

DO I NEED TO POST AN RFP OR GO TO TENDER?

As the RFP process is done in advance on behalf of the entire membership, you do not need to post the RFP again. Depending on the program and your local laws, however, you may need to ensure that you have posted notice of your intention to procure using a cooperative buying group on your province's approved tendering system.

If you have questions, please reach out to your local Canoe Client Relations Manager and we will help you through the process.

HOW DO YOU SELECT SUPPLIERS?

Approved suppliers are selected based on a successful proposal to an open tendering process for the entire membership. Approved suppliers have demonstrated that they are able to provide financial benefit and value to municipalities, public entities, and not-for-profit groups.

Representing over 5,000 members including rural and urban municipalities, school districts, rural electrification associations, and water irrigation districts, Canoe approved suppliers get their products and services in front of an enormous market that would otherwise be challenging for many businesses to navigate. Regulatory compliance for the programs is handled by Canoe on behalf of the membership, providing streamlined administration for members and suppliers alike.

OUR REACH





I HAVE OTHER QUESTIONS.

Canoe is committed to ensuring all programs provide your organization with the best value available. Contact your local Client Relations Manager listed on the Canoe contact map if you have any other questions or need additional support at any step of the process – we're here to help!



How Does Group Purchasing Work?

- 1 Contracts are competitively bid, evaluated, and awarded by a using a fair, open, transparent competitive solicitation process that ensures compliance with the Canadian Free Trade Agreement (CFTA) and other regional and national trade agreements.
- 2 Each solicitation contains language that advises all suppliers that the contract may be used by other Broader Public Sector entities as well as non-profits throughout Canada.
- 3 Once award letters are issued, contracts are available for immediate use or "piggy-backing" by Broader Public Sector entities as well as non-profits.



Using GPO's vs. Traditional Procurement Process

Group Purchasing: Efficient, Easy 4-Step Process



Traditional Procurement: Lengthy Process (often 8 weeks+)



Procurement Departments continue to have to do more with less.

42% are being stretched or **working extra** hours.



81% indicated they **need improvement** in market alignment, knowledge and expertise.

25%

report **struggles** with conducting pre-bid research & planning.



18% of purchasing teams are **struggling** to meet contract deadlines.

When Broader Public Sector Entities conduct their own solicitation process:

The average RFx process lasts a duration of

56 days

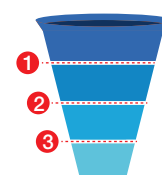


On average



7 required documents or data fields are requested from respondents

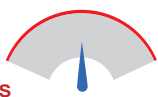
The average RFx has



3 evaluation stages

4.4 evaluators

per RFx for scoring criteria



The average RFx submission is

112 pages long



27%



of scoring activity occurred outside of normal business hours

Kinetic GPO can help you save time and money



CFTA Compliant



No Fees to Participate



Open to Any Broader Public Sector Entity



RFx's Advertised on Biddingo, Bonfire, & Merx



No Volume Commitments



Policies & Procedures Are Fair, Open, & Transparent

References:

- Bonfire, Benchmark Report 2018. State of the RFP.
- GovWin + Oniva Survey of Government Procurement Professionals 2017.
- Harvard Kennedy School, Cooperative Procurement: Today's Contracting Tool, Tomorrow's Contracting Strategy, Stephen Goldsmith, Oct 2018.
- The Volcker Alliance, "Doing the People's Business," 2017.



Kinetic GPO

www.KineticGPO.ca

SIMPLIFY. SAVE. COMPLY.



Compliance Questions

to Consider Asking Prior to Utilizing a Group Purchasing Organization



Without compliance, nothing else matters. At Kinetic GPO, compliance is our top priority. That's why we work with compliance, legal and contract experts. We make sure that our agreements are fair, open, and transparent, as required by the Canadian Fair Trade Agreement (CFTA). Furthermore, we invest in outside expertise to ensure that we comply with national and regional trade agreements. When you become member of a Group Purchasing Organization (GPO), here are several questions to consider regarding compliance.

1

Does your organization allow Group Purchasing agreements?

Before you partner with a Group Purchasing Organization (GPO), it's important to review your internal guidelines to make sure they allow for a GPO agreement. If they do allow the use of a GPO, review your policies and procedures so that you can ensure that the GPO follows them too.

2

How does the GPO stay updated on compliance?

Regional trade agreements are often updated. For example, an update in Ontario encouraged agencies to leverage shared service organizations such as GPOs, but at the same time added several compliance terms. Kinetic stays up to date on all of these trade agreements and processes to ensure ongoing compliance. We are committed to being good stewards to broader public sector and non-profit entities.

3

How can the GPO help drive compliance?

