



PRESCOTT TOWN COUNCIL
AGENDA

May 17, 2021

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

2. Approval of Agenda

Recommendation

That the agenda for the Council meeting of May 17, 2021, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1. Connect Youth - Robyn Holmes, Interim Executive Director

1

5. Delegations

6. Minutes of the previous Council meetings

6.1. Council Minutes - May 3, 2021

2

Recommendation

That the Council minutes dated May 3, 2021, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

Recommendation

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

8.1. Information Package (under separate cover)

9. Committee Reports

10. Mayor

10.1. Resolution of Support re: Federal Government Providing Transparency with Regard to Plans to Reopen the Canada-US Border

9

Recommendation

That Council support The Corporation of the Town of Fort Erie's resolution dated April 27, 2021 regarding the Federal Government Providing Transparency with Regard to Plans to Reopen the Canada-US Border.

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 44-2021 - Cancellation of Emergency Exercise in 2021

12

Recommendation

That Council support the Township of Elizabethtown-Kitley's resolution requesting that the Association of Municipalities of Ontario advocate for the cancellation of the emergency exercise as a compulsory requirement of the Emergency Management and Civil Protection Act for the year 2021; and

That the Association of Municipalities of Ontario formally request to waive the annual emergency exercise for the year 2021 be provided directly to the Ministry of the Solicitor General; and

That a copy of this resolution be sent to the Township of Elizabethtown-Kitley, the Solicitor General, Premier Ford, and the Minister of Municipal Affairs and Housing.

| | | |
|-------|--|----|
| 12.2. | Presentation: Property Standards and Associated By-laws | 17 |
| 12.3. | Staff Report 45-2021 - Financial Report - April 2021 | 28 |
| | Recommendation For information. | |
| 12.4. | Staff Report 46-2021 - Project Updates | 31 |
| | Recommendation For information. | |
| 13. | Resolutions | |
| 14. | By-laws | |
| 15. | New Business | |
| 16. | Notices of Motion | |
| 17. | Mayor's Proclamation | |
| 17.1. | Pride Month | 35 |
| 18. | Closed Session | |
| | Recommendation That Council move into Closed Session at _____ to address matters pertaining to: | |
| | 18.1 Approval of Closed Session minutes | |
| | 18.2 Purchase & Sale | |
| | <ul style="list-style-type: none">• Under Section 239(2)(c) of the <i>Municipal Act</i> - a proposed or pending acquisition or disposition of land by the municipality or local board; and | |
| | That the CAO, Clerk, Interim Director of Operations, Economic Development Officer, and Deputy Clerk remain in the room. | |
| 19. | Rise and Report | |
| 20. | Confirming By-Law – 28-2021 | 36 |

Recommendation

That By-Law 28-2021, being a by-law to confirm the proceedings of the Council meeting held on May 17, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

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 | <input type="text" value="May 10, 2021"/> | Meeting date | <input type="text" value="May 17, 2021"/> |
| Subject | <input type="text" value="Connect Youth Programs and Services"/> | | |
| Name | <input type="text" value="Robyn Holmes"/> | | |
| Address | <input type="text" value="P.O. Box 1307"/> | | |
| Town / City | <input type="text" value="Prescott"/> | | |
| Province | <input type="text" value="Ontario"/> | Postal Code | <input type="text" value="K0E 1T0"/> |
| Phone (daytime) | <input type="text" value="613.918.0173"/> | Phone (evening) | <input type="text" value=""/> |
| Fax number | <input type="text" value=""/> | Email address | <input type="text" value="ed@connectyouth.ca"/> |

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

Group being represented: Connect Youth Inc.

Brief statement of issue or purpose of deputation:

The purpose of the presentation to Council would be to provide an update regarding Connect Youth's current programming, as well as the current observations surrounding youth homelessness in Leeds & Grenville.

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, May 3, 2021
6:00 p.m.
Virtual Meeting**

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

1. Call to Order

Mayor Todd called the meeting to order at 6:03 p.m.

2. Approval of Agenda

Motion 117-2021: Ostrander, Young

That the agenda for the Council meeting of May 3, 2021, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations

4.1 Rideau St. Lawrence Update - Hugh George

Mayor Todd stated that Item 4.1 – Rideau St. Lawrence Update would be discussed once Mr. Hugh George joined in the meeting.

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Special Council Minutes - April 19, 2021

Motion 118-2021: Burton, Young

That the Special Council minutes dated April 19, 2021, be accepted as presented.

Carried

Councillor Lee McConnell joined the meeting at 6:07 p.m.

6.2 Council Minutes - April 19, 2021

Motion 119-2021: Ostrander, Shankar

That the Council minutes dated April 19, 2021, be accepted as presented.

Carried

Hugh George, Rideau St. Lawrence Board Member, joined the meeting at 6:08 p.m.

