



PRESCOTT TOWN COUNCIL
AGENDA

February 6, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of February 6, 2023, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 Affordable Housing in Leeds and Grenville - Caroline Rigutto

1

5.	Delegations	
5.1	Prescott Curling Club - Gary Albers	30
6.	Minutes of the previous Council meetings	
6.1	January 16, 2023	31
	RECOMMENDATION	
	That the Council minutes dated January 16, 2023, be accepted as presented.	
7.	Communications & Petitions	
7.1	Letter from the Honourable Caroline Mulroney, Minister of Transportation	40
8.	Consent Reports	
	<i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i>	
	RECOMMENDATION	
	That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1	Information Package	42
8.2	Staff Report 09-2023 - Winter Maintenance Operations	59
	RECOMMENDATION	
	For information.	
9.	Committee Reports	
9.1	PAC Report 01-2023 - SPC 990 Edward Street	66
	RECOMMENDATION	
	That Council endorse the approved Site Plan application SPC 2021-05 subject to the following conditions:	
	1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.	

2. That a construction phasing plan that is acceptable to the Town and addresses the parking for staff and contractors throughout the construction project.
3. That the site plan agreement of the lands, shall registered and be submitted to the Town.

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1 Staff Report 10-2023 - Review of Anti-Noise and Licensing By-Laws 79

RECOMMENDATION

That Council appoint the following three members of Council to a working group to review with Staff the Anti-Noise and Licensing By-Laws and make recommendations on changes for Council's consideration:

12.2 Staff Report 11-2023 - River Route Transit Service Partnership Agreement Renewal 138

RECOMMENDATION

That Council direct Staff to provide written notice to the River Route Transit Service Partners of Prescott's intent to renew the Partnership Agreement for April 1, 2023 until March 31, 2024.

12.3 Staff Report 12-2023 - 2023 Operational Budget - Environmental, Planning, Water and Wastewater 143

RECOMMENDATION

For information.

12.4 Staff Report 13-2023 - Marina 2023 Dock Replacement Project Request for Tender Results F and Fuel Dock 180

RECOMMENDATION

That Council approve the selection of Kehoe Marine Construction for the replacement of the F dock and the Fuel dock for delivery in early May

2023 at an upset limit of \$225,000 plus applicable taxes.

13. Resolutions

13.1 Prescott Business Improvement Area Board of Management Appointments

RECOMMENDATION

That Council appoint the following members to the Prescott Business Improvement Area Board of Management for the current term of Council, ending once a new board is appointed:

Kevin Bunce
Blinda Campbell
Johanna Freer
Terry Ghaney
Nicole Hudson
Charity Moran
Nitesh Naidu
Bonnie Pidgeon-Cougler
Natalie Sobhie

14. By-laws

14.1 Council Remuneration 186

RECOMMENDATION

That By-Law 05-2023, being a by-law to set the remuneration rates for Members of Council, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2 Parking By-Law Amendments 188

RECOMMENDATION

That By-Law 06-2023, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

16.1 Request to Amend Section 232 to the Municipal Act

WHEREAS the *Municipal Act, 2001* provides elected officials with the prescribed Declaration of Office; and

WHEREAS Section 232 of the *Municipal Act, 2001* states that a person shall not take a seat on the council of a municipality, including a person appointed to fill a temporary vacancy on an upper-tier council under section 267 but not including a person appointed to act in place of a head of council under section 242, until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose; and

WHEREAS the prescribed Declaration of Office, Item 4 states “ I will be faithful and bear true allegiances to His Majesty King Charles the Third.”; and

WHEREAS the current Declaration of Office forces a duly elected official to swear allegiance to the King rather than the county, province, and community from whence elected; and

WHEREAS the province of Quebec recently tabled Bill 4, which would amend the Constitution Act of 1867 and result in abolishing the requirement for elected officials to swear an oath to the King before they can take their seats in the legislature.

THEREFORE the Council of the Town of Prescott requests that the Minister of Municipal Affairs and Housing consider amending the Ontario *Municipal Act* by removing Section 4 from the Declaration of Office or making it optional; and

THAT a copy of the resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Ontario.

17. Mayor’s Proclamation

17.1 Wear Red Canada Day

190

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Approval of Closed Session Minutes (January 3, 2023)

19.2 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.

20. Rise and Report

21. Confirming By-Law – 07-2023

191

RECOMMENDATION

That By-Law 07-2023, being a by-law to confirm the proceedings of the Council meeting held on February 6, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, February 27, 2023. (Time: p.m.)

Affordable Housing in Leeds and Grenville

Caroline Rigutto,
Affordable Housing Coordinator

Introduction

The Affordable Housing Coordinator is responsible to promote, liaise, and recommend strategies to support, enable, and encourage affordable housing creation in Leeds and Grenville.

What is “Affordable Housing”?

- Canada Mortgage and Housing Corporation (CMHC) uses a 30% cost-to-income ratio to measure housing affordability.
- The Ministry of Municipal Affairs and Housing (MMAH) capital and operating funding programs use 80% of the Average Market Rent by unit size.



Leeds Grenville's Alternate Average Market Rent Table for 2022/2023

	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four+ Bedroom
UCLG AAMR	\$961	\$1,125	\$1,315	\$1,561	\$2,290
Maximum Rent (80% of AAMR)	\$769	\$900	\$1,052	\$1,249	\$1,832

Affordable Housing Programs in Leeds and Grenville

- Affordable Housing Rental Units
- Homeownership Program
- Ontario Renovates Program
- Housing Allowance Programs
- Secondary Suites Programs



Affordable Housing Units in Leeds and Grenville



Wall Street Village - Brockville



Community Living North Grenville
- Kemptville



Prescott



Elgin Seniors

Affordable Housing Units in Leeds and Grenville

Housing Project	Mandate	Location	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Total
Margeurita Residence - St. Vincent DuPaul (under construction)	Seniors	Brockville		12			12
Margeurita Residence - Wall Street Village	Seniors	Brockville		16			16
Community Involvement Legacy Homes	Developmental Disability	Brockville		1	2		3
Township of Rideau Lakes - Elgin Seniors Housing	Seniors	Elgin		12			12
Community Involvement Legacy Homes	Developmental Disability	Lansdowne			1		1
Community Involvement Legacy Homes	Developmental Disability	Gananoque			1		1
Churchill Project	Seniors	Prescott			2		2
North Grenville Community Living		Kemptville		4	7	1	12
Oxford Mills Project		Oxford Mills			2		2
Total			0	45	15	1	61

Note: Market rent units located at Affordable Housing projects are not included in this table.

Who Lives in Subsidized Housing?

- A single senior receiving OAS, GIS and CPP with an annual income of \$22,409
- A single person receiving Ontario Disability Support Program (ODSP) with an annual income of \$9,782
- An employed couple with four children, with an annual income of \$33,432



Household Income Limits for Affordable Housing

Unit Type	One Bedroom	Two Bedroom	Three Bedroom
Income Limit	\$39,133.00	\$45,703.00	\$54,400.00

Per the Canada Revenue Agency Income Tax Assessment Line 23600

Rent Geared to Income Units in Leeds and Grenville



Valleyview in Athens (seniors)



Gananoque Family Housing



Seaway Apartments - Cardinal



The Pines - Kemptville

Rent Geared to Income Housing

- **Rent-geared-to-income (RGI) assistance** is provided in the form of a reduction of rent payable, calculated as approximately 30% of the household income, up to the maximum unit rent.
- Households in receipt of OW/ODSP benefits pay a flat rate according to a rent scale based on household size.

RGI Units in Leeds Grenville

- There are 987 RGI units that the County is required to provide as Service Manager for Social Housing in Leeds and Grenville.
- Units are provided by the Counties Housing Department, and Non-Profit and Co-Operative Housing Providers.

Social Housing Registry

Phone: 613-342-3840 / 1-800-267-8146, ext. 2450

Visit our website at <https://www.leedsgrenville.com/en/services/social-housing-registry>



Affordable Housing Programs

Affordable Homeownership Program

- Down-payment assistance for first-time homebuyers is in the form of a twenty-year forgivable loan.
- Funding maximum is up to 5% of the purchase price, to a maximum of \$14,000.
- Maximum purchase price of an eligible home is \$280,000.

Affordable Housing Programs

Ontario Renovates

- Provides a ten-year forgivable loan of up to \$15,000 to low-income homeowners to make necessary repairs.
- Up to \$5,000 may be provided in the form of a non-repayable grant to increase accessibility of the home.



Affordable Housing Programs

Housing Allowance Programs

- Provide financial assistance directly to low-income renters to help make rents more affordable.

Secondary Suite Program

- Sometimes called a second residential unit, second unit, garden suite, or in-law suite.
- Is a self-contained unit, with a private kitchen, bathroom and sleeping areas.
- Each municipality within Leeds and Grenville has their own specific requirements related to the creation of a secondary suite (e.g. size, location).
- Intensify the existing housing stock to add affordable units in communities throughout Leeds and Grenville.

Secondary Suite Program

Two program streams in Leeds and Grenville:

Homeowner Program: a 15-year interest-free forgivable loan of up to \$25,000 to create a secondary suite on the property of the applicants primary residence.

Landlord Program: a 10-year interest-free forgivable loan of up to \$50,000 for small landlords (owning 10 residential rental units or less) to create a secondary suite on the property of an existing residential rental unit.

OPHI Secondary Suite Program

- The homeowner stream is funded by the Ontario Priorities Housing Initiative (OPHI) from the Ministry of Municipal Affairs and Housing.
- The project must be to create a **new** secondary suite or garden suite on the property of the applicants primary residence.
- Applicants must own the project property, which will remain as their **primary residence** for the duration of the affordability period (i.e. 15 years).

Leeds Grenville Landlord Secondary Suite Program

- The applicant is a small landlord, which means an individual or corporation that owns and rents a minimum of **one**, and a maximum of **ten** residential rental units that are subject to the *Residential Tenancies Act, 2006*.
- The project must be located on the property of an **existing residential rental unit** within the United Counties of Leeds and Grenville.

Tenant Selection and Eligibility

- Tenants residing in the unit must meet the eligibility criteria for community housing.
- Income at or below Leeds and Grenville's 60th Income Percentile, which is \$89,000.00.
- Have countable assets below \$50,000 (some exclusions apply).
- Can be a relative of the homeowner/landlord.

Affordable Rents

- Rents charged during the affordability period or loan forgiveness period must not exceed the Maximum Rent table (80% of Leeds Grenville's AAMR).
- Rents are reviewed annually by the United Counties of Leeds and Grenville.

Affordable Housing Programs

**Further information can be found on Leeds
Grenville's website at:**

<https://www.leedsgrenville.com/en/services/affordable-housing>

To apply for Affordable Housing Programs Contact:
Telephone: 613-342-3840 / 1-800-267-8146, ext.
2450

Email: housingintake@uclg.on.ca

Housing Affordability Plan

The Dillon Consulting Reports were requested by the Counties Affordable Housing Task Force.

- The United Counties of Leeds and Grenville Discussion Paper.
- The United Counties of Leeds and Grenville Affordability Plan.

Housing Affordability Discussion Paper (Highlights)

1. Almost half of Leeds Grenville's population is aging, and will require supports such as seniors' residences.
2. Intensification and greater diversity of housing (size, type, cost) is required to meet varying needs across the County.
3. High incidence of core housing need is seen in renter households in the County.
4. There is a gap in housing affordability. Member and partner municipalities should consider setting appropriate affordable housing targets, and decide how to distribute affordable housing.

Housing Affordability Plan

Recommendations being considered:

- Identify surplus municipal lands that could be converted or used to build affordable housing (approved – currently in progress).
- Partner with Non-Profit Housing Providers to identify suitable land, or establish a land trust.
- Purchase a multi-unit building to convert to affordable housing.
- Create a revolving affordable housing program fund via a housing levy to generate funds.

Housing Affordability Plan

- Develop outcome-based performance indicators for affordable housing to evaluate progress made.
- Partner with member and partner municipalities to have an ongoing dialogue on affordable housing, and work collaboratively towards local affordable housing initiatives.
- Creation of the Affordable Housing Coordinator position to implement the reports recommendations/ initiatives (approved/completed).

Other Current Projects

- Connecting with developers and supporting projects in development (ongoing)
- Secondary Suite Programs (ongoing)
- Affordable Housing Development 101 Workshop
- Counties definition of Affordable Housing

Affordable Housing Coordinator Contact Information

Caroline Rigutto

Affordable Housing Coordinator

Phone: 613-342-3840 / 1-800-267-8146, ext. 2327

Email: caroline.rigutto@uclg.on.ca

TOWN OF PRESCOTT

Delegation Request

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

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

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

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

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

Date	01/30/2023	Meeting date	02/06/2023
Subject	Strathcona Cup Event		
Name	Gary Albers		
Address	439 Henry St.		
Town / City	Prescott		
Province	ON	Postal Code	K0E 1T0
Phone (daytime)		Phone (evening)	
Fax number		Email address	

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

Prescott Curling Club

Brief statement of issue or purpose of deputation:

Report on the success of the Strathcona Cup event and our thanks to Council.

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



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, January 16, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Simon Wu & Hugh George, Rideau St. Lawrence Distribution

1. Call to Order

The meeting was called to order at 6:02 p.m.

Mayor Shankar welcomed guests and Tim Runke of the Recorder and Times.

2. Approval of Agenda

Motion 17-2023

Moved By Kirkby

Seconded By Lockett

That the agenda for the Council meeting of January 16, 2023, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

4.1 Rideau St. Lawrence Distribution - Council Onboarding

Simon Wu, President & CEO of Rideau St. Lawrence Distribution Inc., presented an overview of the company. He discussed Rideau St. Lawrence Distribution's background, noted their innovative services such as electric vehicles and consulting services, and he provided an overview of their corporate structure.

Discussion was held regarding dividends and the benefits of a locally owned utility company, staff and mutual agreements for resource sharing, and smart meter technology.

Further discussion was held regarding joint use utility poles and Rideau St. Lawrence's relationship with other utility companies.

Simon Wu and Hugh George left the meeting at 6:33 p.m.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 January 3, 2023

Motion 18-2023

Moved By Burton

Seconded By Young

That the Council minutes dated January 3, 2023, be accepted as presented.

Carried

Councillor Young noted a change of name from Gary Cook to Gary Albers under Item 5.3 of the minutes dated January 3, 2023.

7. Communications & Petitions

7.1 Minister Clark Letter re: More Homes Built Faster Act, 2022 - Key Initiatives

No discussion was held.

7.2 Food For All Food Bank Event: Sharing Information Session Invitation

Discussion was held regarding requests for monetary support from local groups and events, the process for approval, and the Community Grant intakes.

Discussion was also held regarding the inclusion of a breakdown of all in-kind costs in future staff reports to Council.

Motion 19-2023

Moved By Kirkby

Seconded By Burton

That Council approve a donation of \$325.00 to the Food For All Foodbank to come out of the Community Grant Budget.

Carried

8. Consent Reports

There were no items listed under Consent Reports.

9. Committee Reports

Councillor Lockett spoke to her attendance at the Leeds, Grenville and Lanark District Board of Health orientation and stated their appreciation of Prescott's participation.

Councillor Kirkby discussed the Township of Leeds and the Thousand Islands losing their last medical practitioner, the potential for sharing of services, and the next Tri-Council meeting.

10. Mayor

Mayor Shankar spoke to his attendance at the Walkerton Clean Water Centre Standard of Care Training Session held on Wednesday, January 11, 2023, and the grand opening of Cuts & Curls on King Street.

11. Outside Boards, Committees and Commissions

There were no items discussed.

12. Staff

12.1 2023 Initial Project Ideas - Presentation

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He provided an update on the list of project ideas provided by Council and he asked that each Councillor prioritize a list of items 1 through 7 to narrow down for specific cost estimates.

Discussion was held regarding applying for grant opportunities for special projects, the Canada Community Revitalization Fund, standardizing and public education of crosswalks, and licensing of businesses.

12.2 Staff Report 05-2023 - 2023 Operational Budget - Transportation, Parks & Recreation

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the budget including staff composition, roads and sidewalk maintenance, the River Route bus service, parks and recreation opportunities.

Samantha Joudoin-Miller, Manager of Community Services, provided an overview of community services and reviewed the Recreation Master Plan goals, including a new online booking portal.

Discussion was held regarding current recreation user data and membership costs for both the Library and Walker House Adult Recreation Centre.

12.3 Staff Report 06-2023 - 2023 Community Grant Application Review Working Group

Motion 20-2023

Moved By Lockett

Seconded By Young

That Council appoint the following three members to the 2023 Community Grant Application Review Working Group to review the applications:

- Justin Kirkby
- Mary Campbell

- Lee McConnell

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the annual budgeted amount, the two annual intakes, and the working group application review process.

Discussion was held regarding a suggestion to have new members of Council and an experienced member of Council as part of the working group.

12.4 Staff Report 07-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m. - Appeal Guidelines

Motion 21-2023

Moved By Kirkby

Seconded By Burton

That Council direct Staff to bring forward the Parking By-law with the amendments as outlined in Staff Report 07-2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the discretion of the screening officer, and structure for certain extenuating circumstances to review parking infractions.

Discussion was held regarding the discretion of staff to apply or cancel a ticket.

12.5 Staff Report 08-2023 - Council Remuneration By-Law Review

Motion 22-2023

Moved By McConnell

Seconded By Lockett

That Council direct Staff to bring the Council Remuneration Rates by-law outlined in Staff Report 08-2023 to the meeting of February 6, 2023 for final discussion and consideration.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She provided an overview of past remuneration practices, and compared the Consumer Price Index and the Canadian Union of Public Employees percentage increase amounts.

Discussion was held regarding the standards for other municipalities and expenses incurred by members of Council to carry out their role.

Further discussion was held regarding a non-taxable portion of remuneration which is no longer applicable to members of Council.

13. Resolutions

There were no resolutions.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no proclamations.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

There was no closed session.

20. Rise and Report

There was no rise and report.

21. Confirming By-Law – 04-2023

Motion 23-2023

Moved By Young

Seconded By McConnell

That By-Law 04-2023, being a by-law to confirm the proceedings of the Council meeting held on Monday, January 16, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 24-2023

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned to Monday, February 6, 2023. (Time: 8:58 p.m.)

Carried

Mayor

Clerk



February 1, 2023

107-2023-249

Dear Valued Partner:

It's a privilege to serve as Minister of Transportation as we work towards our shared goals for Ontario's transportation sector. I look forward to working with you and all our partners across the province as we deliver on our government's ambitious mandate to build essential infrastructure, enhance transportation and transit systems and improve road safety in Ontario.

Under Premier Ford's leadership, I'm incredibly proud to be part of a government with a clear plan to build Ontario. At the Ministry of Transportation, that means building long-overdue infrastructure projects that help fight gridlock to get people and goods moving, like Highway 413 and the Bradford Bypass.

Our government has committed over \$158 billion to expand the province's infrastructure over the next 10 years. Our comprehensive plan includes more than \$25 billion over the next 10 years to support the planning and construction of highway expansion and rehabilitation projects across the province. We are committed to enhancing our province's transportation network to facilitate the efficient and effective movement of goods, including access to the Ring of Fire.

We also recognize that building reliable, fast and frequent rapid transit is the key to unleashing our full potential. That's why we're investing more than \$61 billion to transform public transit in Ontario over the next 10 years.

And while we are moving full steam ahead to get shovels in the ground on new and expanded highways, roads, bridges and transit, our mandate goes much further than just getting things built. That's because a successful transportation network is one that is not only efficient, but also safe.

Working closely with stakeholders and our municipal partners, the Ministry of Transportation has taken a hard look at our current road safety measures and has taken decisive action where it has made sense to do so.

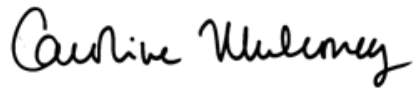
.../2

As just one example from our previous mandate, we passed the *Moving Ontarians More Safely Act*, better known as the MOMS Act, introducing measures like longer driver's licence suspensions and longer vehicle impoundment periods for drivers who engage in stunt driving, street racing and aggressive driving. We will continue the progress we have made on road safety and, with our valued partners, will ensure the province's roads and highways remain some of the safest in the world.

By working together, we will continue to lay the foundation for Ontario's lasting economic growth and prosperity. I look forward to furthering our collaborative relationship as we build a stronger, safer, and more resilient transportation network for years to come.

Should you have any questions, please contact Luca Campagna, Director of Stakeholder Relations, at 416-454-4642 or luca.campagna@ontario.ca.

Sincerely,

A handwritten signature in black ink, reading "Caroline Mulroney". The signature is written in a cursive, flowing style.

Caroline Mulroney
Minister of Transportation



**Town of Prescott
COUNCIL INFORMATION PACKAGE
February 6, 2023**

- 1. Award Certificate and Thank You Card from the South Grenville Food Bank for the 2022 Holiday Food Drive Challenge**
- 2. United Counties of Leeds and Grenville Media Release – Celebrating Early Childhood Education – January 19, 2023**
- 3. City of Kitchener resolution of support re: Ontario's Bity City Mayors Bill 23, More Homes Built Faster Act, 2022**
- 4. City of Thunder Bay resolution of support re: Bill 42 - Gender Affirming Healthcare Act**
- 5. Town of Petrolia resolution re: School Board Elections**
- 6. Township of Montague resolution of support re: World Thinking Day Initiative**
- 7. Township of Montague resolution of support re: Renfrew Inquest Recommendations**
- 8. Township of Lanark Highlands resolution of support re: Violence Against Women**
- 9. City of Hamilton resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022**
- 10. Town of Halton Hills resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022**

THIRD PLACE

HOLIDAY FOOD DRIVE CHALLENGE

This certificate is awarded to

Town of Prescott

*For outstanding contributions to the 2022 Holiday Food Drive
Challenge, achieving third place. Thank you for helping feed
the need.*



Bonnie K. C. C.

SIGNATURE



Thank you so much for all the
hard work you do to support
your community
Bernie

**Your support for the
South Grenville Food Bank
makes a difference for those in need.**

**We have been serving our community since
2002, working together to reduce hunger.**

No child should go hungry!

**We are building a stronger community;
feeding one person at time.**



United Counties of
Leeds and Grenville
25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6
T 613-342-3840
800-770-2170
F 613-342-2101
www.leedsgrenville.com

MEDIA RELEASE

FOR IMMEDIATE RELEASE

January 19, 2023

Celebrating Early Childhood Education

Brockville - The United Counties of Leeds and Grenville, Children's Services Department is partnering with Ontario's 47 Early Years and Child Care Service System Managers to launch a province-wide marketing campaign to raise awareness.

The campaign, which launches this week, is aimed at generating an increased understanding of, and support for, Ontario's licensed child care and Early Years sector. The goal of the campaign is to increase public awareness and provide key facts to ensure that our community is able to maintain a stable early education system that is high quality, equitably available, accessible and affordable.

"The licensed child care and early years programs located across Leeds and Grenville are an important part of our community," said Shannon Brown, Manager of Children's Services, United Counties of Leeds and Grenville.

"If we are going to sustain these programs and work to increase the number of child care spaces available to families, we need to attract more qualified staff to work in these programs. Early Childhood Education and the staff that work in licensed child care and early years programs, need to hold a greater value in our community," Ms. Brown said.

Leeds and Grenville currently has 855 centre-based licensed child care infant, toddler and preschool spaces spread across the region, including locations in Kemptville, Johnstown, Maynard, Brockville, Elgin, Westport, Lansdown, and Gananoque.

Quality child care and early years services are important for a child's development and future success, Ms. Brown said. High-quality licensed child care and early years programs provide Ontario's children with safe, responsive, and caring interactions that

January 19, 2023

help them develop vital skills and build a strong foundation for their well-being and continued development to grow into healthy and productive adults.

Early Childhood Educators are essential for quality child care and early years programs. Registered Early Childhood Educators (RECEs) are trained professionals with expertise in child development who are a key element of quality early learning. These professionals must be recognized, valued, and fairly compensated for the important role they play in the lives of children, families, and communities at large.

All communities need qualified and engaged RECEs to perform and deliver child care's evidence-based early learning and child care benefits.

"This campaign will assist the public in learning more about the importance of high-quality licensed child care and early years programs in our community and acknowledge RECEs for the important work they do," said Ms. Brown.

For more information on local programming and the province-wide campaign, contact:

Shannon Brown, RECE
Manager, Children's Services
United Counties of Leeds and Grenville
shannon.brown@uclg.on.ca
613-342-3840, extension 2461



AMANDA FUSCO

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

amanda.fusco@kitchener.ca

TTY: 519-741-2385

January 20, 2023

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a special meeting held on December 12, 2022, passed the following resolution regarding the Ontario's Big City Mayors (OBCM) Bill 23, More Homes Built Faster Act, 2022:

"WHEREAS the provincial government passed Bill 23, More Homes Built Faster Act, 2022 on November 28, 2022 with regulations and changes to several provincial acts which will have a significant impact on municipalities in the province;

WHEREAS notwithstanding there are parts of Bill 23 that will help build homes faster, Ontario's Big City Mayors (OBCM) have written to Premier Doug Ford and Minister Steve Clark regarding their concerns with Bill 23, and have presented to the Standing Committee on Heritage, Infrastructure and Cultural Policy;

WHEREAS the OBCM mayors have noted significant concerns relating to the impact on the collection of development charges and parkland levies, that will result in billions of dollars worth of infrastructure deficits that, without offsetting, will severely impact the current tax base as well as impact how municipalities will fund parkland spaces;

WHEREAS the impacts of this revenue shortfall will result in property tax increases and severely impact a municipality's ability to build the infrastructure needed to support the creation of new homes including roads, sewer and water systems, and supports for the delivery of fire and police services, delaying the building of new homes;

WHEREAS municipal audits announced by the province in selected municipalities will show how these reserve funds are allocated by each municipality to pay for the cost of this needed infrastructure, based on legislation from the province that strictly sets out their uses;

WHEREAS all partners in the homebuilding process, including municipalities who have responsibility for permitting, approvals and servicing, and developers who are responsible for getting shovels in the ground, can improve processes geared toward their part of creating a new housing supply;

WHEREAS while the municipal sector can help cut red tape and speed up the municipal approvals process, it is the responsibility of the province to look at delays within their ministries, and the responsibility of developers and home builders to further coordinate the building of homes in a timely manner once development approvals are in place;

WHEREAS the province has not identified accountability measures for all parties involved in creating housing, nor has the province identified annual targets to demonstrate incremental goals to build 1.5 million homes over the next decade;

THEREFORE BE IT RESOLVED THAT the City of Kitchener endorse and support the OBCM mayors request to the province immediately pause the implementation of changes to the development charges act and parkland fee reductions in Bill 23 until cities have been consulted on finding solutions to the impacts that these changes will have to our communities;

THEREFORE BE IT FURTHER RESOLVED that the City request the province put in place the Housing Supply Action Plan Implementation Table immediately and establish a terms of reference for the implementation table, and that Bill 23 is considered a priority in consultation with municipalities and other stakeholders in the home building industry;

THEREFORE BE IT FURTHER RESOLVED that the City request the province work with municipalities to re-open the discussion on a new long-term permanent municipal funding strategy to maintain services and fund critical infrastructure projects, and include the federal government to discuss joint solutions such as allocating a portion of the Harmonized Sales Tax (HST) to cities, allowing municipalities to build the housing that Ontarians need without having the burden fall on the existing property tax base; THAT while this work on an additional long-term municipal funding strategy is underway, municipalities are made whole, dollar-for-dollar, by the province to eliminate the unintended consequences of revenue reductions associated with Bill 23 changes;

THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to hold all stakeholders (provincial ministries, municipalities, developers, and homebuilders) jointly accountable for their part of the home building process through the upcoming housing unit pledge exercise, due to the province by March 1st;

THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to urge the province work with each municipality and all other partners in the homebuilding process to identify annual targets, with agreed upon accountability measures and metrics put in place based on each partner's role in the homebuilding process;

THEREFORE IT BE FINALLY RESOLVED that City request the Housing Supply Action Plan Implementation Table regularly identify to the Minister of Municipal Affairs and Housing legislative and regulatory amendments to mitigate or eliminate unintended consequences of Bill 23, inclusive of the effects of outside and market forces that may impact the achievement of these targets."

cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Big City Mayors Caucus
Ontario Municipalities

Yours truly,



A. Fusco
Director of Legislated Services & City Clerk



OFFICE OF THE CITY CLERK
500 Donald Street East
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230
Fax: (807) 623-5468

Tuesday, January 24, 2023

Hon. Doug Ford, Premier
Hon. Sylvia Jones, Health Minister

Re: Bill 42 - Gender Affirming Healthcare Act

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on January 16, 2023 and subsequently ratified by City Council on January 23, 2023.