Does the GPO have a staff member or team available to answer questions? Do they have former procurement officials on staff or hire outside experts? Best practices require that a GPO has access to expertise to understand the nuances and challenges of group purchasing. Kinetic GPO has several former broader public sector leaders as part of our team. This includes former procurement directors, as well as legal.

4

What are the costs of joining a GPO?

Make sure you understand the costs involved in hiring a GPO. Some require membership fees or minimum purchasing agreements. Kinetic is free to join. We also do not have minimum volume requirements. You can use us for a one-time purchase or for all your needs in a specific category.

5

Is the contracting process fair, open and transparent, as required by the CFTA?

Review the contract to understand the breadth of products offered and how updates to the catalog are included. Is the contract written in a way that is fair, open, and transparent? Does one side benefit more from the contract? Kinetic partnered with top contract experts in Canada to draft our policies and procedures. We've made substantial investments in our templates to ensure they are compliant and beneficial to our clients. Some GPOs charge those experts' fees to the public-sector entity, but we absorb that cost to ensure we have best-in-class templates. All Kinetic policies and procedures are publicly available via our website at www.KineticGPO.ca.

6

Does the Group Purchasing Organization offer debriefings to unsuccessful suppliers?

Supplier debriefings should provide the following:

- Overview of the purpose of the debriefing.
- Explanation of the procurement process.
- Overview of the evaluation matrix.
- The unsuccessful supplier's average score in each of the published evaluation criteria.
- A review of the proposal's strengths and weaknesses.

Kinetic's contracting team offers debriefing sessions, that includes the above criteria, to any unsuccessful supplier.

7

Where does the GPO post RFX opportunities and post award information?

Kinetic posts RFX opportunities on Merx, Biddingo, and Bonfire. Each of these sites are updated with award information once the evaluation process is complete and a contract signed.

8

How is the contract managed?

Is the contract static or will it be enhanced over the life of the contract? Is the GPO involved in discussions with the leadership of the supplier partners? Can the GPO help if concerns arise with a supplier? Kinetic is actively involved with the leadership teams of our awarded suppliers. We conduct activities such as business reviews, training sessions, joint entities visits, etc... This level of engagement with our suppliers allows us to make changes and address issues as needed. Furthermore, we provide ongoing education to ensure they are operating in compliance with the terms and conditions of the contract.

9

How many GPOs should you work with?

It's important to look at your overall strategy to determine the right mix of GPOs. Effective entities will often use multiple GPOs as a best practice. We strongly agree with this practice. That's why Kinetic GPO's contracts never limit your ability to work with other group purchasing organizations.

Additional advantages of partnering with Kinetic GPO:

- Voluntary access to our contracts, with no spend or volume commitment;
- Continuously increasing choice of a wide range of collaboratively sourced and competitively priced products and services available through our contract;
- A fair, open, and transparent procurement process to ensure compliance with Chapter 5 of the Canadian Free Trade Agreement (CFTA) and other international trade agreements, including the Canada-EU Comprehensive Economic and Trade Agreements (CETA).
- Cost-Efficient and time-saving way to meet your organization's procurement needs.



New Contract Offerings

**RFSO 21-10: Energy Conservation Solutions & Related Services;
Awarded to Greenwave Innovations**



RFSO 21-03: Online Business Marketplace for Goods and Services; Awarded to Amazon



RFSO 21-09: Energy Consulting & Related Services; Awarded to Tradition Energy



Featured Suppliers

RFSO 21-06: Project Management and Services; Awarded to Colliers



RFSO 21-02: Equipment and Tools Rental; Awarded to United Rentals, Herc Rentals, Sunbelt Rentals



RFSO 20-04: Alarm & Security Monitoring Equipment and Services; Awarded to Johnson Controls



RFSO 20-21: Supply of Tires, Accessories and Related Services; Awarded to Kal-Tire



RFSO 20-26: Office Supplies; Awarded to Hamster, Grand & Toy & Staples Canada



RFSO 20-57: Electrical Vehicle Charging Stations & Services; Awarded to ChargePoint and Flo



Featured Suppliers

RFSO 20-15: Furniture, Installation & Related Products and Services; Awarded to Grand and Toy Limited, Steelcase, Fellowes Inc (dba ESI Ergonomic Solutions) and Trendway Corporation

Steelcase

G&T GRAND&TOY®

esi®

Trendway >

RFSO 20-56: Traffic Controls Products; Awarded to ATS Traffic Saskatchewan

**ATS
Traffic**

RFSO 20-02: Tractors, Implements, Attachments, Accessories & Related Parts & Services; Awarded to AGCO Corporation

AGCO
Your Agriculture Company

RFSO 20-36: Paper Products; Awarded to Veritiv

Veritiv

RFSO 17-02: Information Technology Equipment & Hardware Products; Awarded to CDW

CDW PEOPLE WHO GET IT™

RFSO 19-02: Print Services & Equipment; Awarded to Canon, CDW and Xerox.