7. Communications & Petitions

7.1 Invitation to Eastern Ontario - Municipal Code of Conduct consultation

Mayor Todd spoke to the item.

Discussion was held regarding the consultation process, the survey available for input, and selecting Mayor Todd as Head of Council to take part in the telephone townhall session.

7.2 Fort Erie Resolution re: Federal Government Providing Transparency with Regard to Plans to Re-open the Canada-US Border

Motion 120-2021: Burton, Shankar

That staff be directed to bring back a resolution of support for the Fort Erie Resolution regarding Federal Government Providing Transparency with Regard to Plans to Re-open the Canada-US Board.

Carried

Hugh George, RSL Board Member, spoke to Item 4.1 – Rideau St. Lawrence Update. Mr. George provided Council with a PowerPoint presentation. A copy of the presentation is held on file. He presented an overview of the COVID response, financial results, the retirement of President and CEO of Rideau St. Lawrence, John Walsh, and spoke to the process for finding a replacement.

Mr. George left the meeting at 6:40 p.m.

8. Consent Reports

Motion 121-2021: Shankar, Ostrander

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

Carried

8.1 Information Packager (under separate cover)

1. Community, Culture and Recreation Infrastructure Stream Media Release for Investments to New Arena Complex in Town of Prescott – April 28, 2021
2. Prescott Cemetery 2021 Price List
3. Prescott Police Services Board Minutes – March 25, 2021
4. Planning Advisory Committee Meeting Minutes – March 30, 2021
5. Town of Prescott Adopt-A-Garden Program Overview and Application
6. Leeds, Grenville & Lanark Board of Health Meeting Summary – April 22, 2021
7. Leeds, Grenville & Lanark Weekly Zoom Call with Municipalities, MP's and MPP's – April 16, 2021
8. United Counties of Leeds and Grenville Media Release – April 22, 2021

9. Town of Fort Erie Resolution of Support re: Province Investigating and Updating Source Water Protection Legislation
10. Town of Fort Erie Resolution of Support re: Township of The Archipelago request for MTO Road Management Action on Invasive Phragmites
11. Municipality of Calvin Resolution of Support re: Norfolk County support for the application of the carbon tax on primary agriculture producers.
12. City of Brantford Resolution of Support re: Request to Withdraw Prohibition of Golf
13. Township of Scugog Resolution of Support re: Bus Stops on Dead End Roads

9. Committee Reports – None

10. Mayor

Mayor Todd thanked Council for their work on the successful funding application for the New Arena. He stated that the naming rights had been publicized and that the new arena would be called the Alaine Chartrand Arena. He spoke to the continuation of honouring Leo Boivin in the new arena.

Mayor Todd spoke to his attendance at a recent Police Services Board meeting held on April 29, a Housing Affordability Task Force meeting, and a Planning Advisory Committee meeting held April 13. He stated that May 2 marked the three-year anniversary of Gord Brown's death.

11. Outside Boards, Committees and Commissions

Councillor Leanne Burton spoke to the arena funding announcement on April 28 and current funding opportunities.

Councillor Jansman spoke to an upcoming Planning Advisory Committee meeting to be held on May 10, 2021.

Councillor McConnell spoke to the virtual activities being offered by Walker House and that the Shakespeare Festival would be making an announcement following an announcement from the province regarding the current lock down.

Councillor Ostrander spoke to the arena funding announcement on April 28.

Councillor Shankar spoke to the arena funding announcement on April 28 and the work of the fundraising committee.

Councillor Young spoke to his attendance at a St. Lawrence Lodge meeting.

12. Staff

12.1 Staff Report 41-2021 - Fire Department Report

Fire Chief, Renny Rayner, spoke to the report. He provided Council with an overview of operations, the calls for service, and department anniversaries.

12.2 Staff Report 42-2021 - RiverWalk Park Update

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the plans brought to Council for tree and shrub species in RiverWalk park and provided reasoning behind their selections. He spoke to the constraints with plant selection, the shade options, the number of native species and ensuring consultation with the Mariner's Club Board.

Discussion was held regarding the importance of shade in the park, the challenges with selecting plants for the area, and the addition of the irrigation system completed in 2020.

12.3 Staff Report 43-2021 - 2021 Centennial Pool Partnership

Motion 122-2021: Burton, McConnell

That Council direct staff to develop and enter into a two-year agreement with the YMCA of Eastern Ontario for the Option B programming outlined in Staff Report 43-2021, at the Centennial Pool for 2021 and 2022, including clauses that address the ability to operate the pool due to COVID restrictions.

Carried

Matthew Armstrong, CAO, spoke to the report. He referenced the opportunity to partner with the YMCA as experts in the field of recreation and leisure. Mr. Armstrong introduced Rob Adams, CEO of YMCA of Eastern Ontario.

