



**PRESCOTT TOWN COUNCIL
AGENDA**

June 20, 2022

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Pages

1. Call to Order

We will begin this meeting of Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

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

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of June 20, 2022, be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. May 30, 2022 - Tri-Council

1

RECOMMENDATION

That the Tri-Council minutes dated May 30, 2022, be accepted as presented.

6.2. June 6, 2022

5

RECOMMENDATION

That the Council minutes dated June 6, 2022, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1. Information Package (under separate cover)

8.2. Staff Report 68-2022 - Financial Report - May 2022

18

RECOMMENDATION

For information.

8.3. Prescott Cemetery Board - 2021 Annual Report

21

RECOMMENDATION

For information.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Asset Management Plan - Presentation 27

RECOMMENDATION

That Council approve the Asset Management Plan; and

That Staff be directed to bring the By-Law to the Council meeting of July 18, 2022.

12.2. Pedestrian Crosswalk Evaluation - Presentation 47

RECOMMENDATION

That Council direct Staff to obtain quotes to complete the minimal intervention options outlined in Parsons - Town of Prescott Intersection Review Program, as provided in Staff Report 63-2022; and

That a report outlining the costs be brought back to Council for final review and consideration.

12.3. Staff Report 69-2022 - Mandatory Fire Training 63

RECOMMENDATION

For information.

13. Resolutions

13.1. Resolution of Support re: Mandatory Firefighter Certifications 65

RECOMMENDATION

That the Council of the Town of Prescott supports the attached resolution from the Town of Newmarket, dated May 9, 2022, regarding mandatory firefighter certifications; and

That this resolution be sent to the Solicitor General of Ontario, the Association of Municipalities of Ontario (AMO), and all Leeds and Grenville municipalities for consideration.

14. By-laws

14.1. Site Plan Control Agreement - Development Drive 67

RECOMMENDATION

That By-Law 29-2022, being a by-law to authorize a site plan agreement between the Corporation of the Town of Prescott and Prescott Crossings Investment Inc., be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2. Water and Sewer Rates and Charges

82

RECOMMENDATION

That By-Law 30-2022, being a by-law to amend By-Law 03-2006 to set water and sewer rates and charges, 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

17. Mayor's Proclamation

17.1. National Indigenous Peoples Day

85

18. Closed Session

RECOMMENDATION

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

18.1 Financial Information

- Under Section 239(2)(i) of the *Municipal Act* - financial information, supplied in confidence to the municipality, which, if disclosed, could interfere with the organization

18.2 Approval of Closed Session Minutes

18.3 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, Director of Operations, Economic Development Officer, Deputy Clerk, and Manager of Community Services remain in the room; and

That Simon Wu and Hugh George from Rideau St. Lawrence Distribution Inc. remain in the room for Item 18.1.

19. Rise and Report

20. Confirming By-Law – 31-2022

86

RECOMMENDATION

That By-Law 31-2022, being a by-law to confirm the proceedings of the Council meeting held on June 20, 2022, be read and passed, signed by the Mayor and

Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, July 18, 2022. (Time:_____ p.m.)



**SPECIAL TRI-COUNCIL
MINUTES
May 30, 2022**

Present	Township of Augusta: Mayor Doug Malanka, Deputy Mayor Jeff Shaver, Councillors Tanya Henry, and Michele Bowman Township of Edwardsburgh Cardinal: Mayor Pat Sayeau, Deputy Mayor Tory Deschamps, Councillors Hugh Cameron, Stephen Dillabough, and John Hunter Town of Prescott: Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, and Gauri Shankar.
Regrets	Councillor Schapelhouman and Councillor Ray Young
Staff	Township of Augusta: Steve MacDonald, CAO, Annette Simonian, Clerk Township of Edwardsburgh Cardinal: Dave Grant, CAO, Rebecca Williams, Clerk Town of Prescott: Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk

1. Welcome and Introductions

Mayor Todd welcomed everyone to the Tri-Council meeting.

2. Call to Order

Mayor Todd called the meeting to order 6:07 p.m.

3. Approval of Agenda

Motion: Deschamps, Ostrander

That the agenda for the Special Tri-Council meeting of the Township of Augusta, Township of Edwardsburgh Cardinal, and Town of Prescott be approved as presented.

Carried

4. Declarations of Interest

There were no declarations of interest expressed.

5. Opening Statement from Mayor Malanka, Mayor Sayeau, and Mayor Todd

Mayor Sayeau expressed his pleasure in being invited to the meeting, future discussions with his Council following the meeting, and potential opportunities. Members of Council from the Township of Edwardsburgh Cardinal provided opening statements.

Mayor Malanka spoke to hoped goals, the benefits of the Tri-Council partnership, and the needed inclusion of the Township of Edwardsburgh Cardinal, and successful partnerships. Members of Council from the Township of Augusta provided opening statements.

Mayor Todd spoke to potential opportunities and the hard work around the table. Members of Council from the Town of Prescott provided opening statements.

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6. Focused Discussion

6.1 Statement of Intent

Matthew Armstrong, CAO of the Town of Prescott, spoke to a PowerPoint Presentation. A copy of the presentation is held on file. He provided an overview of the seven items listed on the Joint Press Release submitted by the Mayors of the three municipalities. He referenced the Joint Initiatives Task Force, the membership of the force, and areas of focus the task force may wish to consider out of the seven items.



**EDWARDSBURGH
CARDINAL**



Mayor Sayeau spoke to his interest in the Joint Initiatives Task Force, the collaboration between the Township of Augusta and Town of Prescott, and seeing where the Township of Edwardsburgh Cardinal fits in.

Mayor Malanka spoke to the work of the Joint Initiative Task Force, its current configuration, and hearing from other members of Council regarding the core areas.

Discussion was held regarding Doctor recruitment, collaboration with Economic Development departments and creating a package to advocate for Doctors to move to the area.

Further discussion was held regarding tasks previously accomplished, successful programs in the County of Hastings and City of Belleville for physician recruitment, additional areas for collaboration, and aligning municipal Official Plans, Zoning By-laws, and opportunities for succession planning.

6.2 Steps Taken to Date

Matthew Armstrong, CAO of the Town of Prescott, spoke to a PowerPoint Presentation. A copy of the presentation is held on file. He referenced the current collaborations to date, opportunities for the Township of Edwardsburgh Cardinal, and stated that staff would provide Edwardsburgh Cardinal with the recently approved Recreation and Tourism Asset Inventory and the Developer Package for Lands west and north of Prescott.

Mr. Armstrong outlined areas where shared services are currently being utilized such as a shared By-Law Enforcement Officer, shared equipment, and shared contract.

Discussion was held regarding the potential opportunities, current budget timelines, communication between municipalities, and the involvement of the public with the Recreation Committee.

Motion: Deschamps, Dillabough
That the Township of Edwardsburgh Cardinal adopt the
collaborative Vision and Mission Statement.

Carried

8. Roundtable

There was no discussion held under the Round Table portion of the agenda.

9. Closing Statement from Mayors

Motion: Cameron, Henry

That the Municipal Drug Strategy be re-established in the South Grenville Area; and

That each municipal Council bring this motion forward for final discussion and consideration.

Carried

Discussion was held regarding possible meeting dates in June for the next Tri-Council meeting.

10. Adjournment

Motion: Burton, Shaver

That the meeting be adjourned.

Carried

Mayor

Clerk



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, June 6, 2022

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Brett Todd, Councillor Leanne Burton, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Renny Rayner, Fire Chief
Guests	Juan Sanchez and Cathie Kelso, Grenville Condominium Corporation

1. Call to Order

Mayor Todd began the meeting by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

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

He then called the meeting to order at 6:03 p.m.

2. Approval of Agenda

Motion 131-2022

Moved By Burton

Seconded By Ostrander

That the agenda for the Council meeting of June 6, 2022 be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

4.1 Prescott Fire Department - Year in Review

Renny Rayner, Fire Chief, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He provided an overview of calls for service, fire protection agreement response calls, volunteer and committee work hours.

Chief Rayner spoke to events that took place in 2021, the years of service for the current complement, highlighted specific training, and outlined the departments goals for 2022.

Discussion was held regarding the function of the repeater, a request for support of a resolution from the Town of Newmarket, and the accuracy of the dispatch system.

Further discussion was held regarding the CN railcar derailment, the current years of service in the department, and the current relationship between Town Hall and the Fire Department.

5. Delegations

5.1 Grenville Condominium Corporation Water Street Food Truck

Juan Sanchez, Grenville Condominium Corporation, spoke to concerns of the tenants at 235 Water Street regarding the mobile food truck behind Forwarders' Antiques. He provided background on the property, the location of food trucks in the area, and concerns surrounding the permanency of the food trucks.

Mr. Sanchez requested that Council consider reviewing the current by-laws regarding food vendors to ensure electrical issues, proximity concerns, and license agreements versus temporary event permits be addressed for future planning.

Matthew Armstrong, CAO/Treasurer, provided an overview of By-Law 02-95, Section 3. He referenced the requirements in the by-law, a past meeting held with members of the Grenville Condominium Corporation, discussions with the property owner at 201 Water Street, and the potential timeline for reviewing and implementing a new by-law for 2023.

Discussion was held regarding locations of generators, noise concerns, and reviewing the noise by-law.

Further discussion was held regarding the food vendors willingness to work with the Town in attempt to appease to all parties, the Condominium Board's feelings towards the changes made, expressed safety concerns, and the inclusion of the BIA in the by-law review.

Juan Sanchez and Cathie Kelso left the meeting at 6:50 p.m.

6. Minutes of the previous Council meetings

6.1 May 16, 2022

Motion 132-2022

Moved By McConnell
Seconded By Shankar

That the Council minutes dated May 16, 2022, be accepted as presented.

Carried

7. Communications & Petitions

There were no items under Communications & Petitions.

8. Consent Reports

Motion 133-2022

Moved By Young
Seconded By Burton

That item 8.1 under the Consent Reports section of the agenda be accepted as presented; and

That Staff be directed to bring a resolution of support to the Council meeting of June 20, 2022 regarding Mandatory Firefighter Certification for discussion and consideration.