Canon

CDW PEOPLE WHO GET IT™

xerox

Featured Suppliers

**RFSO 20-01: Transportation, Golf Vehicles & Related Accessories, Equipment, Parts, & Services;
Awarded to Club Car LLC**



**RFSO 19-03: Roofing Supplies & Services, Waterproofing & Related Products & Services;
Awarded to Garland/DBS Canada Inc and Weatherproofing Technologies Canada, Inc (Tremco)**



RFSO 19-12: Building Supplies, Services & Walk-in Option; Awarded to Home Depot



RFSO 18-07: HVAC Equipment & Services; Awarded to Trane



**RFSO 19-11: Janitorial, Cleaning Supplies & Related Services;
Awarded to Staples Canada and Veritiv Canada Inc.**



**RFSO 19-05: Playground & Outdoor Fitness Equipment, Site Accessories, Surfacing;
Awarded to GameTime**



Featured Suppliers

**RFSO 17-03: Maintenance, Repair and Operations (MRO) Supplies;
Awarded to Grainger Canada and Lawson Products**



RFSO 18-02: Grounds Keeping Equipment; Awarded to Toro



RFSO 19-01: Surplus Auction and Related Services; Awarded to GovDeals.ca



**RFSO 18-05: Automotive and Fleet: Parts, Accessories, Related Products, and Services;
Awarded to UAP/NAPA**



**RFSO 19-09: Sports Surfaces, Installation and Related Materials;
Awarded to Tarkett Sports Canada Inc**



**RFSO 18-08: Rental of Uniforms, Mats, Mops, Towels and Other Related Products & Services;
Awarded to Unifirst**



		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 55-2022

Date: May 2, 2022

From: Nathan Richard, Director of Operations

RE: Projects Update – May 2022

Recommendation:

For information only.

Background / Analysis:

The intent of this report is to provide an update to Council on the status of approved projects. Each table below categories the projects according to their current status and provides a brief update.

Completed

Description
Dibble Street East Reconstruction - Phase 1 (Boundary to Vankoughnet)
Electric Vehicle Chargers at 4 locations
Installation of Solar Lights along Heritage Trail
Centennial Park – Shade Sail
Riverwalk Park – Shade Sail
New Plow for loader
Replacement and additional barricades, traffic safety supplies, and signage for traffic control

Planning Stages

Description
Recreational Complex Outdoor Activities – Public Survey conducted, feedback and proposed layout to come to Council at the next meeting in May
Water Tower Replacement - Funding approved from federal and provincial and working on requirements and engineering preparation for tender
Edward Street Bridge Work – Detailed design is ongoing. Plan to issue RFP in the fall.

		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
Strategic Plan		

In Progress

Description	Budget	Project Update
Recreational Complex	18,800,000	All foundation work is completed. Underground plumbing and electrical conduit are placed throughout the building and the lobby area and canteen concrete floor is poured. North wall cinder block wall 20% complete. Lobby Steel arrived. Large superstructure steel arrives late May/June. Recreation complex is at about 15% completion.
Dibble Street East Reconstruction Phase 2 (Vankoughnet to Edward)	1,200,000	The contractor is now on site for Phase 2. Started providing temporary water services to residential units. Excavation to start at Vankoughnet to East and then Edward to East
Dock Replacement - G and H Dock at Marina	250,000	Both docks arrive at the harbor mid May. Adding more slips on H Dock, 10 seadoo docks and a kayak easy dock
Water Treatment Plant – River high water repairs	250,000	Working with marine structure consultant to review the details of the concrete retaining wall
Completion of 2 nd Floor Phase 2 and 3	255,000	Drawings for building permit completed. Arranging trades, labor plan, and sourcing materials.
Park Play Structures	10,000	Replacement items required for repairs have been ordered
Bicycle Repair Stations and Air Pumps	5,000	Parts arrived. To be installed on concrete pads in Centennial Park and near Rotary Pavillion in May
Lighthouse Railing guard and handrail upgrades	20,000	Drawings completed and sent to fabricators for estimates and review.
Asset Management Plan	65,000	Progressing well. All data is submitted to the consultant and the report is nearing completion
Road resurfacing – milling and paving 2022	300,000	Finalizing the sections of road sections to mill and pave
Sidewalk Replacement	50,000	Reviewing the sections to replace.