Mr. Adams spoke to a PowerPoint presentation. A copy of the presentation is held on file. He congratulated Council, the Fundraising Committee, and Town staff on their successful application for funding for the new arena and mentioned the forward thinking of naming the facility after a local youth.

Discussion was held regarding the YMCA's expertise and future opportunities.

Matthew Armstrong, CAO, spoke to the programming options with Option B being the basis for the agreement, dependent on COVID restrictions. He referenced the timeline

for the season, the estimated costs, and the replacement of internal parts of the pool pump.

13. Resolutions – None

14. By-laws – None

15. New Business – None

16. Notices of Motion – None

17. Mayor's Proclamation

17.1 National Harm Reduction Day

Mayor Todd proclaimed Friday, May 7th, 2021, as National Harm Reduction Day.

18. Period for Media Questions – None

19. Closed Session

Motion 123-2021: Ostrander, Young

That Council move into Closed Session at 7:39 p.m. to address matters pertaining to:

19.1 Approval of Closed Session minutes

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, Clerk, Interim Director of Operations, Economic Development Officer, and Deputy Clerk remain in the room.

Carried

20. Rise and Report

During the Closed Session, Council accepted the Closed Session minutes as presented on Item 19.1 – Approval of the Closed Session Minutes and received information on Item 19.2 – Purchase and Sale.

21. Confirming By-Law – 27-2021

Motion 124-2021: Jansman, McConnell

That By-Law 27-2021, being a by-law to confirm the proceedings of the Council meeting held on May 3, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 125-2021: Ostrander, Burton

That the meeting be adjourned to Monday, May 17, 2021, at 6:00 p.m.
(Time: 8:01 p.m.)

Carried

Mayor

Clerk



Community Services

Legislative Services

April 27, 2021

File #120203

Sent via email: Justin.trudeau@parl.gc.ca

The Right Honourable Justin Trudeau,
Prime Minister of Canada
House of Commons
Ottawa, ON K1A 0A6

Honourable and Dear Sir:

Re: Federal Government Providing Transparency with Regard to Plans to Reopen the Canada-US Border

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of April 26, 2021 passed the following resolution:

Whereas in March 2020 the unprecedented step was taken to close the Canada-United States border to all non-essential discretionary traffic to prevent the spread of COVID-19, and

Whereas that closure has been extended 30 days at a time for over a year, with only limited travel exceptions available for purposes deemed essential by the federal government, and

Whereas the Municipal Council of the Town of Fort Erie passed a resolution May 4, 2020 requesting that the border remain closed until such a time that the situation in the United States has improved, and

Whereas the health threat caused by COVID-19 currently remains, vaccination efforts in both countries are accelerating with the intended objective of having at least one vaccine dose available for all adults in both countries by Summer, and

Whereas the border closure continues to have an incredible social and economic impact on the communities located along it, including spouses, children and other loved ones who remain separated from each other, and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Whereas Canada shares the longest undefended border in the world and our largest trade partnership with the United States, and it would be desirable to resume the free movement of goods and people across that border when it is safe to do so, and

Whereas United States President Joe Biden has signed an executive order directing the US work alongside the Canadian and Mexican governments to plan for the eventual withdrawal of existing land border restrictions, and

Whereas despite assurances by the Canadian federal government that the border will reopen, there has been no transparency on efforts being undertaken to achieve that goal, and no plan provided outlining the steps and metrics necessary to achieve that goal or what that opening will look like;

Now therefore be it resolved,

That: The Municipal Council of the Town of Fort Erie requests that Canadian and US officials continue to work together to formulate the plan necessary to permit the safe eventual full reopening of the Canada-US border to all traffic, and further

That: The Municipal Council of the Town of Fort Erie requests that the Canadian Federal government provide transparency on the steps and metrics necessary to reopen the border and what a reopened border will look like and any phasing in, as deemed appropriate, and further

That: The Municipal Council of the Town of Fort Erie requests that The Public Health Agency of Canada coordinate with their provincial and municipal counterparts to immediately vaccinate our front-line Canadian Border Services Agency officers, and further

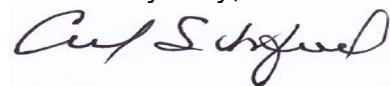
That: The Municipal Council of the Town of Fort Erie extends their appreciation to all officials in both Canada and the United States involved for their continual efforts on conveying the concerns and challenges border communities have faced during the pandemic, and further

That: A copy of this resolution be circulated to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of Public Safety, The Honourable Patty Hajdu, Minister of Health (Canada), Joe Biden, President of the United States of America, Alejandro Mayorkas, United States Secretary of Homeland Security, Tony Baldinelli, Member of Parliament for Niagara Falls, Brian Higgins, US Congressman for the 26th District of the State of New York, Chris Jacobs, US Congressman for the 27th District of the State of New York, United States Senators Chuck Schumer and Kristen Gillibrand, all Members of Parliament representing constituencies of border crossing

municipalities along the Canada-US border, the Co-Chairs of the United States Congress Northern Border Caucus, and all border crossing Mayors of municipalities along the Canada-US border.