Carried

Motion 134-2022

Moved By Ostrander
Seconded By Burton

That items 8.2 and 8.3 under the Consent Reports section of the agenda be accepted as presented.

Carried

8.1 Information Package (under separate cover)

1. Approved Police Services Board Minutes – April 21, 2022
2. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – May 13, 2022
3. Municipality of Shuniah resolution of support re: Increasing Rural and Northern Education Fund
4. Town of Newmarket resolution of support re: Mandatory Firefighter Certifications
5. City of Kitchener resolution of support re: Energy Performance Tires for Greenhouse Gas Reduction
6. City of Brantford resolution of support re: Release of Federal and Provincial Documents Related to the Former Mohawk Institute Residential School
7. District Municipality of Muskoka resolution of support re: Annual Emergency Exercise Exemption
8. Town of Fort Erie resolution of support re: Federal Government's Plans to Tax Vacant Foreign Owned Properties
9. Town of Fort Erie resolution of support re: Bidding Wars on Apartment Rentals
10. Town of The Blue Mountains resolution of support re: Voter's List Information to Candidates
11. Municipality of Chatham-Kent resolution of support re: Retirement Home Funding

8.2 Staff Report 62-2022 - Draft Asset Management Plan

Recommended Motion:

That this report be received for information purposes in preparation for a formal presentation at the June 20th, 2022 Council Meeting.

8.3 Staff Report 63-2022 - Major Intersection - Pedestrian Crossings Evaluation

Recommended Motion:

That this report be received for information purposes in preparation for a formal presentation at the Council meeting of June 20, 2022.

9. Committee Reports

There were no items under Committee Reports.

10. Mayor

Mayor Todd spoke to the Tri-Council meeting held on May 30, he congratulated Katarina's on their second anniversary celebration, the success of the Laughs at the Leo event, and the possibility of holding a media event at the Recreation Centre.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at the Laughs at the Leo event held on June 4, Katarina's anniversary celebration, the Ride for Tiny Hearts at CHEO event, and the upcoming Prescott Cemetery Board's AGM to be held on June 7 at 1:00 p.m.

Councillor Jansman spoke to her attendance at the BIA AGM and the Laughs at the Leo event held on June 4.

Mayor Todd thanked staff for their support of the BIA.

Councillor McConnell spoke to his attendance at a Library Board farewell event for Jane McGuire and the St. Lawrence Shakespeare Festival's preparations for the upcoming season.

Councillor Ostrander spoke to his attendance at the Ride for Tiny Hearts at CHEO event, the anniversary event at Katarina's, and the Laughs at the Leo event all held on June 4.

Councillor Shankar spoke to his attendance at the Ride for Tiny Hearts at CHEO event, the anniversary event at Katarina's, the Laughs at the Leo event held on June 4 and the Rotary Club's Golf Tournament held on June 3.

Councillor Young spoke to his attendance at the Ride for Tiny Hearts at CHEO event, the anniversary event at Katarina's and the Laughs at the Leo event held on June 4. He also attended the St. Lawrence Lodge Committee of Management meeting.

12. Staff

12.1 Staff Report 64-2022 - Fire Update Report/Q1

Renny Rayner, Fire Chief, spoke to the ongoing training, the calls for service, and second quarter report to come in the future. He voiced his pleasure with the new members, the dedication of the department, and the current mix of new members and senior members.

12.2 Staff Report 65-2022 - Proposed Community Improvement Plan Amendments

Motion 135-2022

Moved By Jansman
Seconded By Burton

That Council direct Staff to proceed with the scheduling of the Statutory Open House to obtain public feedback to the proposed amendments of the Community Improvement Plan for July 11, 2022.

Carried

Dana Valentyne, Economic Development Officer spoke to the report. She referenced the potential amendments presented to the Planning Advisory Committee, the comments received, and then reviewed the Downtown and RiverWalk District area.

Matthew Armstrong, CAO/Treasurer, spoke to the additional suggestions including the creation of a purpose for the Downtown and RiverWalk District and extending project completion deadlines.

Discussion was held regarding the timeline for the public meeting, the next steps, and then returning to Council for final consideration.

Ms. Valentyne spoke to the amendments to the Employment Land area and the new streetscape grant.

Mr. Armstrong provided the suggested purpose of the area and the additional area improvements.

Discussion was held regarding the new streetscape grant, the appearance of employment areas and appeal for employees, continued maintenance of streetscape, the potential inclusion of a maintenance clause, and a clearer definition of the term project.

Ms. Valentyne spoke to the suggested minimal amendments to the Heritage Conservation section and the addition of a new loan program to the category.

Mr. Armstrong spoke to the issuance of loan funds as installments and the suggested extension of the project completion deadlines.

Discussion was held regarding the loan grant, the definition of heritage including those recognized as of Heritage Interest or Heritage designated, the requirement to apply for one funding stream only, concerns including residential properties, and the ability to add an affordable housing option to the heritage section.

Further discussion was held requirement of heritage homeowners, applications from heritage homeowners, and the option of reducing the area to focus on the downtown area.

Ms. Valentyne spoke the suggested amendments under the Brownfield section. She referenced the limited uptake, the eligible properties, and the reimbursement of the building permit and encroachment permit fees.

Mr. Armstrong referenced the purpose for area 4 and the extension of the project completion deadline.

Discussion was held regarding the maximum suggested timeline for property rehabilitation, the cost of remediation, options to lobby the province for support, and consideration of what other municipalities are doing when considering Brownfields.

Ms. Valentyne spoke to the suggested inclusion of a new category Large Scale Residential Development with Affordable Housing Component.

Mr. Armstrong spoke to the purpose of the area and provided an overview of the program incentives.

Discussion was held regarding improving the incentives to increase appeal, the potential property tax increment incentive, reassessment of properties through MPAC, generating interest with an affordable component, and different measurements rather than value.

Matthew Armstrong, CAO/Treasurer reviewed the housekeeping items listed in the report.

Discussion was held regarding the process associated with approving applications and past success of the program.

12.3 Staff Report 66-2022 - Edward Street Sidewalk - East side from King Street to Water Street

Motion 136-2022

Moved By Jansman
Seconded By Burton

That Council direct Staff to proceed with improvements to the sidewalk on the east side of Edward Street from King Street to Water Street as outlined in Staff Report 66-2022 with an upset limit of \$14,000 to be funded by the remaining reserve allocation from 2020 that was to be used for accessibility upgrades for sidewalks.

Carried

Nathan Richard, Director of Operations spoke to the report. He referenced past reports to Council, the current state of the sidewalk, and options presented at the Council meetings of May 2 and May 16. He outlined Option Three, reviewed the pros and cons, and the timeline associated with the completion of the work.

Discussion was held regarding the accessibility aspect of the work, the timeline to ensure the work be completed prior to the Promenade event, and that the trees be planted in Centennial park.

12.4 Staff Report 67-2022 - Financial Report - April 2022

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the rising insurance costs.

Council recessed at 8:39 p.m.

Renny Rayner, Fire Chief, left the meeting at 8:39 p.m.

Council resumed at 8:51 p.m.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 Fee By-Law - Amendment

Motion 137-2022

Moved By McConnell

Seconded By Young

That By-Law 26-2022, being a by-law to amend By-Law No. 08-99, being a by-law to amend various license fees and other fees and charges, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Lindsey Veltkamp, Director of Administration/Clerk provided Council with an overview of the by-law.

14.2 Multi-Use Recreation Complex Debenture By-Law

Motion 138-2022

Moved By Jansman

Seconded By Burton

That By-Law 27-2022, being a by-law to authorize certain new Capital Work(s) of the Corporation of the Town of Prescott (Municipality); to authorize the submission of an application to Ontario Infrastructure and

Lands Corporation ("OILC") for financing of such Capital Work(s)'; and to authorize long-term borrowing for such Capital Work(s) through the issue of debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law and the request from Infrastructure Ontario to resubmit the application.

15. New Business

There were no items under New Business.

16. Notices of Motion

There were no notices of motions.

17. Mayor's Proclamation

17.1 Longest Day of Smiles

Mayor Todd proclaimed June 19, 2022 as the Longest Day of Smiles in the Town of Prescott.

17.2 Pride Month

Mayor Todd proclaimed the month of June as Pride Month in the Town of Prescott.

Discussion was held regarding the raising of the Pride Flag ceremony on Wednesday, June 8 at 5 p.m.

18. Closed Session

Motion 139-2022

Moved By Ostrander

Seconded By Shankar

That Council move into Closed Session at 9:00 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

18.3 Legal Matter

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

That the CAO/Treasurer, Clerk, Economic Development Officer, Deputy Clerk and Brett Stufko (Compendium Group Inc.) remain in the room.

Carried

Motion 140-2022

Moved By Ostrander

Seconded By Burton

That the meeting be extended. (Time: 9:01 p.m.)

Carried

Motion 141-2022

Moved By Ostrander

Seconded By Young

That Council reconvene in Open Session. (Time: 10:13 p.m.)

Carried

19. Rise and Report

During the Closed Session, Council approved item 18.1 - Closed Session minutes, gave staff direction on Item 18.2 - Purchase and Sale, and received information on Item 18.3 - Legal Matter.

20. Confirming By-Law – 28-2022

Motion 142-2022

Moved By Ostrander

Seconded By Young

That By-Law 28-2022, being a by-law to confirm the proceedings of the Council meeting held on June 6, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 143-2022

Moved By Jansman

Seconded By Burton

That the meeting be adjourned to Monday, June 20, 2022. (Time: 10:15 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes	X	June 20 '22
Policy / Action Req'd		
Strategic Plan		

REPORT TO COUNCIL

Date: June 20, 2022

Report No. 68-2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Financial Report – May 2022

Recommendation:

For information.

Analysis

The attached income statement for the first five months ended May 31, 2022, highlights the financial picture year-to-date.

The interim property taxes were billed in February and are reflected in the report. This is equal to 50% of the prior year property taxes. The Ontario Municipal Partnership Fund payments are received in January, April, July, and October. Those two items make up most of the corporate revenue.