"WITH RESPECT to the Memorandum from Councillor Kristen Oliver, Chair – Inter-Governmental Affairs Committee, dated January 3, 2023, we recommend that Council support the passing of Bill 42 – Gender Affirming Health Care Act;

AND THAT a copy of this resolution be sent to Premier Doug Ford, Health Minister Sylvia Jones, MPP Kevin Holland, MPP Lise Vaugeois, Rainbow Collective, MPP Kristen Wong-Tam, all Ontario Municipalities and Thunder Pride;

AND THAT any necessary by-laws be presented to Council for ratification."

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours very truly,

Dana Earle
Deputy City Clerk

/gs

Cc:

MPP Kevin Holland
MPP Lise Vaugeois
Rainbow Collective
MPP Kristen Wong-Tam
All Ontario Municipalities
Thunder Pride

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imbursement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

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

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca
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Regular Meeting of Council

MOVED BY: Councillor Crabtree

RESOLUTION:18-2023

SECONDED BY: Councillor Kenny


DATE: January 17, 2023

That Council support World Thinking Day initiative and request staff to purchase a blue flood light and display on World Thinking Day February 22, 2023 at the Municipal Office;

And that Council approves the Clerk Administrator to circulate the request out to Lanark County and Lanark County Lower Tier municipalities.

☒ CARRIED

☐ DEFEATED


REEVE



Regular Meeting of Council

MOVED BY: Councillor Kenny

RESOLUTION: ²⁹⁵~~294~~-2022

SECONDED BY: Deputy Reeve Carroll


DATE: December 20, 2022

That Council support the resolution provided from the County of Lanark regarding Renfrew Inquest Recommendations;

And That this resolution be circulated to all municipalities in Ontario, local MPs and MPPs, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

☒ CARRIED

☐ DEFEATED


REEVE



January 25th, 2023

Minister for Women and Gender Equality
P.O. Box 8097, Station T CSC
Ottawa, ON K1G 3H6

ATTENTION: Honorable Marci Ien

Dear Minister Ien:

RE: Resolution – Violence Against Women

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10th, 2023:

Moved by Reeve McLaren

Seconded by Councillor Summers

THAT, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

AND THAT, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
Local MP's and MPP's
Association of Municipalities
Ministry of the Attorney General
Ministry of Women's Social and Economic Opportunity

The following Resolution was passed by the City of Hamilton Council at their meeting held on December 5, 2022.

7.14 Impacts of Bill 23, *More Homes Built Faster Act*, 2022

(Francis/Beattie)

WHEREAS, the changes in Bill 23 will significantly limit the City's ability to provide and make important housing-related infrastructure and service investments resulting in increased costs for Hamilton residents;

WHEREAS, the changes in Bill 23 will have an impact on the City's quality of life and revenues to support complete communities;

WHEREAS, the City has limited revenue sources and as result of Bill 23, residents may face higher property taxes and higher water, wastewater and stormwater bills;

WHEREAS, Bill 23 will also affect the City's ability to provide much needed capital infrastructure to support growth such as roads, parks, community centres and other community amenities; and

WHEREAS, Bill 23 received Proclamation and Royal Assent on November 28, 2022.

THEREFORE, BE IT RESOLVED:

- (a) That the Mayor and City Council in the City's initial response to Bill 23, request the province to:
 - (i) Repeal the amendments to the *Planning Act* and *Development Charges Act* as a result of Bill 23 with respect to the ability to regulate urban design and sustainable design features, parkland dedication and changes to the Development Charges regarding mandatory discounts for market rate development to facilitate responsible growth;
 - (ii) Request the Province of Ontario to extend the commenting period on Bill 23, *More Homes Built Faster Act*, 2022 to at least January 31, 2023 to enable time for consultation, consideration of alternative options and thorough analysis of both short and long-term impacts;
 - (iii) Request the Province not to proceed with developing regulations, as per Bill 23, to limit the City of Hamilton's ability to protect and require the replacement of affordable and rental housing as a condition of development approvals;

- (iv) Request the province to amend the *Planning Act* to enable the implementation of Inclusionary Zoning across the City and incorporate definitions of affordable rental housing that respond to low and moderate household income;
 - (v) Request the province to enact a Regulation to permit the use of conditional zoning, pursuant to Section 34(16) of the *Planning Act*;
 - (vi) Request the province to include an “opt-out” provision for municipalities and applicants with respect to refunds for development applications and delay the implementation of refunds for development applications in light of the significant changes to the Planning regulations and internal City processes regarding development; and
 - (vii) Request that the Provincial government to provide funding and funding tools to the City matching the amount of revenue lost through development charges, community benefits charges, and Section 42 of the *Planning Act* in Bill 23 to ensure the services needed to facilitate responsible growth continue to be delivered;
- (b) That City Council work with the City Manager to make public through communications and letters to local Members of Parliament and Members of Provincial Parliament outlining the impacts of Bill 23 on specific growth enabling infrastructure projects and housing projects which will not proceed within the City of Hamilton.
- (c) That this resolution be forward to all Ontario municipalities for their support.

Regards,

Lisa Kelsey, Dipl.M.A.

Legislative Coordinator

City of Hamilton, Office of the City Clerk

71 Main Street West, 1st Floor

Hamilton, ON L8P 4Y5

Ph. (905) 546-2424 ext. 4605

Fax. (905) 546-2095



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2023-0007

Title: Bill 23 – The Build More Homes Faster Act

Date: January 23, 2023

Moved by: Councillor J. Fogal

Seconded by: Councillor C. Garneau

Item No. 13.1

WHEREAS Bill 23, the Build More Homes Faster Act was introduced on October 25th, the day after Municipal elections in Ontario at a time when councils were in a transition period and unable to respond to the legislation prior to passage of the legislation;

AND WHEREAS the Association of Municipalities (AMO) was not given an opportunity to present its concerns with Bill 23 to the Standing Committee on Heritage, Infrastructure and Cultural Policy further eroding the municipal/provincial relationships;

AND WHEREAS the loss of revenue to the Town of Halton Hills as a result of Bill 23 is estimated at \$58 - \$87 million over 10 year which, without provincial compensation, will severely impact the provision of municipal services including transportation, parks and recreation facilities;

AND WHEREAS the elimination of the Regional role in approval of official plans creates uncertainty around the planning for regional services to support the growth aspirations of the local municipalities;

AND WHEREAS the role of Conservation Authorities has been limited to natural hazards only, thereby precluding a broader role in providing expert advice and services to municipalities on natural heritage matters as part of the planning process;

AND WHEREAS AMO's evaluation concluded that there is no confidence that the measures in Bill 23 will do anything to improve the affordability of housing.

NOW THEREFORE BE IT RESOLVED THAT the Town of Halton Hills urges the Provincial Government to repeal Bill 23;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Ted Arnott MPP, and AMO.

(Appendix A – Town of Halton Hills Report No. PD-2022-0050)

(Appendix B – List of references)



Mayor Ann Lawlor



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STAFF REPORT TO COUNCIL

Report No. 09-2023

Date: February 6, 2023

From: Nathan Richard, Director of Operations

RE: Winter Maintenance Operations

Recommendation:

For information.

Background:

The Winter Maintenance Policy was developed and revised to ensure the Town's roads and sidewalks are serviced with the appropriate treatments in compliance with Ontario regulation - Minimum Maintenance Standards for Municipal Highways.

The Winter Maintenance Policy describes the strategy staff proposes to achieve effective and efficient compliance with Ontario regulations.

Following the policy, the winter maintenance priorities fall under the following activities:

1. Roadway Snow Clearing
2. Sidewalk Snow Clearing
3. Parking Lots Snow Clearing
4. Snow Removal

Roadway Snow Clearing

Ontario Regulations divide roadways into 6 classes, which determine priority servicing snow clearing and ice control operations.

Class 1 – Major highways - None in Prescott

Class 2 – Arterial Roads such as Edward and King

Class 3 – Collector Roads such as Boundary and Sophia

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Class 4 – Local roadways such as St. Lawrence St. and Prince St.

Class 5 & 6 – all remaining residential roadways

Snow clearing levels of service are dependent upon snowfall accumulation and clearing of roadways is in a sequence of the Classes indicated above.

While the snow continues to accumulate, Operations will deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 1 below; and **after the snow accumulation has ended** and after becoming aware that the snow accumulation is greater than the depth set out in Table 2 below.

Table 1 Snow Accumulation

<i>Class of Highway</i>	<i>Snow Depth</i>	<i>Completion Time</i>
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Table 2 Surface Condition

<i>Class of Highway</i>	<i>Condition</i>	<i>Completion Time</i>
1	N/A	N/A
2	Bare Pavement	24 hours
3	Bare Pavement	24 hours
4	Centre Bare	24 hours
5	Snow Pack	(see note)
6	Snow Pack	(see note)



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Typically, Staff stay ahead of any substantial snow accumulation to avoid the snow from packing on the road and becoming more difficult to remove or icing up.

Icy roadways are treated in a similar manner.

The Class 1, 2, 3 and 4 roadways are to be bare pavement within 24 hours after the storm has ended, and 4 to be center bare. Class 5 and 6 roadways can allow for 3.7cm (anything less can be driven through) or when the accumulated successive snowfall totals not plowed reach a total of 10cm. before the requirement of plowing, although they generally are plowed before this level of accumulation.

Sidewalk Snow Clearing

For snow clearing and ice control operations, Town sidewalks have been divided into four classes which determine the priority for servicing:

Table 3 Sidewalk Class and Priority

<i>Class</i>	<i>Class Determination</i>	<i>Level of Service</i>	<i>Priority for Servicing</i>
<i>I</i>	Sidewalks located on arterial collector roadways as determined by service priority levels for roadways. Designated sidewalks located in the downtown core area.	All Class 1 sidewalks will be cleared within 48 hours of storm completion.	Serviced first
<i>II</i>	Sidewalks designated for access routes for schools	All Class 2 sidewalks will be cleared within 48 hours of the storm completion.	Serviced second.

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III	The remaining sidewalks located on the road network system as well as specified connecting sidewalks on right-of-way between streets or through park areas.	No maximum servicing/clearance time is specified.	Serviced third, if manpower and time permits.
IV	The remaining sidewalks which are located on the bike paths, waterfront areas and park systems.	Class IV sidewalks will not be serviced. No maximum clearance time is specified. No overtime costs will be authorized for servicing a Class 4 sidewalk	Class IV sidewalks will be serviced fourth.

Sidewalk clearing is completed on one side of all streets within the Town, except for a few including East, and Prince. Sidewalks on East Street are not plowed due to the narrow width of the street and the sidewalk on the east side is winged back by the snowplow truck to provide more snow storage area and provide some sidewalk.

Parking Lots

Parking lots are cleared of snow on Town properties including the Fire Station, parking lots are serviced by the Town and municipal parking lots. During a storm, access to these lots will be attempted to be maintained during regular business hours. Major snow clearing and ice control operations will be completed during the 12:00 midnight to 7:00 a.m. period. Final snow clearing and ice control operations will be completed within 48 hours of storm completion.

Snow Removal

Snow removal on roadways, parking lots, and sidewalks is carried out as required by the Operations Department. Snow removal activities are dependent upon the snow levels and frequency during the winter months along with the upcoming weather forecast. Typically snow removal is completed between the hours of 11:00 p.m. to 7:00 am. by the Operations Staff and with assistance from a contractor with several dump trucks and large snow blower.



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Roadway Snow Removal is completed under the following considerations:

- If snow storage at the sides of the roadway impedes normal traffic flow;
- If snow storage at intersections restricts required visibility sight lines;
- If snow storage restricts accessibility or significantly hampers occupants of the vehicle from safely accessing the sidewalk (not applicable for areas with a boulevard greater than 1 meter wide) from the parking location. Examples are King Street, Centre Street; and
- If additional snow storage is required for:
 - sidewalk clearing operations
 - cul-de-sacs/indented corners/dead ends

Snow Removal Priority for servicing

Full-length removal of snowbanks, if all areas start at zero snow storage base, would be undertaken in the following order, when the snow at the top of the bank is at a height of approximately 1.2 meters.

- Area 1 Edward Street: North to South
Fire Hall Area
King Street: East to West
- Area 2 Post office area: Center Street and Henry Street
Town Hall area
Health Center
Walker House
- Area 3 Areas north of CNR (School access)
- Area 4 Areas south of CNR and west of Edward
- Area 5 Areas south of CNR and east of Edward

Severe weather conditions/storms may necessitate removal by roadway class.

Some snowbank removal on the hills and long streets is being completed during daytime hours by Operations staff, which alleviates snow removal during midnight hours.



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The efforts mentioned above to remove the snowbanks early from the roads and sidewalks will reduce the volume of snow to be removed and thus reduce the snow melting that causes ice to form on the sidewalks.

Operations Staff also review problematic sidewalks daily which are those that experience ice build-up to ensure that they are sanded and salted appropriately.

Improvements in the snow removal process

Sidewalk Snow Blowing onto the road right of way – Within the last 2 years, the Town has increased the ability to remove the plow attachment and swap it with a large snow blower attachment on the Trackless snow machines. With this option, more snow-blowing options have been explored in the last 2 winter seasons.

Snow blowing is a slower process than plowing and would take place once the snow accumulation has subsided and all other priority snow clearing is completed.

Snow can be blown on the grassed areas. Examples of areas these types of properties are the following:

Property Type 1	Fort Wellington, Town Hall, Walkerhouse, Parks and Churches
Property Type 2	Open field access properties such as the Golf Course and schools
Property Type 3	Areas deemed acceptable by Operations Team Lead or designate

Another improvement trialed in January of 2023 was the call in of Staff over the night hours and utilized Town equipment to remove the snowbanks on the King Street core between George and Edward.

This winter, the Town is clearing the snowbank after each storm by the Post Office on Centre Street.

Alternatives

None



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Financial Implications

None

Attachments

None

Submitted by:

Nathan Richard
Director of Operations



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Report No: 01 - 2023

STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: January 26, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Site Plan Agreement File SPC 2021-005
990 Edward Street North
Legal Description PLAN 19 PT LOT E PT LOT F RP;15R8589 PART 1 PART 2

RECOMMENDATION:

That the Planning Advisory Committee recommend that Council approve the proposed Site Plan application SPC 2021-05 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That a construction phasing plan that is acceptable to the Town and addresses the parking for staff and contractors throughout the construction project.
3. That the site plan agreement of the lands, shall registered and be submitted to the Town.

BACKGROUND:

The subject property at 990 Edward Street North is current occupied by an existing 1-storey Long Term Care (LTC) facility containing 60 beds. The facility is accessed by a two-way laneway from Edward Street North with the parking in front of the building. The site is surrounded by a mix of institutional, commercial, and residential uses.

The applicant, Arch Prescott Facility Inc. is proposing to redevelop the site with a 4-story Long Term Care facility with 128 beds with a total gross floor area of 8,664 m². This represents a Floor Area Ratio of 0.73. The placement of the building would face towards Edward Street where the parking lot is now located. A new parking lot would be constructed consisting of 72 parking spaces, including 3 barrier free spaces, and 2 covered drop-off spaces. The parking lot would be situated on the property

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approximately where the current building sits. The access point to the property would continue to be from Edward Street.

The existing facility will be required to remain in operation for the duration of the construction project until the new facility is completed and ready for occupancy.

The applicant submitted a site plan application on December 9, 2021. Details of the site plan were forward to all Town departments as well as WSP Planning consultants and EVB Engineering for comments and concerns. Feedback was reviewed by Staff and sent to the applicants for review. Normal interested third parties were also contacted for feedback. To date, no comments have been received from third parties.

ANALYSIS:

Site Plan - WSP Planning Comments

As it pertains to the official plan, WSP's report concludes.

"SECTION 2.1 LAND USE DESIGNATIONS OVERVIEW

Section 2.1.8 Institutional sets out general policies for the Institutional land use designation and states that any new institutional uses which are to be located in established residential neighbourhoods or in the Downtown Core shall be, or made to be, compatible with existing development. Further, building intensities should generally not exceed 0.25 Floor Area Ratio (FAR). Based on the proposed total building area of 8,664 m² and a total site area of 11,900 m², the proposed FAR is 0.73. While the proposed FAR exceeds 0.25, the existing use is to be maintained and the increase in FAR would support the OP's Housing goals under Section 3.5.1 to recognize the importance of residential care facilities."

"SECTION 2.7 INSTITUTIONAL DEVELOPMENT

Section 2.7 Institutional Development of the OP contains policies to guide the development of institutional uses within the Institutional land use designation. The designation permits a diverse range of land uses, including schools and other educational facilities; government offices; civic facilities, such as libraries and auditoriums; museums and other cultural facilities; hospitals; day care; and cemeteries. Buildings will typically be single-use (Policy 2.7.2.1). Institutional uses are also permitted in all land use designations, except the Employment Area designation, without an amendment to the OP (Policy 2.7.2.9). As such, the proposed LTC facility is a permitted use in the OP.

All new institutional development is required to connect to existing neighbourhoods by means of streets, sidewalks, walkways and/or bicycle paths, as appropriate, with safe separation of pedestrian and vehicular traffic (Policy 2.7.2.2). New institutional development is encouraged to contribute to the network of green space in the

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community, but providing accessible open space and/or civic space onsite or linkages to nearby open space (Policy 2.7.2.3). A sidewalk is proposed to connect the entrance of the new LTC to existing sidewalk along Edward Street. Landscaping is also proposed along the northern property line to integrate the site with the secondary school grounds to the north.

Regarding compatibility with adjacent development, potential off-site impacts of new institutional development on adjacent residential neighbourhoods (e.g. noise, light) are to be minimized through buffering and screening (Policy 2.7.2.5). To provide separation between the proposed development and the residential neighbourhood to the south, a 3 m landscaped buffer is proposed that includes tree and shrub plantings. Compatibility with the adjacent neighbourhood is supported by the layout of the proposed development. By situating the new LTC building towards Edward Street and the internal driveway and parking lot to the south and east, separation between the institutional and the residential uses has been maximized for compatibility.

All new institutional development, and institutional intensification, must provide adequate off-street parking. Access points to such parking should be designed to minimize the potential conflict between pedestrian and vehicular traffic, and access from residential streets should be avoided (Policy 2.7.2.6). As the proposed development would provide all associated parking on site, and maintains the existing site access from Edward Street North, and not from a residential street, impacts related to conflicts between pedestrian and vehicular traffic are not anticipated at the final build-out. However, the feasibility of the three temporary accesses from Alexander Crescent and Montgomery Road and the temporary “overflow parking” along Montgomery Road, as shown on the Phasing Plan, are unclear. Further, there are concerns regarding the potential impacts of contractor vehicle traffic on the adjacent residential uses. Confirmation that these measures will not result in negative impacts on the surrounding neighbourhood should be provided by the Applicant’s transportation engineer.”

“SECTION 5.2 LAND USE CONTROLS

Section 5.2 Land Use Controls contains policies under the heading “Site Plan Control” which designate the entire Town of Prescott as a site plan control area and require site plan approval for all new non-residential development (Policy 5.2.2.15). An application for site plan control approval must include plans and drawings that show the location of all buildings and structures to be built and all facilities to be provided as part of the proposed development. Criteria for the review of applications include: compatibility with adjacent uses; urban design standards; function and efficiency; safety and access; adequacy of servicing; grading and drainage; and landscaping and lighting.”

“In conclusion and based on the Site Plan Control submission made on May 31, 2022 it is WSP’s professional planning opinion that the proposed development conforms with the policies of the Official Plan regarding permitted uses in the Institutional Policy Designation.”

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As it pertains to the zoning bylaw, this development would be Institutional (I) with following table showing the zone requirements and compliance.

Zone Requirement	Provisions	Compliance
Minimum Front Yard (Section 5.13.2)	6 m	Yes – 9.0 m
Minimum Rear Yard (Section 5.13.2)	4 m	Yes – 124.8 m
Minimum Side Yard (Section 5.13.2)	3 m	Yes – 4.5 m & 12.6 m
Maximum Building Height (Section 5.13.2)	17 m [As varied by the Town of Prescott Committee of Adjustment on March 17, 2022 File No. MV 2022- 01]	Yes – 17 m
Maximum Lot Coverage (Section 5.13.2)	50%	Yes – 21.5%
Loading Space Requirements (Section 4.26(a))	Minimum dimensions: 3.75 m (12.3 ft) by 9 m (29.5 ft) if situated parallel to the building wall.	Yes – 6.5 m in width Yes – 9.0 m in length
Minimum Parking Spaces (Section 4.34(a))	5 m	Yes – 5.0 m on the North side Yes – 9.6 m on the South side
Minimum Distance between entrances, exits or combined entrance and exit on the same lot at the	0.5 spaces per dwelling unit 128 units x 0.5 = 64 spaces	Yes – 72 spaces

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 26 '23
Strategic Plan		

street line		
Minimum Parking Space Size (Section 4.34 (b))	2.7 m [8.9 ft] in width by 6 m [19.7 ft] in length	Yes – 2.7 m in width x 6.0 m in length
Maximum Width of any entrance or exit or combined entrance or exit measured at the front lot line or side lot line	9 m	Yes – 9 m on Edward Street Yes – 9 m on Irvine Street, and 12 m which is pre-existing to allow for the safe delivery of fuels.
Minimum driveway width (Section 4.34 (h)(i))	Ingress and egress directly to and from every parking space, shall be by means of a driveway, lane or aisle having a width of at least 6.5 m [21.3 ft] for two-way traffic.	Yes – 6.5 m
Minimum aisle width (Section 4.34 (h)(ii))	For 90-degree parking : 6.5 m [21.3 ft]	Yes – 6.5 m
Barrier-Free Parking	Where the parking area abuts a street or a lot line, a continuous 3 m [9.84 ft] strip of landscaped open space shall be provided between the parking area and the adjacent lot or street except for entrance and exit laneways.	Yes – 3 m landscape strip provided.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 26 '23
Strategic Plan		

(Section 4.34(h)(v))	For 51-75 standard parking spaces, three (3) barrier-free parking spaces are required.	Yes – 3 spaces
Barrier-Free Parking (Section 4.34(h)(v))	Each barrier-free parking space shall be a minimum of 3.7 m [12.1 m] in width by 6 m [19.7 ft] in length.	Yes – 3.7 m width x 6.0 length
Planting Strip Requirements (Section 4.25 (d), 4.25(e))	Where a lot is used for a primarily non-residential use in any zone and: (i) the front, side and/or rear lot line abuts a residential use or undeveloped land in a Residential zone, or (ii) the front, side and/or rear lot line abuts a portion of a street the opposite side of which portion of the street abuts a residential use or a Residential zone, then a planting strip adjoining such abutting lot line, or portion thereof, shall be	Landscaped area provided along south property line.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 26 '23
Strategic Plan		

	provided on the lot in accordance with the provisions of this section.	
Planting Strip Requirements (Section 4.25 (d), 4.25(e))	Minimum width of 3 m (9.84 ft) measured perpendicular from the planting strip to the lot line it adjoins.	Yes – A 3.0 m planting strip with a minimum width of 3 m has been provided.

WSP states the following as it pertains to the permitted use of the development.

“The proposed development complies with the permitted uses of the Institutional (I) Zone in the Zoning By-law, as it meets the intent of the “continuum-of-care facility” definition, defined as follows:

“Shall mean a facility which may include a senior citizens apartment building, a nursing home, a long-term care facility, home for the aged and facilities associated with, and designed specifically to serve, the senior citizen population, such as hospitals, clinics, recreation centres, cafeterias and personal service establishments and may also include independent senior's accommodation in separate structures/living units that share in services, such as meals, medical care services, or recreation that are provided by the facility.”

Engineering Plans and Reports

The following plans have been reviewed and any issues have been addressed.

- Architectural Drawings dated December 5, 2022
- Civil Drawings dated September 6, 2022
 - o Grading Plan
 - o Servicing Plan
 - o Erosion and Sediment Control Plan
 - o Drainage Catchment Area
- Landscape Drawings dated November 18, 2022
- Photometric Plan dated October 29, 2021
- Functional Servicing Report dated December 2, 2022



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 26 '23
Strategic Plan		

- Stormwater Management Report dated December 7, 2022

Staff Conclusion

After reviewing the submitted documentation and working with the applicant to address any concerns noted throughout the process, Staff is satisfied that this site plan application can be brought forward to the Planning Advisory Committee for review and feedback.

With recent changes to the *Planning Act*, Site Plan Control applications are no longer approved by the Planning Advisory Committee or Council but are delegated to Staff. The Planning Advisory Committee and Council are given an opportunity to review the application and provide feedback.

The proposed Site Plan application SPC 2021-05 will be subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That a construction phasing plan that addresses the parking for staff and contractors throughout the construction project is submitted and approved by the Town.
3. That the site plan agreement of the lands, shall registered and be submitted to the Town.

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

None



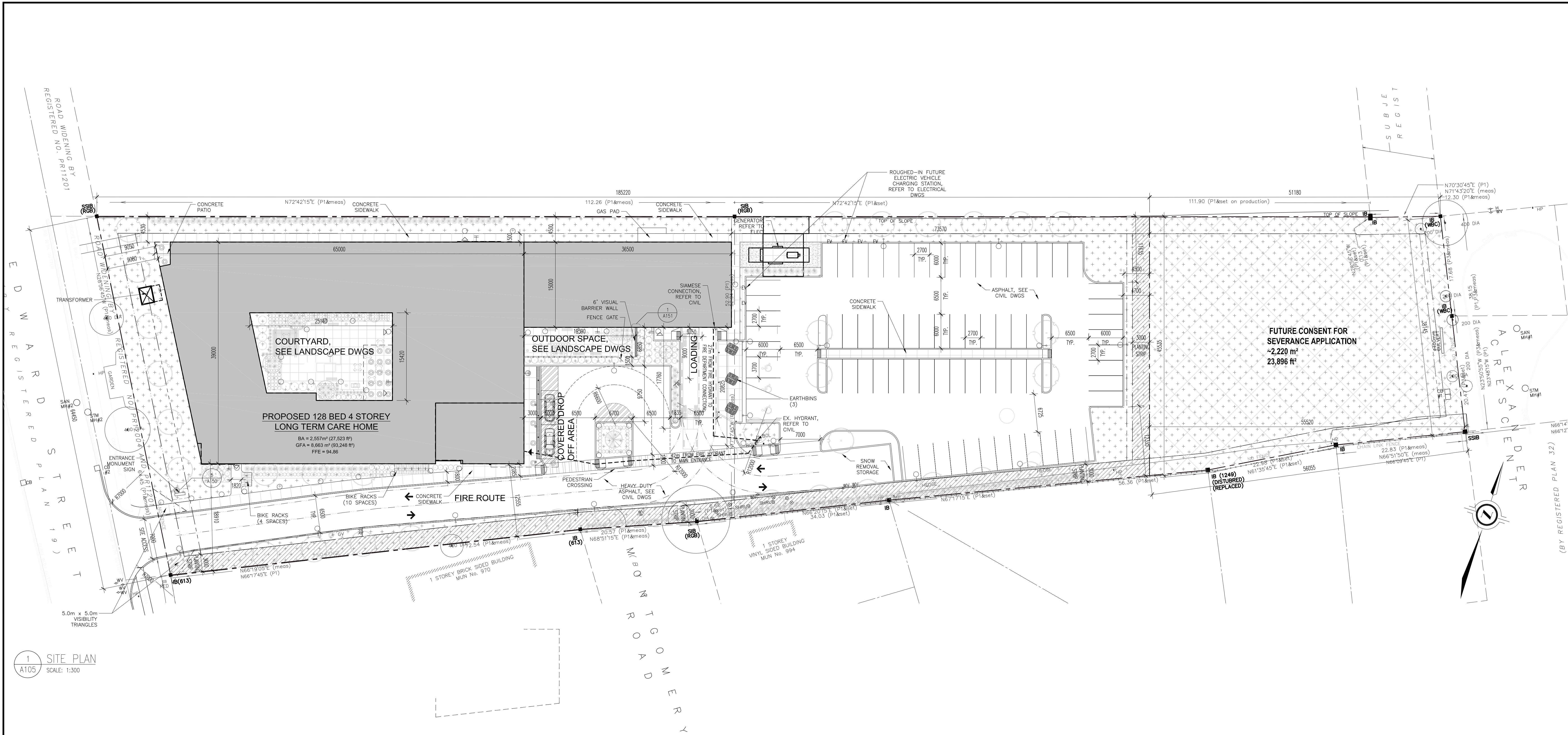
		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 26 '23
Strategic Plan		

Attachments:

- A105 – Site Plan dated December 5, 2022
- Landscape Plan dated November 18, 2022

Submitted By:

Matthew Armstrong
Chief Administrative Officer and Treasurer



1 SITE PLAN
A105 SCALE: 1:300

GENERAL NOTES:

1. SIDEWALKS SHALL BE A MINIMUM OF 1.5m WIDE THROUGHOUT THE SITE, UNLESS OTHERWISE NOTED.
2. MINIMUM PARKING SPACE SIZE SHALL BE 2.7m X 6m WITH AN AISLE WIDTH OF 6.5m.
3. FIRE ROUTE SHALL HAVE A MINIMUM CENTERLINE TURNING RADIUS OF 12m.
4. ALL PEDESTRIAN SIDEWALKS TO HAVE A SLOPE NO GREATER THAN 1:50.
5. SIGN PERMITS ARE REQUIRED FOR ALL SIGNS ON SITE, INCLUDING CONSTRUCTION OR DEVELOPMENT SIGNS.
6. BARRIER-FREE PARKING POST & SIGNAGE TO COMPLY WITH MUNICIPALITY ACCESSIBILITY DESIGN STANDARDS.
7. ACCESSIBILITY PAVEMENT MARKING TO COMPLY WITH MUNICIPALITY ACCESSIBILITY DESIGN STANDARDS.
8. DURABLE TRAFFIC PAINT TO BE USED FOR ALL PAVEMENT MARKINGS.
9. PROVIDE TACTILE WARNING SURFACE INDICATOR AT CURB, COMPLY WITH MUNICIPALITY ACCESSIBILITY DESIGN STANDARDS. TACTILE WARNING STRIP, "ALERTCAST" CAST-IN-PLACE, DETECTABLE WARNING SYSTEM, COLOUR TBD. TRUNCATED DOME PATTERN, AS PER ADA DESIGN STANDARDS, OR APPROVED EQUAL.
10. GAS METER LOCATION, REFER TO MECHANICAL DRAWINGS.
11. DIRECTIONAL SIGNAGE REQUIRED.
12. BIKE RACK LOCATIONS, REFER TO LANDSCAPE DRAWINGS.
13. BENCH LOCATIONS, REFER TO LANDSCAPE DRAWINGS.
14. FIRE ACCESS ROUTE SIGN GRAPHICS TO COMPLY WITH MUNICIPALITY AND FIRE DEPARTMENT STANDARDS.
15. IN-GROUND GARBAGE BINS, REFER TO STRUCTURAL DRAWINGS, COORDINATE INSTALLATION AND CONCRETE PAD.
16. STORM WATER, REFER TO CIVIL DRAWINGS.
17. TRANSFORMER ON CONCRETE PAD, REFER TO ELECTRICAL DRAWINGS.
18. EXTERIOR LIGHT STANDARD, REFER TO ELECTRICAL FOR CONCRETE BASE.
19. FOR FUTURE ELECTRIC VEHICLE CHARGING STATION, REFER TO ELECTRICAL DRAWINGS.