		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
Strategic Plan		

		Some coordination with road milling/paving.
Roofing Structure between Seacans at Operations Building to create an additional covered storage area	25,000	Materials Ordered
Intersection and crosswalk review	12,000	Draft report completed. Providing feedback to the consultant. Report to come to Council soon.
Repairs to waterfront trails and Shoreline repairs	25,000	Partial repairs completed at Centennial Park and Water plant. Ongoing throughout 2022
Repairs to waterfront trails	30,000	Heritage Trail – in 2021 removed asphalt and added stone dust to remove trip hazards in a section of path. Ongoing review throughout 2022
Electric Vehicle Charger at Centennial Park – parking lot	15,000	Reviewing power service options

Research and Sourcing

Description	Budget	Project Update
Asphalt routing and sealing	20,000	Reviewing costs and road details
Asphalt Hot Box heater machine for pothole repairs		Matthew checking with CAOs to share equipment
Fire Department replacement gear	30,000	Purchased throughout the year, exploring bulk purchase options with neighboring municipalities
Replacement of sidewalk on the south side of King Street from St. Lawrence Street to the entrance of the Coast Guard Building	10,000	To be completed during summer 2022
Establish a formal pathway from the corner of MacKenzie / Fischl to the Grocery Store / Canadian Tire	25,000	Part of Dollarama Development
Interlock Sidewalk on east side of Edward Street – between King St E and Water St E	-	Summer 2022 - to remove the interlock to remove trip hazards and install topsoil and grass.



		Date Req'd
Information Purposes	X	May 2 '22
Policy / Action Req'd		
Strategic Plan		

Alternatives:

None

Financial Implications:

None

Attachments:

None

Submitted by:

Nathan Richard
Director of Operations



		Date Red
Information Purposes	X	May 2 '22
Policy / Action req		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 56-2022

Date: May 2, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Collaborative Initiative with the Township of Edwardsburgh Cardinal – Street Sweeping

Recommendation:

For information.

Background/Analysis:

The Township of Edwardsburgh Cardinal reached out to the Town of Prescott to determine the feasibility to work collaboratively on street sweeping. The Town's Strategic Plan has a guiding principle of regional collaboration whereby partnering with regional municipalities is a foundational concept. Given the success the Town has been able to demonstrate with Augusta Township to the benefit of taxpayers in both municipalities on street sweeping and similar services, the same success could be replicated with Edwardsburgh Cardinal. The Town's Service Delivery Review recommended that working collaboratively with neighbouring municipalities should be fostered and provides for a net benefit to each municipality and their taxpayers.

The areas closest to Town of Prescott such as New Wexford and the Johnstown Industrial Park are logical areas to collaborate on so that the equipment does not need to be floated on a trailer, which would be costly. Staff have evaluated the request and determined that supporting to the Township of Edwardsburgh Cardinal with street sweeping in areas closest to the Town of Prescott is beneficial to both municipalities, their taxpayers, and fulfills the Strategic Plan's guiding principle of partnering with regional municipalities.



		Date Red
Information Purposes	X	May 2 '22
Policy / Action req		
Strategic Plan		

Alternatives:

Council could decide not to assist Edwardsburgh Cardinal with street sweeping at this time.

Financial Implications

The rate per hour was developed to cover the cost of staff time and equipment usage. Revenue generated will help support the cost to maintain the equipment. It is estimated that revenue generated would be approximately \$3,000 based on 40 hours at \$75.00 per hour.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer



**PROCLAMATION
EMERGENCY PREPAREDNESS WEEK
May 1 – 7, 2022**

WHEREAS the Town of Prescott recognizes the importance of Emergency Management in Ontario, and the goal of Emergency Preparedness Week is to raise community awareness and the need to be prepared within 72 hours for the possibility of an emergency; and

WHEREAS during Emergency Preparedness Week, Ontario residents will identify and learn about risk in their communities and how they can protect themselves. Knowing the potential hazards and risks you face, planning ahead and being prepared are the best steps to ensure that you and your family will survive an emergency or disaster; and

WHEREAS Emergency Preparedness Week not only focuses on personal preparedness, it also carries messages for business owners, municipal officials and utility operators. Ensuring business continuity and updating emergency plans are all just as crucial in assuring community preparedness; and

WHEREAS all levels of government have an important role to play in emergency preparedness and response, but ultimately, emergency preparedness is the responsibility of each and every one of us;.

THEREFORE I, Mayor Brett Todd, do hereby proclaim the week of May 1 – 7, 2022, as '**Emergency Preparedness Week**' in the Town of Prescott, and encourages all citizens to begin today and learn how to prepare now for a safer tomorrow.

Dated this 2nd day of May 2022.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 24-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MAY 2, 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 2nd DAY OF MAY, 2022.

Mayor

Clerk