Protective Services revenue tends to occur in the second half of the year, as various grant payments are received, and the building season gets moving. Several large construction projects are expected to start over the next several months which will generate building permit fees. Most of the transportation revenue is derived from the Ontario Community Infrastructure Funding which is received throughout the year. Environmental revenue is below budget due the timing of blue box grant payments. Social Services revenue is received as part of the St. Lawrence Lodge debentures that is supported by the Ministry of Health and Long-Term Care. This is received twice per year with one payment in January and one payment in July. Recreation and Culture programs generate revenue in the summer months from June through September.

From an expense perspective all are below budget apart from Social Services and Planning & Development. The Social Services budget is higher due to the timing of debt payments for St. Lawrence Lodge. The Planning & Development budget is over, due to



		Date Req'd
Information Purposes	X	June 20 '22
Policy / Action Req'd		
Strategic Plan		

the continuation of the Digital Main Street Program which has offsetting revenue and therefore there is no net financial impact.

The Water and Wastewater revenue budgets are below budget due to the timing of payments from Rideau St. Lawrence Utilities. The expense budgets for the water and wastewater departments are below budget as is normal for this time of year as repairs and projects normally occur in the second half of the year.

There have been no material variances that will impact of the total year budget identified to date. Staff is closely monitoring fuel, natural gas, and hydro costs which are causing inflationary cost pressures. The availability of products and services continues is an on-going focus of staff.

Alternatives:

None

Financial Implications:

Outlined above.

Environmental Implications:

None

Attachments:

- Financial Report – May 2022

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Income Statement 2022 Operating Budget

	Month			Year-to-Date			Total 2022 Budget	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
Revenue								
Corporate	673,918	12,576	(631,548)	3,369,588	4,456,160	1,235,537	8,087,010	
Protective	30,528	18,794	(11,554)	152,639	84,507	(68,132)	366,333	
Transportation	48,249	200	(48,049)	241,246	185,634	(55,612)	578,990	
Environmental	19,143	18,692	(451)	95,713	85,698	(10,015)	229,712	
Social	6,708	-	(6,708)	33,542	40,413	6,871	80,500	
Recreation and Cultural	53,916	77,903	23,987	269,579	157,233	(112,347)	646,990	
Planning & Development	4,375	47,151	42,776	21,875	61,549	39,674	52,500	
Total	836,836	175,316	(631,548)	4,184,181	5,071,194	1,035,977	10,042,035	
Expenses								
Corporate	117,477	104,565	12,911	587,383	567,776	19,607	1,409,719	
Protective	188,929	170,644	17,302	944,647	919,013	25,634	2,267,152	
Transportation	223,077	174,921	48,156	1,115,385	883,644	231,742	2,676,925	
Environmental	31,465	30,753	712	157,323	135,879	21,444	377,575	
Health Services	28,459	32,273	(3,814)	142,294	145,786	(3,491)	341,506	
Social Services	63,968	28,624	35,344	319,839	309,075	10,764	767,613	
Recreation and Cultural	150,613	167,592	(16,979)	753,063	668,394	84,669	1,807,352	
Planning & Development	32,849	30,870	1,979	164,247	179,071	(14,824)	394,193	
Total	836,836	740,243	95,610	4,184,181	3,808,637	375,544	10,042,035	
Net Operations	0	(564,926)	(564,927)	0	1,262,557	1,262,556	-	
Water & Wastewater Revenue	244,950	192,415	(52,535)	1,224,749	332,470	(892,279)	2,939,397	
Water & Wastewater Expense	244,950	156,255	88,695	1,224,749	1,105,729	119,019	2,939,397	
Net Water & Wastewater	-	36,160	36,160	-	(773,259)	(773,259)	(0)	

Ms. Lindsey Veltkamp,
Clerk,
Town of Prescott

June 9, 2022

Dear Lindsey,

Attached you will find the 2021 Annual Report of the Prescott Cemetery Board of Management, which was approved by the Board of Trustees at their annual general meeting on June 8, 2022. This year marks a milestone, namely the tenth anniversary of the board's existence and the tenth annual report we have made to council informing them of our activities at the Prescott Cemetery.

Also included is the detailed Financial Report, prepared by our treasurer, Ms. Jessica Crawford.

I would appreciate it if you would forward this report to the Council for their information.

I would like to take this opportunity on behalf of the board to thank town staff, and in particular Ms. Crawford, for all their assistance during the year.

Sincerely,

Fraser Laschinger,

Chairman, Prescott Cemetery Board of Management



PRESCOTT CEMETERY

2021

ANNUAL REPORT

(Sandy Hill)

**Prescott Cemetery Board
975 Edward Street, P.O. Box 108
Prescott, Ontario K0E 1T0**

613-925-4205

Email: flaschinger@cogeco.ca



PRESCOTT CEMETERY

(Sandy Hill)

Prescott Cemetery Board
975 Edward Street, P.O. Box 108
Prescott, Ontario K0E 1T0
613-925-4205
Email: flaschinger@cogeco.ca

PRESCOTT CEMETERY

TRUSTEES

2022

Fraser Laschinger

Leanne Burton

Peter Morrow

Valerie Schulz

Chair

Council Rep

Trustee

Trustee/Secretary

PRESCOTT CEMETERY BOARD OF MANAGEMENT

2021 ANNUAL REPORT

EXECUTIVE SUMMARY

2021 saw the continuation of the COVID-19 pandemic and therefore operations at the cemetery continued to be impacted by health regulations issued by the Bereavement Authority of Ontario (BAO). Over the course of the year these restrictions were adjusted to reflect changes in the situation and generally were loosened somewhat to enable greater participation by the public at gravesite services. As a result there was over a doubling in the number of burials over the previous year when the pandemic started. JJ Construction again performed the grounds maintenance and burial preparation services in a very satisfactory manner. Sales of interment rights were steady with two singles, one premium and one double plot sold. Income was \$32,954.22, up from last year but more in line with previous years. Expenses were \$26,649.12, resulting in a surplus of \$6,305.10. The Town of Prescott grant was \$14,000, unchanged from last year. The bank balance at the end of the year was \$25,528.80, which puts the cemetery in a strong fiscal position to start 2022.

ANALYSIS

Burials:

There were five casket burials, three casket with vault, and nine cremation burials.

Sale of Interment Rights:

One premium plot was sold, two single plots and one double plot. Revenue from sales totalled \$3828.00

Sale of Markers:

The cemetery does not engage in this business apart from collecting the care & maintenance fees which are forwarded to the Public Trustee for our trust account.

Care & Maintenance Fund:

At the end of 2021, the fund stood at \$115,629.51, up from \$110,660.27 in 2020. The dividend paid to the cemetery was \$2,357.75, which has yet to be received but will be reflected in the 2022 financial report.

Maintenance of the Cemetery:

Grounds maintenance and burial preparation is performed by JJ Construction, which has done the work for a number of years. Their work is excellent and most importantly reliable. The amount paid under the contract for grass and weed cutting was \$15,250 plus HST, the same as the previous year. The amount paid for burial preparations was \$5,050.00 plus HST. HST is partially refundable.

Changes in Price List:

Each year a new price list is established for April 15th and usually is adjusted for inflation. In 2021, prices were generally increased by 2 percent, except for the price of burials where the BAO had waived the licence fees because of CIOVID. They were maintained at the same level as 2020. The price of a columbarium niche was also unchanged at \$2300.

Insurance:

The cost of insurance for directors' liability was covered under the Town of Prescott's insurance policy while the commercial insurance was covered by a policy provided by James Campbell Insurance. The latter cost \$1,101.60. JJ Construction also carries their own policy on their operations at the cemetery.

Board Membership:

The current board was established in early 2012 and this marks the tenth anniversary since the town appointed board has been running the Prescott Cemetery. The original board was transformed into a board of management in 2016 and came more directly under town control. The members are still all volunteers, apart from the appointed board member from Council. 2021 saw the retirement of long time board member Don Barton, who had served faithfully over several decades stretching back to when the churches ran the cemetery. We extend our best wishes to Don and his wife for a happy retirement.

Financial Report:

Attached is the financial report prepared by the Town of Prescott. A separate financial audit of the cemetery's operations is carried out by the town's auditors, KPMG. The town provide the cemetery with a grant of \$14,000. The other main sources of revenue are through the sale of interment rights and burial services. The HST refund was also larger than usual as it accounted for the last two years of HST payments. The cemetery does not charge HST on its services but must pay it on the purchases of goods and services. These are partially refunded. For 2020 and 2021 the HST refund was \$3,545.29. Total administration costs were \$573.89. This included utilities, banking, a Christmas bonus for the crew at JJ Construction and other incidental expenses. It should be noted trustees are not paid any remuneration, which keeps the cost of administration very low.

CONCLUSION:

The board is satisfied with the overall results for the year 2021. The board as usual wishes to thank the Council of the Town of Prescott and its staff for their support and in particular Deputy Treasurer Jessica Crawford for her performance of the treasurer's duties.