SITE LEGEND:	
SYMBOL	DESCRIPTION
---	DEMOLITION
---	PROPERTY LINE
---	NEW CONTIGUOUS CONCRETE CURB
---	REQUIRED YARD SETBACK
---	LANDSCAPE SETBACK
---	BUILDING FOOTPRINT
---	LANDSCAPING: SEE LANDSCAPE DRAWINGS FOR DETAILS
---	TACTILE WARNING STRIP, "ALERTCAST" CAST-IN-PLACE, DETECTABLE WARNING SYSTEM IN BLACK, TRUNCATED DOME PATTERN, AS PER ADA DESIGN STANDARDS, OR APPROVED EQUAL
---	NO PARKING PAINT
---	PEDESTRIAN CROSSWALK
---	CONCRETE SIDEWALK/PAVING, REFER TO LANDSCAPE & CIVIL
---	DIRECTION OF TRAFFIC
---	PRIMARY BUILDING ACCESS LOCATION
---	SECONDARY BUILDING ACCESS LOCATION
---	STRUCTURAL BOLLARD, N/A, DECORATIVE COVER OR APPROVED ALTERNATE, COLOUR TO MATCH LED BOLLARDS, SEE ELEC.
---	DECORATIVE LED BOLLARD, REFER TO ELEC.
---	WALL SCONCE, REFER TO ELEC.
---	AREA LUMINAIRE, REFER TO ELEC.
---	CEILING LIGHT, REFER TO ELEC.
---	FIRE ROUTE
---	BIKE RACK: SEE LANDSCAPE DRAWINGS FOR DETAILS
---	BARRIER FREE ACCESSIBLE PARKING: SHALL COMPLY WITH ACCESSIBLE PARKING SIGNAGE AT THE END OF EACH STALL
---	"ONE WAY" SIGNAGE
---	"FIRE ROUTE" SIGNAGE
---	NON-FREEZING ROSE BIB, REFER TO MECHANICAL
---	SIAMSESE CONNECTION, REFER TO MECHANICAL

LOCATION MAP - NTS



SITE STATISTICS:			
	REQUIREMENTS	PROPOSED	COMPLIANCE
ZONING: RESIDENTIAL	(I) INSTITUTIONAL	(I) INSTITUTIONAL	Y
MINIMUM LOT AREA	-	EXISTING OVERALL SITE = 11,940m² (1.19 HECTARES) DEVELOPMENT SITE = 9,720m² SEVERED PROPERTY = 2,220m²	Y
MINIMUM LOT FRONTAGE	N/A	64.4m	Y
MINIMUM LOT WIDTH	N/A	63.1m	Y
MINIMUM LOT DEPTH	N/A	EXISTING OVERALL SITE = 240.7m DEVELOPMENT SITE = 185.2m SEVERED PROPERTY = 55.5m	Y
BUILDING AREA	N/A	2,567m²	Y
GROSS FLOOR AREA	-	L1 2,557m² L2 2,416m² L3 1,846m² L4 1,846m² TOTAL = 8,663m² = 93,248ft²	-
MAXIMUM LOT COVERAGE	50%	BLCG AREA = 9,720m² = 27%	Y
MINIMUM YARD REQUIREMENTS	FRONT YARD = 6m REAR YARD = 4m SIDE YARD = 3m	FRONT YARD (N) = 9m REAR YARD (S) = 73.5m SIDE YARD (E) = 4.5m SIDE YARD (W) = 12.5m	Y
MINIMUM BUILDING HEIGHT	10.5m	4 STOREYS 17m	-
MINIMUM LANDSCAPE BUFFER	3m PLANTING STRIP	3m PLANTING STRIP	Y
PARKING	MIN. SIZE 2.7m x 6m CONTINUUM-OF-CARE FACILITY: 0.5 SPACES PER DWELLING UNIT +0.5 x 100 TOTAL = 64	MIN. SIZE 2.7m x 6m PHASE 1 = 12 SPACES TOTAL PHASE 2 = 20 SPACES TOTAL PHASE 3 = 14 SPACES TOTAL PHASE 4 = 12 SPACES TOTAL	Y
DESIGNATED BARRIER FREE PARKING SPACES	MIN. SIZE 3.7m x 6m 51-75 SPACES = 3 BF SPOTS	MIN. SIZE 3.7m x 6m 3 BARRIER FREE SPOTS PROVIDED	Y
MIN. DRIVING LANE WIDTH	6.5m TWO-WAY 3.5m ONE-WAY	6.5m TWO-WAY 3.5m ONE-WAY	Y
MIN. AISLE WIDTH	6.5m	6.5m	Y
MIN. NO. OF LOADING SPACES	PERPENDICULAR MIN. SIZE 3.7m x 1.5m x 7.5m PARALLEL MIN. 3.75m x 9m 0 REQUIRED	1 LOADING SPACE PROVIDED	Y
MIN. NO. OF BIKE RACKS	GROUP HOME: 1 SPACE PER EVERY 10 RESIDENTS +128 / 10 +12.8 = 13 SPACES REQ'D.	14 SPACES PROVIDED	Y

NO DRAWING DIVISION SHALL BE VIEWED INDEPENDENTLY. CONTRACTOR AND ALL SUB CONTRACTORS TO REVIEW AND BE FAMILIAR WITH ENTIRE DRAWING SET.

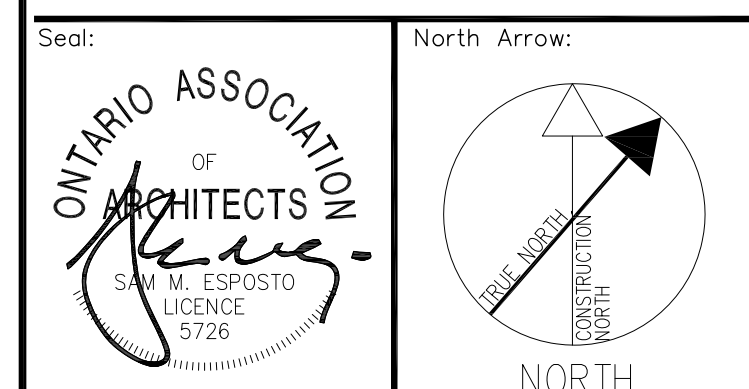
Revisions

No.	For	Date

SPA(5)	SPA RESUBMISSION	2022.12.05
MINISTRY(5)	WORKING DRAWING SUBMISSION	2022.09.21
SPA(4)	SPA RESUBMISSION	2022.09.06
MINISTRY(4)	LTC PRELIM. PLAN RESUBMISSION	2022.07.11
SPA(3)	SPA RESUBMISSION	2022.07.11
MINISTRY(3)	LTC PRELIMINARY PLAN SUBMISSION	2022.05.17
SPA(2)	SPA RESUBMISSION	2022.04.26
MINISTRY(2)	LTC PRELIMINARY PLAN SUBMISSION	2022.03.03
SPA(1)	SPA SUBMISSION	2021.11.25
MINISTRY(1)	LTC PRELIMINARY PLAN SUBMISSION	2021.10.15
To (version)	For	Date

Issue Table

NOTE:
CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH WORK. DO NOT SCALE DRAWINGS.
CONTRACTORS AND SUBCONTRACTORS SHALL USE THIS DRAWING IN CONJUNCTION WITH OTHER DISCIPLINARY ENGINEER DRAWINGS AND TENANT FIT-UP DRAWINGS.
THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED FOR CONSTRUCTION BY DESIGN PROFESSIONAL UNDER ISSUE COLUMN.
CONTRACT DOCUMENTS ARE THE COPYRIGHT OF THE CONSULTANTS AND SHALL NOT BE USED OR REPRODUCED WITHOUT AUTHORIZATION BY THE CONSULTANTS.
ALL DRAWINGS ARE TO BE REVIEWED AS A FULL PACKAGE SET.

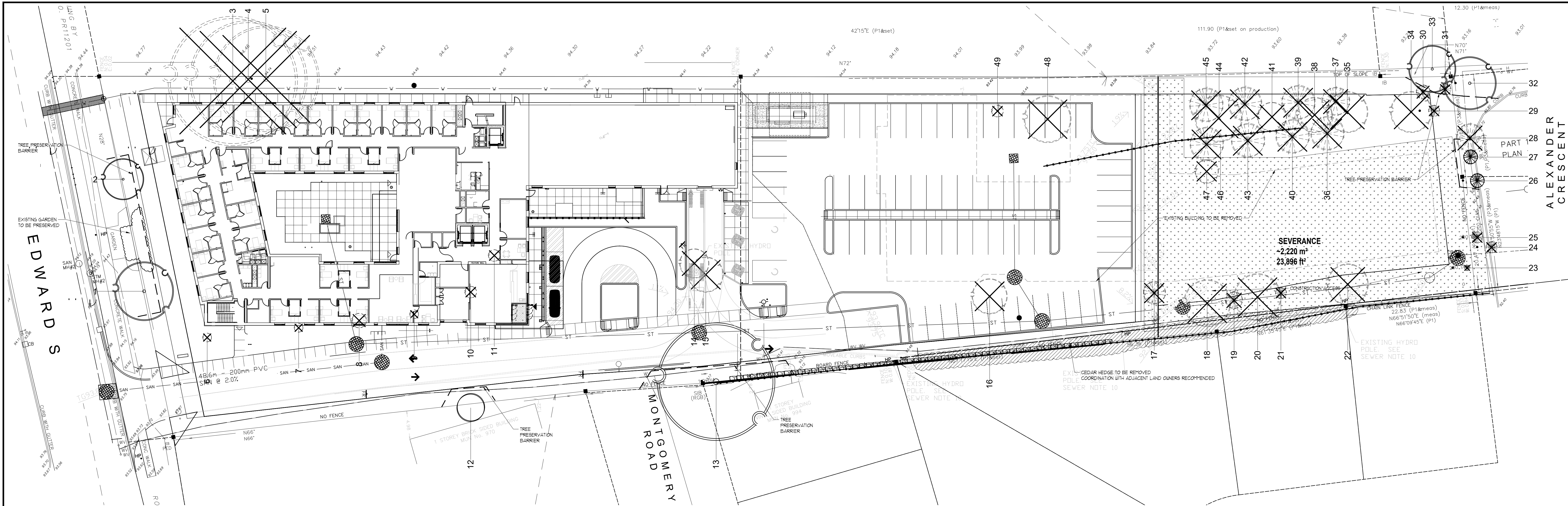


Architect:
SAM ESPOSTO ARCHITECT INC.
548 UPPER JAMES ST. HAMILTON, ON. L9C 2Y4
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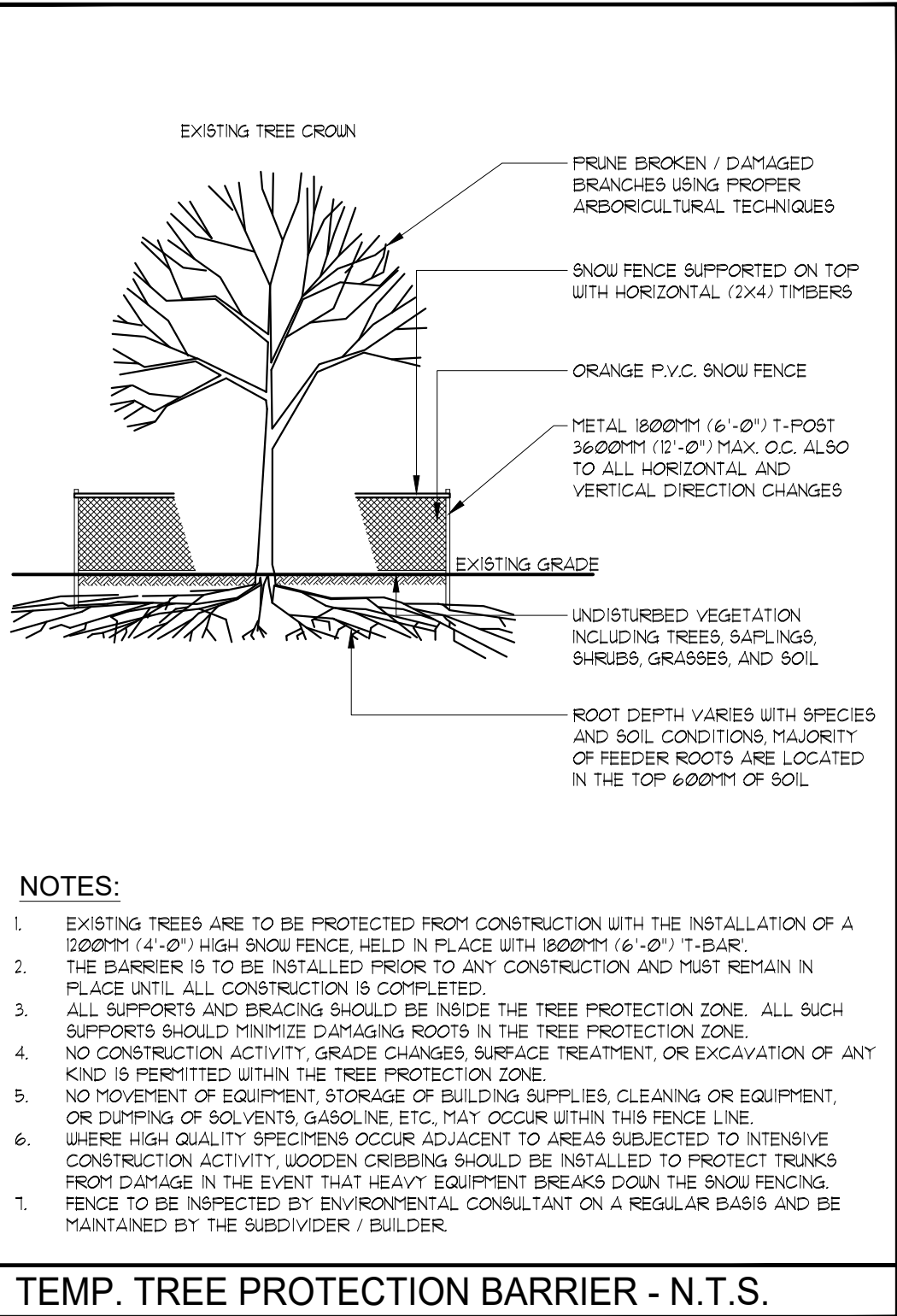
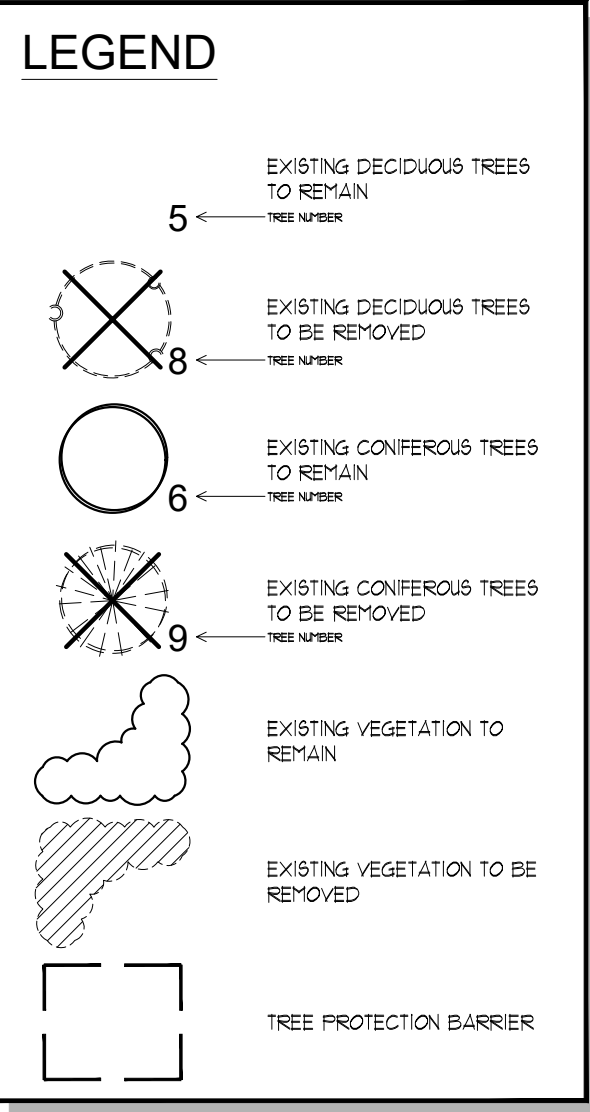
Project:
PROPOSED 128 BED LONG TERM CARE FACILITY
990 Edward St N, Prescott, ON K0E 1T0

Drawing Title:
SITE PLAN

Drawn By: **JAM** Scale: **AS NOTED**
Checked By: **SE** Plot Date: **2022.11.22**
Project Date: **OCTOBER 2021**
Project No: **21-109**
Drawing No: **A105** Sheet version: **0**



TREE PRESERVATION PLAN
SCALE = 1:300



TREES RECOMMENDED FOR PRESERVATION (9 TREES)									
GENERAL INFORMATION			SIZE		HEALTH & CONDITION		RECOMMENDATIONS		
ID #	BOTANICAL NAME	COMMON NAME	LOCATION	DBH (cm)	CONCEPTUAL FORM	STRUCTURAL FORM	STRUCTURAL INTEGRITY	COMMENTS	EXPECTED CONSTRUCTION IMPACT
1	Acer glaberrimus	Norway Maple	City ROW - Edward Street	38	5	good	good	Minor hydro clearance pruning	none
2	Acer glaberrimus	Norway Maple	City ROW - Edward Street	36	15	5	fair	Minor trunk, codominant leaders with included bark, elevated at base	none
12	Thuja occidentalis	White Cedar	910 Edward Street (Over Street)	38, 20	25	5	fair	Multistem 2, limited up approx. 2m, exposed roots, full form	none
15	Ulmus spp	elm	BOUNDARY - subject site & 904 Montgomery Rd & City ROW Montgomery Rd	10	10	5	good	Forward at base, codominant leaders with included bark, minor dead branches, large specimen	conflict with proposed curb and driveway - approx. 10% of critical root zone expected to be damaged
26	Thuja occidentalis	Emerald Cedar	BOUNDARY - subject site & Alexander Crescent	14, 12, 10, 10, 8	1, 2, 5	5	fair	Multistem 5	none
27	Thuja occidentalis	Emerald Cedar	Subject site	14, 12, 10, 10, 8	1, 2, 5	5	fair	Multistem 4	none
28	Thuja occidentalis	Emerald Cedar	Subject site	7	2, 5	5	fair	Squat shrub form	none
52	Lupinus nigra	Black Walnut	City ROW - Alexander Crescent	38	4, 5	5	excellent	Low hanging branches, full form	none
53	Acer negundo	Manitoba Maple	South Grenville District Highschool	10-30	4-5	5	poor	Multistem, 45 degree trunks, grown through fence, centre of all stems is at fence line	preserve

REFER TO TREE ASSESSMENT REPORT FOR ADDITIONAL INFORMATION

TREES RECOMMENDED FOR REMOVAL (40 TREES)									
GENERAL INFORMATION			SIZE		HEALTH & CONDITION		RECOMMENDATIONS		
ID #	BOTANICAL NAME	COMMON NAME	LOCATION	DBH (cm)	CONCEPTUAL FORM	STRUCTURAL FORM	STRUCTURAL INTEGRITY	COMMENTS	EXPECTED CONSTRUCTION IMPACT
3	Acer negundo	Manitoba Maple	BOUNDARY - subject site & South Grenville District Highschool	47, 46	1	5	poor	Multistem 2, included bark at primary union, 60cm stem damaged from fence, grown through fence	conflict with proposed building and sidewalk - approx 50% of critical root zone expected to be removed
4	Acer negundo	Manitoba Maple	BOUNDARY - subject site & South Grenville District Highschool	-60	10	5	fair	Trunk damage from top rail of fence, grown through fence, epicormic growth	conflict with proposed building and sidewalk - approx 50% of critical root zone expected to be removed
5	Acer negundo	Manitoba Maple	BOUNDARY - subject site & South Grenville District Highschool	-60, 32	9	5	fair	Multistem 2 plus stump of previous 3rd stem, epicormic growth, minor damage from fence	conflict with proposed building and sidewalk - approx 50% of critical root zone expected to be removed
6	Prunus spp	Cherry	Subject site	4	0, 7, 5	5	fair	Immature, low crown, staked	direct conflict with proposed building
7	Prunus spp	Cherry	Subject site	4	0, 7, 5	4	fair	Immature, low crown, vertical trunk wound	direct conflict with proposed building
8	Malus spp	Apple	Subject site	6	1, 2, 5	5	fair	Immature, low crown	direct conflict with proposed building
9	Malus Fruit Tree	Malus Fruit Tree	Subject site	3	0, 7, 5	5	fair	Immature	direct conflict with proposed building
10	Prunus spp	Cherry	Subject site	3	1	5	fair	Immature	direct conflict with proposed building
11	Malus Fruit Tree	Malus Fruit Tree	Subject site	7	1	5	poor	leader gone, new leader forming, unbalanced form, significant pruning	direct conflict with proposed building
14	Ulmus spp	elm	Subject site	10, 10, 9, 8, 6, 5	2, 5	5	fair	Multistem 6, branched to grade, primary union at grade, beside hydro pole	direct conflict with proposed construction
15	Ulmus spp	elm	Subject site	8, 10, 9, 8, 6, 5	3	5	fair	Multistem 5, branched to grade, primary union at grade, beside hydro pole	direct conflict with proposed construction
16	Malus spp	Apple	Subject site	25	3	5	good	Shaded primary union	direct conflict with proposed construction
17	Liriodendron spp	Liriodendron	Subject site	8, 8, 8	2	4	fair	Multistem 3, upright form, dead lower branches, scraggly form	conflict with construction access
18	Malus spp	Apple	Subject site	32	4	5	good	Low primary union, in shade	conflict with construction access
19	Thuja occidentalis	Emerald Cedar	Subject site	10 X 7, 7	1, 5	5	fair	Multistem 5, in shade	conflict with construction access
20	Acer saccharum	Sugar Maple	Subject site	34	4	5	fair	Discolored bark, tight unions, in shade	conflict with construction access
21	Thuja occidentalis	Emerald Cedar	Subject site	8, 8, 3, 3, 1	5	5	fair	Multistem 4, in shade	conflict with construction access
22	Acer saccharum	Sugar Maple	Subject site	26	3, 5	5	fair	Discolored bark, in shade	conflict with construction access
23	Thuja occidentalis	Emerald Cedar	Subject site	10	0, 5	5	good	In shade	conflict with construction access
24	Thuja occidentalis	Emerald Cedar	City ROW - Alexander Crescent	9, 7, 7, 6	1	5	fair	Multistem 4	conflict with construction access
25	Thuja occidentalis	Emerald Cedar	Subject site	10, 8, 8, 6	1	5	fair	Multistem 5	conflict with construction access
29	Thuja occidentalis	Emerald Cedar	Subject site	15, 10	1	5	fair	Multistem 2	conflict with construction access
30	Thuja occidentalis	Emerald Cedar	Subject site	7, 5, 5, 3, 3	1, 2, 5	5	fair	Multistem 5	conflict with construction access
31	Thuja occidentalis	Emerald Cedar	Subject site	5, 4, 3, 3	1	5	fair	Multistem 4	conflict with construction access
34	Acer saccharum	Sugar Maple	Subject site	20	3, 5	5	fair	Discolored bark, low crown	conflict with construction access
35	Acer saccharum	Sugar Maple	Subject site	20	3, 5	5	fair	Discolored bark, low crown, suppressed	conflict with construction access
36	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	4	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
37	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	29	2, 5	5	good	Limited up, approx. 2m, suppressed, exposed roots	conflict with construction access
38	Acer saccharum	Sugar Maple	Subject site	8, 15, 10	3	5	poor	Multistem 3, primary union at 1m from grade, significant included bark with wound wood at primary union, shaded out lower branches	conflict with construction access
39	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	35	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
40	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	48	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
41	Acer saccharum	Sugar Maple	Subject site	8	2, 3	5	fair	Discolored bark, included bark at primary union, low primary union	conflict with construction access
42	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	38	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
43	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	35	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
44	Acer saccharum	Sugar Maple	Subject site	29	4	5	fair	Discolored bark, included bark at primary union, low primary union	conflict with construction access
45	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	29	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
46	Prunus pennsylvanica	Colorado Blue Spruce	Subject site	35	3	5	good	Limited up, approx. 2m, shaded out lower branches	conflict with construction access
47	Ulmus spp	elm	Subject site	7, 7, 5	1	5	fair	Multistem 3, emerging from group of hydrocane	direct conflict with denervation
48	Acer glaberrimus	Norway Maple	Subject site	-30	4	5	fair	Flow scaffolded branches, in court yard area	direct conflict with construction
49	Syringa reticulata	Japanese Lilac	Subject site	5	1	5	good	Proportional wood area near A/C	direct conflict with construction

NOTE THAT FORESTRY ACT, R.S.O. 1990, c. F.26 REQUIRES CONSENT FROM SHARED OWNERS OF BOUNDARY TREES TO CONSENT TO TREE REMOVAL

CONSTRUCTION IMPACT MITIGATION RECOMMENDATIONS

PRE-CONSTRUCTION RECOMMENDATIONS

a) PRIOR TO ANY CONSTRUCTION ACTIVITY, TREE PRESERVATION FENCING IS TO BE INSTALLED AS PER THE ATTACHED TREE PRESERVATION DRAWINGS AND DETAIL.

b) TREES APPROVED FOR REMOVAL ARE TO BE CLEARLY INDICATED IN THE FIELD (MARKED WITH SPRAY PAINT OR OTHER AGREED UPON METHOD) BY THE PROJECT ARBORIST OR LANDSCAPE ARCHITECT PRIOR TO ANY TREE REMOVAL OPERATIONS. ALL REMOVALS TO BE UNDERTAKEN BY AN ISA CERTIFIED ARBORIST.

c) IN ACCORDANCE WITH THE MIGRATORY BIRDS CONVENTION ACT, 1994, ALL REMOVALS MUST TAKE PLACE BETWEEN SEPTEMBER 1ST AND MARCH 31ST TO AVOID DISTURBING NESTING MIGRATORY BIRDS. IF TREE REMOVAL OCCURS BETWEEN APRIL 1ST AND AUGUST 31ST, A BIOLOGIST IS REQUIRED TO COMPLETE A SEARCH FOR NESTS. ONCE CLEARED, THE CONTRACTOR HAS 48 HOURS TO REMOVE. IF REMOVAL DOES NOT OCCUR WITHIN 48 HOURS, ANOTHER SEARCH WILL BE REQUIRED.

d) CARE SHOULD BE TAKEN DURING THE FELLING OPERATION TO AVOID DAMAGING THE BRANCHES, STEMS, TRUNKS, AND ROOTS OF NEARBY TREES TO BE PRESERVED, WHERE POSSIBLE. ALL TREES ARE TO BE FELLED TOWARDS THE CONSTRUCTION ZONE TO MINIMIZE IMPACTS ON ADJACENT VEGETATION. ALL REMOVALS TO BE UNDERTAKEN BY AN ISA CERTIFIED ARBORIST.

e) IT IS RECOMMENDED THAT THE EXISTING GROUND-LAYER VEGETATION AT THE BASE OF TREES TO BE PRESERVED REMAIN INTACT WITHIN THE CRITICAL ROOT ZONE SO AS NOT TO DISTURB THE SOIL AROUND THE BASE OF THE EXISTING TREES.

f) FINAL SITE GRADING PLANS SHOULD ENSURE THAT THE EXISTING SOIL MOISTURE CONDITIONS ARE MAINTAINED.