Thank you for your attention to this matter.

Yours very truly,




Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

C.C.

45-2020



| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | | |
| Policy / Action Req'd | X | May 17 '21 |
| Strategic Plan | | |

STAFF REPORT TO COUNCIL

Report No. 44-2021

May 12, 2021

From: Tracy Day, Community Emergency Management Coordinator

RE: Cancellation of Emergency Exercise in 2021

Recommendation:

That Council support the Township of Elizabethtown-Kitley's resolution requesting that the Association of Municipalities of Ontario advocate for the cancellation of the emergency exercise as a compulsory requirement of the Emergency Management and Civil Protection Act for the year 2021; and

That the Association of Municipalities of Ontario formally request to waive the annual emergency exercise for the year 2021 be provided directly to the Ministry of the Solicitor General; and

That a copy of this resolution be sent to the Township of Elizabethtown-Kitley, the Solicitor General, Premier Ford, and the Minister of Municipal Affairs and Housing.

Background:

Under O. Reg 380/04 of the *Emergency Management and Civil Protection Act*, (EMCPA), municipalities and provincial ministries are required to conduct exercises every year to test and practice their emergency plans.

The decision to cancel the required emergency exercises in 2020 was released by the province on September 4, 2020 and is attached. Doing so allowed municipalities to continue to focus on the health and safety of their communities during the Covid-19 pandemic.

At the April UCLG CEMC meeting it was agreed by those present, the need to put forth a request for the 2021 exercise be waived. The Township of Elizabethtown-Kitley requested the waiver in February and has provided a copy of their resolution to the other municipalities in Leeds and Grenville.



| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | | |
| Policy / Action Req'd | X | May 17 '21 |
| Strategic Plan | | |

Analysis:

Since the start of the Covid-19 pandemic, the Municipal Emergency Control Group (MECG) has met on a regular or as needed basis with Leeds Grenville and Lanark Health Unit and OPP. This has engaged the group on a continual basis to discuss and plan how to best support residents, and businesses and how to follow and encourage public safety messaging and measures. MECG members have had the opportunity to work within their emergency management role during this time and exercise their responsibilities on a regular basis since the start of the MECG meetings in March 2020.

Times are still critical with the ongoing pandemic. Requesting to waive the exercise again in 2021 will allow the Town to provide that continued focus on health and safety and support to residents and businesses. The findings and learnings from participating in an extended real-life emergency are invaluable and will be utilized to evaluate, further develop, and evolve the emergency management program in the Town of Prescott.

Financial Implications:

None

Attachments:

- Amendment to Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act (EMCPA)
- Township of Elizabethtown-Kitley Resolution

Submitted by

Tracy Day
Community Emergency Management Coordinator

Office of the
Fire Marshal and
Emergency Management

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200

MEMORANDUM TO: Ministry Emergency Management Coordinators (MEMC)
Community Emergency Management Coordinators (CEMC)

FROM: Teepu Khawja
Assistant Deputy Minister & Chief, Emergency Management
Ontario (EMO)

DATE: September 4, 2020

SUBJECT: Amendment to Ontario Regulation 380/04 under the
Emergency Management and Civil Protection Act (EMCPA)

I am writing today to confirm an amendment to Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act (EMCPA) which exempts the requirement for ministries and municipalities to conduct an annual emergency exercise in 2020. This amendment takes into consideration the emergency response activities that you, your Ministry Action Groups and Municipal Emergency Control Groups have engaged in this year as a result of the COVID-19 pandemic.

We will continue working with you to ensure your programs meet the other EMCPA requirements for 2020. In the meantime, COVID-19 has provided a unique opportunity to examine current emergency plans and programs and take actions to enhance and improve them for the future. I would encourage each of you to conduct a formal After Action Review to consider the lessons learned from your response to the pandemic and use these lessons to evaluate, develop and evolve your emergency management programs, while continuing to ensure the safety of the people of Ontario.

If you have any questions or concerns about this amendment, or if you require assistance in planning your After Action Review, please contact Chris Pittens at Chris.Pittens@ontario.ca (for municipalities) or Trevor Sinker at Trevor.Sinker@ontario.ca (for ministries).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Teepu Khawja', is positioned above the printed name and title.