Asset Management Plan – Presentation

JUNE 20, 2022





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Current Levels of Service

Roads & Sidewalks

Bridges

Water Infrastructure

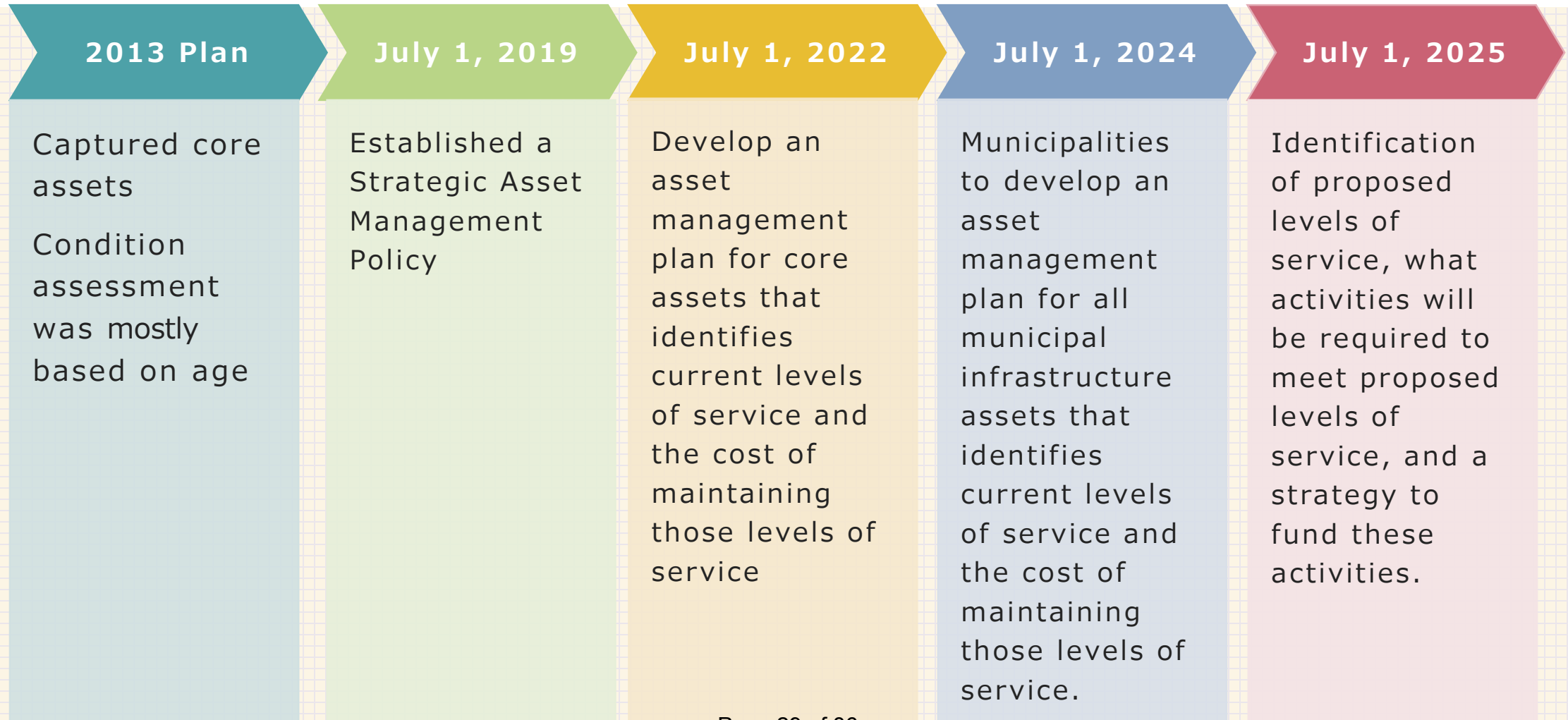
Wastewater Infrastructure

Stormwater Infrastructure

10 Year Capital Plan



Asset Management Plan - Progression



2022 Asset Management Plan vs. 2024 Asset Management Plan

The 2022 Asset Management Plan is to include “core” assets

- **Roads & Sidewalks**
- **Bridges**
- **Water infrastructure**
- **Wastewater infrastructure**
- **Stormwater Infrastructure**

The 2024 Asset Management Plan will add the following “non-core” assets

- **Buildings**
- **Vehicles and Equipment**

Current Levels of Service & Condition Rating



The 2013 Asset Management Plan used the age of assets to infer the current level of service and condition. The 2022 plan has used the following tools to determine the current level of service for each of the core assets.

Roads & Sidewalks – Street Scan evaluation performed to develop a condition index

Sanitary & Storm Sewers – Evaluated through video camera survey

Water & Wastewater facilities – Engineering Evaluation

Roads & Sidewalks – What do we have and replacement cost?

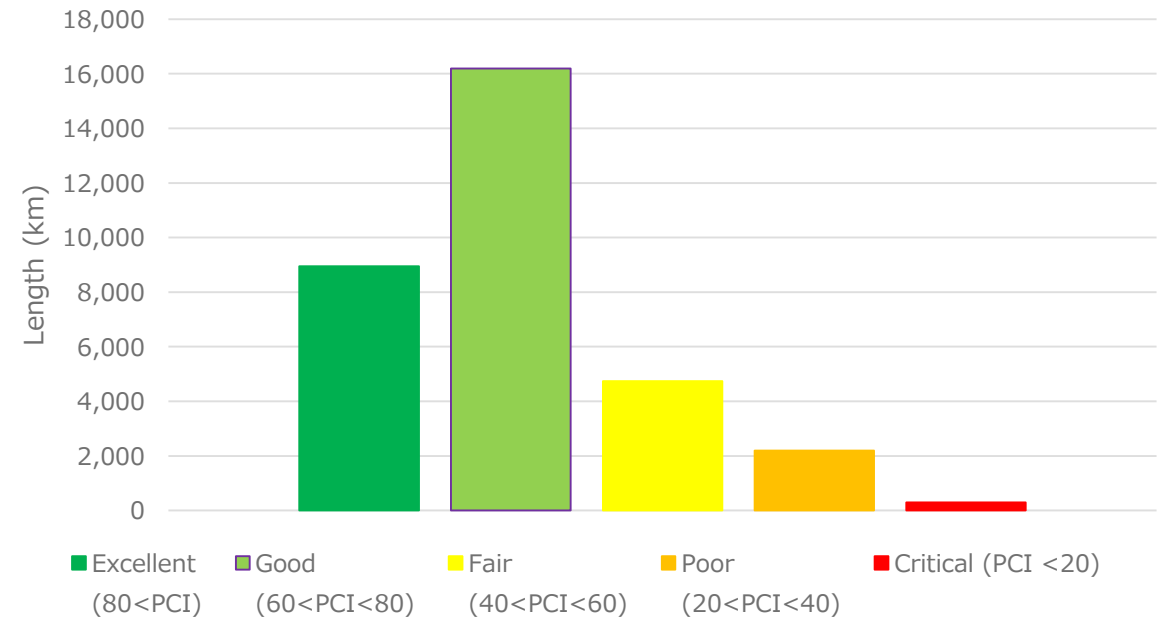
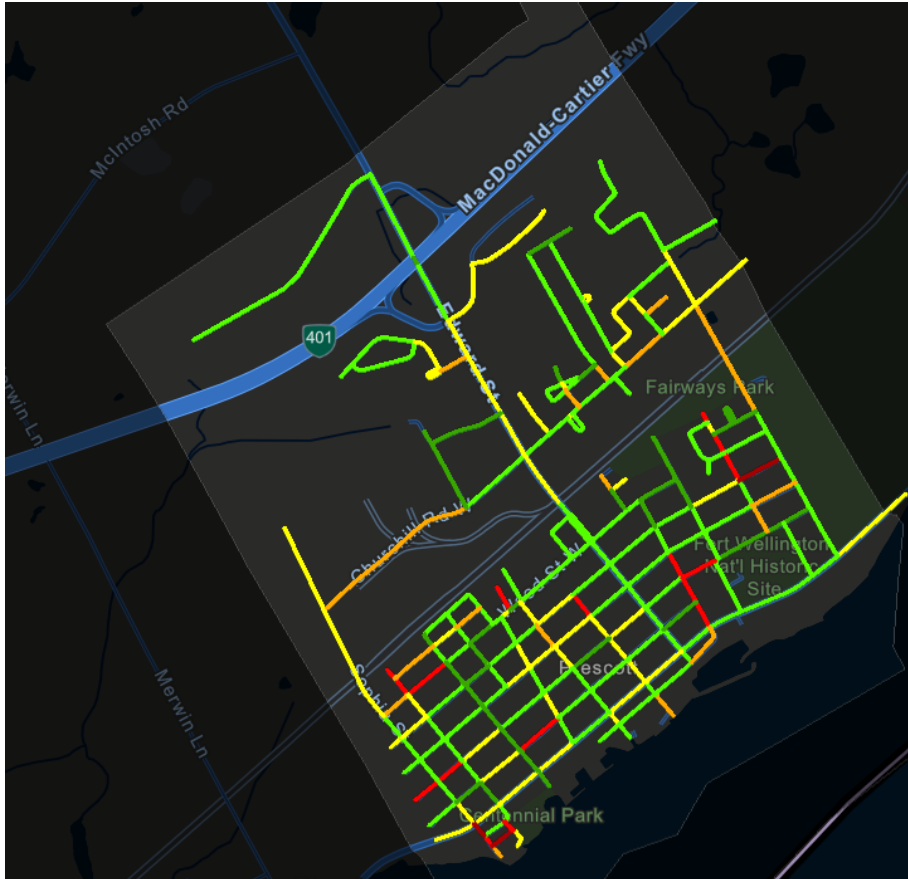
\$46,951,000

Asset Type	Asset Component	Quantity (m)	Replacement Cost
Road Network	Municipal Roads	1,475	\$1,245,000
	Local Street	26,726	\$26,111,000
	Arterial Street	4,175	\$14,434,000
	Streetlights	676 (ea)	\$811,200
	Traffic Light	14 sets	\$288,000
	Sidewalks	40,617 m ²	\$4,062,000
	NET REPLACEMENT VALUE		\$46,951,000

Asset Component	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Municipal Roads	60	18	42
Local Streets	60	30	30
Arterial Streets	80	28	54
Streetlights	30	12	18
Sidewalks	60	30	30