RECOMMENDATIONS RELATED TO THE CONSTRUCTION PROCESS

a) TREE PRESERVATION FENCING IS TO BE MAINTAINED IN GOOD CONDITION AND EFFECTIVE FOR THE DURATION OF CONSTRUCTION UNTIL ALL CONSTRUCTION ACTIVITY IS COMPLETE OR AS PER THE PROJECT ARBORIST OR LANDSCAPE ARCHITECT.

b) TREE PRESERVATION FENCING IS TO REMAIN INTACT AS PER THE TREE PRESERVATION DRAWINGS, AND CAN ONLY BE TEMPORARILY REMOVED WITH THE EXPRESS WRITTEN CONSENT FROM THE PROJECT ARBORIST OR LANDSCAPE ARCHITECT. SHOULD TREE PRESERVATION FENCING BE TEMPORARILY RELOCATED OR MOVED, IT IS TO BE REINSTATED AS PER THE TREE PRESERVATION PLANS AS SOON AS POSSIBLE.

c) NO CONSTRUCTION, EXCAVATION, ADDING OF FILL, STOCKPILING OF CONSTRUCTION MATERIAL, OR HEAVY EQUIPMENT IS PERMITTED WITHIN THE CRITICAL ROOT ZONE WITHIN THE TREE PRESERVATION FENCING.

d) WHEN EXCAVATION NEAR A TREE IS REQUIRED, AND IT IS ANTICIPATED THAT ROOTS WILL BE SEVERED AND EXPOSED, DURATION OF EXPOSURE IS TO BE MINIMIZED TO PREVENT ROOT DESICCATION.

e) DURING THE EXCAVATION PROCESS, ROOTS 25MM OR LARGER THAT ARE SEVERED AND EXPOSED SHOULD BE HAND PRUNED TO LEAVE A CLEAN-CUT SURFACE TO BE UNDERTAKEN BY AN ISA CERTIFIED ARBORIST. EXPOSED SEVERED ROOTS THAT CANNOT BE COVERED IN SOIL ON THE SAME DAY AS THE CUTS ARE MADE ARE TO BE KEPT MOIST. EXPOSED ROOTS ARE TO BE KEPT MOIST BY COVERING THEM WITH WATER SOAKED BURLAP OR ANY OTHER MEANS AVAILABLE TO PREVENT THEM FROM DRYING OUT.

f) AVOID IDLING HEAVY EQUIPMENT UNDER OR WITHIN CLOSE PROXIMITY TO TREES TO BE PRESERVED TO PREVENT CANOPY DAMAGE FROM EXPOSURE TO THE HEAT OF THE EXHAUST.

g) BROKEN BRANCHES ON TREES WITHIN THE SUBJECT SITE TO BE PRESERVED SHOULD BE CLEANLY CUT AS SOON AS POSSIBLE AFTER THE DAMAGE HAS OCCURRED. TO BE UNDERTAKEN BY AN ISA CERTIFIED ARBORIST.

POST-CONSTRUCTION RECOMMENDATIONS

a) AVOID DISCHARGING RAIN WATER LEADERS ADJACENT TO RETAINED TREES, AS THIS MAY RESULT IN AN OVERLY MOIST ENVIRONMENT WHICH CAN CAUSE ROOT ROT.

b) AFTER ALL WORK IS COMPLETED, TREE PRESERVATION FENCES AND ANY OTHER IMPACT MITIGATION PARAPHERNALIA MUST BE REMOVED.

c) A FINAL REVIEW MUST BE UNDERTAKEN BY THE PROJECT ARBORIST OR LANDSCAPE ARCHITECT TO ENSURE THAT ALL MITIGATION MEASURES AS DESCRIBED ABOVE HAVE BEEN MET.

RON KLOUDYS LANDSCAPE ARCHITECTS INC.

ALL DRAWINGS REMAIN THE PROPERTY OF THE LANDSCAPE ARCHITECT AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE LANDSCAPE ARCHITECT'S WRITTEN PERMISSION.

THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION OR TENDER PURPOSES UNLESS SIGNED AND DATED BY RONALD H. KLOUDYS, O.A.L.A. C.S.L.A. LANDSCAPE ARCHITECT, LONDON, ONTARIO (516) 867-3322.

Ronald H. Koudys, O.A.L.A. C.S.L.A.	DATE	
NOV/8/2021	ISSUED FOR BUILDING PERMIT TENDER	5.
AUG/05/2021	REISSUED FOR SPA	4.
JUL/5/2021	ISSUED FOR SPA	3.
APR/12/2021	ISSUED FOR SPA	2.
NOV/26/2021	ISSUED FOR SPA	1.
DATE	DESCRIPTION	No.

PLOTTING INFORMATION:
PLOTTED DATE: NOV/8/2021
PLOTTED SCALE: 1/1

PROJECT TITLE:
**ARCHCOP
PRESCOTT LTC**
990 EDWARD ST. N.
PRESCOTT, ONTARIO

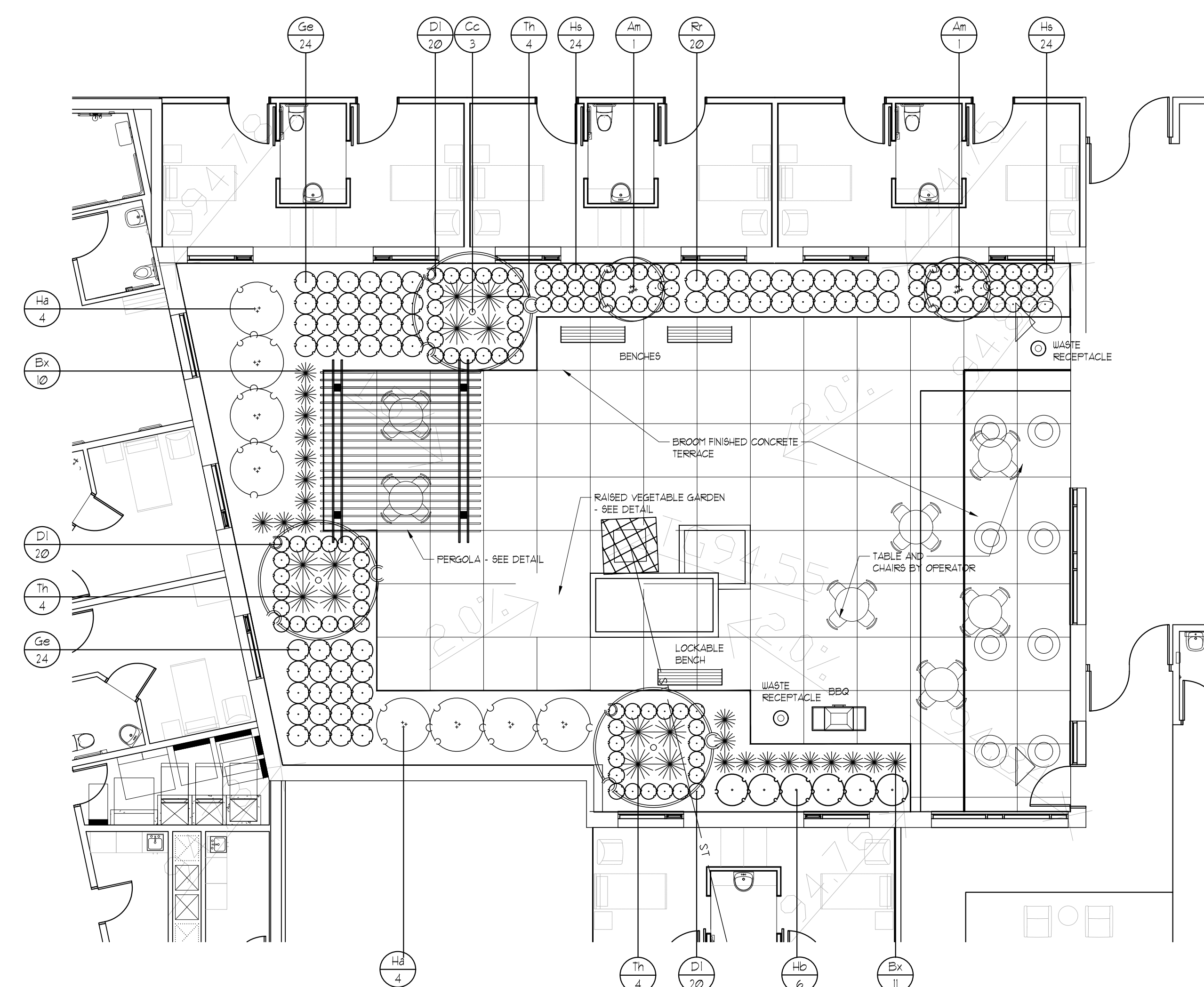
DRAWING TITLE:
**TREE PRESERVATION
PLAN**

DATE: SEPTEMBER 2021	SCALE: AS NOTED	DRAWING NO. T-1
DRAWN: RKL/ALC	CHECKED BY: RHK	
PROJECT NO. 21-177Lk		

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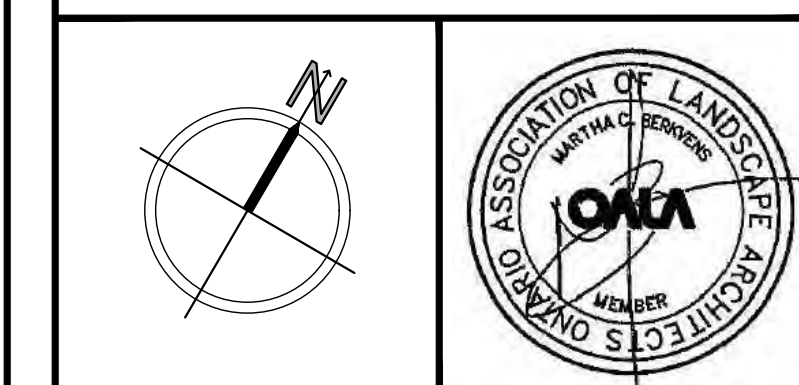
PLANT MATERIAL					
KEY	COMMON NAME	BOTANICAL NAME	QTY	SIZE	COND.
AK	MULTI-STEM SERVICEBERRY	<i>Amelanchier canadensis</i> multi-stem	2	160cm	POT
Bx	GREEN GEM BOWDO	<i>Buxus x Green Gem</i>	2	3gal	POT
CD	SINGLE-STEM NEROLI	<i>Carissa carolinensis</i> single-stem	3	700cm	POT
D	PARSONS RE ZANT	<i>Hydrangea paniculata</i> 'Parson's Re'	4	20cm	POT
DE	BOZEMAN GERANIUM	<i>Geranium 'Bozeman'</i>	48	2 1/2gal	POT
HE	PARABELLE HYDRANGEA	<i>Hydrangea arborescens</i> 'Annabelle'	8	2gal	POT
HO	BOO BOO HYDRANGEA	<i>Hydrangea paniculata</i> 'BOO BOO'	6	1gal	POT
HA	VAREGATED-HOSTA	<i>Hosta 'Varegata'</i>	48	2 1/2gal	POT
KN	KNOK OUT DOUBLE PINK ROSE	<i>Rosa 'Blushini'</i>	12	60cm	POT
HC	HECK'S HUEY	<i>Taxus x media 'Huey'</i>	12	60cm	POT

PLANT MATERIAL

IRON KLOUDS
LANDSCAPE
ARCHITECTS INC.

Ronald H. Koudys, QALACSLA _____ DATE _____

PLOTTING INFORMATION:
PLOTTED DATE : NOV.18.2022
PLOTTED SCALE : 1:1



DRAWING TITLE:

LANDSCAPE
PLAN

DATE: SEPTEMBER 2021	SCALE: AS NOTED	DRAWING No. L-1
DRAWN: RCLA Inc.	CHECKED BY: RHK	
PROJECT No. 21-177Lk		

NOTES:

- CONTRACTOR TO REFER TO ALL SPECIFICATIONS
- ALL PLANTS TO CONFORM TO CAN. - CANADIAN STANDARDS FOR NURSERY STOCK
- USE LANDSCAPE ARCHITECT'S 48 HOUR NOTICE PERMIT TO INSTALLATION TO INSPECT PLANT MATERIAL AND PRY THE PLANT BEFORE IT IS GENERAL SPECIFICATIONS
- PLANT NOT TO BE PLANTED UNTIL BACKFILLING
- NEED FIT SIZE TO BE PLANT SPECIFIED AND ALLOWED TO ROOT BALL
- NEED BALL AND ROOT BALL SPECIFIED AND ALLOWED TO BORE TO ITS PREVIOUS EXISTING GROUND
- PLANT TREE 50 - 100MM ABOVE DESIRED GROUND TO ALLOW FOR SOME SETTING
- DO NOT DAMAGE MAIN ROOTS WHEN INSTALLING STAKES
- NEED 10CM MAIN CALLER REQUIRED TO TWO STAKES, 15CM MAIN CALLER AND GREATER REGULATE THREE STAKES REQUIRED STAKES AFTER 1 YEARS
- ALL TREES MUST BE SET ON A 100MM DRAINAGE
- THE ABOVE DOES NOT REPRESENT ANY PARTICULAR SPECIES
- NO DIFFERENCE SHOW IN PLANTING
- INSTALL TREES OF APPROVED TRUE PLANTING

DECIDUOUS TREES PLANTING DETAIL - N L T S

[illegible]

SHRUB PLANTING DETAIL - N.T.S.

EXPANSION JOINTS AT MAX. SPACING 4500MM
BASE AND REINFORCING TO BE APPROVED BY GEOTECHNICAL AND CIVIL

NOTES:

1. REFER TO CIVIL FOR DIMENSIONS AND LAYOUT.
2. CONTRACTOR TO REFER TO ALL SPECIFICATIONS.
3. CONTRACTOR TO SUPPLY AND INSTALL LARGE LITERSTONE ANY SIZE OR APPROVED ALTERNATE.
4. LITERSTONE BOLDERS AS INDICATED ON PLANS ARE SCHEMATIC ONLY. EXACT PLACEMENT TO BE COMPLETED UNDER THE DIRECT SUPERVISION OF THE LANDSCAPE ARCHITECT.
5. BOLDERS ARE TO BE OF THE FOLLOWING SIZES:
 600 x 1000 x 600 x 600
 300 x 600 x 600 x 600
6. BOLDERS ARE TO BE BLURED / BOLDING GRASS AND BACKFILLED IN 50mm LITS.
7. CONTRACTOR TO INSTALL LANDSCAPE FILTER (FABRIC) BEHIND BOLDERS, TYP.

ARMOURSTONE WALL DETAIL - N.T.S

NOTES:

1. COLOUR TO BE BLACK.
2. FINAL LOCATIONS TO BE APPROVED BY OWNER PRIOR TO INSTALLATION.
3. SECURE IN PLACE AS PER MANUFACTURER'S SPECIFICATIONS.

BENCH N.T.S.

NOTES:
1. COLOUR TO BE BLACK.
2. FINAL LOCATIONS TO BE APPROVED BY OWNER PRIOR TO INSTALLATION.
3. SECURE IN PLACE AS PER MANUFACTURER'S SPECIFICATIONS.

GARBAGE - RECYCLING UNIT N.T.S.

STORAGE UNIT TO BE PLASIDU LIGAZAKA STORAGE UNIT BY GREEN SITE FURNITURE INC. 18000-18-0500 OR APPROVED ALTERNATIVE.
COLOUR TO MATCH PLASIDU TITANIUM SLAT PANEL SLATS TO BE PEE.
DO NOT POINT TO CONCRETE SIDEWALK UNTIL FINAL LOCATION APPROVED BY OWNER.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 10-2023

Date: February 6, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Review of Anti-Noise and Licensing By-Laws

Recommendation:

That Council appoint the following three members of Council to a working group to review with Staff the Anti-Noise and Licensing By-Laws and make recommendations on changes for Council's consideration.

Background/Analysis:

The Anti-Noise By-Law was last amended in 1991 with the basis of the By-Law being from 1981. There have been various circumstances that the current By-Law does not address and requires a review.

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

- Transient Traders
- Refreshment Vehicles
- Salesperson, Hawkers and Pedlars
- Auctioneers
- Second Hand Goods
- Garage, Lawn or Yard Sales



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

- Taxis
- Cartage Vehicles
- Places of Amusement, Billiards and Pool Room
- Carnivals, Circuses, Midways
- Victualling Houses
- Adult Entertainment
- Boats for Hire

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

It is recommended that a working group made up of three members of Council, along with the Chief Administrative Officer & Treasurer, Manager of Building and By-Law, and Economic Development Officer be assembled to review the current By-Laws.

This review will include:

- Identifying issues with the current By-Laws
- Looking at examples from other Municipalities
- Obtaining feedback from interested parties
- Identifying made for Prescott solutions.

Once this review is complete, the working group will provide recommendations to Council for further discussion and consideration. At any point, other members of Council can ask the working group to look at specific issues as it pertains to these By-Laws in order to ensure concerns are addressed as part of the review.

Alternatives

Council could decide not to review one or both of the By-Laws at this time or decide on an alternative method of review as opposed to a working group.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

Financial Implications

None

Environmental Implications

None

Attachments:

- By-Law 29-91 Being a by-law to amend by-law 45-81 being an anti-noise by-law
- By-Law 2-95 Consolidated Licensing By-Law for certain businesses and occupations

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW 27-91

Being a by-law to amend by-law 45-81 being an anti-noise by-law

WHEREAS Section 210, Paragraph 132 of the Municipal Act, R.S.O. 1980, Chapter 302 authorizes municipal councils to pass by-law for prohibiting or regulating the ringing of bells, the blowing of horns, shouting and unusual noises, or noises likely to disturb the inhabitants in the Town; and

WHEREAS the Council of the Corporation of the Town of Prescott enacted By-Law 45-81 being a by-law to prohibit and regulate noise within the Town; and

WHEREAS Council deems it expedient to amend the by-law to include noises made by persons

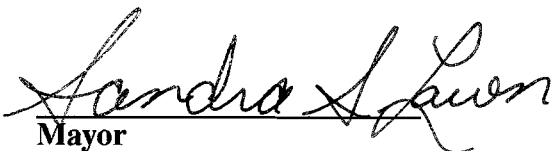
NOW THEREFORE the Council of the Corporation of the Town of Prescott enacts as follows:

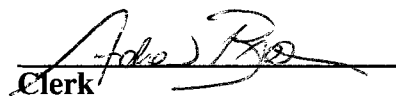
1. That the following new section 3(c)(i) be added to By-Law 45-81:

cause or make any noise that shall disturb the inhabitants of the Town of Prescott, including but not exclusive to the following noises:

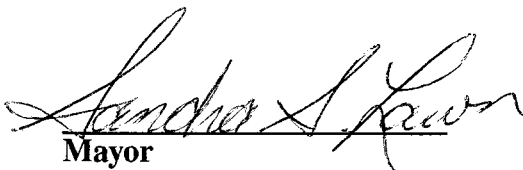
shouting,
screaming,
using obscene language,
screeching.
2. This by-law shall come into full force and take effect upon final reading thereof.

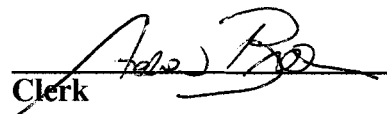
READ A FIRST AND SECOND TIME THIS 2ND DAY OF JULY, 1991


Mayor


Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 15th DAY OF JULY, 1991


Mayor


Clerk

CORPORATION OF THE TOWN OF PRESCOTT
BY-LAW NO. 74-82

BEING A BY-LAW TO AMEND BY-LAW 45-81, AN ANTI-NOISE BY-LAW
FOR THE TOWN OF PRESCOTT.

WHEREAS Council of the Corporation of the Town of Prescott deem it necessary
to amend By-Law 45-81, an Anti-Noise By-Law for the Town of Prescott.

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

1. Section 3 - Paragraph 1 is amended to read:
"No person shall, within any area of the Town of Prescott;"

Read a first and second time this 20th day of December 1982.

Sandra S. Law
Mayor

Helenna J. Payne
Deputy Clerk

Read a third time and finally passed this 20th day of December 1982.

Sandra S. Law
Mayor

Helenna J. Payne
Deputy Clerk

CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 45-81

AN ANTI-NOISE BY-LAW FOR THE TOWN OF PRESCOTT

The Council of the Corporation of the Town of Prescott enacts
as follows:

1. No person shall, within the limits of the Town of Prescott and between the hours of 9.30 o'clock in the afternoon and 7.00 in the forenoon of the next following day, conduct or operate any commercial or industrial enterprise in such a way as to create noises likely to disturb any inhabitant of the said Town of Prescott.
2. No person shall within the limits of the Town of Prescott and between the hours of 9.30 o'clock in the afternoon and 7.00 in the forenoon of the next following day, operate or run or permit the operation or running of any motor or of any mechanical devise in such a way as to create noises likely to disturb any inhabitant of the said Town of Prescott.
3. No person shall, within any area of the Town of Prescott:
 - (a) permit birds or animals owned, kept or harboured by him to crow, bark or emit other sounds continuously in a manner likely to disturb any inhabitant of the Town of Prescott
 - (b) use or permit the use or operation of any radio, television set, record or tape player, loudspeaker, amplifier or other sound producing mechanism or any combination thereof, in such a fashion as to location or intensity or as to location and intensity as is likely to disturb any inhabitant of the Town of Prescott.

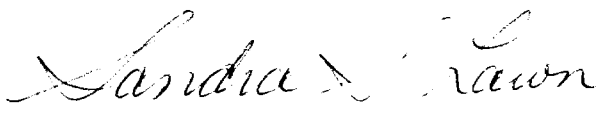
...2...

3. cont'd


- (c) without the written consent of the Chief of Police of the Town of Prescott use or permit the use of any public address system for the projection of sound into a street or other public place whether from a fixed location or from a moving vehicle; provided that this shall not be deemed to apply to the use of amplifiers in a reasonable manner in a public park or other such commodious space for the purpose of election meetings or other reasonable gatherings; and provided further that if for any reason the Chief of Police is not satisfied that written permission is to be granted he shall report the application to the Council which may grant or withhold such permission.

4. Any person who contravenes any of the provisions of this By-Law shall be liable on conviction to a fine of not more than \$1,000 exclusive of cost, recoverable under The Summary Convictions Act, and in default of payment to imprisonment for a term of not more than twenty-one (21) days.

Read a first time this 8th day of September 1981.


.....

MAYOR

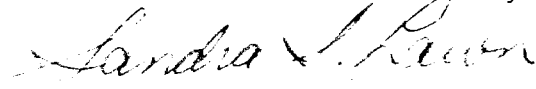

.....

CLERK

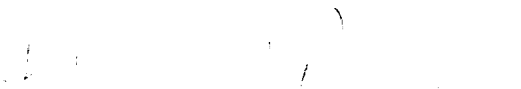
Amended as follows:

- Paragraph 1 - to include: "except in an industrial zone."
Paragraph 2 - to change 9.30 o'clock to "21.30".
Paragraph 3 - add section d "Nothing in this By-Law shall prohibit reasonable emergency use of snow clearing or other emergency equipment".
Paragraph 4 - change to "Less than \$50.00 or more than \$1,000.00 for the first offence and not less than \$100.00 and not more than \$1,000.00 for the second or subsequent offence, exclusive of cost and every such fine is recoverable under the Provincial Offences Act."

Read a second time this 19th day of October 1981.

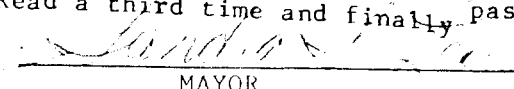


MAYOR

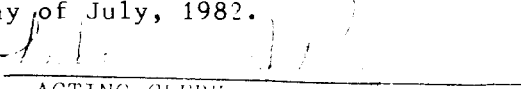


CLERK

Read a third time and finally passed this 5th day of July, 1982.



MAYOR



ACTING CLERK

CORPORATION OF THE TOWN OF PRESCOTT

By-Law 2-95

Consolidated Licensing By-Law

for certain businesses and occupations

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CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW 2-95

Being a by-law to regulate and licence certain businesses and occupations in Town

WHEREAS Sections 225, 232, 233, 234, 236 and 237 of the *Municipal Act, R.S.O. 1990, Chapter M.45* authorizes municipal councils of towns to pass by-laws to licence and regulate trades and activities within its limits;

AND WHEREAS the Council of the Corporation of the Town of Prescott has enacted numerous licensing by-laws and wishes to update them and consolidate such by-laws into one by-law;

AND WHEREAS Council deems it expedient to enact a consolidated by-law to be known as the Town of Prescott's "Licence By-Law"

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

Section 1
General Provisions

1.1 Definitions

For the purposes of this by-laws:

- a) "By-Law Enforcement Officer" shall mean a duly appointed by-law enforcement officer for the Town of Prescott which includes any employee of the Corporation appointed by by-law and the uniformed members of the Prescott Police Services.
- b) "Chief Building Official" shall mean the Chief Building Official for the Town of Prescott or his or her designate;
- c) "Chief of Police" shall mean the Chief of Police for the Town of Prescott or his or her designate;
- d) "Clerk" shall mean the Clerk for the Town of Prescott or his or her designate;
- e) "Corporation" shall be the Corporation of the Town of Prescott;
- f) "Council" shall mean the Council of the Corporation of the Town of Prescott;
- g) "Fire Chief" shall mean the Fire Chief for the Town of Prescott or his or her designate;
- h) "Individual" means a natural person.
- i) "Medical Officer of Health" shall mean the Medical Officer of Health for the Leeds, Grenville and Lanark District Health Unit or his or her designate;
- j) "Person" means an individual, a partnership, or a corporation, union, association engaged, or will be engaged, in trade or business or the promotion thereof;
- k) "Treasurer" shall mean the Treasurer for the Town of Prescott or his or her designate;
- l) "Town" shall mean the Town of Prescott.

1.2 General Provisions of Licensing

- a) The licensing authority for this by-law shall be the Council of the Corporation of the Town of Prescott unless otherwise legally delegated by Council.
- c) Licence fees shall be as prescribed by Council from time to time and attached hereto as Schedule "A" to this by-law.
- d) Every applicant for a licence shall apply, in writing, on a licence application form as prescribed by Council from time to time and attached hereto as Schedule "B" to this by-law.
- e) Every application form filed under this by-law shall be signed by the applicant, if an individual, or in the case of a partnership or corporation, a partner or officer respectively, having the authority to make the application on behalf of the applicant and to bind the partnership or corporation respectively, and such form shall include a declaration executed by such person attesting to the truth of the information provided on the application form.
- f) Council may amend Schedules "A" and "B" from time to time by resolution or by-law.
- g) Unless contrary to provisions of this by-law, a licence may be transferred upon application to and approval of Council subject to a transfer fee as set forth in Schedule "A".
- h) No licence shall be issued except on payment of the full amount of the prescribed licence fee as set out in Schedule "A" to this by-law and a completed licence application. Should a licence not be granted, the money deposited shall be returned to the applicant without penalty or interest within a reasonable period of time.
- i) Unless contrary to provisions of this by-law, the fees set out in Schedule "A" shall be for the calendar year or the remaining part thereof.
- j) The Clerk shall keep a register of all licenses issued.
- k) Upon approval and granting of licence by Council or the delegated authority, the Clerk shall furnish each licensee with a copy of the licence, a copy of the

relevant sections of this by-law and any other document he or she may deem necessary.