Teepu Khawja
Assistant Deputy Minister & Chief, Emergency Management Ontario
Office of the Fire Marshal and Emergency Management

CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

February 22, 2021 Session

RES. NO. 052-21

Moved by

R. Smith

Seconded by

S. Prettejohn

Report A-21-14

That Report A-21-14 be received;

And that the Township of Elizabethtown-Kitley request that the Association of Municipalities Ontario advocate for the cancellation of the emergency exercise as a compulsory requirement of the Emergency Management and Civil Protection Act for 2021;

And that a formal request to waive the annual emergency exercise for the year 2021 be given directly to the Ministry of the Solicitor General.

- ☒ Carried
☐ Lost
☐ Tabled


Brant Burrow, Mayor

I, Alison Merkley, Deputy Clerk
Corporation of the Township of Elizabethtown-Kitley
in the County of Leeds, do hereby certify that
the foregoing is a true copy of
RESOLUTION 052-21
passed by the council of the said Corporation
the 22nd day of FEBRUARY 2021
Alison Merkley



Property Standards and Associated By- laws Prescott ON

Taking a different approach




What is the result we want from By-laws

- Want to have them work for the greater good of the community
- Want them to be resolved in a timely manner and consistently
- Want them to not be a burden upon the general taxpayer
- Want them to be relatively straight forward in the language and the expectations
- Want a system where the officers are answerable for their actions or their inactions
- Want the staff time needs to be less than 24 hours per week on average



Is that currently happening?

- Right now passive enforcement tends to be less about community presentation and more about neighbourly relations. This leads to a lack of inclusivity because of issues that can lead to a higher or lower standard being expected.
- Using the court system is not only time consuming and expensive but also a poor use of the legal systems time and resources. Along with the Town's resources and staff commitments.
- Thus leading to an inability to confirm if expectations and policies were followed by Staff on a consistent basis.



What are some of
the elements to help
these issues

Doing numerous things to solve situations

A prime example is the parking in the North end by heavy trucks

Numerous steps were taken to solve the issue which is basically resolved at this time

Steps included more signs in various locations

A larger sign across from the truck center entrance

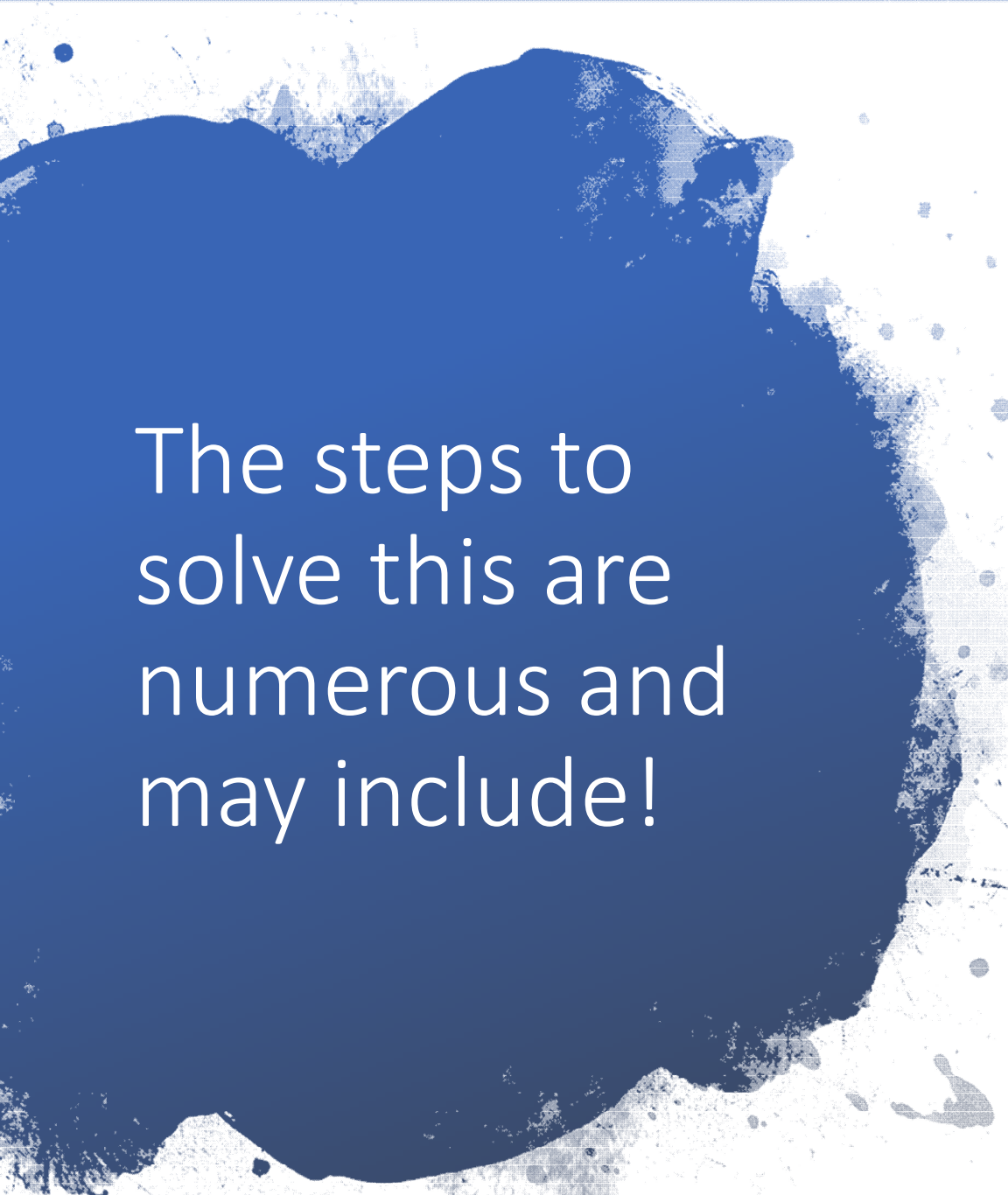
A better visual seeking element (flashing red lights)