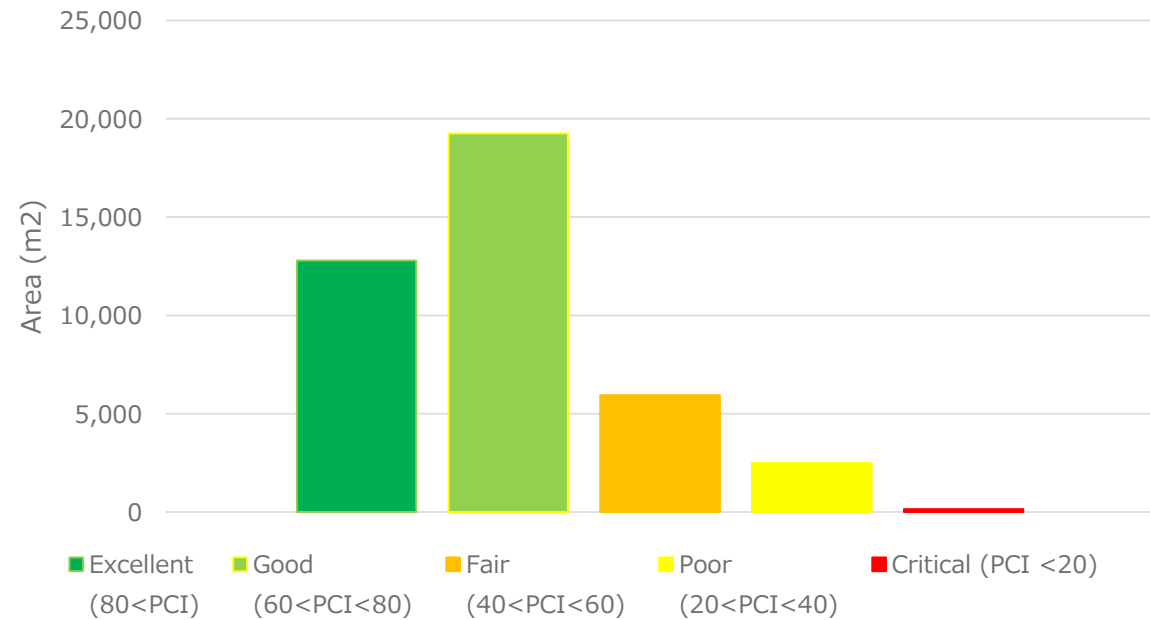
Roads – Condition Assessment Average PCI - 70

The Town roads were evaluated by Street Logix which use sensors and video to determine the current level of service or condition index. The current average pavement condition index is: 70 - Good. The sidewalk evaluation was completed in 2021 and will be kept up to date by continuing the assessment every three years with the next one occurring in 2024.



Sidewalks – Condition Assessment Average SCI - 73

The Town sidewalks were evaluated by Street Logix and used sensors and video to determine the current level of service or condition index. The current average sidewalk condition index is: 73 – Good. The sidewalk evaluation was completed in 2021 while the next sidewalk evaluation is to be completed in 2024.



Bridges– What do we have and replacement cost?

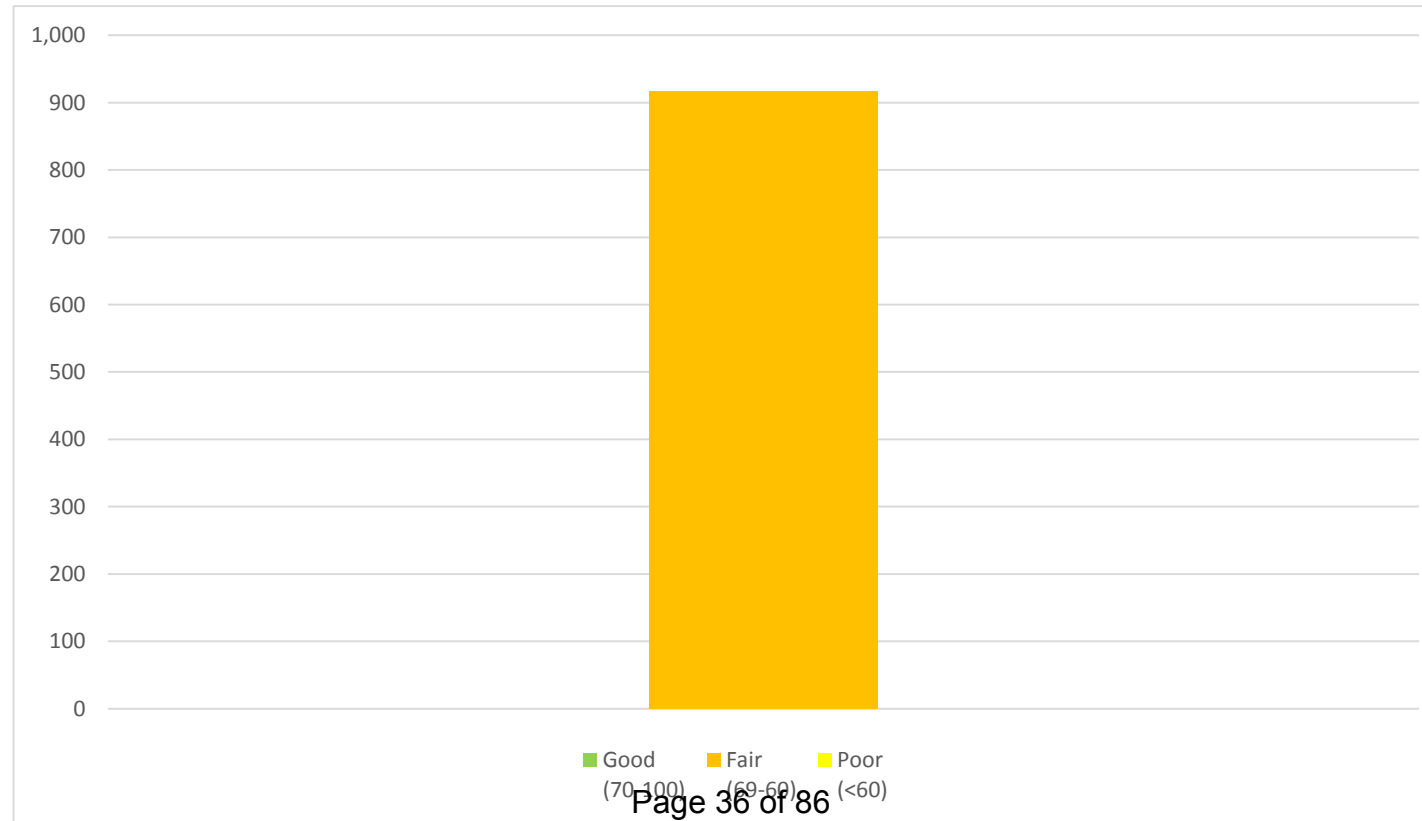
\$7,476,000

Asset Type	Asset Component	Quantity (m)	Replacement Cost
Bridges	Bridge	917 m ²	\$7,476,000
	NET REPLACEMENT VALUE		\$7,476,000

Asset Component	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Bridge	70	27	43

Bridge – Condition Assessment Rating - 66

The Town has one bridge which is the Edward Street overpass of the CN Rail Line. A bridge inspection is completed every 2 years using the Ontario Structure Inspection Manual to develop the condition rating. Based on the last assessment the rating is: 66 – Fair, which indicates that major maintenance works is required within the next five years. The Town has approved a significant repair project on the bridge for 2023.



Water Infrastructure – What do we have and replacement cost?

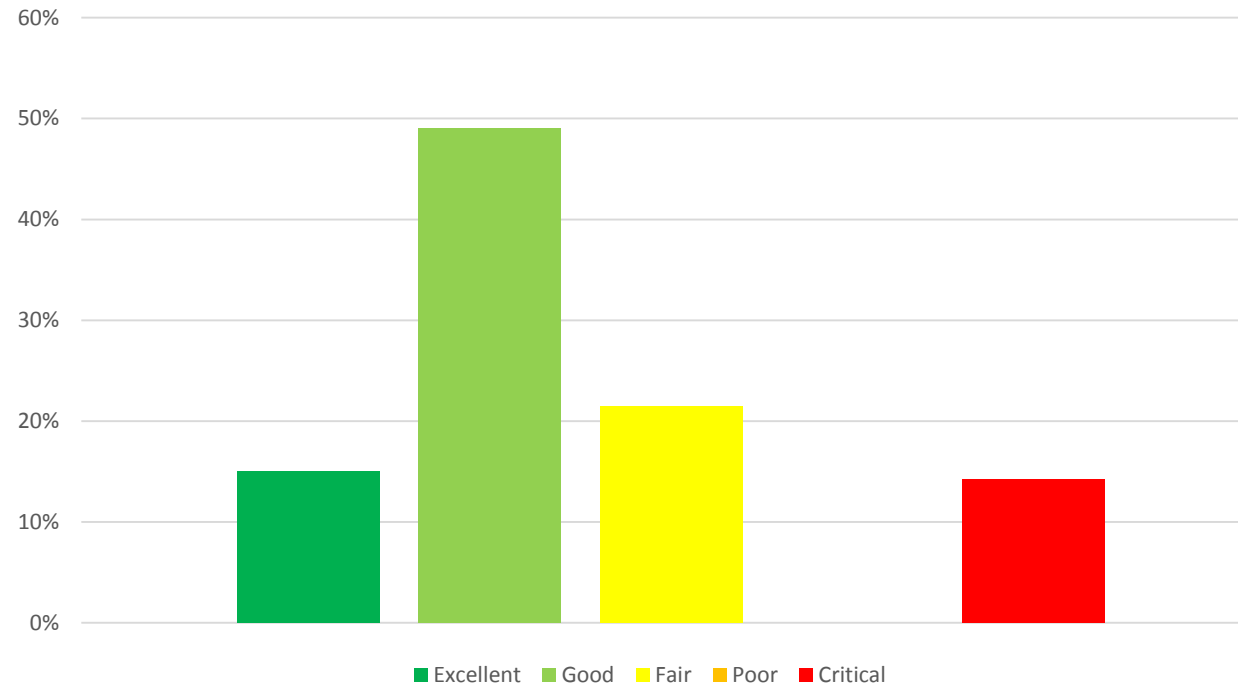
\$44,840,725

Asset Type	Asset Component	Quantity	2021
Water Network	Watermain (15mm)	45	\$7,875
	Watermain (25mm)	136	\$23,800
	Watermain (100mm)	820	\$164,000
	Watermain (150mm)	14174	\$3,897,850
	Watermain (200mm)	7121	\$2,670,375
	Watermain (250mm)	2115	\$951,750
	Watermain (300mm)	5960	\$3,129,000
	Watermain (400mm)	703	\$439,375
	Services	2153	\$6,459,000
	Fire Hydrants	211	\$1,582,500
	Valves	419	\$879,200
	Water Treatment Plant	1	\$21,136,000
	Water Tower	1	\$3,500,000

Asset Type	Asset Component	Useful Life in Years
Water Network	Watermains	80
	House Services	60
	Fire Hydrants	50
	Valves	50
	Elevated Water Storage	60
	Water Treatment Facilities – Mechanical Systems	25
	Water Treatment Facilities – Electrical Systems	40
	Water Treatment Facilities – Piping Networks	80
	Water Treatment Facilities – Concrete Works	100

Water Infrastructure – Condition Assessment

The ability to determine the condition of watermains is not feasible as they are under a constant pressure. As an alternative the age, material of the watermain, prevalence of watermain breaks, observations from hydrant flushing, and flow testing is used to ascertain a proxy for the current condition. The water tower and the water treatment plant underwent engineering assessments to determine the current condition of their various components. The water tower is scheduled for replacement in 2023.