- l) The Clerk shall carry out the administrative functions of administering, applying and enforcing this by-law.
- m) No person shall enjoy a vested right in the continuance of a licence, except as provided in this by-law, and, whether issued, renewed, expired, revoked or otherwise terminated, the licence, and any value of such licence, shall continue to be the property of the Corporation.
- n) The applicant must permit ample and reasonable time from the time of initial application (providing it is complete) to a response whether the licence shall be permitted or not.
- o) If reports from the circulated departments and agencies are not adverse to a licence being issued to the applicant, the Clerk shall forward the application to Council, or the delegated authority, to be considered. In the event that an adverse report is received, the applicant shall be notified of the deficiencies concerning the application.
- p) The holder of a licence shall notify the Clerk immediately of any change to the information provided on the application.
- q) It is the purpose of Council, in obtaining the information required to be submitted by this by-law in an application for a licence, to make such information available to the public, but no personal information relating to an individual shall be disclosed to the public except in accordance with law.
- r) Every individual applying for or holding a licence under this by-law, or engaging in or carry on any business to which this by-law relates, shall use his or her own legal name in making such application and holding such licence, and no such licence shall be issued to any individual in any name other than his or her own legal name.
- s) If Council refuses to grant a licence pursuant to this by-law, the applicant may request a hearing of Council in accordance with the *Statutory Powers Procedure Act*.
- t) Non-compliance with this by-law or any other law is a factor relevant to the

consideration of whether or not a licence may be granted, refused or revoked, notwithstanding that the holder of the licence has not been prosecuted or convicted for contravention of such law.

- u) Every person licensed or required to be licensed under this by-law shall in carrying out the business in respect of which such licence is required, ensure compliance with the provisions of this by-law by all persons involved in the carrying on of such business, and no such person shall permit any person employed by such person or otherwise involved in the carrying on the business, to do so other than in compliance with this by-law.
- v) No licence issued under this by-law shall authorize any person to carry on a business or do any thing in contravention of any other law.
- w) Council may issue a licence under this by-law also conditional upon compliance with such other terms and conditions as Council may impose and the licensee accept.
- x) Licenses shall be prominently displayed unless the business, trade or occupation does not so permit, and in this case, the licence shall be carried upon the person at all times while engaged in or carrying on the business, trade or activity licensed under this by-law.
- y) No licence shall be issued if the applicant owes any monies, including taxes, permit fees or outstanding work-orders to the Corporation of the Town of Prescott.

1.3 Revocation of Licence

- a) Any licence granted under this by-law may be revoked by Council at any time by reason of the breach or failure to fulfil any of the provisions of this by-law.
- b) The Council may revoke any licence issued under this by-law, on the basis of any one or more the following grounds:
 - i) there are reasonable grounds for belief that any application or any other document or information provided by or on behalf of the licensee contains a false statement or provides false information;
 - ii) the past or present conduct of one or more of the persons referred to

- in the application affords reasonable grounds for belief that the business in respect of which the licence was granted, has not been carried on, or will not be carried on, in accordance with the law and with integrity and honesty;
- iii) there are reasonable grounds for belief that the carrying on of the said business has resulted or will result in a breach of this by-law or any other law, including a breach of any condition imposed on a licence under this by-law;
 - iv) there are reasonable grounds for belief that the building, premises or equipment used in carrying on the business does not comply with the provisions of this by-law or any other law;
 - v) information contained in the original application form, or any other information provided to the Clerk by or on behalf of the applicant, has ceased to be accurate, the licensee has not provided up-to-date accurate information to the Clerk sufficient to allow the Clerk to conclude that the licence should be maintained as valid and subsisting; or
 - vi) the fee payable in respect of the licence has not been paid.
- c) No licence shall be revoked under this by-law, except after a hearing by the Council, or after the licensee has been given the opportunity for such a hearing, in accordance with the *Statutory Powers Procedure Act*.
 - d) Failure to comply within thirty (30) days to the provisions of this by-law shall result in the revocation of the licence. Council may grant a reasonable extension of time to the holder of the licence in order to comply with the provisions of this by-law.
 - e) Where a licence under this by-law is revoked, the licensee may be entitled to a refund of part of the licence fee proportionate to the unexpired part of the term for which it was granted.

1.4 Enforcement and Penalties

- a) Any person who contravenes any of the provisions of this by-law, and every director or officer of a corporation who concurs in such contravention by the corporation, is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000.
- b) Notwithstanding subsection 1.4(a), any person who contravenes any of the

provisions of section 13 of this by-law, and every director or officer of a corporation who concurs in such contravention by the corporation, is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000 or to imprisonment for a term not exceeding one year, or to both.

- c) Despite subsections 1.4(a) and (b), where a corporation is convicted of an offence under this by-law, the maximum penalty that may be imposed on the corporation is \$50,000 and not as provided therein.
- d) This by-law is passed pursuant to powers conferred upon Council by the *Municipal Act, R.S.O. 1990, Chapter M.45* as amended, particularly, without limiting the generality of the foregoing sections 109, 225, 232, 233, 234, 236, 237 of that Act.
- e) Without limiting the generality of subsection 1.4(d), this by-law is passed under the said sections of the *Municipal Act* for the purposes of section 330 of that Act.
- f) A by-law enforcement officer, including the Chief of Police or his/her designate may suspend any licence issued under this by-law for not complying with the provisions of this by-law, provided that such suspension is effective only for two weeks from the date of suspension or until the next meeting of the Council of the Corporation of the Town of Prescott, whichever occurs first.
- g) Any act done under the authority of a by-law enforcement officer or Clerk pursuant to the provisions of this by-law may be appealed to the Council by any party feeling aggrieved thereby.
- h) If suspension or revocation of a licence is ordered by Council, or temporarily by the by-law enforcement officer, the holder of the licence shall surrender the licence to the Clerk forthwith.

Section 2 Transient Traders

2.1 Definitions

- a) "transient trader" includes any person commencing business in the Town who has not resided continuously in the Town of Prescott for at least three months next preceding the time of commencing such business.

2.2 General Provisions

- a) No person or whose name has not been entered upon the Assessment Rolls of the Town of Prescott for the then current year or whose name may be entered on the Assessment Roll for the first time in respect of business assessment shall offer goods, wares or merchandise for sale by auction, conducted by themselves or by a licensed auctioneer or otherwise, or shall offer goods, wares or merchandise for sale in any other manner within the limits of the Town without first having obtained from the Town a licence for so doing.
- b) The sum paid for a transient trader's licence shall be credited to the person paying it, or to any purchaser of the business who carries on the same on account of taxes payable by him or her in respect of the business, and in respect of real property taxes on the land used for the purposes of or in connection with the business if the land is owned by the person carrying on the business, during the year in which the licence was issued and five years thereafter. Any fund remaining after five years shall be deposited to the general revenue fund of the Corporation.
- c) No transient trader shall carry on any sales by retail on vacant lots in the Town of Prescott. For the purposes of this subsection, "vacant lot" shall mean an area of land unencumbered by a building or other structure and shall not be restricted by reference to a lot on a registered plan of subdivision only, but may include a part of a lot on any plan with frontage on, or access to, a public street. This subsection does not apply to the following:
 - i) fresh food or farm produce vendors,
 - ii) chip wagons or refreshment vehicles,
 - iii) the Prescott Farmer's Market,
 - iv) seasonal sale of Christmas trees.

- d) Should the applicant meet the conditions of Section 2 of this by-law, the Clerk may issue a transient trader's licence.
- e) A transient trader's licence cannot be transferred.

2.3 Exceptions

- a) Section 2 of this by-law shall not apply to the sale of the stock of a bankrupt or insolvent within the meaning of any bankruptcy or insolvency legislation in force in Ontario, nor to the sale of any stock damaged by or by reason of fire provided that such stock was on sale in the Town prior to the bankruptcy or insolvency or fire and that no goods or merchandise are added to such stock.
- b) Section 2 of this by-law shall not apply to the sale of a business to a purchaser who continues the business.

Section 3 Refreshment Vehicles

3.1 Definitions

For the purposes of Section 3 of this by-law:

- a) "Motorized Refreshment Vehicle" shall mean a motor vehicle from which food, which has been prepared and cooked on site, is sold.
- b) "Motorized Ancillary Refreshment Vehicle" shall mean a motor vehicle from which food, which has been prepared and cooked off site, is sold.
- c) "Non-Motorized Refreshment Vehicle" shall mean a vehicle propelled solely by muscular power from which food, which has been prepared and cooked on site, is sold.
- d) "Non-Motorized Ancillary Refreshment Vehicle" shall mean a vehicle propelled solely by muscular power from which food, which has been prepared off site, is sold.
- e) "Commercial Zone" shall mean any lands zoned as Commercial pursuant to By-Law 42-91, as amended.

3.2 General Provisions

- a) No person shall operate any refreshment vehicle within the limits of the Town of Prescott without first having obtained from the Town a licence for so doing.
- b) A separate licence shall be taken out for each vehicle.
- c) Every person who is issued a licence shall provide containers within close proximity for the disposal of refuse, waste and garbage generated as a result of the preparation, sale and consumption of refreshments and is responsible for the disposal of such refuse, waste and garbage.
- d) All refreshment vehicles and all parts and equipment thereof and therein related to the dispensing of refreshments shall be kept clean.

- e) No refreshments shall be sold from any vehicle drawn by animals.
- f) All motorized refreshment vehicles and motorized ancillary refreshment vehicles shall be roadworthy and comply with the *Highway Traffic Act* and shall be licensed for operation on a public highway.
- g) All refreshment vehicles shall comply with all federal, provincial and municipal by-laws, including the Town's parking and traffic by-laws.
- h) The Medical Officer of Health or person so designated by him or her shall forthwith cause such premise to be thoroughly inspected, together with all appurtenances and, if the vehicle and the premises comply with the requirements of this by-law, the Medical Officer of Health shall recommend a licence be granted to the applicant.
- i) The Fire Chief or person so designated by him or her shall forthwith cause such premise to be thoroughly inspected as to the installation and safety features of the heating and cooking appliances, and if the vehicle and premises comply with the requirements of this by-law, the Fire Chief shall recommend a licence be granted to the applicant.
- j) The Chief of Police or person so designated by him or her shall forthwith cause such premise to be thoroughly inspected with regard to the cleanliness and appearance and roadworthiness of the vehicle, and if the vehicle and premises comply with the requirements of this by-law, the Chief of Police shall recommend a licence be granted to the applicant.

3.3 Motorized Refreshment Vehicles

- a) The vehicle from which the refreshments are sold shall be of a commercial type.
- b) The body, doors and windows of such vehicle shall be of sufficiently sound construction to provide all reasonable protection against dust, dirt, insects or other injurious matter or things.
- c) The interior of the vehicle shall be repainted or refinished as often as required by the Medical Officer of Health or any person designated thereby.
- d) The floor of such vehicle shall be of a suitable impervious material free from

holes, cracks or crevices and the surface thereof shall be readily washable and kept clean and in good condition.

- e) Adequate refrigeration at a temperature not higher than 5 degrees Celsius shall be provided for perishable foodstuffs, and such foodstuffs shall be kept so refrigerated.
- f) Adequate equipment to maintain hot prepared foods at a temperature of not less than 60 degrees Celsius shall be provided and such foods shall be kept so heated.
- g) The sale of refreshments from motorized refreshment vehicles is prohibited on any street within the limits of the Town of Prescott.
- h) A motorized refreshment vehicle shall only be located on private property.
- i) A motorized refreshment vehicle is prohibited in all zones with the exception of a commercial zone as designated by By-Law 42-91, as amended.
- j) The site for a motorized refreshment vehicle shall have the following requirements:
 - i) a minimum 3 parking spaces for the use of patrons
 - ii) a minimum 10 metre distance between the vehicle and any public road allowance,
 - iii) no permanent electrical or other utility hook-up, and
 - iv) maintained in a neat and tidy condition at all times.
- k) The applicant for a motorized refreshment vehicle shall provide the following documents to the Clerk prior to the issuance of any licence:
 - i) written permission from the owner of the lands where the vehicle shall be located.
 - ii) a site plan giving a sketch of the proposed vehicle location, the dimensions of the property, the location of all buildings and structures, the parking spaces and the distance from any public street.
 - iii) written recommendations from the Chief of Police, the Fire Chief and the Medical Officer of Health or their designates thereof.

3.4 Motorized Ancillary Refreshment Vehicles

- a) In addition to the regulations set out in Subsections 3.2, 3.3(a) through 3.3(f) inclusive and 3.3(k)(iii) of this by-law, the following regulations shall apply to motorized ancillary refreshment vehicles":
 - i) The operator of any motorized ancillary refreshment vehicle shall conduct business only while parked off the travelled portion of a public street, public lands or park or parking lots unless permission has been granted in writing by Council.

3.5 Non-Motorized Refreshment Vehicles

- a) In addition to the regulations set out in Subsections 3.2, 3.3(a) through 3.3(f) inclusive and 3.3(k)(iii) of this by-law, the following regulations shall apply to non-motorized refreshment vehicles:
 - i) Refreshments may include hot dogs and similar products prepared and cooked on site;
 - ii) Refreshments may be sold in any public park in the Town of Prescott where there are no canteens or similar sales outlets in operation;
 - iii) Refreshments may be sold in the public streets in the Town of Prescott provided that the operator of the vehicle shall not be permitted to stop in any one location for longer than is necessary to complete a sale or sales;
 - iv) The equipment used is not vehicular-sized or similar to a chip wagon, mobile canteen and such equipment. Non-motorized ancillary refreshment vehicle shall be generally small in size.

3.6 Non-Motorized Ancillary Refreshment Vehicles

- a) In addition to the regulations set out in Subsections 3.2, 3.3(a) through 3.3(f) inclusive and 3.3(k)(iii) of this by-law, the following regulations shall apply to non-motorized ancillary refreshment vehicles:
 - i) Refreshments or confections may include, without limiting the generality of the foregoing, fruit, candy, peanuts, pretzels, popcorn,

fresh-baked goods, ice cream, pre-packaged ice cream and other iced confectionary items and similar products prepared off-site;

- ii) Refreshments may be sold in any public park in the Town of Prescott where there are no canteens or similar sales outlets in operation;
- iii) Refreshments may be sold in the public streets in the Town of Prescott provided that the operator of the vehicle shall not be permitted to stop in any one location for longer than is necessary to complete a sale or sales.

3.7 Exceptions

- a) Notwithstanding any provisions of subsections 3.2 to 3.6, refreshment vehicles providing food and beverage services at special events hosted and/or organized by a non-profit organization recognized by Council, and paying a fee established by the organizers, shall be exempt from Section 3 of this by-law.
- b) Notwithstanding any provisions of subsections 3.2 to 3.6, the Loeb trailer shall be exempt from Section 3 of this by-law. The purpose of this exemption is to recognize the fundraising efforts of the Loeb Corporation for non-profit and charitable groups and associations.

Section 4 Salesperson, Hawkers and Pedlars

4.1 General Provisions

- a) No person shall go from place to place or to a particular place or places in the Town of Prescott with goods, wares or merchandise for sale, hawk or peddle, or to carry and expose samples, catalogues, patterns or specimens of any goods, wares or merchandise which are to be delivered afterwards, without first having obtained from the Town a licence for so doing.
- b) Notwithstanding Subsections 4.1(a), every person who proposes to conduct a daily sale, or for consecutive days not exceeding three days, in a specific location within the Town of Prescott for the sale of goods, wares or merchandise either directly, or by way of sample, catalogue pattern, or specimens for delivery later, shall obtain a "specific location daily sales licence".
- c) The applicant for a salesperson's licence or a specific location daily sales licence shall provide the following documents and information in writing to the Clerk prior to the issuance of any licence:
 - i) what wares, goods or merchandise are being hawked, peddled or sold, or orders taken for delivery at a later date or dates;
 - ii) the location proposed, if applicable, for the sale of the said wares, goods or merchandise;
 - iii) written proof or authorization to sell goods, wares or merchandise for the manufacturer or producer;
 - iv) vehicles, if any, to be used in the hawking, peddling or selling;
 - v) frequency of hawking, peddling or selling; and
 - vi) proposed days and hours of hawking, peddling or selling in Prescott.
- d) Should the applicant meet the conditions of Section 4 of this by-law, the Clerk may issue a salesperson's licence.
- e) Any licence granted to vendors shall be prominently displayed on any vehicle or equipment used in the business or the licensee shall carry it with him or her, and shall upon demand show it to any municipal officer or person requesting to see the licence.

- f) No salesperson, hawker or peddler who goes from place to place within the Town of Prescott shall not be permitted to stop in any one location for longer than is necessary to complete a sale or sales.
- g) All licensees shall comply with all municipal parking requirements and any other applicable laws or regulations.

4.2 Exceptions

- a) No licence shall be required in respect of:
 - i) if the goods, wares or merchandise are hawked, peddled or sold to wholesale or retail dealers in similar goods;
 - ii) if the goods, wares or merchandise are grown, produced or manufactured in Ontario and are hawked, peddled or sold by the grower, producer or manufacturer or an agent or employee of them having written authority to do so, provided that the grower, producer or manufacturer resides in the Town of Prescott;
 - iii) if the goods, wares or merchandise are grown or produced by a farmer resident in Ontario who offers for sale or sells only the produce of his or her own farm;
 - iv) if the goods, wares or merchandise are hawked, peddled or sold by a person who pays business tax in the Town of Prescott or by his or her agent or employee;
 - v) if the goods, wares or merchandise are hawked, peddled or sold by an agent of the grower, producer or manufacturer, acting on behalf of a dealer who pays business tax in the Town of Prescott in respect of premises used for the sale of such goods, wares or merchandise;
 - vi) a vendor who sells to wholesale or retail dealers in similar goods.
 - vii) a vendor who sells milk or cream fluid milk products to the consumer or to any person for resale.
 - viii) a vendor selling goods, wares or merchandise, or carrying and exposing samples, catalogues, patterns or specimens of any goods, wares or merchandise which are to be delivered afterwards, at an event or trade show hosted or sponsored by a community-based non-profit organization or association.

**Section 5
Auctioneers**

5.1 Definition

- a) Any person selling or putting up for sale goods, wares, merchandise or effects by public auction shall be deemed an auctioneer within the meaning of this by-law.

5.2 General Provisions

- a) No person shall carry on the business of an auctioneer within the Town of Prescott without first having obtained from the Town a licence for so doing.
- b) No auctioneer's licence shall be granted to any applicant who is not of good character, or whose premises are not suitable for the business of an auctioneer or if upon a residential or other highway in which it is deemed not desirable that the business should be carried on. The means of ascertaining whether the applicant is of good character shall be a report made by the Chief of Police; the means of ascertaining whether the premises are suitable for the business shall be a report made by the Chief of Police, the Chief Building Official and the Fire Chief.
- c) No auctioneer shall:
 - i) permit any disorder in his or her auction room or offices;
 - ii) make or permit to be made, any misrepresentation as to the quality or value of any goods, wares, merchandise or effects which may be offered for sale by him or her;
 - iii) give away articles or sell them for nominal amounts for the purpose of stimulating bidding;
 - iv) do any act that is calculated to confuse, or which may reasonably have the effect of confusing, a purchaser as to the amount he or she pays for any article or articles; and
 - v) avail himself or herself of the services of or act in concert with persons for the purpose of raising or stimulating bids.
- d) Should the applicant meet the provisions of Section 5 of this by-law, the Clerk may issue an auctioneer's licence.

5.3 Exceptions

- a) Section 5 of this by-law does not apply to a sale sponsored by a service club, the municipal corporation or non-profit organization to raise funds for non-profit or charitable purposes.
- b) Section 5 of this by-law does not apply to a sheriff or bailiff offering for sale goods or chattels seized under an execution or distrained for rent.

**Section 6
Second Hand Goods**

6.1 General Provisions

- a) No person shall operate a second hand shop, deal in second hand goods or go from house to house or along any highway in the Town for the purpose of collecting, purchasing or obtaining second hand goods without first having obtained from the Town a licence for so doing.
- b) No person shall exercise the trade of a pawnbroker without first having obtained from the Town a licence for so doing.
- c) Every licensee shall keep a record of all goods purchased or taken in exchange by him/herself, his agent, employee or servant. The entry in the record shall be made at the time of transaction or immediately thereafter and shall include the price paid, a brief description of the article or articles, name of purchaser and seller, and serial number of item or good, if any.
- d) Goods redeemed on pawn tickets, purchased or taken in exchange by licensed dealers shall be treated as purchases and so entered in the records.
- e) Should the applicant meet the conditions of Section 4 of this by-law, the Clerk may issue a salesperson's licence.

6.2 Exceptions

- a) Section 6 of this by-law does not apply to persons engaged in any of the objects mentioned in this by-law for charitable or patriotic purposes.
- b) Section 6 of this by-law does not apply to any person operating a business in a commercial or permitted zone providing the operation and/or dealing in second hand goods is a secondary business.
- c) Section 6 of this by-law does not apply to any person or person engaged in a garage, lawn, yard sale.

Section 7
Garage, Lawn or Yard Sales

7.1 Definitions

- a) For the purposes of this by-law, a "garage sale" shall mean any general sale to the public of personal property from any premises in any zone as defined in the Town's Zoning By-Law 42-91 as amended and includes, but not limited to, "garage", "lawn", "yard", "attic", "driveway", "room", "backyard", "patio", "flea market" or "rummage" sale.
- b) A "person" shall include joint housekeeping units or groups hosting a garage sale for charitable or religious objects or purposes.

7.2 General Provisions

- a) No person shall hold more than two garage sales annually in the Town of Prescott.
- b) No person shall offer for sale property other than their personal property.
- c) No person shall hold a garage sale for more than two consecutive days.
- d) Such garage sales shall be limited to the hours of 8:00 a.m. to 9:00 p.m. on each of the days.
- e) A joint garage sale is permitted. A joint garage sale is a group of residents or tenants or an organization who hold a garage sale. The provisions of this by-law apply to joint garage sales.
- f) No person shall erect any sign other than at the location of the garage sale with the exception of directional signs.
- g) Directional signs may be posted provided they are removed immediately after the garage sale.
- h) No person shall fail to remove directional signs after the termination of his or her garage sale.
- i) Garage sales held for charitable or religious objects or purposes shall

comply with the provisions of this by-law.

Section 8 Taxis

8.1 Definitions

- a) "Driver" shall mean and include any person engaged in driving or operating any taxi-cab or other vehicle for hire.
- b) "Owner" shall include any person having possession or control of a taxi-cab or other vehicle for hire, including possession or control by way of an instalment purchase agreement or rental agreement.
- c) "Taxi-Cab" shall mean any motor vehicle with at least four doors used for hire for the conveyance of passengers from one point to another point within the Town of Prescott or to any point beyond its limits.

8.2 General Regulations

- a) The Chief of Police shall be responsible for:
 - i) reporting to Council from time to time the performance of his or her duties under Section 8 of this by-law whenever requested to do so;
 - ii) to ascertain, from time to time and as often may be require by Council, whether the owners and drivers of taxi-cabs continue to comply with the provisions of this by-law and any other relevant legislation and regulations;
 - iii) to satisfy himself or herself as to the good character and responsibility of all applicants for licences;
 - iv) to ascertain if all applicants for owners and drivers licences have knowledge of the streets, public buildings and places within and adjacent to the Town.
 - v) to inspect and satisfy himself as to the efficiency, repair and condition of every taxi-cab in respect of which a licence is issued or applied for.
 - vi) to submit to Council a report respecting applications, recommendations for cancelation or suspension of any taxi licence;
- b) The maximum number of taxi-cabs that may be licensed under this by-law shall not exceed one taxi-cab for every six hundred residents of the Town. The number of residents shall be determined by Council and the population statistics provided by the Province of Ontario from time to time may be used

as a basis.

- c) If a taxi-cab owner or driver is convicted of any offence under
 - i) the *Criminal Code of Canada*, or
 - ii) the *Narcotic Control Act of Canada*, or
 - iii) the *Food and Drug Act of Canada*, or
 - iv) three times of any other infraction of any by-law of the Town of Prescott regulating traffic and parking in Prescott, or the *Highway Traffic Act* or *Liquor Licence Act*
- shall have his or her licence revoked immediately.
- d) The application for a licence shall include the following:
 - i) name, address, telephone number (home and business), age and driver's licence number of applicant
 - ii) the make, style, model, serial number, and licence number of the vehicle being used as a taxi
 - iii) and in the case of a driver, the name and address of his or her employer and a copy of the taxi-cab owner's licence.
- e) No person shall be granted a licence who is under the age of eighteen years.
- f) No person employing a taxi-cab shall refuse upon demand to pay the fare or charge authorized by this by-law.
- g) No person shall order a taxi-cab and not afterwards use the same without paying the driver the amount of taxi fare the driver is entitled to if he or she had performed the taxi service originally requested.

8.3 Taxi-Cab Owners

- a) No person shall own or operate a taxi-cab in the Town of Prescott without first having obtained from the Town a licence for so doing.
- b) No person shall own or operate a taxi-cab in the Town of Prescott unless he or she has a current and valid Ontario Driver's Licence issued by the Ministry of Transportation.

- c) No person shall be licensed as an owner unless he or she is registered as the "owner" of the said taxi-cab.
- d) A separate taxi-cab licence shall be required for each taxi-cab.
- e) All taxi-cab owners shall maintain offices and dispatch services within the limits of the Town. Such offices must be located in a commercial zone or a zone approved for such activities.
- f) In addition to subsection 8.2(d), every applicant for a taxi-cab owner's licence shall file the following documents with the Clerk
 - i) a duplicate copy or certified copy of a policy of insurance issued by a company authorized to issue such indemnity insurance policies in Ontario insuring the applicant and drivers for a period of at least one year in the amount of one million dollars (\$1,000,000) minimum. Such policy is to cover both liability and property;
 - ii) a copy of his or her current Ontario driver's licence;
 - iii) a duplicate copy or certified copy of the taxi-cab's certificate of safety issued and signed by a licensed mechanic authorized to do so.
- g) The taxi-cab owner shall advise the Clerk of any cancellations, expiry or changes of his or her insurance policy immediately.
- h) The owner of every licensed taxi-cab shall at all times keep his or her taxi-cab in clean and sanitary conditions and in good repair. The Chief of Police shall, upon breach of this provision, notify the owner thereof to cease operations until such time as the vehicle has been put in a clean and sanitary condition and is in good repair.
- i) Every owner of a licensed taxi-cab shall, upon purchase, exchange or receipt of another vehicle to be used in place of an existing taxi-cab, shall submit his or her vehicle to the Chief of Police for inspection and apply to the Clerk for a transfer of his or her taxi-cab owner's licence, subject to a satisfactory report by the Chief of Police.
- j) The owner of every licensed taxi-cab shall, when requested by the Chief of Police, produce a certificate of mechanical fitness certifying that the said vehicle is in a safe condition to be operated on a public highway.

- k) Upon renewal of every taxi-cab owner's licence, the owner shall provide a certificate of mechanical fitness certifying that the said vehicle is in a safe condition to be operated on a public highway.
- l) Every licensed taxi-cab shall at all times be equipped with at least five (5) serviceable tires of which one (1) shall be available as a spare.
- m) The owner of every licensed taxi-cab shall equip the unit with a roof sign. Such sign shall be installed on the roof of the taxi-cab while the vehicle is in use as a taxi-cab. The roof sign shall be illuminated when the vehicle is in operation as a taxi-cab from an hour after sunset to half an hour before sunrise.
- n) Every owner of a licensed taxi-cab shall, when required, submit his or her taxi for inspection to the Chief of Police and no owner shall at any time, when his or her taxi is not employed, prevent or hinder the Chief of Police or any police officer from entering such taxi-cab or upon such premises for the purpose of inspecting such vehicle.
- o) Every licensed taxi-cab owner shall file with the Clerk the names and addresses of each licensed driver employed by him or her.
- p) No owner shall require any driver to be on duty more than twelve (12) hours in any day and no owner shall be on duty as a driver more than twelve (12) hours in any day.
- q) An owner may sell his or her taxi-cab and its equipment to any person and upon such sale, the owner's licence in respect of such taxi-cab shall be terminated. The new owner shall follow the procedures set out in this by-law to obtain his or her taxi-owner's licence.
- r) Every owner of a licensed taxi-cab shall keep a record of the date, time, origin and destination of each trip, the driver and the taxi-cab used. Such records shall be retained for a period not less than twelve (12) months at the taxi stand from which the taxi-cab operates. Such records shall be produced immediately for examination when requested by any officer of the Prescott Police Services.