Adding French to the signs

Working with all parties (CT, YIG, Ultramar, residential neighbors)

The intent is to do the same thing within the By-law department in fact it has already started

- Software upgrades
- By-law changes for signs, animal control, parking etc.
- Next steps
 - Property Standards in general is adequately written in terms of expectations of conditions of a property but what is not so capable is the compliance systems
 - The current time frames are a burden to obtain an actual compliance in an community acceptable time frame and extremely expensive for the gains created through taking everything to the courts under a POA part 3 summons



The steps to
solve this are
numerous and
may include!

- Monetary Administrative Policy and system. Think of it like setting up a small arbitration process within the Town. There are conditions as to whom can be used but it would reduce the time involved by years
- It still has a fairness element because should a person feel an offence is unfair or they are being targeted, there are methods to appeal an offence
- It helps cover the costs more economically and lessens the burden upon the taxpayer
- Refocuses staff's time for more on the street versus in the office

Vacant Building Registry

- By documenting and charging an appropriate fee it can help make sure the community stays safe by having a more complete and accurate condition of vacant buildings which can quickly become a safety issue
- It will encourage utilization of buildings versus allowing them to remain vacant which tends to lead to building condition deterioration
- It will help with scheduling and allotting staff time by being scheduled on a proactive basis as opposed to dealing with issues reactively
- It allows the Town to link investors and those looking to lease space with property owners that have space that meets their needs

Renewing and upgrading the Property Standards By-law

- Clearer definitions of unacceptable items in a yard and the length of time they can remain
- Clearer policy to speed up resolution by creating timelines for not just the first time issue but by declaring situations that would trigger a habitual policy. (Right now a person cleans up on request, two weeks later new or different stuff is created so process starts again.)
Habitual will mean after at specified number of events or within a time period it will be deemed to be ongoing and resolved in a faster manner.
- Making sure that costs are not punitive but reflective on the true costs for reimbursement

Then provide help when needed with no expectations

- Those affected by various socio-economic and health related issues are not served by creating undue burden that is not likely to end in a positive result
- Removing them from one situation just puts them in another and possibly in a more contentious way versus dealing with the issues at the current location
- By being assistive versus punitive it will help create a more inclusive society while not expecting the general public to just accept an intolerable situation



The revamp is just beginning!

Please reach out either now or in the next few weeks to ask your questions, provide other solutions for consideration, and enhance the discussion.

Contact information is
smerriman@prescott.ca

| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

REPORT TO COUNCIL

Date May 17, 2021

Report No. 45-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Financial Report – April 2021

Recommendation:

For information.

Analysis

The attached income statement for the first four months ended April 30, 2021, highlights the financial picture year-to-date. Revenue and expense variances are explored below.

The interim property tax billings were due on March 31, 2021. This is equal to 50% of the prior year's property taxes. The Ontario Municipal Partnership Fund payments are received in January, April, July, and October. These two items make up the vast majority of corporate revenue and due to their timing results in a positive variance in the first half of the year.

Protective Services revenue tends to occur up in the second half of the year, as various grant payments are received, and the building season accelerates. Environmental revenues are below budget year-to-date due to the timing of grant payments and lower than anticipated garbage bag sales. Social Services revenue is received as part of the St. Lawrence Lodge debentures which is supported by the Ministry of Health and Long Term Care in January and July leading to the positive year-to-date budget variance. Recreation and Culture revenue is primarily driven by the marina revenues which occur in the summer months.

From an expense perspective the Corporate, Protective, and Transportation Services budgets are all under budget with a positive expense variance. The Transportation budget has a positive variance due to the repaving expenses which will not be incurred



| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

until May and June this year. The Social Services expense budget is overspent due to the timing of debt payments for St. Lawrence Lodge. The Recreation budgets are under budget due to the seasonality of expenses particularly at the marina. The Planning and Development budgets have a positive variance year-to-date.