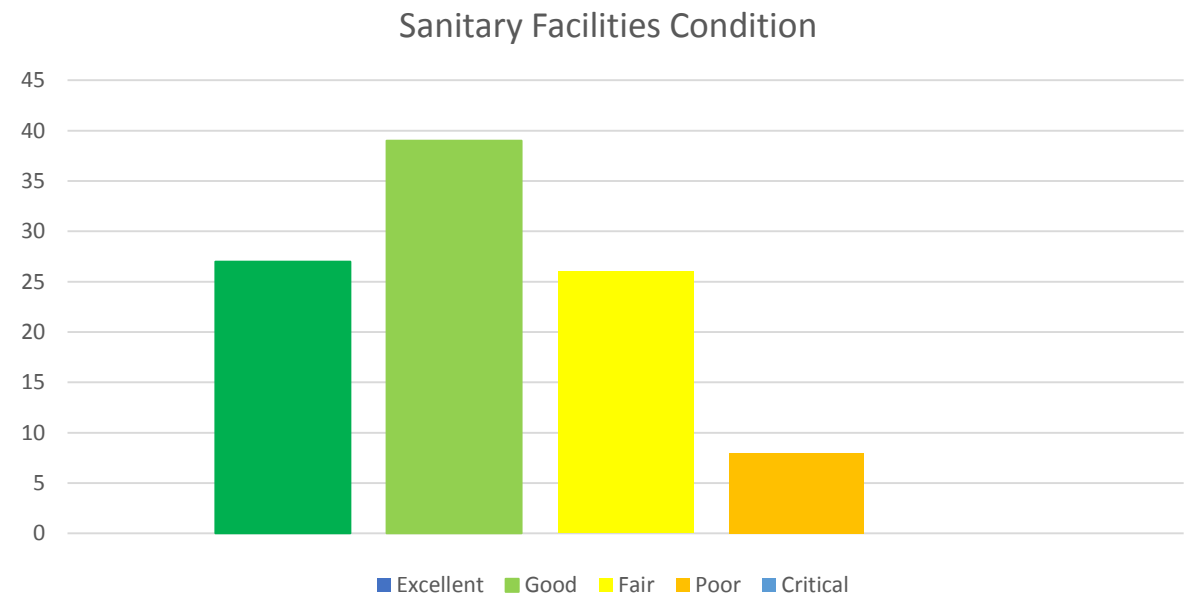
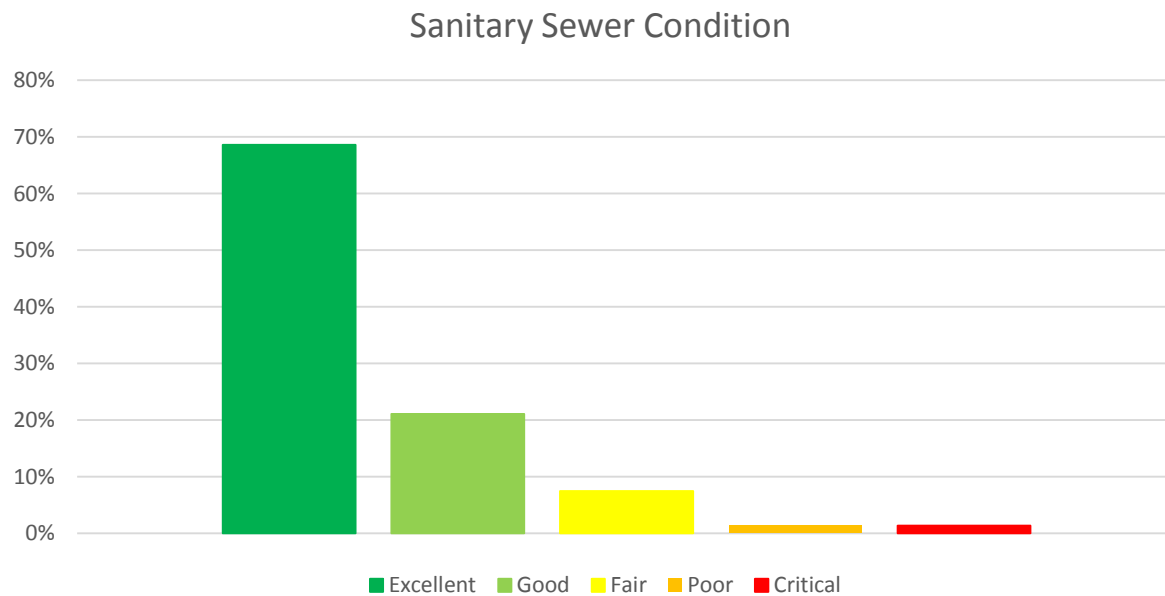
Wastewater Infrastructure – What do we have and replacement cost? \$66,487,125

Asset Type	Asset Component	2021
Sanitary Network	Sanitary Sewer (150mm)	\$265,590
	Sanitary Sewer (200mm)	\$2,388,825
	Sanitary Sewer (250mm)	\$4,925,440
	Sanitary Sewer (300mm)	\$2,569,545
	Sanitary Sewer (350mm)	\$194,225
	Sanitary Sewer (400mm)	\$1,008,000
	Sanitary Sewer (450mm)	\$60,000
	Sanitary Sewer (600mm)	\$277,750
	Sanitary Sewer (675mm)	\$221,625
	Sanitary Sewer (750mm)	\$1,067,325
	Sanitary Sewer (900mm)	\$380,800
	Manholes	\$4,272,000
	Services	\$4,306,000
	SPS	\$6,400,000
	Water Pollution Control Plant	\$38,150,000

Asset Type	Asset Component	Useful Life in Years
Sanitary Network	Sewers	75
	Manholes	60
	Service Connections	60
	WWTP/SPS – Mechanical	25
	WWTP/SPS – Electrical	40
	WWTP/SPS – Civil	75

Wastewater Infrastructure – Condition Assessment

Over the course of 2020, 2021, and 2022 all wastewater sewers have gone through a CCTV evaluation to determine the current condition of the piping and the defects that exist. A rating system was developed which attributed points for the severity of the defects found, to result in an overall key performance indicator for each length of pipe. The wastewater treatment plant underwent an engineering assessment to determine the current condition of their various components.



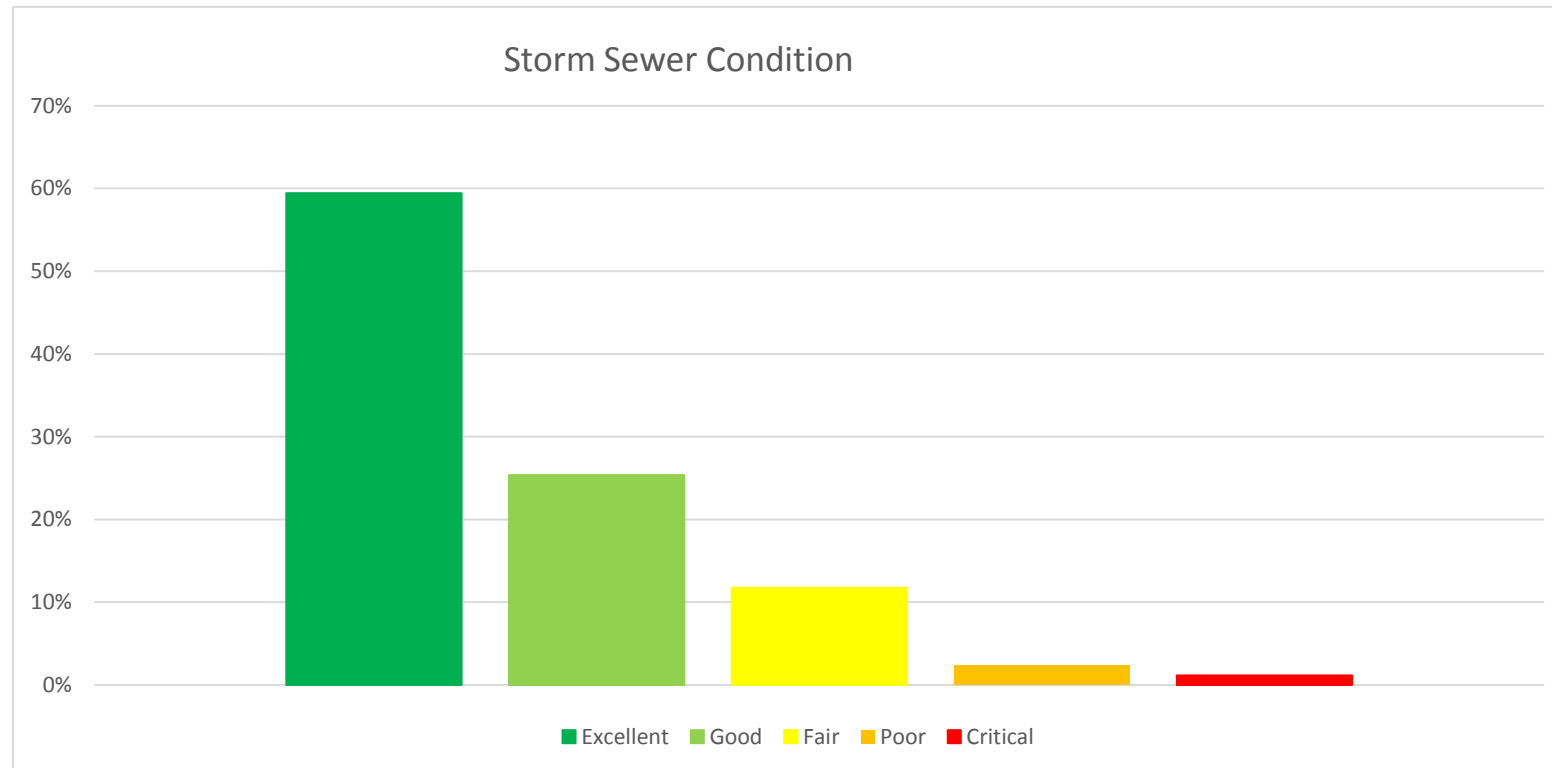
Storm Sewer Infrastructure – What do we have and replacement cost? \$14,177,748