8.4 Taxi-Cab Drivers

- a) All taxi-cab owners who drive a taxi-cab shall be subject to the provisions of subsection 8.4 of this by-law.
- b) No person shall drive a taxi-cab in the Town of Prescott without first having obtained from the Town a licence for so doing.
- c) No person shall drive a taxi-cab in the Town of Prescott unless he or she has a current and valid Ontario Driver's Licence issued by the Ministry of Transportation.
- d) No driver shall be employed in any other full-time occupation and drive a taxi-cab between the hours of 9:00 a.m. and 5:00 p.m., Monday to Friday inclusive, except on recognized holidays.
- e) No driver, while his or her taxi-cab is being operated for hire, shall consume any liquor or drug, or shall appear to have consumed any liquor or drug.
- f) Every driver shall have a clean and neat appearance and shall at all times be civil and well-mannered.
- g) Every driver shall give full information to any police officer requesting such in regards to any passenger, including names, addresses and other known information.
- h) Every driver shall serve the first person requiring a taxi-cab and, if the driver pleads that he/she has accepted a previous order, the driver shall provide the name of the person so engaged together with his/her address and time and place of engagement and appointment. But no driver shall be compelled to take any order if the person requesting service owes the owner or driver any previous fare or, in the opinion of the driver, the person requesting service is disorderly or questionable.
- i) Every driver shall punctually keep all his or her appointments and serve at any place in Town.
- j) Every driver shall take proper care and duty of all property delivered or entrusted to him/her for conveyance. Any property or money left in the taxi-cab shall be delivered immediately to the person owning the same, or in the case that the owner is not known or cannot be found, to the Prescott Police Services with all information regarding the found property and/or money.

- k) Every person in a taxi-cab shall be entitled to take with him or her baggage to a reasonable extent free of charge, and it shall be the duty of the driver to load and unload the same free of charge. Use of trunk space may be charged to the person as set out in Schedule "A" to this by-law.
- l) The driver shall be courteous to any passenger at all times and shall handle the luggage, property or other possessions with the utmost care.
- m) Every driver shall drive the taxi-cab in the most direct, travelled route from the point of engagement to the point of destination unless otherwise requested by the passenger.
- n) No driver, while conveying a paying passenger, shall have in the taxi-cab any person who is not a paying customer.
- o) No driver shall permit any immoral, indecent or disorderly conduct in the vehicle.
- p) No driver shall carry in the taxi-cab more persons, including the driver, than there are seats and seatbelts available.
- q) No driver shall publish or use a tariff or demand or receive rates and charges that exceed those authorized by this by-law. Upon request by a passenger, the driver shall provide for inspection a tariff card issued by the Town.
- r) Whenever a taxi-cab has been engaged by a paying passenger, the driver shall not allow other passengers in the taxi-cab without first obtaining the consent of the paying passenger.

Section 9 Cartage Vehicles

9.1 Definitions

- a) "Cartage vehicle" shall mean a motor vehicle used for hire for the conveyance of goods.
- b) "Goods" may include any waste matter.

9.2 General Provisions

- a) No person shall operate a cartage vehicle without first having obtained from the Town a licence for so doing.
- b) All vehicles used for hire shall meet current standards for the operation of such vehicles.
- c) No person shall own or operate a cartage vehicle in the Town of Prescott unless he or she has a current and valid Ontario Driver's Licence issued by the Ministry of Transportation.
- d) The owner of every licensed cartage vehicle shall at all times keep his or her vehicle in good repair. The Chief of Police shall, upon breach of this provision, notify the owner thereof to cease operations until such time as the vehicle has been put in good repair.
- e) The owner of every licensed cartage vehicle shall, when requested by the Chief of Police, produce a certificate of mechanical fitness certifying that the said vehicle is in a safe condition to be operated on a public highway.
- f) A separate licence shall be required for each cartage vehicle.

Section 10
Places of Amusement, Billiards and Pool Room

10.1 Definitions

- a) "Amusement machine" means any mechanical, electronic or computerized machine or device, or any combination thereof, intended for use as a game, entertainment or amusement which is offered for use to the public by any person and shall include a pinball machine, television game, shooting gallery, video game, or other similar devices but shall not include billiard or pool tables, games of chance as defined by the *Criminal Code of Canada* or any machine used only for the purpose of vending merchandise or services or playing recorded music.
- b) "Billiard or pool room" means any establishment or part thereof containing one or more billiard tables and/or pool tables.
- c) "Place of amusement" means any establishment or part thereof containing three (3) or more amusement machines made available to the public.
- d) "Holder of licence" shall mean the person, organization, corporation, partnership who keeps, owns or operates for gain a place of amusement licensed under this by-law.

10.2 General Provisions

- a) No person shall conduct, operate, carry on or permit to be carried on a place of amusement or a billiard or pool room without first having obtained from the Town a licence for so doing.
- b) An application for a place of amusement and/or a billiard or pool room shall include the proposed location, a diagram of the floor area, the number of machines/devices and the way the applicant proposes to operate and manage the premises.
- c) A place of amusement and/or billiard or pool room shall be located in any commercial zone in Prescott outside the radius of four hundred (400) metres of a school as defined by the *Education Act*.
- d) The application shall be circulated for review and comments to the Town's

Chief Building Official, the Chief of Police, the Fire Chief, the Lanark, Leeds and Grenville District Health Unit and any other department or agency as deemed advisable prior to Council's consideration of a licence.

- e) The holder of a licence who fails to operate his or her place of amusement for a period of thirty (30) consecutive days shall have his licence revoked. Council may extend this period of time at the reasonable request of the applicant.
- f) Every holder of a licence shall ensure that:
 - i) the premises have sufficient lighting to permit the safe use of the facility by the public;
 - ii) waste receptacles are accessible to the users within the premise;
 - iii) an adult person is present at all times when the place of amusement and/or billiard or pool room is open to the public to supervise the use and activities within the facility;
 - iv) the premises are kept clean and sanitary at all times;
 - v) the place of amusement and/or billiard or pool room is operated and managed in such a manner that will prevent the creation of any nuisance and adverse impacts on abutting and neighbouring businesses, residences and other establishments; and
 - vi) the protection of the public health and safety is maintained at all times.
- g) No licence issued pursuant to Section 10 of this by-law shall be transferred.
- h) The holder of the licence shall permit the premises to be inspected at all reasonable hours by Town officials referred to in this by-law.
- i) The holder of a licence shall be permitted to operate the place of amusement and/or billiard or pool room between the following hours:
 - i) Monday through Saturday inclusive 9:00 a.m. to 11:00 p.m.
 - ii) Sunday 12:30 p.m. to 11:00 p.m.
- j) The holder of the licence shall ensure that three or more persons shall not stand in a group or near to each other on any street or sidewalk abutting the premise.

- k) The holder of the licence shall ensure that no person or persons situate themselves in such a manner as to obstruct the free passage of pedestrians on outside streets, sidewalks or boulevards.

10.3 Exceptions

- a) This by-law does not apply to the following establishments:
 - i) premises which are licensed under the *Liquor Licence Act* and its primary use is not a place of amusement, billiard or pool room;
 - ii) establishments which sell amusement machines, billiard or pool tables provided that such machines and tables are not available on the premises for use by the general public;
 - iii) establishments where amusement machines only are made available as an accessory use, provided that the floor area occupied by the amusement machines does not exceed five (5) percent of the total floor area of the establishment, but in no case shall the number of machines exceed three (3);
 - iv) premises with amusements that are licensed and/or operated by the Ontario Lottery Corporation; and
 - v) premises with amusements that are contrary to the *Criminal Code of Canada* or prohibited by law.

Section 11
Carnivals, Circuses, Midways

11.1 Definitions

- a) "Carnival" shall mean and include without limiting the generality of the term any travelling fair or festivity, exhibition of works.
- b) "Circus" shall mean and include without limiting the generality of the term any travelling show of horses, riders, acrobats, clowns, performing animals, trainers and other people.
- c) "Midway" shall mean and include without limiting the generality of the term any mechanical and/or computerized rides, merry-go-rounds, switchback railways, carousels, roller coasters and accompanying concession stands and games.

11.2 General Provisions

- a) No person shall operate a carnival, circus or midway within the Prescott without first having obtained from the Town a licence for so doing.
- b) The applicant for a licence must provide the following documents with the application:
 - i) a duplicate copy or certified copy of adequate insurance with a minimum of one million dollars liability (\$1,000,000);
 - ii) written permission from the Chief of Police;
 - iii) written evidence that compliance will be made with the requirements of the Lanark, Leeds and Grenville District Health Unit;
 - iv) evidence of sponsorship by a recognized local organization or group of people for a charitable purpose;
 - v) the proposed dates, times of operation and location of the carnival, circus or midway; and
 - vi) any other information Council may request to ensure that the carnival, circus or midway will be conducted in a safe, sanitary and lawful manner.
- c) The holder of the licence shall be responsible for all waste disposal and adequate washroom facilities unless otherwise being provided by a

person/organization other than the licence holder.

- d) The carnival, circus or midway shall be operated in a safe and sanitary manner and all animals performing or used in the carnival, circus or midway shall be treated in an humane manner consistent with the *Ontario Society for the Prevention of Cruelty to Animals Act* and any other federal, provincial or municipal laws.

Section 12 Vicualluug Houses

12.1 Definitions

- a) "Vicualluug house" shall mean and include any premise where food is prepared and/or offered for sale or sold to the public for immediate consumption.

12.2 General Provisions

- a) No person shall keep or operate any victualluug house without first having obtained from the Town a licence for so doing.
- b) No licence shall be issued until the applicant provides the Town with a copy of a satisfactory report issued by the Medical Officer of Health indicating that the premise is properly equipped for supplying and serving food to the public in accordance to the *Health Protection and Promotion Act* and its regulations.
- c) Any licence under Section 12 of this by-law may be revoked or suspended at any time upon a report of the Medical Officer of Health stating that the holder of the licence has failed to comply with the provisions of the *Health Protection and Promotion Act* and its regulations.

12.3 Exceptions

- a) The following premises in Prescott are exempt from Section 12 of this by-law:
 - i) Hotels licensed under the *Liquor Licence Act*;
 - ii) Private homes where boarders are kept under private arrangements;
 - iii) Lodges, churches and other societies, services, clubs and organizations operating without the purpose of gain and/or profit; or
 - iv) premises where no food other than bottled drinks are offered for sale or sold.

Section 13
Adult Entertainment

13.1 Definitions

- a) "Adult entertainment parlour" means any premises or part thereof in which are provided, in pursuance of a business, services designed to appeal to erotic or sexual appetites or inclinations.
- b) "Adult entertainment performer" means any individual who provides services designed to appeal to erotic or sexual appetites or inclinations in an adult entertainment parlour pursuant to a business, through performing, or through being the subject of exhibition, viewing or an encounter.
- c) "Business" includes any trade, calling or occupation.
- d) "Certificate of proof of age" means an original or duly certified copy of a legal birth certificate or other certificate or card issued pursuant to a statute or regulation of the Government of Canada or of the Province of Ontario attesting to the date of birth or age of the individual referred to therein.
- e) "Operator" refers to any person who alone or with others operates, manages, supervises, runs or controls an adult entertainment parlour, and "operate", "operation" and other works of like import or intent shall be given a corresponding meaning.
- f) "Owner" includes a person who alone or with others has a right to possess or occupy, or actually does possess or occupy, an adult entertainment parlour and includes a lessee of an adult entertainment parlour or premises upon which an adult entertainment parlour is located.
- g) "Partial nudity" means clothed in a manner that leaves uncovered, or visible through less than full opaque clothing any portion of:
 - i) genitals or the pubic area;
 - ii) buttocks; or
 - iii) a breast, below the top of the areola, of a female person.
- h) "To provide" includes to furnish, perform, solicit or give services designed to appeal to erotic or sexual appetites or inclinations.

- i) "Services" includes activities, facilities, performances, exhibitions, viewing and encounters but does not include the exhibition of film approved under the *Theatres Act*.
- j) "Services designed to appeal to erotic or sexual appetites or inclinations" includes:
 - i) services of which a principal feature or characteristic is the nudity or partial nudity of any person; and
 - ii) services in respect of which the word "nude", "naked", "topless", "bottomless", or "sexy" or any other word or any picture, symbol or representation having like meaning or implication is used in any advertisement.

13.2 General Provisions

- a) There shall be taken out by every person carrying on or engaging in or intending to carry on or engage in the business of:
 - i) adult entertainment performer;
 - ii) operator of an adult entertainment parlour; or
 - iii) owner of an adult entertainment parlour.

a licence from the Town authorizing them respectively to carry on their respective business in the Town of Prescott, for which licence the person obtaining the same shall pay to the Clerk at the time of taking out such licence the fee fixed by this by-law.
- b) No person shall, in the Town of Prescott, act or perform as an adult entertainment performer, or act as the owner or operator of an adult entertainment parlour, or carry on or engage in any such business, without first having obtained from the Town a licence for so doing.
- c) No person shall, in the Town of Prescott, except under the authority granted by a licence issued under this by-law, engage in or carry on business as:
 - i) adult entertainment performer;
 - ii) operator of an adult entertainment parlour; or
 - iii) owner of an adult entertainment parlour.

- d) An owner of an adult entertainment parlour who is also the operator of such parlour shall be required to be licensed under both classes of licence, and to pay the fee in respect of both.
- e) A separate licence shall be required in respect of each premises, building or place used as or for the purpose of an adult entertainment parlour.
- f) A person may apply to the Council for a licence granting authority to such person to be engaged in or carry on one or more of the following classes of businesses:
 - i) adult entertainment performer;
 - ii) operator of an adult entertainment parlour; or
 - iii) owner of an adult entertainment parlour.
- g) Despite subsection 13.2(f), no individual under the age of eighteen (18) years may apply for or be licensed as an adult entertainment performer.
- h) Every person applying for a licence under subsection 13.2(f) shall provide the following information:
 - i) name and address of the applicant;
 - ii) name and address of individual signing the application form, and the intended licensee, if not already provided in the application form;
 - iii) name and address of the owner of any building, premises, or place upon, in or from which any business is to be carried on pursuant to the licence applied for;
 - iv) any business name to be used in relation to the business if different from the name of the applicant;
 - v) telephone number of the business;
 - vi) nature of the class of business to be carried on pursuant to the licence, in accordance to the provisions of this by-law;
 - vii) particulars of the class and status of any licence or any other person under the *Liquor Licence Act* in respect of any building, premises or place, in or at which the business activities for which the licence is sought is to be carried on or engaged in by the applicant;
 - viii) any other information relevant to the application or the business to which the occupation relates, as may be required by Council.
- i) No person shall own or operate an adult entertainment parlour outside a

Commercial zone in accordance with the Town's zoning regulations.

- j) Every individual applying for a licence under this by-law shall, at the time of making such application, produce to the Clerk a certificate of proof of age relating to such individual, and shall include in the application form the individual's name, the number and description of such certificate, and any age or date of birth shown on it.
- k) Where the applicant is a corporation or partnership, the applicant shall provide, on the application form, such information relating to the corporation or partnership, respectively as may be required by the Council and without limiting the generality of the foregoing, such information shall include the following:
 - i) where the applicant is a partnership, the names and addresses of all the partners;
 - ii) where the applicant is a corporation, the names and addresses of all officers and directors of the corporation, a list showing the name and address of every shareholder of the corporation holding more than 10% of the equity shares of the corporation;
 - iii) a list showing the name and address of every person having a beneficial interest in the business of the applicant;
 - iv) the name and address of every person having responsibility for the management or operation of the business of the applicant.
- l) Where more than 10% of the equity shares in a corporation applying for a licence are held by another corporation, the applicant shall include in the application form such information pertaining to that corporation similar to that required for the applicant, and the requirements of this subsection shall also apply to that corporation.
- m) The requirements of this by-law with respect to an application for a licence shall apply as well to an application for a renewal of a licence or for a new licence to replace a licence previously terminated.
- n) An applicant for a licence under this section of the by-law is entitled to be issued such licence unless:
 - i) having regard to the applicant's financial position, the applicant cannot reasonably be expected to be financially responsible in the

- conduct of the applicant's business;
 - ii) the past or present conduct of any person referred to in the application affords reasonable grounds for belief that the applicant will not carry on the business in accordance with the law and with integrity and honesty;
 - iii) the applicant, or any other person making an application or providing information in support thereof on behalf of an applicant, makes a false statement or provides false information in an application under this section;
 - iv) activities being carried on by the applicant, or to be carried on pursuant to the licence sought are, or will be, in contravention of this by-law or any other law;
 - v) the premises, accommodation, equipment or facilities in respect of which the licence is to be issued, are not, or will not be, in compliance with this by-law or any other law; or
 - vi) the applicant, where an individual, is under the age of eighteen (18) years.
- o)
 - i) The Clerk shall make such investigations or inquiries with respect to any application for a licence under this section, as he or she may see fit, and may obtain such information relevant to such application as he or she feels may be warranted, and may in the case of an application for an adult entertainment performer where there does not appear to be grounds pursuant to which Council might refuse to issue a licence, pursuant to the criteria referred to in this section, issue such licence in accordance with this by-law.
 - ii) Where the investigation or any other information available to the Clerk discloses reasonable grounds to believe that the applicant may not be entitled to the issuance of a licence on any grounds referred to in this by-law, or by reason of any other provision of this by-law or applicable law, the Clerk shall refer the matter to the Council which shall provide the applicant an opportunity for a hearing with respect to the application, as required by law.
 - iii) All applications for adult entertainment parlour owner licences and operator licences shall be considered by Council.
- p) Every licence issued under this section of the by-law is personal to the

licensee and shall not be transferred or assigned.

- q) Notwithstanding subsection 1.3 of this by-law, the following provisions apply in addition to section 13:
- i) Where an enforcement officer has reasonable grounds to believe that any person has contravened any provisions of this by-law, or any other law, including the *Criminal Code of Canada*, involving an individual under the age of eighteen (18) years in or at an adult entertainment parlour, such enforcement officer shall, in addition to commencing any prosecution based upon such grounds, provide a report in writing to the Clerk, and the Council may hold a hearing to consider whether or not the licence of any person who or which owns or operates such adult entertainment parlour should be revoked.
 - ii) Where the Council concludes, after a hearing, that an individual under the age of eighteen (18) years has been found at or in an adult entertainment parlour, such conclusion may, in the discretion of the Council, acting according to law, constitute ground for the revocation of the licence of the owner or operator of such adult entertainment parlour.
- r) No owner of an adult entertainment parlour shall permit any person other than a licensed operator to operate such adult entertainment parlour.
- s) No owner or operator shall permit the provision of services designed to appeal to erotic or sexual appetites or inclinations upon or at the adult entertainment parlour owned or operated respectively by such person, by any individual other than a licensed adult entertainment performer.
- t) No adult entertainment performer shall provide services designed to appeals to erotic or sexual appetites or inclinations in any adult entertainment parlour unless the owner, and the operator are licensed as owner or operator respectively under this by-law.
- u) No person not being the owner of an adult entertainment parlour shall operate the adult entertainment parlour unless the owner of the adult entertainment parlour is licensed as owner under this by-law.

- v) No licensee or other person required to be licensed under this by-law shall, in carrying on the business in respect of which such licence is required, employ or use the services of any person required to be licensed under this by-law or any other law unless such person is so licensed.
- w) No owner or operator of an adult entertainment parlour:
 - i) shall permit any individual under the age of eighteen (18) years to enter or remain in the adult entertainment parlour or any part thereof;
 - ii) shall permit any individual under the age of eighteen (18) years to act or appear as an adult entertainment performer or to provide services, at an adult entertainment parlour; or
 - iii) shall provide services at an adult entertainment parlour to an individual under the age of eighteen (18) years.
- x) No individual under the age of eighteen (18) year shall act or perform as an adult entertainment performer at any adult entertainment parlour.
- y) Every owner and every operator of an adult entertainment parlour and every adult entertainment performer shall provide a certificate of proof of age to any enforcement officer who requests it.

Section 14
Boats for Hire

14.1 General Provisions

- a) No person shall operate a boat for hire without first having obtained from the Town a licence for so doing.
- b) All boats used for hire shall meet current standards for the operation of such boats and meet all marine, navigational and safety laws and regulations and any other applicable laws.
- c) The owner of every licensed boat shall at all times keep his or her boat in good repair. Upon breach of this provision, the Clerk shall notify the owner thereof to cease operations until such time as the boat has been put in good repair.
- d) A separate licence shall be required for each boat for hire.
- e) The following documents shall be submitted by the applicant when applying for a licence:
 - i) a copy of comprehensive liability and boat insurance in the amount of no less than \$1,000,000;
 - ii) a proposed operation plan, including where he or she proposes to operate from, number of passengers, hours of operations.
 - iii) a letter certifying that the operator, or in the case of more than one operator, operators of the boat for hire are qualified to operate the said boat for the purpose of transporting passengers, and knowledgeable of the waterways to be used.
- f) Council reserves the right to determine the maximum number of boats for hire based upon the total number of applicants, number of passengers and market demands.

14.2 Exceptions


- a) Section 14 of this by-law does not apply to boats for hire for non-passenger purposes.

**Section 15
Enactment**

This by-law being a consolidation of the Town's licensing by-law for certain businesses and occupations is hereby enacted.

All previous licensing and regulating by-laws and resolutions of Council relating to the certain businesses and occupations found in this by-law are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
3rd DAY OF APRIL, 1995**



Mayor



Clerk

Schedule "A"

Schedule of Fees
(March 4, 1996¹)

Transfer of Licence

1. Any licence \$25.00 or greater, the transfer fee shall be \$20.00.
2. Any licence less than \$25.00, the transfer fee shall be \$10.00.

Section 2 - Transient Traders

1. The annual fee for a transient trader's licence by a farmer, resident in Ontario who offers for sale only that produce of his own farm shall be \$5.00.
2. The fee to be paid for a transient trader's licence to operate a business in the Town of Prescott shall be \$500.00.

Section 3 - Refreshment Vehicles

1. The annual fee for a motorized refreshment vehicle licence shall be \$500.00 per vehicle.
2. The annual fee for a motorized ancillary refreshment vehicle licence shall be \$500.00 per vehicle. When the applicant and owner of such canteen pays a business tax to the Town of Prescott for premises used in connection with the operation of the motorized ancillary refreshment vehicle, the annual fee shall be \$1.00 per vehicle.
3. The annual fee for a non-motorized refreshment vehicle licence shall be \$200.00 per vehicle.
4. The annual fee for a non-motorized ancillary refreshment vehicle licence shall be \$100.00 per vehicle.

¹ Council amended Schedule of Fees at meeting March 4, 1996. Various increases in licence fees.

Section 4 - Salesman, Hawkers and Pedlars

1. The annual fee for a salesman, hawkers and pedlars licence shall be \$600.00. If the application is submitted after June 30 of the year, the fee shall be \$400.00 for the remainder of the year.
2. The fee for a "Specific Location Daily Licence" shall be \$300.00 for the day specified or consecutive days specified (maximum four days).
3. Where an application is made for a salesman, hawkers and pedlars licence by a bona fide charitable organization, The fee to be paid for such licence shall be \$1.00 for the year in which it is issued or any part thereof.

Section 5 - Auctioneers

1. That annual fee for an auctioneer's licence shall be \$50.00.
2. The auctioneer's licence fee for a daily auction event/sale shall be \$25.00.

Section 6 - Second Hand Goods

1. The annual fee for a second hand goods licence shall be \$25.00.

Section 7 - Garage, Lawn or Yard Sales

1. There is no charge for a garage, lawn or yard sale.

Section 8 - Taxis

1. The annual fee for a taxi-cab owner's licence shall be:
 - for the first vehicle, \$75.00, and
 - for each additional vehicle, \$50.00.
2. The annual fee for a taxi-cab driver's licence shall be \$30.00.

Section 9 - Cartage Vehicles

1. The annual fee for a cartage vehicle licence shall be:
 - for the first vehicle, \$60.00, and
 - for each additional vehicle, \$40.00.

Section 10 - Places of Amusement, Billiards and Pool Rooms

1. The annual fee for a place of amusement licence shall be \$200.00.
2. The annual fee for a billiard or pool room licence shall be \$200.00.
3. The annual fee for both (place of amusement and billiard/pool room) licences shall be \$350.00.

Section 11 - Carnivals, Circuses and Midways

1. The fee for a carnival, circus and/or midway licence shall be \$35.00 per day or part day the licensed carnival, circus and/or midway is operating in Prescott.

Section 12 - Victualling Houses

1. The annual fee for a victualling house licence shall be \$20.00.

Section 13 - Adult Entertainment Parlours

1. The annual fee for an adult entertainment parlour owner's licence shall be \$300.00.
2. The annual fee for an adult entertainment parlour operator's licence shall be \$300.00.
3. The annual fee for an operator and owner licence if the operator and owner are the same person shall be \$500.00.
4. The fee for an adult entertainment performer licence shall be \$25.00 for a period of one year from the date of issuance.

Section 14 - Boats for Hire

1. The annual fee for a boat for hire licence shall be \$35.00.

Schedule "A"

Schedule of Fees

(April 3, 1995)

Transfer of Licence:

1. Any licence \$25.00 or greater, the transfer fee shall be \$10.00.
2. Any licence less than \$25.00, the transfer fee shall be \$5.00.

Section 2 - Transient Traders:

1. The annual fee for a transient trader's licence by a farmer, resident in Ontario who offers for sale only that produce of his own farm shall be \$5.00.
2. The fee to be paid for a transient trader's licence to operate a business in the Town of Prescott shall be \$500.00.

Section 3 - Refreshment Vehicles

1. The annual fee for a motorized refreshment vehicle licence shall be \$500.00 per vehicle.
2. The annual fee for a motorized ancillary refreshment vehicle licence shall be \$500.00 per vehicle. When the applicant and owner of such canteen pays a business tax to the Town of Prescott for premises used in connection with the operation of the motorized ancillary refreshment vehicle, the annual fee shall be \$1.00 per vehicle.
3. The annual fee for a non-motorized refreshment vehicle licence shall be \$50.00 per vehicle.
4. The annual fee for a non-motorized ancillary refreshment vehicle licence shall be \$150.00 per vehicle.

Section 4 - Salesman, Hawkers and Pedlars

1. The annual fee for a salesman, hawkers and pedlars licence shall be \$500.00. If

the application is submitted after June 30 of the year, the fee shall be \$300.00 for the remainder of the year.

2. The fee for a "Specific Location Daily Licence" shall be \$250.00 for the day specified or consecutive days specified (maximum four days).
3. Where an application is made for a salesman, hawkers and pedlars licence by a bona fide charitable organization, The fee to be paid for such licence shall be \$1.00 for the year in which it is issued or any part thereof.

Section 5 - Auctioneers

1. That annual fee for an auctioneer's licence shall be \$25.00.
2. The auctioneer's licence fee for a daily auction event/sale shall be \$10.00.

Section 6 - Second Hand Goods

1. The annual fee for a second hand goods licence shall be \$25.00.

Section 7 - Garage, Lawn or Yard Sales

1. There is no charge for a garage, lawn or yard sale.

Section 8 - Taxis

1. The annual fee for a taxi-cab owner's licence shall be:
 - for the first vehicle, \$60.00, and
 - for each additional vehicle, \$30.00.
2. The annual fee for a taxi-cab driver's licence shall be \$25.00.

Section 9 - Cartage Vehicles

1. The annual fee for a cartage vehicle licence shall be:
 - for the first vehicle, \$40.00, and
 - for each additional vehicle, \$30.00.

Section 10 - Places of Amusement, Billiards and Pool Rooms

1. The annual fee for a place of amusement licence shall be \$150.00.
2. The annual fee for a billiard or pool room licence shall be \$150.00.
3. The annual fee for both (place of amusement and billiard/pool room) licences shall be \$250.00.

Section 11 - Carnivals, Circuses and Midways

1. The fee for a carnival, circus and/or midway licence shall be \$25.00 per day or part day the licensed carnival, circus and/or midway is operating in Prescott.