As the 2021 budget was constructed with the effects of COVID built into it, there are no major negative effects on revenue or expenses at this time due to COVID at this time.

There have been no significant unexpected expenses incurred that would cause a negative variance by the end of the year.

Alternatives:

None

Financial Implications:

Outlined above

Attachments:

Financial Report – April 30, 2021

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer

Income Statement 2021 Operating Budget

| | Month | | | Year-to-Date | | | Total 2021 Budget | Notes |
|----------------------------|---------|----------|-------------------|--------------|-----------|-------------------|-------------------------|-------|
| | Budget | Actual | Variance B (W) | Budget | Actual | Variance B (W) | | |
| Revenue | | | | | | | | |
| Corporate | 657,929 | 404,787 | (253,141) | 2,631,714 | 4,306,011 | 1,674,297 | 7,895,143 | |
| Protective | 18,223 | 15,571 | (2,740) | 72,893 | 50,684 | (22,209) | 218,680 | |
| Transportation | 23,052 | 44,504 | 21,452 | 92,209 | 143,401 | 51,193 | 276,626 | |
| Environmental | 18,243 | 16,913 | (1,331) | 72,973 | 63,045 | (9,928) | 218,920 | |
| Health | 138 | 525 | 388 | 550 | 2,100 | 1,550 | 1,650 | |
| Social | 12,125 | 10,675 | (1,450) | 48,500 | 73,859 | 25,359 | 145,500 | |
| Recreation and Cultural | 45,632 | 13,520 | (32,112) | 182,529 | 56,471 | (126,058) | 547,588 | |
| Planning & Development | 4,625 | 1,444 | (3,181) | 18,502 | 21,995 | 3,493 | 55,505 | |
| Total | 779,968 | 507,939 | (272,117) | 3,119,871 | 4,717,568 | 1,597,697 | 9,359,612 | |
| Expenses | | | | | | | | |
| Corporate | 112,668 | 101,508 | 11,161 | 450,674 | 419,644 | 31,029 | 1,352,021 | |
| Protective | 185,031 | 185,877 | (62) | 740,124 | 713,175 | 23,949 | 2,220,372 | |
| Transportation | 189,860 | 113,682 | 76,179 | 759,442 | 588,232 | 171,210 | 2,278,325 | |
| Environmental | 31,350 | 24,926 | 6,424 | 125,400 | 133,854 | (8,454) | 376,200 | |
| Health Services | 27,205 | 27,359 | (154) | 108,818 | 106,997 | 1,821 | 326,455 | |
| Social Services | 70,392 | 34,343 | 36,049 | 281,569 | 301,635 | (20,066) | 844,708 | |
| Recreation and Cultural | 123,640 | 69,369 | 54,271 | 494,560 | 341,447 | 153,113 | 1,483,680 | |
| Planning & Development | 39,821 | 20,388 | 18,850 | 159,284 | 128,611 | 29,173 | 477,851 | |
| Total | 779,968 | 577,450 | 202,717 | 3,119,871 | 2,733,595 | 381,775 | 9,359,612 | |
| Net Operations | 0 | (69,512) | (69,512) | 0 | 1,983,973 | 1,983,972 | 0 | |
| Water & Wastewater Revenue | 244,252 | 187,312 | (56,940) | 977,007 | 313,273 | (663,734) | 2,931,022 | |
| Water & Wastewater Expense | 244,252 | 139,462 | 104,786 | 977,007 | 825,468 | 151,524 | 2,931,022 | |
| Net Water & Wastewater | - | 47,850 | 47,850 | - | (512,195) | (512,195) | - | |

| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

REPORT TO COUNCIL

Date May 17, 2021

Report No. 46-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Projects Updates

Recommendation:

For information.

Background / Analysis

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

Completed

| Description | Budget | Project Update |
|----------------------------------|--------|------------------------|
| Pool Pump and Filter Replacement | 25,000 | Completed under budget |

Underway

| Description | Budget | Project Update |
|--|-----------|---|
| Dibble Street East Reconstruction | 2,900,000 | No major issues discovered to date |
| Park Play Structures | 10,000 | 2 Staff certified to conduct inspections – to occur before summer |
| Trees on King Street and in Riverwalk Park | 15,000 | Riverwalk Trees ordered, King Street Trees will be ordered after Beautification Report Recommendations received |
| Expand Beach | 25,000 | Retaining walls and new entrances to beach to be completed by June |

| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

| | | |
|---|------------|--|
| Connection of 2 parking lots each of marina to allow for overnight parking and boat trailer parking, with no overnight RV Parking | 25,000 | Determining relocation of Shakespeare sign then can proceed |
| Museum Renovation and Opening | | Design complete, sourcing materials and contractors. Manager of Community Services first priority once hired will be exhibit development |
| Recreation Complex | 15,000,000 | Contractor Prequalification has been issued, tender document to be released June 7th to pre-qualified contractors |
| Joint Land Use and Economic Development Plan Study | 82,742 | Project underway, Council consultation and business community engagement in June |
| Regional Transit System | 10,000 | Operational and marketing strategies are being developed concurrently |
| Official Plan Review | 55,000 | Public consultation and visioning completed. Draft being prepared for review |
| Completion of Splashpad Building | | Plumbing completed, interlock stone being laid, to be completed by June |
| Completion of 2 nd Floor Phase 2 and 3 | 255,000 | Life safety and building code matrix review complete. Documents for building permit being prepared to be completed by end of 2021 |
| Preservation of Town Records | 5,500 | Materials received, proceeding to apply to documents |
| New Building and Bylaw Software | 50,400 | Software has been configured and is now live. Being used and continues to expand to other departments. |
| Asset Management Plan | | Due July 1, 2022, sanitary and storm camera work underway, pavement assessment completed, sidewalk assessment to occur in |

| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

| | | |
|--|--|--|
| | | May/June. Expected report to Council late 2021 early 2022. |
|--|--|--|

Request for Proposals

| Description | Budget | Project Update |
|---------------------------------|---------|---|
| Edward Street Bridge Work | 275,000 | RFP to be issued within next two weeks |
| Replacement of H Dock at marina | 75,000 | RFP will be issued in the summer for H dock and replacement of next dock to arrive in spring 2022 |
| Downtown Beautification Plan | 50,000 | RFP to be release in June |

Research and Sourcing

| Description | Budget | Project Update |
|---|--------|---|
| Fire Department replacement gear | 30,000 | Purchased throughout year, exploring bulk purchase options with neighbouring municipalities |
| Mural at Beach | 3,000 | On hold due to schools not being in person. Exploring possible alternatives using local landmark digital artwork renderings |
| Add docks for non-motorized watercraft | 10,000 | Exploring placement options and evaluating dock designs |
| Add new shelter / gazebo in Centennial Park | 25,000 | Working with vendors on possible designs to match space |
| Add new shelter / gazebo in Riverwalk Park | 25,000 | Working with vendors on possible designs to match space |
| Install Solar Lights along Heritage Trail | 45,000 | Researching lighting options and in discussions with Park Canada |
| Repairs to waterfront trails | 30,000 | Ongoing throughout 2021 |
| Replacement of sidewalk on the south side of King Street from St. Lawrence Street to the entrance of the Coast Guard Building | 10,000 | To be completed during the summer |

| | | |
|-----------------------|---|------------|
| | | Date Req'd |
| Information Purposes | X | May 17 '21 |
| Policy / Action Req'd | | |
| Strategic Plan | | |

| | | |
|---|--------|--|
| Establish a formal pathway from the corner of MacKenzie / Fischl to the Grocery Store / Canadian Tire | 25,000 | Dependent on securing right of way |
| Dog Park | 25,000 | Will bring recommendation to Council in June for temporary site solution |
| New Plow for loader | 15,000 | To be purchased prior to winter |
| Replacement and additional barricades, traffic safety supplies, and signage for traffic control | 7,500 | Equipment being sourced |
| Life gate for ¾ ton truck to assist with loading and unloading equipment | 10,000 | Equipment being sourced |
| Backhoe Quick Attachments | 5,000 | Equipment being sourced |
| Roofing Structure between Seacans at Operations Building to create additional covered storage area | 10,000 | Design options being explored |

Alternatives:

None

Financial Implications:

None

Attachments:

None

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer



**PROCLAMATION
Pride Month
June 2021**

WHEREAS there is a necessity to actively support Lesbian, Gay, Bi-sexual, Transgender, two-spirited, Queer, and all other sexual orientation and gender identities to be celebrated and supported as full and equal members of our community; and

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

WHEREAS the intent of the Pride flag being raised at Town Hall and at the water fountain area is to show support for the Rainbow Community and show the commitment of the town to provide a safe and welcoming place that improves the overall quality of life for all members. We look forward to the Town of Prescott and its community members as being and fulfilling their title as ambassadors and leaders and we strive for equality in Ontario, Canada, and even more broadly, the world; and

NOW THEREFORE, I, Mayor Brett Todd, do hereby proclaim the month of June 2021 as **Pride Month** in the Town of Prescott and encourage all citizens to take pride in our diversity and celebrate our differences to help make our town a place we can all be proud to call home.

Dated and signed this 17th day of May, 2021, in the Town of Prescott.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 28-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MAY 17, 2021**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 17th DAY OF MAY, 2021.

Mayor

Clerk