Asset Type	Asset Component	Quantity	2021
Storm Network	Storm Sewer (200mm)	126	\$47,250
	Storm Sewer (2250mm)	131.5	\$52,600
	Storm Sewer (250mm)	1403.7	\$561,480
	Storm Sewer (300mm)	3576.2	\$1,430,480
	Storm Sewer (350mm)	279	\$118,575
	Storm Sewer (375mm)	1894.7	\$852,615
	Storm Sewer (400mm)	478.1	\$227,098
	Storm Sewer (450mm)	3808.9	\$1,904,450
	Storm Sewer (525mm)	720.7	\$396,385
	Storm Sewer (600mm)	984.9	\$615,563
	Storm Sewer (675mm)	346	\$233,550
	Storm Sewer (750mm)	941.9	\$706,425
	Storm Sewer (825mm)	282	\$225,600
	Storm Sewer (900mm)	1459.8	\$1,240,830
	Storm Sewer (1050mm)	1023.8	\$1,023,800
	Storm Sewer (1200mm)	112.7	\$135,240
	Storm Sewer (1220mm)	138.7	\$169,908
	Manholes	246	\$2,952,000
	Stormwater Ponds	2	\$150,000
	Catchbasins	493	\$ 1,133,900

Asset Type	Asset Component	Useful Life in Years
Storm Network	Catch Basins	60
	Manholes	60
	Stormwater Ponds	50
	Storm Sewers	75

Storm Sewer Infrastructure – Condition Assessment

Over the course of 2020, 2021, and 2022 all storm sewers have gone through a CCTV evaluation to determine the current condition of the piping and the defects that exist. A rating system was developed which attributed points for the severity of the defects found, to result in an overall key performance indicator for each length of pipe.



10 Year Capital Plan

The Asset Management Regulation requires a 10 Year Capital Plan to be incorporated. The following is a listing of projects that are currently included in the plan. This plan will be reviewed as new information becomes available based on condition assessments.

2022	Dibble Street East – Vankoughnet to Edward Street
	Water Treatment Plant Scada System Replacement
	Wastewater Treatment Plant Scada System Replacement
	Wastewater Treatment Plant Grease Dewatering System
2023	Water Tower Replacement
	Edward Street Bridge Rehabilitation
	Water Treatment Plant Surface Filter Wash
2024	Water Tower Replacement
	Wastewater Treatment Plant – Sludge and Equalization Tank Covers
2025	East Street – Dibble to King Street
2027	Park Street – Boundary to Duke Street
2029	Henry Street – Sophia to Town Border
2031	King Street – Edward to East Street

Next Steps – Core Assets

Road Network

- Pavement Condition evaluation – 2022 and every three years thereafter
- Sidewalk Condition evaluation – 2024 and every three years thereafter
- Determine desired level of service – 2025

Bridge Network

- Rehabilitation project 2023
- Bridge condition evaluation every two years as required
- Determine desired level of service – 2025

Water Network

- Complete water models
- Water Tower Replacement 2023/2024
- Track water main breaks, observations from hydrant flushing, flow pressure testing
- Determine desired level of service – 2025

Wastewater Network

- Conduct CCTV inspections as required
- Complete wastewater models
- Determine desired level of service – 2025

Stormwater Network

- Conduct CCTV inspections as required
- Complete wastewater models
- Determine desired level of service – 2025

Next Steps – Non-Core Assets

Buildings

- Update Building Condition Assessments from 2018-2019
- Update Asset Management Plan to include assets – 2024

Vehicles and Equipment

- Complete evaluations of all vehicles and equipment
- Update Assets Management Plan to include assets – 2024

Recommendation

**That Council approve the Asset Management Plan;
and
That Staff be directed to bring the By-Law to the
Council meeting of July 18, 2022.**



Pedestrian Crosswalk Evaluation

June 20, 2022



Major intersections reviewed

The following seven (7) major intersections were analyzed by Parsons:

1. Edward at Victor
2. Edward at Irvine
3. Edward at Park
4. Edward at King
5. King at Centre
6. King at George
7. King at St. Lawrence



Analysis - Overall

Parsons observed that several of the pedestrian crossings at the intersections reviewed have a configuration with a mix of elements from different crossing types. This mixing of treatments is not consistent with Ontario design guidelines, regulations, and best practices. This inconsistency could lead to driver confusion, resulting in non-compliance, and could result in a risk of liability for the municipality in the event of a collision.

Pedestrian Cross-Over (PXOs) are a relatively recent addition to regulations in Ontario and are described in OTM Book 15. PXOs consist of a series of static sign panels, pavement markings, and for some types flashing lights.

Type A PXOs have a distinct setup and are rare outside the Toronto area. Types B through D use a progressive series of pavement marking and signage configurations. Types B and C are also supplemented with yellow rapid flashing lights (rectangular rapid flashing beacons, or RRFBs).

Types of Pedestrian Crossings

- Uncontrolled crossings



Figure 2: Uncontrolled crossing across a Highway 417 ramp at Woodroffe Avenue in Ottawa

- School crossings



Figure 3: School crossing on Alta Vista Dr in Ottawa

- Unsignalized intersection crosswalks



Figure 4: Unsignalized intersection crosswalk at Pleasant Park Rd and Haig Dr in Ottawa

Types of Pedestrian Crossings cont'd

- Pedestrian Cross-Over (PXOs)
 - PXO type A PXOs have a distinct setup and are rare outside the Toronto area.
 - PXO types B through D use a progressive series of pavement marking and signage configurations.
 - The type of PXO is selected based on lane count, traffic speed and traffic volume using a table in OTM Book 15.
- Traffic signal crosswalks
 - mid-block pedestrian signals (MPS)
 - intersection pedestrian signals (IPS)



Figure 7: Type A PXO on Harbord St in Toronto

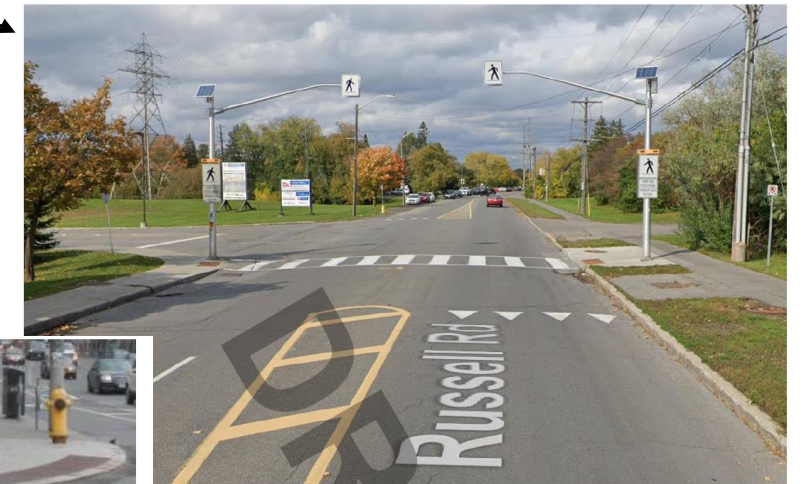


Figure 6: Type B PXO on Russell Road in Ottawa



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Figure 8: Accessible Pedestrian Signal (APS) front left, and Tactile Walking Surface Indicators (TWSI) along a depressed curb rear right

Analysis - Overall

Many of the costs associated with providing improved clarity and consistency to the crossings involve removing some of the road markings and adding other appropriate markings and adjusting the appropriate signage to be consistent with Ontario design guidelines.

The crossing at Edward and Irvine has additional costs for new Tactile Walking Surface Indicators (TWSI) and a new solar Rectangular Rapid Flashing Beacon (RRFB) system as seen in many other municipalities.

The crossing at King and St. Lawrence has additional costs for the supply and installation of a longer arm for the overhead sign and a new solar Rectangular Rapid Flashing Beacon (RRFB) system.

Edward at Victor

Observations

The configuration has a mix of elements from different crossing types.

- It has traffic signal display heads for vehicles and pedestrians, giving the appearance of an Intersection Pedestrian Signal (IPS)
- It has pavement markings and signage for a Type 'A' PXO (Pedestrian Cross-Over)
- It has school crossing signs

This mixing of treatments is not consistent with Ontario design guidelines, regulations, and best practices. It could lead to driver confusion, resulting in non-compliance. It could result in a risk of liability for the municipality in the event of a collision.