Section 12 - Victualling Houses

1. The annual fee for a victualling house licence shall be \$20.00.

Section 13 - Adult Entertainment Parlours

1. The annual fee for an adult entertainment parlour owner's licence shall be \$250.00.
2. The annual fee for an adult entertainment parlour operator's licence shall be \$250.00.
3. The annual fee for an operator and owner licence if the operator and owner are the same person shall be \$425.00.
4. The fee for an adult entertainment performer licence shall be \$25.00 for a period of ~~six months~~ ^{one year} from the date of issuance.

Section 14 - Boats for Hire

1. The annual fee for a boat for hire licence shall be \$35.00.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 11-2023

Date: February 6, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: River Route Transit Service Partnership Agreement Renewal

Recommendation:

That Council direct Staff to provide written notice to the River Route Transit Service Partners of Prescott's intent to renew the Partnership Agreement for April 1, 2023 until March 31, 2024.

Background/Analysis:

The River Route Transit Service Partnership Agreement between the Township of Augusta, City of Brockville, Township of Edwardsburgh Cardinal, and the Town of Prescott requires a yearly review by the partners to affirm their commitment to renew the agreement. The Term, Renewal, and Termination clauses in the agreement are reproduced below.

Term

The term of this agreement shall run from April 1, 2022 to March 31, 2023 which coincides with the Provincial Gas Tax funding year.

Renewal

Each partner shall provide written notice of their intent to renew this agreement for 12 months (April 1st to March 31st) by February 28th of each year.

Termination

If a partner wishes to terminate their participation in this agreement, they must provide written notice by February 28th for termination on March 31st.

The information contained in this report is to help each partner to evaluate the River Route Transit Service.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 '23
Strategic Plan		

Alternatives:

Council could decide to not proceed with continuing to support the ongoing operation of the River Route System which would cease operation on March 31, 2023.

Financial Implications:

The table below provides the financial results for the first 16 months to December 31, 2022.

River Route Transit Income Statement									
2021		2022							
From	4 Months	Q1	Q2	Q3	Q4	Total	Total	Budget	Notes
To	30-Aug-21 31-Dec-21	1-Jan-22 31-Mar-22	1-Apr-22 30-Jun-22	1-Jul-22 30-Sep-22	1-Oct-22 31-Dec-22	16 Months Total	2022 Total	2023 Budget	
Revenue									
Bus Fares	5,231	2,749	5,017	5,073	6,419	24,489	19,258	20,220	5% growth ridership
EOLC Pilot Funding	25,000	-	-	-	-	25,000	-	-	
Provincial Gas Tax (Est.)	-	16,129	19,364	17,073	18,987	71,553	71,553	74,271	
Augusta	6,667	6,252	6,934	5,897	6,299	32,049	25,382	26,270	
Edwardsburgh Cardinal	6,667	6,252	6,934	5,897	6,299	32,049	25,382	26,270	
Prescott	9,251	6,252	6,934	5,897	6,299	34,633	25,382	26,270	
Total Revenue	52,816	37,635	45,182	39,836	44,303	219,772	166,956	173,300	
Expenses									
Salaries	34,292	25,105	29,727	25,944	32,231	147,300	113,008	116,400	3% increase
Fuel	10,669	9,836	11,424	8,604	8,226	48,759	38,090	40,000	5% increase
Maintenance	7,855	1,607	4,030	5,289	3,735	22,515	14,660	15,400	5% increase
Tickets, Signs, Prog	-	1,086	-	-	111	1,197	1,197	1,500	
Total Expenses	52,816	37,635	45,182	39,837	44,303	219,772	166,956	173,300	
Total Rides	951	627	939	1,086	1,213	4,816	3,865	4,058	
Operating Days	86	64	63	63	62	338	252	252	
Rides per Day	11.06	9.80	14.90	17.24	19.56	14.25	15.34	16.10	
Continuous Improvement Measurement									
Cost per Ride	55.54	60.02	48.12	36.68	36.52		43.20	42.71	

Each of the three municipalities contributed \$30,000 for the 12-month period which was sufficient to cover the operating costs for 2022. A contribution from each municipality of



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 '23
Strategic Plan		

\$30,000 for 2023 will be sufficient to cover the operating costs. Any surplus will be put into reserve to support the ongoing operations and future capital costs.

The success of the River Route Transit Service will be measured based on continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing by the number of rides provided for the applicable period of time. During the pilot period the cost per ride was \$55.54. Even with drastic increases in fuel costs in 2022, the growth in daily ridership resulted in a decreased cost per ride to \$43.20. The budget estimate for 2023 would result in a further decrease.

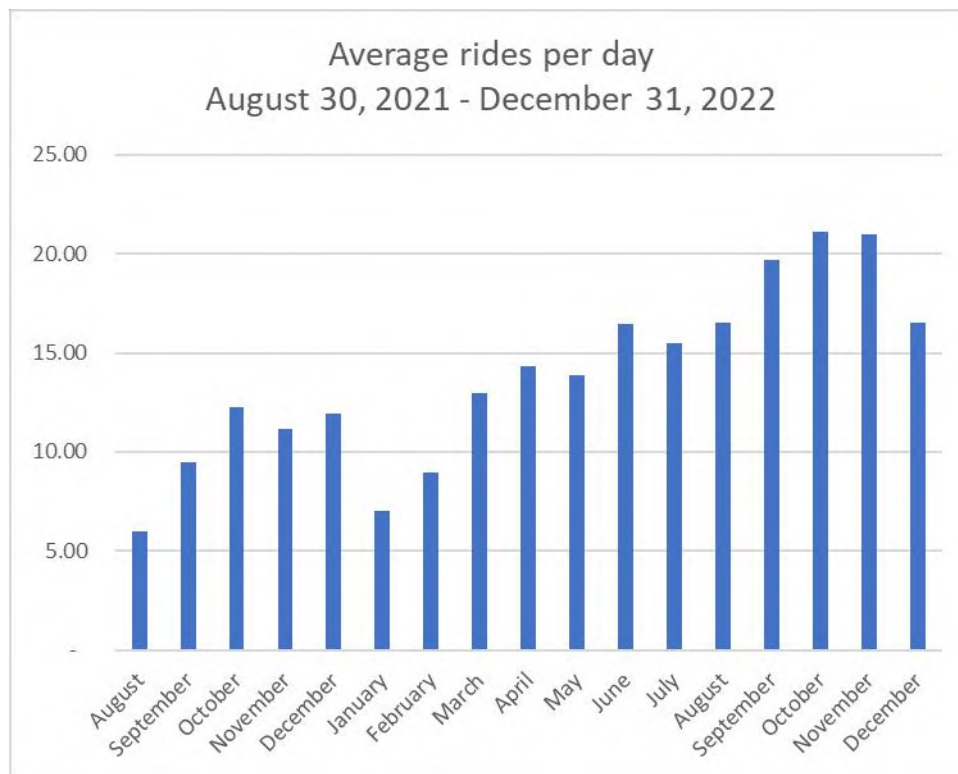
The table below provides the ridership information.

Brockville to Cardinal River Route Public Transit Service

Month	Year	Operating Days	Rides	Average per day
August	2021	2	12	6.00
September	2021	21	199	9.48
October	2021	20	245	12.25
November	2021	22	245	11.14
December	2021	21	250	11.90
January	2022	20	141	7.05
February	2022	21	188	8.95
March	2022	23	298	12.96
April	2022	20	286	14.30
May	2022	21	291	13.86
June	2022	22	362	16.45
July	2022	20	310	15.50
August	2022	22	363	16.50
September	2022	21	413	19.67
October	2022	20	422	21.10
November	2022	22	461	20.95
December	2022	20	330	16.50
Total		338	4,816	14.25

The daily high for riders occurred on November 4, 2022, with 56.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 '23
Strategic Plan		



Popularity of stops in Augusta, Prescott, and Edwardsburgh Cardinal

Stop	Share
Augusta Various	9%
King Street - Prescott	27%
Prescott Centre Drive & Edward Street	8%
Churchill Road – Prescott	16%
Newport Drive	5%
South Edwardsburgh School	6%
Village Square Mall - Cardinal	20%
John Street/St. Paul's Church/Ingredion	9%

Environmental Implications:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 '23
Strategic Plan		

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 12-2023

Date: February 6, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2023 Operational Budget – Environmental, Planning, Water and Wastewater

Recommendation:

For information.

Background/Analysis:

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

Storm Sewers

This budget includes the cost to clean a quarter of the Town's Storm Sewers and catch basins each year to keep them functioning. It also includes a transfer to reserves.

Waste Collection, Disposal, and Diversion

These budgets include the cost of bag tags, the contractor cost to collect garbage and recycling, the cost to dispose of the garbage, and the cost to put the fibers and containers collected into the recycling stream. This also includes the cost to staff the compost site, advertising throughout the year, and the printing of the waste and recycling collection calendars.

Planning

This budget includes an allocation of staff wages working on planning matters, the cost for peer reviews and planning reports from 3rd party consultants, and a portion of the software license for the Town's GIS system.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

Economic Development and Tourism

This budget includes the staffing for the Economic Development Department, the Digital Main Street Coordinator (offset by funding), the Tourism budget, Visitor's Centre materials budget, Community Promotion Budget, Community Advertising Budget, the contribution Prescott made over 10 years to the EORN Broadband Project, the contribution Prescott made over 4 years to the EORN 5G Cell Project, and the annual contribution towards the St. Lawrence Economic Corridor.

Water

The Water Budget is made up of two components. The first is water treatment which starts at the water intake pipe in the St. Lawrence through the Water Treatment Plant and stops at the treated water leaving the treatment plant. The second is water distribution which starts with the pipes receiving the treated water leaving the Water Treatment Plant, and includes the watermains in the roads, water tower and water hydrants.

Water revenues are required to cover the cost of operating and replacement of the water system without property tax subsidization. Any surplus is placed into reserve to support capital projects for water works.

Wastewater

The Wastewater Budget is made up of two components. The first is wastewater collection which runs from the lot line of each property and includes the sanitary sewer pipes in the ground, wastewater pumping stations, and the sanitary sewer manholes. The second is the wastewater treatment plant which starts at the end of the wastewater collection lines where it enters the plant and ends with the pipe leading into the St. Lawrence River that discharges treated wastewater.

Wastewater revenues are required to cover the cost of operating and replacement of the of the wastewater system without property tax subsidization. Any surplus is placed into reserve to support capital projects for wastewater.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Feb. 6 '23
Strategic Plan		

Alternatives

None

Financial Implications

Noted in the presentation.

Environmental Implications

None

Attachments:

- 2023 Operational Budget – Environmental, Planning, Water and Wastewater Presentation
- 2023 Operational Budget – Environmental, Planning, Water and Wastewater Detail

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

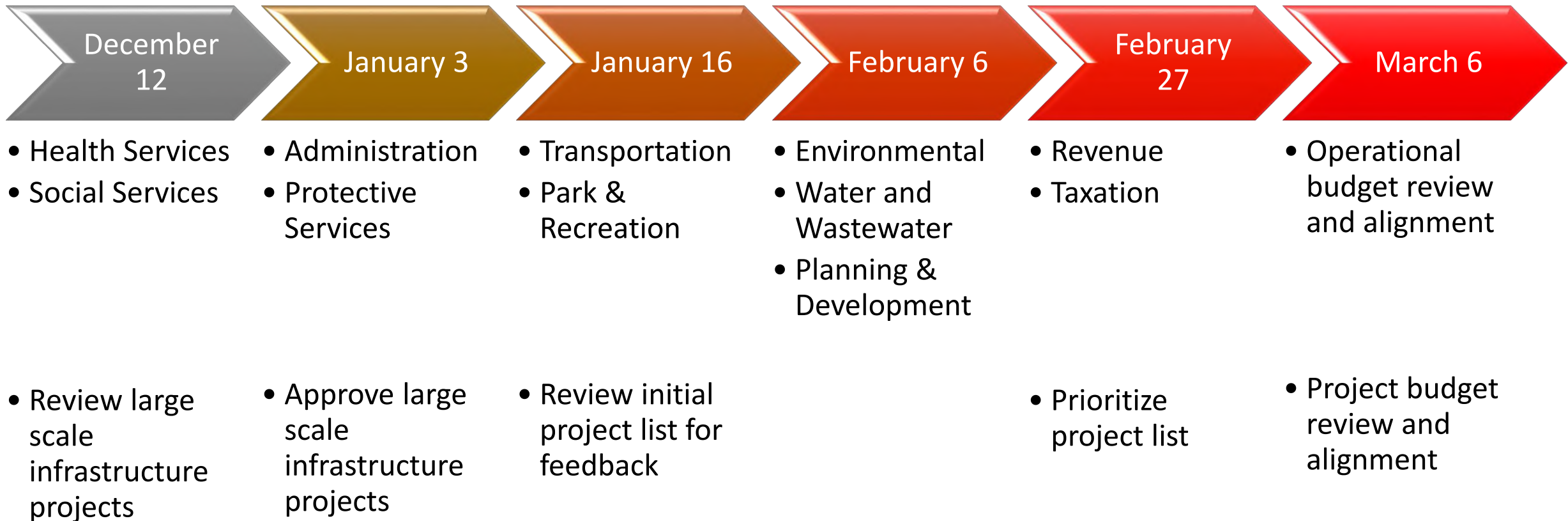
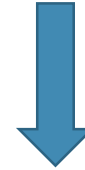
2023 Operational Budget – February 6, 2023



Topics

- Budget Timeline
- Environmental
- Planning, Economic Development / Tourism
- Water & Wastewater

Timelines



Environmental Services

- Storm Sewers
- Waste Collection
- Waste Disposal
- Waste Diversion

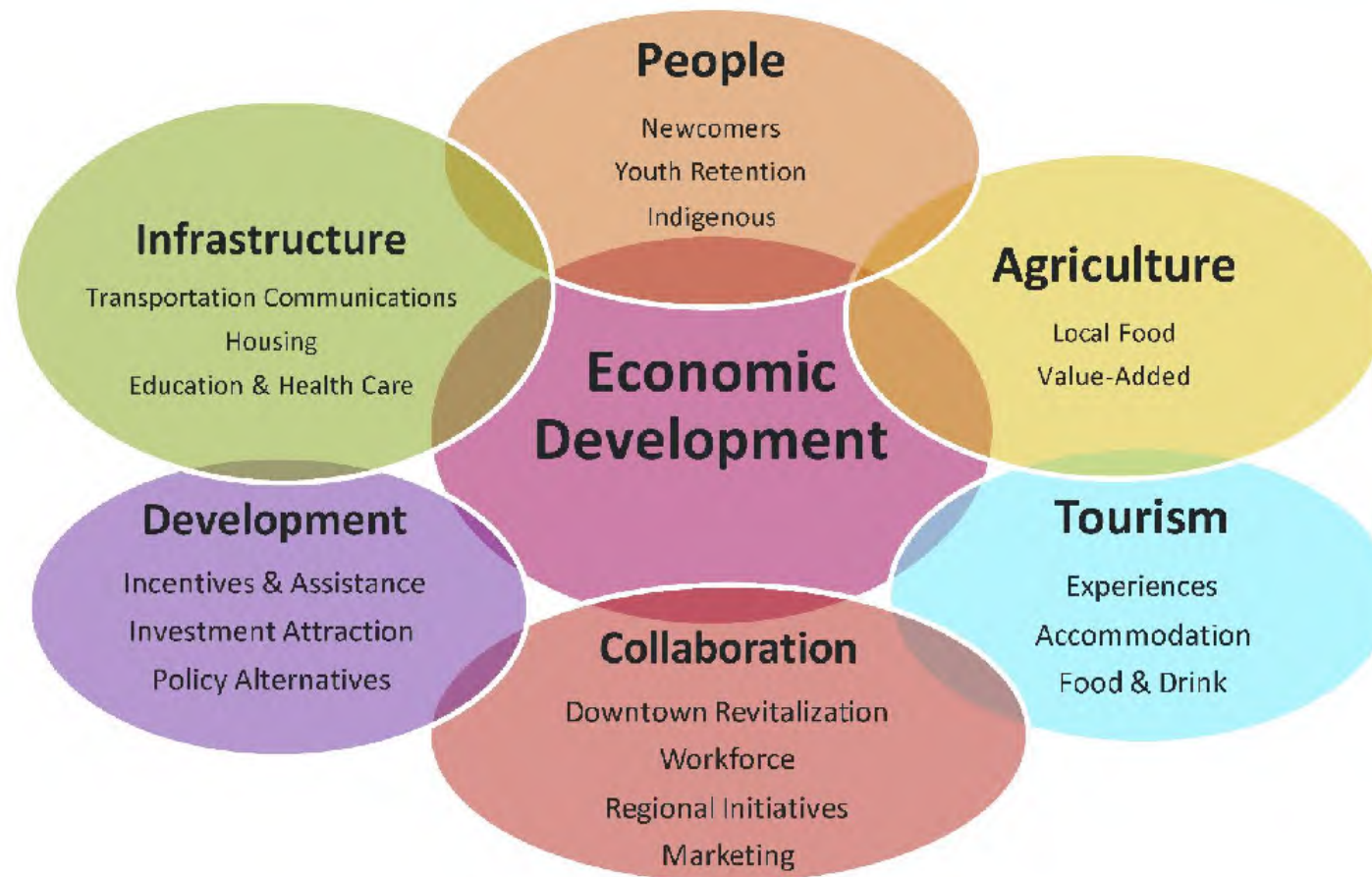
Environmental Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Storm Sewers	69,300	56,468	69,300	-	12,832		43,300
Waste Collection	107,800	110,119	117,350	9,550	7,231		2,000
Waste Disposal	91,000	89,939	95,800	4,800	5,861	832 tones collected	-
Waste Diversion	109,475	112,481	121,200	11,725	8,719	215 tones recycled	4,700
Total	377,575	369,006	403,650	26,075	34,644		50,000
% Change				6.9%	9.4%		

Economic Development & Tourism

- Planning
- Economic Development / Tourism

Economic Development Matrix





Keep
businesses
top of mind



Continue
RiverWalk
revival



Attract
investment,
workers,
citizens



Economic Development Strategy

ACTION PLANS



TOURISM AND RESIDENT ATTRACTION

- Value Proposition
- Marketing
- Infrastructure



INVESTMENT ATTRACTION

- Identify and Prioritize
- Target Opportunities
- Secure Infrastructure Investment
- Lead Generation



BUSINESS RETENTION AND EXPANSION

- Targets
- Technology
- Communication

MODEL FOR INVESTMENT ATTRACTION

LEAD GENERATION

- Promote
- Respond



TARGET OPPORTUNITIES

- Knowledge
- Networking



INFRASTRUCTURE INVESTMENT

- Land & Buildings
- Servicing



MODEL FOR BUSINESS RETENTION & EXPANSION ACTION PLAN



RETAIN



RELOCATE



EXPAND





Understand employers and leverage supply-chain opportunities

- Coordinate an ongoing Business Retention and Expansion (BR+E) initiative
- Provide unparalleled support and follow-up to the business community
- Establish a Prescott Economic Development Squad of local business operators, and business support organizations
- Highlight the importance of economic development across the broader Prescott community
- Leverage the service delivery mandates of organizations involved in economic development
- Concentrate on local tourism product development

Elevate good business relations to targeted ambassadorships

Maximize the impact of regional collaborations

2023 Action Plans

Annual Business Consultations

Establish Economic Development/Tourism Advisory Group

Economic Development Newsletter

Invest Prescott Website/Social Media

- Business Directory
- Business Resources

Digital Main Street Business Support Program

Prescott Pop-Ups Development

Business Networking Events

Business Workshops

Target Sector Employer Attraction & Supports

Performance Measure Tracking/Reporting

Economic Development Staff Training/Conferences

2023 Action Plans

CIP Program Enhancements/Funding/Marketing

- Downtown Core/RiverWalk District Area
- Heritage Conservation Area

Placemaking Initiatives

- Parklets
- Promenade
- Farmers' & Crafters Market
- Art Installations

Vacant Building Registration By-Law

- Commercial Property Owner Supports

Downtown Decorative Lighting

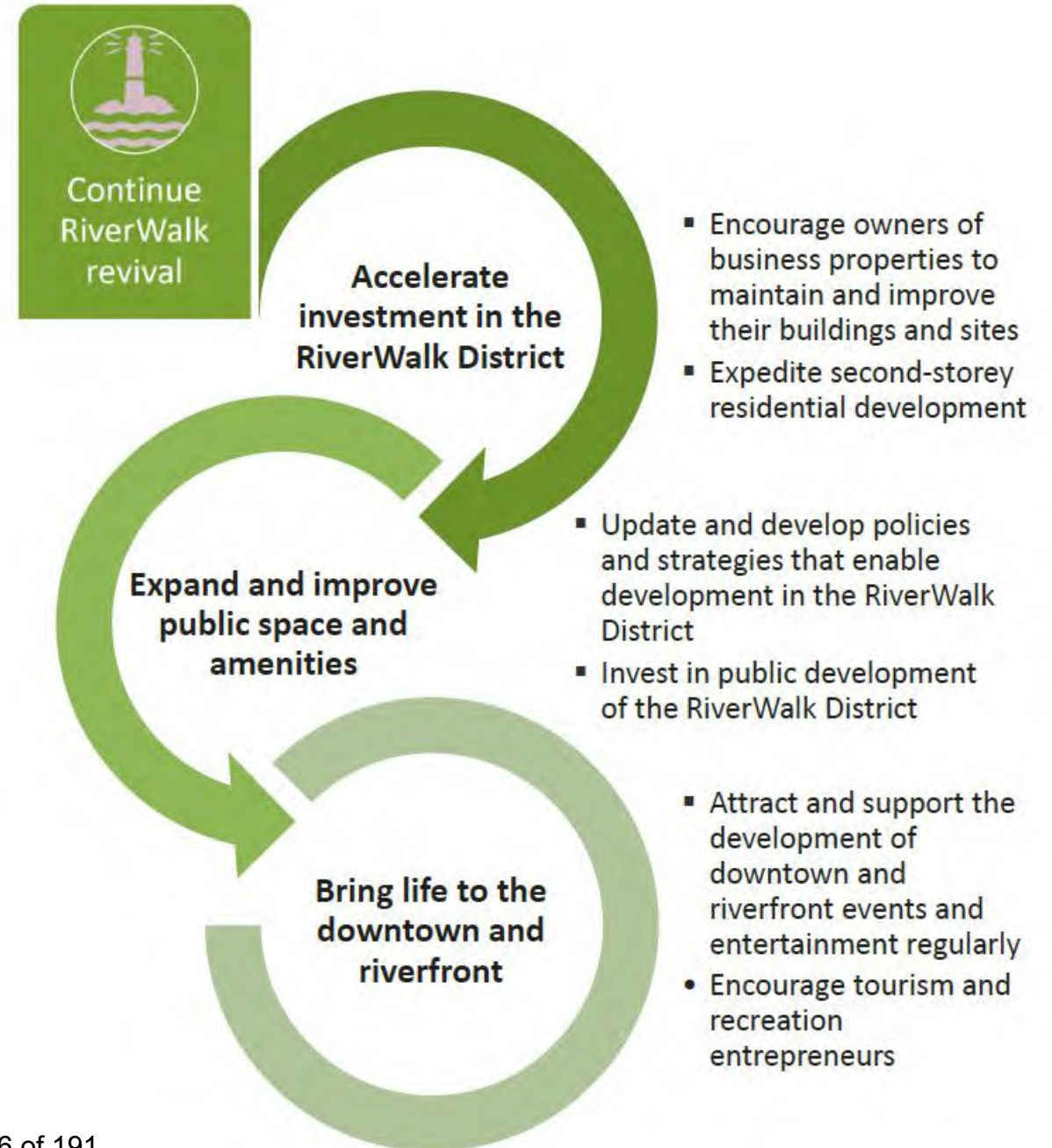
Cycling, Diving & Pedestrian Amenities

Build Partnerships with Existing Event Organizers

Attract New 3rd Party Events

Partner with Canadian Coast Guard on Downtown Beautification

Visitor Centre Ongoing Development





**Expand
availability and
marketability of
development
lands**

- Increase amount of shovel-ready development land
- Ensure potential investors continue to have easy access to information
- Expedite responses to development proposals

**Encourage
progressive,
nimble housing
development**

- Build more diverse housing
- Grow up instead of out
- Prioritize secondary and accessory dwelling units

**Promote living
and working in
Prescott**

- Develop a resident and workforce attraction plan
- Encourage tolerance, inclusivity, and diversity

2023 Action Plans

Available Land/Property Public Database

Conduct Retail/Tourism Business Gap Analysis

Development Application Streamlining Supports

CIP Program Enhancements/Funding/Marketing

- Employment Area
- Large Scale Residential Area
- Brownfields Area
- Heritage Conservation Area

Workforce Attraction/Development Supports

Residential Development Attraction

New Resident Welcome Wagon

Resident Attraction Marketing

Engagement & Partnership Review

River Route Growth & Marketing

2023 Action Plans

Signage

- Wayfinding Signage & Sidewalk Decals
- TODS billboards
- Scuba Dive Park
- Interactive Visitor Sign

Visitor/Resident Smart Phone Application Development

Visitor Data Tracking

Rotary Lighthouse Visitor Access

Tourism Sector Development Activities

- Cycling
- Diving
- Waterfront Tourism > Passenger Cruises, Watercraft Rentals
- RiverWalk District

Marketing Planning

- Review Prescott's "Fort Town" brand/develop new brand identity & guidelines

Marketing Promotions

- Digital & Specialty Publications > Visitor Guide Development
- Explore Prescott Map Distribution/Promotion
- Prescott Experience Packages (Residents & Visitors)

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TOURISM AND RESIDENT ATTRACTION

- Value Proposition
- Marketing
- Infrastructure

Model for Tourism Development / Resident Attraction & Marketing Action Plan



Economic Development & Tourism

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Planning	73,821	93,705	91,251	17,970	(2,454)	Increase for development plan reviews and reports	-
Ec Dev / Tourism	320,912	346,178	374,526	53,614	28,348	Digital Main Street Additional Revenue	-
Total	394,193	439,883	465,777	71,584	25,894		-
% Change				18.2%	5.9%		

Water and Wastewater

- Wastewater Collection
- Wastewater Treatment Plant
- Water Treatment Plant
- Water Distribution

Water Budget

- The Water Budget is made up of two components
 - Water Treatment – starts at the water intake pipe in the St. Lawrence through the water treatment plant and stops at the treated water leaving the treatment plant
 - Water Distribution – starts the pipes receiving the treated water leaving the water treatment plant, includes the watermains in the roads, water tower and water hydrants
 - Water revenues are required to cover the cost of operating and replacement of the of the water system without property tax subsidization
 - Any surplus is placed into reserve to support capital projects for water

2023 Water Budget

	Total	Water Treatment	Water Distribution	Transfer to Reserves
Revenue		50%	50%	
Water Charges	1,240,670	620,335	620,335	
Interest	3,200	1,600	1,600	
Occupancy Changes	1,900	950	950	
Total Revenue	1,245,770	622,885	622,885	
Expenses				
Salaries / Allocation	293,848	73,679	220,169	
Supplies & Services	835,146	548,561	286,585	
Reserves Contribution	116,776	645	116,131	116,776
Total Expenses	1,245,770	622,885	622,885	130,820

Wastewater Budget

- The Wastewater Budget is made up of two components
 - Wastewater Collection – runs from the lot line of each property and includes the sanitary sewer pipes in the ground, wastewater pumping stations, and the sanitary sewer manholes
 - Wastewater Treatment Plant – starts at the end of the wastewater collection lines enters the plant and ends with the pipe leading into the St. Lawrence River that discharges treated wastewater
 - Wastewater revenues are required to cover the cost of operating and replacement of the of the wastewater system without property tax subsidization
 - Any surplus is placed into reserve to support capital projects for wastewater

2023 Wastewater Budget

	Total	Wastewater Treatment	Wastewater Collection	Transfer to Reserves
Revenue		68.75%	31.25%	
Water Charges	1,587,150	1,091,165	495,985	
Interest	82,593	82,593	-	
EC Share	96,875	96,875	-	
Occupancy Changes	1,900	-	1,900	
Total Revenue	1,768,518	1,270,633	497,885	
Expenses				
Salaries / Allocation	147,358	73,679	73,679	
Supplies & Services	961,980	702,731	259,249	
Debt Payments	343,827	343,827	-	
Reserves Contribution	315,353	150,396	164,957	315,353
Total Expenses	1,768,518	1,270,633	497,885	315,353

Water and Wastewater Budgets

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Revenue							
Wastewater	1,721,039	1,739,452	1,768,518	47,479	29,066	3.5% increase at July 1 st	
Water	1,218,358	1,219,144	1,245,770	27,412	26,626	3.5% increase at July 1 st	
Total	2,939,397	2,958,596	3,014,288	74,891	55,692		
Expenses							
WW Collect	488,348	488,169	497,885	9,537	9,716		164,957
WW Treat	1,232,691	1,251,283	1,270,633	37,942	19,350		150,396
W Treatment	609,179	609,572	622,885	13,706	13,313		645
W Distribute	609,179	609,572	622,885	13,706	13,313		116,131
Total	2,939,397	2,958,596	3,014,288	74,891	55,692		432,129

Summary to Date Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Health Services	341,506	344,223	357,882	16,376	13,659	Assumes Joint Serves at 5% increase	-
Social Services	767,613	738,161	793,981	26,368	55,820	Assumes Joint Serves at 5% increase	-
Administration	1,389,719	1,341,128	1,430,900	41,181	89,802		336,289
Protective Services	2,267,152	2,233,763	2,239,389	(27,763)	5,626	Decrease in OPP Levy	30,000
Transportation	2,676,925	2,648,713	2,701,128	24,203	52,451	Decrease of \$94,390 in offsetting revenue	306,190
Parks & Recreation	1,807,351	1,817,545	1,916,381	109,030	98,936		432,485
Environmental	377,575	369,006	403,650	26,075	34,644		50,000
Planning, Ec Dev	394,193	439,883	465,777	71,584	25,894		-
Total	10,022,034	9,932,424	10,309,088	287,054	376,664		1,154,964
% Change				2.86%	3.79%		
Water/Wastewater	2,939,397	2,958,596	3,014,288	74,891	55,692		432,129
				2.55%	1.88%		
2022 Election	20,000	18,319	-	(20,000)	(18,319)		

Next Budget Meeting – February 27, 2023

Topics

- Revenue & Taxation
- Project Prioritization
- New Recreation Complex effect on 2023 Budget



Departmental Statement
Storm Sewers

Fund 00
Dept 421

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Contracted Services	21,667	-	21,667	13,168	26,000	26,000	-	Storm Sewer Cleaning
Transfer to Reserves	36,083	36,080	3	43,300	43,300	43,300	-	
Total	57,750	36,080	21,670	56,468	69,300	69,300	-	



Departmental Statement Waste Collection

Fund
Dept

00
440

2023 Budget

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

Expenses

Bag Tags	8,333	11,127	(2,794)	11,127	10,000	12,000	2,000	
Waste Collection	79,667	135,229	(55,563)	96,844	95,600	103,150	7,550	6.5% Increase
Other	167	145	22	148	200	200	-	
Transfer to Reserves	1,667	1,667	(0)	2,000	2,000	2,000	-	
Total	89,833	148,168	(58,335)	110,119	107,800	117,350	9,550	



Departmental Statement
Waste Disposal

Fund 00
 Dept 450

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Waste Disposal Contracts	75,833	14,661	61,173	89,939	91,000	95,800	4,800	6.5% Increase
Total	75,833	14,661	61,173	89,939	91,000	95,800	4,800	



Departmental Statement
Waste Diversion

Fund 00
 Dept 460

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Salaries & Benefits	9,083	-	9,083	10,582	10,900	10,900	-	Compost Site
Membership Fees	42	-	42	-	50	-	(50)	
External Printing Costs	604	-	604	-	725	-	(725)	
Advertising Community	1,500	865	635	865	1,800	1,200	(600)	
Diversion Contract	61,917	58,121	3,796	78,314	74,300	83,400	9,100	6.5% Increase
Contracted Services	-	1,755	(1,755)	-	-	1,800	1,800	
Recycling Tipping Fee	14,167	-	14,167	18,019	17,000	19,200	2,200	6.5% Increase
Transfer to Reserve	3,917	3,917	(0)	4,700	4,700	4,700	-	
Total	91,229	64,658	26,571	112,481	109,475	121,200	11,725	



Departmental Statement
Planning

Fund 00
Dept 810

2023 Budget

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

Expenses							
Salaries & Benefits	40,234	40,234	0	48,281	48,281	47,501	(780)
Advertising Community	417	162	255	194	500	250	(250)
Software Licenses	2,917	2,917	-	3,500	3,500	3,500	-
Contracted Services	16,667	36,753	(20,086)	41,730	20,000	40,000	20,000 Development plan reviews and reports
Engineering Fees	833	-	833	-	1,000	-	(1,000)
Total	61,068	80,065	(18,998)	93,705	73,281	91,251	17,970



Departmental Statement Ec Dev & Tourism

Fund 00
Dept 820

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Expenses								
Salaries & Benefits	149,510	138,314	11,196	165,977	179,412	198,721	19,309	Ed Dec & Bus Dev
Salaries & Benefits DSS	10,000	46,136	(36,136)	52,689	12,000	40,885	28,885	Offset by Revenue
DSS - Other Expenses	417	11	406	11	500	250	(250)	
DSS - Cellular	150	180	(30)	237	180	250	70	
DSS - Data Communications	200	204	(4)	224	240	240	-	
Travel Mileage	1,250	-	1,250	-	1,500	2,000	500	
Travel Non Mileage	333	-	333	-	400	-	(400)	
Travel Meals	125	-	125	-	150	-	(150)	
Training Mileage	208	-	208	-	250	-	(250)	
Training Materials	2,500	-	2,500	-	3,000	3,250	250	
Conference Fees	1,250	-	1,250	-	1,500	1,500	-	
Membership Fees	1,333	1,111	223	1,111	1,600	1,200	(400)	
Meeting Expenses	833	53	780	53	1,000	250	(750)	
Office Supplies	833	2,481	(1,648)	2,481	1,000	2,500	1,500	
External Printing Costs	2,083	59	2,024	1,535	2,500	2,500	-	
Other	11,667	18,732	(7,065)	20,866	14,000	20,000	6,000	
Tourism Expenses	16,667	15,285	1,382	18,342	20,000	20,000	-	
Computer	417	9	408	9	500	100	(400)	
Computer Licenses	417	1,161	(745)	1,161	500	1,200	700	
Advertising Community	8,333	6,151	2,182	11,266	10,000	11,500	1,500	
Promotional Materials	22,083	17,064	5,019	20,477	26,500	26,500	-	
Public Relations	2,083	6,776	(4,693)	8,131	2,500	2,500	-	
Cellular	833	1,227	(394)	1,472	1,000	1,000	-	
Data Communications	11,667	14,082	(2,416)	16,899	14,000	14,000	-	EORN Broadband
Data Communications	5,567	-	5,567	6,680	6,680	6,680	-	EORN 5G Cell Project
Clothing	417	204	212	245	500	500	-	
Consulting Services	2,083	-	2,083	-	2,500	-	(2,500)	
Contracted Services	14,167	16,312	(2,145)	16,312	17,000	17,000	-	Economic Coridoor
Total	267,427	285,552	(18,125)	346,178	320,912	374,526	53,614	

Departmental Statement Waste Water Collection

Fund 00
Dept 411

2023 Budget

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

Expenses

Salaries & Benefits	58,475	58,475	-	70,170	70,170	73,679	3,509	
Insurance	10,646	10,643	3	12,775	12,775	12,866	91	Renewal +5%
Staff Training	4,583	-	4,583	-	5,500	5,500	-	
Repairs	47,500	10,460	37,040	54,348	57,000	90,720	33,720	Based on Reparis and Maintenance Plan
Hydro	23,917	32,498	(8,582)	36,887	28,700	38,750	10,050	5% Increase
Heat	667	336	330	444	800	500	(300)	5% Increase
Building Insurance	1,792	1,790	2	2,150	2,150	3,253	1,103	Renewal +5%
Contracted Services	54,167	157,405	(103,239)	201,767	65,000	85,000	20,000	Asset Management 2022 CCTV
Property Taxes	2,375	-	2,375	2,531	2,850	2,660	(190)	Assumes 3.5% increase
Transfer to Reserves	186,169	186,170	(1)	107,098	223,403	164,957	(58,446)	
Insurance Claims	16,667	-	16,667	-	20,000	20,000	-	
Total	406,957	457,779	(50,822)	488,169	488,348	497,885	9,537	

**Departmental Statement
Waste Water Treatment**

Fund 00
Dept 412

2023 Budget

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

Revenue

Waste Water	1,297,463	764,671	(532,792)	1,556,027	1,556,956	1,587,150	30,194	Assumes 3.5% increase at July 1, 2022
ED/C Charge	66,408	-	(66,408)	97,127	79,690	96,875	17,185	
Owner Occupancy Change	1,500	953	(548)	1,910	1,800	1,900	100	
Recovered Costs	-	29,568	29,568	29,568	-	-	-	One time VFD Project Funding
Interest	68,828	(218,442)	(287,270)	54,819	82,593	82,593	-	
Total	1,434,199	576,750	(857,450)	1,739,452	1,721,039	1,768,518	47,479	

Expenses

Liability Insurance	5,470	5,470	-	6,564	6,564	7,679	1,115	
Repairs	103,817	60,969	42,848	90,790	124,580	155,440	30,860	Based on Reparis and Maintenance Plan
Hydro	105,825	125,633	(19,808)	129,235	126,990	135,697	8,707	5% Increase
Heat	7,147	11,004	(3,857)	11,671	8,576	9,527	951	Rebill in 2022
Water	625	508	117	772	750	815	65	3% Increase
Telephone	1,803	1,705	99	2,229	2,164	2,340	176	3% Increase
Property Tax	9,504	11,760	(2,256)	11,562	11,405	12,140	735	Estimating 5%
Building - Insurance	15,653	15,650	3	16,608	18,783	14,245	(4,538)	Renewal +5%
Service Fees	14,668	-	14,668	17,601	17,601	18,745	1,144	Tied to CPI estimated at 6.5%
Contracted Services	58,475	58,475	(0)	70,170	70,170	73,679	3,509	Tied to CPI estimated at 6.5%
Engineering Fees	4,569	-	4,569	5,483	5,483	5,483	-	
Water Treatment Contract	268,058	268,057	0	319,831	321,669	340,620	18,951	Tied to CPI estimated at 6.5%
Debenture Payments	286,523	343,827	(57,305)	343,827	343,827	343,827	-	
Transfer to Reserves	145,108	145,110	(3)	224,940	174,129	150,396	(23,733)	
Total	1,027,243	1,048,168	(20,926)	1,251,283	1,232,691	1,270,633	37,942	

Departmental Statement Water Treatment

Fund 00
Dept 431

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Allocation	58,475	58,475	-	70,170	70,170	73,679	3,509	
Repairs	106,133	65,969	40,164	124,685	127,360	145,120	17,760	Based on Mtce Plan
Hydro	59,583	57,856	1,727	62,447	71,500	65,600	(5,900)	5% Increase
Heat	10,000	15,583	(5,583)	18,082	12,000	19,000	7,000	5% Increase
Liability Insurance	10,647	10,645	2	12,776	12,776	15,050	2,274	Renewal +5%
Data Communications	1,917	2,256	(339)	2,256	2,300	2,323	23	3% Increase
Building & Contents Insurance	5,413	5,410	3	6,495	6,495	9,105	2,610	Renewal +5%
Property Taxes	28,090	-	28,090	30,235	33,708	31,127	(2,581)	3.5% Increase
Contracted Services	-	-	-	-	-	-	-	
Transfer to Reserves	22,982	22,980	2	34,628	27,578	645	(26,933)	
Water Treatment Contract	204,410	204,410	0	245,292	245,292	261,236	15,944	Contract tied to CPI 6.5%
Total	507,649	443,584	64,065	607,065	609,179	622,885	13,706	

Departmental Statement Water Distribution

Fund 00
Dept 432

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	
Revenue								
Water Residential	694,067	405,228	(288,838)	820,149	832,880	836,554	3,674	Assumes 3.5% increase at July 1, 2022
Water Commercial	148,416	81,051	(67,365)	191,592	178,099	195,424	17,325	Assumes 3.5% increase at July 1, 2022
Owner Occupancy Change	1,500	953	(548)	1,911	1,800	1,900	100	
Water Sprinklers	6,542	3,932	(2,610)	7,864	7,850	8,022	172	Assumes 3.5% increase at July 1, 2022
Interest Earned on Investments	2,667	-	(2,667)	892	3,200	3,200	-	
Water Other Municipalities	78,396	46,091	(32,305)	97,489	94,075	99,439	5,364	Assumes 3.5% increase at July 1, 2022
Water Garden Taps	83,712	50,277	(33,435)	99,247	100,454	101,231	777	Assumes 3.5% increase at July 1, 2022
Total	1,015,298	587,531	(427,767)	1,219,144	1,218,358	1,245,770	27,412	
Expenses								
Salaries & Benefits	181,328	177,232	4,096	216,579	217,594	220,169	2,575	
Training Mileage	4,333	78	4,255	78	5,200	5,200	-	
Training Accommodation	3,250	-	3,250	-	3,900	3,900	-	
Training Meals	750	-	750	-	900	900	-	
Training Fees	6,083	2,916	3,168	2,916	7,300	7,300	-	
Conference Fees	667	-	667	-	800	800	-	
Membership Fees	542	-	542	-	650	650	-	
Health & Safety Supplies	417	-	417	-	500	-	(500)	
Insurance	2,932	2,932	0	3,518	3,518	-	(3,518)	
Other Expenses	83	272	(188)	633	100	400	300	
Advertising Community	333	-	333	-	400	-	(400)	
Maintenance Supplies	15,833	1,180	14,653	1,179	19,000	19,000	-	
Hydro	958	1,093	(135)	1,290	1,150	1,355	205	5% Increase
Telephone	542	621	(79)	651	650	670	20	3% Increase
Cellular Service	875	412	463	583	1,050	600	(450)	
Data	271	254	16	280	325	300	(25)	
Tools	1,250	9,452	(8,202)	13,524	1,500	11,500	10,000	
Equipment Tools	8,333	-	8,333	-	10,000	-	(10,000)	
Parts	833	174	659	5,028	1,000	1,000	-	
Building & Contents Insurance	1,583	1,563	21	1,875	1,900	4,510	2,610	Renewal +5%
Pipe Fittings	25,000	8,160	16,840	11,982	30,000	30,000	-	
Uniforms / Clothing	917	927	(10)	927	1,100	1,100	-	
Contracted Services	83,333	58,158	25,176	68,105	100,000	100,000	-	
Legal Fees	4,167	-	4,167	5,000	5,000	-	-	

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Departmental Statement Water Distribution

Fund 00
Dept 432

2023 Budget

	October Year-to-Date			Total 2022 Projection	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Engineering Fees	8,333	-	8,333	-	10,000	10,000	-	
Watermain Contracts	2,000	-	2,000	-	2,400	2,400	-	
Water Distribution Contracts	62,500	10,809	51,691	10,809	75,000	75,000	-	
Bad Debts	4,167	(158)	4,325	-	5,000	5,000	-	
Transfer to Reserves	86,035	86,040	(5)	269,615	103,242	116,131	12,889	
Total	507,649	362,113	145,536	609,572	609,179	622,885	13,706	



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 13-2023

Date: February 6, 2023

From: Nathan Richard, Director of Operations

RE: Marina 2023 Dock Replacement Project Request for Tender Results F and Fuel Dock

Recommendation:

That Council approve the selection of Kehoe Marine Construction for the replacement of the F Dock and the Fuel Dock for delivery in early May 2023 at an upset limit of \$225,000 plus applicable taxes.

Background:

In November of 2022, Council directed Staff to issue a Request for Tender (RFT) for the removal and replacement of the existing F Dock and the Fuel Dock. The Town of Prescott issued an RFT on January 5, 2023 with closing on January 26. Three bids were received by the Town in response to the RFT.

A replacement program was established to replace all of the docks in the coming years as budget allows as they are all past their typical lifespan and are indeed at the end of their useful lives. F Dock and the Fuel Dock were identified as the next two major docks to be replaced in 2023.

The design parameters used in 2022 for the replacement of G and H Docks were unpainted, steel tubes with extra wall thickness to provide greater longevity and clad with pressure-treated wood on the tops and sides. It was determined last year as part of the Request for Proposal evaluation process that composite decking materials are an option; however, the cost is greater and composite decking presents safety issues with slipping, quality issues with colors as they fade over time, and future maintenance issues. Wood pressure-treated decking can be replaced as it wears at a relatively lower cost. The same design parameters were outlined and recommended for the replacement of F Dock and the Fuel Dock. Vendors were allowed to submit alternative construction and material options as part of the Request for Tender.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

F Dock is one of the larger docks at 165 feet in length with 14 fingers for a total of 26 boat slips and includes water and electrical services with 8 pedestals. The Fuel Dock is 36 feet in length and allows the refueling of boats and sanitary pump-out services to occur. The supply of new docks will include new pedestals and any requirements for the electrical to meet current codes. Eight (8) pedestals each having two (2) 30 Amp electrical services and two ¾" water connections with the furthest pedestal capable of 50-amp service for larger vessels that dock at the end of the F dock.

The Fuel Dock is very transient with boats coming and going for fuel supply and sanitary pumps outs on larger boats with washrooms on board. The new dock will be wider and provide a larger platform for staff to maneuver more safely when working with boat customers.

Each of the docks being replaced will be disconnected and floated out of the marina for disposal. The new docks will also be floated into the marina.

Delivery of the docks is scheduled for early May which will allow for them to be installed and ready for the opening of the marina on Victoria Day weekend.

Submissions:

Three (3) Tenders were received on January 26, 2023 by The Town of Prescott for the project. The Tender results are as follows in the order in which they were ranked based on the price and company profile, resources, and experience.

Request for Tender: **Dock Replacements – Design, Supply, and Install of F Dock and the Fuel Dock**

Closing Date: **January 26, 2023**



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

Base Bid with Steel Floats and Pressure Treated Wood Covering

Supplier	Total Tender Amount (excl HST)	Delivery
Kehoe Marine Construction Ltd.	\$234,258	May 5, 2023
Kropf Industrial Inc.	\$255,980	May 5, 2023
JWK Utilities & Site Services Ltd.	\$295,700	May 5, 2023

Optional Alternate Bids

ALT#	Supplier	Total Tender Amount (excl HST)	Details
1A	Kehoe Marine Construction Ltd. Steel tube modifications	\$223,580	Steel tubes are increased from 24" to 28" in diameter and uncoated
1B	Kehoe Marine Construction Ltd. Steel tube modifications	\$192,500	Steel tubes are uncoated but electrical not brought up to code
2	Kropf Industrial Inc. Steel tube modifications	\$238,895	Steel tubes are uncoated

Overall Ranking

	Supplier	Price Rank	Company Rank	Total
1	Kehoe Marine Construction Ltd. - Alternate 1A	75	23	98
2	Kropf Industrial Inc. - Alternate 2	70	19	89
3	JWK Utilities & Site Services Ltd.	57	15	72

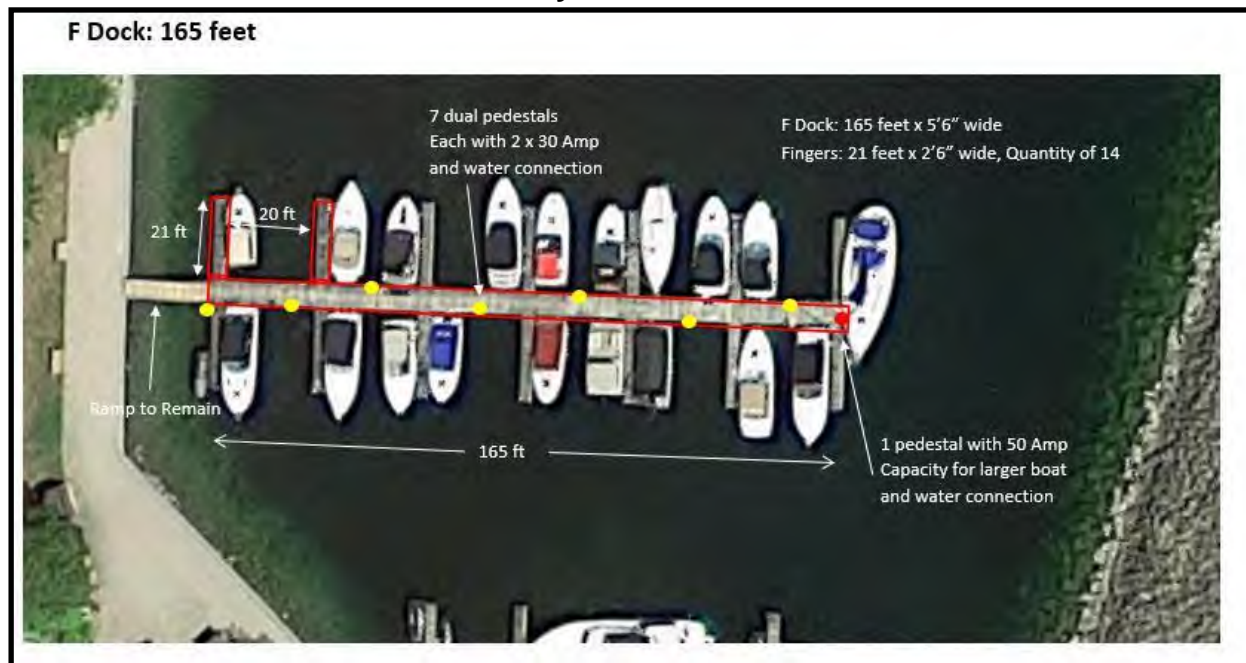
		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

Analysis:

The tender from Kehoe Marine Construction Ltd with the uncoated steel tubes, Alternate Bid 1A is the lowest bid that meets the requirements and ranked the highest in the section for Company Profile, Resources, and Experience. The bid is reflective of the scope of work, therefore ranks the highest, and is recommended to Council as the contractor to be awarded the contract for the project. The tender submitted by Kehoe also meets the timeline requested which ensures that the docks are placed and operational prior to the beginning of the boater season on the long weekend of May.

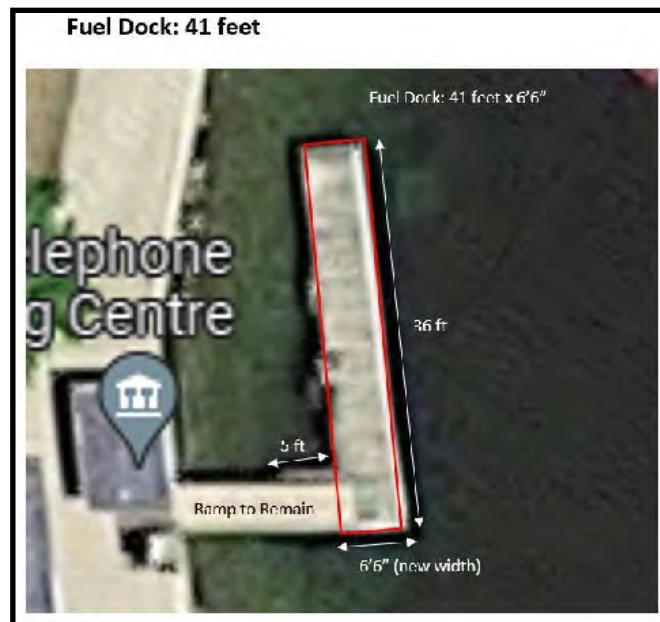
Of the tender submission that met the requirements, Kehoe submitted the lowest tender, and is deemed to be complete.

Layout of F dock



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

Layout of Fuel dock



Alternatives

Council could decide to choose one of the other tenders that were submitted instead of the recommendation.

Financial Implications

At the beginning of 2022, the Marina Reserve had a balance of \$182,760. The budgeted contribution to the Marina Reserve for 2022 is \$79,435, resulting in a total of \$262,195 available in 2022.

In 2022, the replacement of the H Dock and G Dock cost \$255,590. There was \$50,000 from the dedicated Infrastructure Reserve used to support this replacement, leaving an estimated balance of \$56,605 in the Marina Reserve at the end of 2022.

The 2023 Budget will have an initial contribution of \$79,435 to the Marina Reserve bringing the balance to \$136,040 for 2023.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 6 ' 23
Strategic Plan		

The cost of the dock replacements is on the upper end of the estimate at \$225,000. \$130,000 will be supported by the Marina Reserve and the remaining \$95,000 from the dedicated Infrastructure Reserve.

Attachments

None

Submitted by:

Nathan Richard
Director of Operations

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 05-2023

A BY-LAW TO SET THE REMUNERATION RATES FOR MEMBERS OF COUNCIL

Being a by-law to set the remuneration rates for Members of Council

WHEREAS Section 283 of the *Municipal Act, 2001*, authorizes a council to pass a by-law to pay remuneration and expenses for members of council;

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

1. Commencing January 1, 2023:
 - a. The mayor will be paid an honorarium of \$23,658.70 as a base and \$8,239.55 for attendance at additional county and regional meetings per year.
 - b. Each Councillor will be paid an honorarium of \$12,057.05.
2. The amounts stated in point 1a and 1b are to be increased on the first of January of each year, beginning on January 1, 2024, in accordance with the annual increase agreed upon and approved by Council in the Canadian Union of Public Employees (CUPE) Agreement.
3. The honorariums noted in points 1 and 2, will be paid on a pro-rated formula for any portions of a year unless already noted as being prorated in points 1 and 2.
4. In accordance with Section 283 (7) of the *Municipal Act, 2001*, the council shall review this by-law at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.
5. Upon the passing of this by-law, all previous by-laws or portions of by-laws pertaining to council remuneration are hereby repealed.
6. That By-Law 40-2016 be repealed.
7. This by-law shall come into force and take effect upon final passage.
8. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 6TH DAY OF FEBRUARY 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 06-2023

A BY-LAW TO AMEND BY-LAW NO. 47-2017, BEING A BY-LAW FOR THE REGULATION OF TRAFFIC AND PARKING WITHIN THE CORPORATION OF THE TOWN OF PRESCOTT

Being a by-law to amend By-Law No. 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott

WHEREAS pursuant to the provisions of Part II Section 11 (3) and (8) of the *Municipal Act 2001*, S.O. 2001 c. 25 as amended, provides that a municipality may enact by-laws to regulate and govern parking of vehicles on highways or portions thereof; and

WHEREAS the Council of the Corporation of the Town of Prescott enacted By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-Law No. 47-2017 to include the use of the Administrative Monetary Penalty System (AMPS) and reference the guidelines for parking ticket appeals.

NOW THEREFORE the Council of the Town of Prescott enacts the following:

1. Add the definition of Administrative Monetary Penalty System (AMPS) and Screening Officer to Section 1 – Definitions as defined in By-Law 48-2021.
2. Add the following text to 7.13 Overnight Parking Prohibited:

A ticket issued for parking on the street between the hours of 12:00 am and 7:00 am may be appealed through the Administrative Monetary Penalties System and the Screening Officer may use the following guidelines when determining mitigating or extenuating circumstances.

- a) A service is being provided by a third party to a residence for a short duration (less than one hour) and there is no place to park at the residence while the service is being provided, and the service could not be provided from 7:00 am to 12:00 am.
- i. The ticket holder's employer will need to provide a statement stamped by a commissioner of oaths, confirming that the service could not be provided between 7:00 am to 12:00 am

- ii. The ticket holder will need to demonstrate that there was no off street parking available at the residence
 - b) If it was unsafe for the ticket holder to move or have the vehicle moved to an off-street parking location as doing so would cause a health or safety risk
 - c) The occupiers of a residence or their visitors who park on the street between 12:00 am and 7:00 am and receive a ticket should not be considered for a mitigating or extenuating circumstance
 - d) The owner and employees of a business who park on the street between 12:00 am and 7:00 am and receive a ticket should not be considered for a mitigating or extenuating circumstance
 - e) A Screening Officer may require additional information from the parking ticket recipient to determine the validity of a mitigating or extenuating circumstance.
- 3. Replace the text “Provincial Offences Act, R.S.O 1990, c P33” with “under this By-Law, as amended” under 8.2 a).
 - 4. Add the text “and governed under the Administrative Monetary Penalties System of the Town of Prescott By-Law 48-2021” to 8.2 b).
 - 5. Replace “PART II PROVINCIAL OFFENCES ACT” in Schedule C with “ADMINISTRATIVE MONETARY PENALTIES”
 - 6. All other applicable provisions of By-law 47-2017 shall continue to apply.
 - 7. This by-law shall come into force and take effect immediately upon passing.
 - 8. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 6TH DAY OF FEBRUARY 2023.

Mayor

Clerk



Proclamation February 13, 2023 Wear Red Canada Day

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

WHEREAS, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease.

THEREFORE, I Gauri Shankar, Mayor of the Town of Prescott do hereby proclaim February 13, 2023 as "Wear Red Canada Day" in the Town of Prescott.

Dated this 6th day of February, 2023.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 07-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON FEBRUARY 6, 2023**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 6th DAY OF FEBRUARY 2023.

Mayor

Clerk