Mitigation Measures

Edward and Victor Intervention Options

Minimal Intervention

Measures:

- Remove Type A PXO features (No Passing Here to Crossing signs, Pedestrian X signs, obliteration of pavement marking X stencils)
- Remove school crossing signs
- Paint stop bars on northbound and southbound approaches spaced at least 15m from the signal heads, obliterate yellow centerline and white dashed lines to suit

Risks/limitations:

- Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered)
- Aging signal hardware may have limited remaining service life
- Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2)

Cost:

- Class 'D' cost estimate: \$5,000

Intersection	Minimal	Moderate	Complete
Edward/Victor	\$ 5,000	\$ 50,000	\$ 110,000

Edward at Irvine

Observations

The configuration at Edward and Irvine is generally PXO-like; however, it does not comply with OTM Book 15. Specifically:

- Signage at the crossing and flashing light placement is generally consistent with a Type B PXO
- Pavement markings are generally consistent with a Type A PXO
- An extra Ra-4 sign (typically used with a Type A PXO) is installed on an adjacent hydro pole
- It has a school crossing sign
- Flashing lights do not meet Ontario requirements for any type of PXO
 - They do not use the “wig-wag” rapid flashing pattern, which has been shown to be superior at getting driver attention
 - They do not have any kind of side indicator light, which is important for allowing crossing pedestrians to see whether the light is working



Mitigation Measures

Edward and Irvine Intervention Options

Minimal Intervention (Type B PXO)

Measures:

- Have a traffic count performed to confirm suitability of a PXO and determine appropriate type. This option assumes that a Type B PXO is suitable.
- Add “no passing here to crossing” sign on southbound approach and replace faded sign on northbound approach
- Modify pavement markings and signage to bring the configuration in conformance with the requirements for a Type B PXO:
 - Add shark’s teeth yield markings min. 6m from crossing
 - Obliterate pavement marking Xs
 - Obliterate yellow and white lane lines to suit the shark’s teeth
 - Replace flashing lights with proper RRFBs
 - Remove “Pedestrian X” and school crossing signs
- Add TWSIs to depressed curbs

Risks/limitations:

- Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard
- Future growth in traffic volumes may render this configuration not suitable

Cost:

- Class ‘D’ cost estimate: \$34,000

Intersection	Minimal	Moderate	Complete
Edward/Irvine	\$ 34,000	\$ 75,000	\$ 200,000

Edward at Park

Observations

The configuration of Edward and Park has a mix of IPS and PXO elements. Specifically:

- It has traffic signal display heads for vehicles and pedestrians and vehicular stop bars giving the appearance of an IPS
- It has 'X' pavement markings and “No passing here to crossing” signage for a Type ‘A’ PXO
- It is noted that the northbound stop bar is too close to the signal display, only approximately 3m away. This makes it difficult for drivers to see the signal display when stopped at or near the stop bar. As per OTM Book 15, the minimum separation is 15m.



Mitigation Measures

Edward and Parks Intervention Options

Minimal Intervention	Measures: <ul style="list-style-type: none">• Remove Type A PXO features (No Passing Here to Crossing signs, obliteration of pavement marking X stencils)• Paint new northbound stop bar min. 15m from signal display, obliterate existing northbound stop bar and yellow line to suit. Risks/limitations: <ul style="list-style-type: none">• Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered)• Aging signal hardware may have limited remaining service life• Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) Cost: <ul style="list-style-type: none">• Class 'D' cost estimate: \$5,000
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Intersection	Minimal	Moderate	Complete
Edward/Park	\$ 5,000	\$ 53,000	\$ 120,000

King at Centre

Observations

The configuration of King and Centre is generally consistent with an IPS. It has one misplaced PXO element: shark's teeth are applied in addition to the stop bars on the east and west approaches. Shark's teeth imply a yield, whereas an IPS requires a full stop on red.

Several issues were noted with the IPS implementation:

- The westbound stop bar is only approximately 9m from the signal, whereas OTM Book 12 requires a 15m separation to ensure visibility.
- Street parking is located within 25m of the westbound approach, 20m of the westbound departure, and 6m of the eastbound departure. There are no signed "no stopping" areas. OTM Book 15 recommends a stopping prohibition for 30m on approaches to the crossing and 15m from the departure of the crossing, as well as a parking prohibition within 30m of the crossing



Mitigation Measures

King and Centre Intervention Options

Minimal Intervention	Measures: <ul style="list-style-type: none">• Obliterate painted shark's teeth• Paint new westbound stop bar min. 15m from signal display, obliterate existing westbound stop bar and yellow line to suit, obliterate and relocate pavement marking stencils to suit• Add "no stopping" zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes
	<ul style="list-style-type: none">• Add "cross other side" signs to the west leg, to prevent user confusion with the former crosswalk <p>Risks/limitations:</p> <ul style="list-style-type: none">• Configuration will continue to lack many accessibility features, notably for the vision impaired. It is likely not legally grandfathered.• Aging signal hardware may have limited remaining service life• Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2)• Pole will continue to obstruct sidewalk in the southwest quadrant• Raised pole foundations and non-frangible pole bases will remain, presenting a potential roadside safety hazard <p>Cost:</p> <ul style="list-style-type: none">• Class 'D' cost estimate: \$8,000

Intersection	Minimal	Moderate	Complete
King/Centre	\$ 8,000	\$ 62,000	\$ 140,000

King at George

Observations

The configuration of King and George has many of the same characteristics as King and Centre. It is generally consistent with an IPS, with one misplaced PXO element: shark's teeth in addition to the stop bars on the east and west approaches.

Several issues were noted with the IPS implementation:

- The eastbound stop bar is only approximately 9m from the signal, whereas OTM Book 12 requires a 15m separation to ensure visibility.
- Street parking is located within 18m of the eastbound approach and 6m of the westbound departure. There are no signed “no stopping” areas. OTM Book 15 recommends a stopping prohibition for 30m on approaches to the crossing and 15m from the departure of the crossing, as well as a parking prohibition within 30m of the crossing.



Mitigation Measures

King and George Intervention Options

Minimal Intervention	Measures: <ul style="list-style-type: none">• Obliterate painted shark's teeth• Paint new eastbound stop bar min. 15m from signal display, obliterate existing eastbound stop bar and yellow line to suit, obliterate and relocate pavement marking stencils to suit• Add "no stopping" zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes• Add "cross other side" signs to the west leg, to prevent user confusion with the former crosswalk• Widen the north leg sidewalk to min. 2.5m (obliterate and repaint the crosswalk lines) Risks/limitations: <ul style="list-style-type: none">• Configuration will continue to lack many accessibility features, notably for the vision impaired. It is likely not legally grandfathered.• Aging signal hardware may have limited remaining service life• Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2)• One raised pole foundation and non-frangible pole base will remain, presenting a potential roadside safety hazard• Three buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard Cost: <ul style="list-style-type: none">• Class 'D' cost estimate: \$8,000
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Intersection	Minimal	Moderate	Complete
King/George	\$ 8,000	\$ 75,000	\$ 170,000

King at St. Lawrence

Observations

This intersection is generally configured as a Type B PXO. It is noted that this two-lane road has an unposted speed limit of 50 km/h. While the road only has two travel lanes, the presence of parking lanes increases the curb-to-curb width to approximately 12.5m.

The intervention options below all involve keeping the same curb-to-curb width and the associated Type B PXO.

An alternative would be to construct curb extensions to reduce the crossing distance to 7.0-7.5m, which given the low traffic volumes would allow for a Type D PXO. Type D PXOs only have static signs, with no flashers or electronics required. This alternative is not expected to be cost-effective, with the cost of additional concrete and paving works surpassing the savings from electronic components.



Mitigation Measures

King and St Lawrence Intervention Options

Minimal Intervention

Measures:

- Obliterate painted stop bars
- Add missing Wc-27R PXO warning signs and missing no passing signs
- Replace flashing lights with proper RRFBS
- Extend arm for overhead sign above westbound approach
- Paint ladder markings for the crosswalk (including on the pavers)
- Add "no stopping" zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes
- Add "Cross other side" signs to west leg

Risks/limitations:

- Concrete pavers are still present across the west leg, which may cause confusion for drivers and some pedestrians despite the "cross other side" signs
- The south depressed curb still lacks a TWSI. This is likely not legally grandfathered.
- Painted ladder markings on concrete pavers are not aesthetically desirable
- Former traffic signal poles remain, which are now unused. While these are frangible models, best practice is to remove unnecessary obstacles, which also reduces visual clutter

Cost:

- Class 'D' cost estimate: \$29,000

Intersection	Minimal	Moderate	Complete
King/St. Lawrence	\$ 29,000	\$ 91,000	\$ 110,000

Edward at King

Observations

Edward and King is controlled by a set of traffic signals. While there are no misplaced PXO elements present, there are many issues with the signals, signage and markings.

- There is no signal pole in the southwest corner.
- Pedestrian heads are missing for most movements.
- The main traffic lane becomes a left turn lane without any warning to drivers other than pavement marking arrows
- Lane designation signs are not present on any approach.
- Edward and King is controlled by a set of traffic signals. While there are no misplaced PXO elements present, there are many issues with the signals, signage and markings.



Edward at King

Mitigation Measures

Edward and King Intervention Options

Minimal Intervention	<p>Measures:</p> <ul style="list-style-type: none"> Add lane designation sign for eastbound approach, replacing misplaced "through traffic keep right" sign. Repair/replace the damaged westbound secondary signal head <p>Risks/limitations:</p> <ul style="list-style-type: none"> This approach only addresses maintenance-related deficiencies and a low-cost/high-impact signage fix. Many deficiencies will remain: <ul style="list-style-type: none"> Missing signal pole in the southwest corner, resulting in issues with signal head provision and placement for southbound and westbound directions Controller cabinet faces private property, which could result in access challenges Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard. Elevated pole foundation without frangible pole base will remain, potentially constituting a roadside safety hazard. The intersection will continue to be wired overhead, which can increase the amount of damage when a pole is struck. Aging signal hardware may have limited remaining service life Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) Due to the notable deficiencies that would remain and the associated risks including those that affect public safety, this option is not recommended. <p>Cost:</p> <ul style="list-style-type: none"> Class 'D' cost estimate: \$11,000
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Mitigation Measures

Moderate Intervention	<p>Measures:</p> <ul style="list-style-type: none"> All measures noted for "minimal intervention" Replace the missing pole in the southwest quadrant, adjust signal head positioning for southbound and westbound traffic to meet requirements for primary and secondary heads Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference <p>Risks/limitations:</p> <ul style="list-style-type: none"> This approach addresses further issues, but may still remain: <ul style="list-style-type: none"> Controller cabinet faces private property, which could result in access challenges Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard. Elevated pole foundation without frangible pole base will remain, potentially constituting a roadside safety hazard. The intersection will continue to be wired overhead, which can increase the amount of damage when a pole is struck. Aging signal hardware may have limited remaining service life <p>Cost:</p> <ul style="list-style-type: none"> Class 'D' cost estimate: \$101,000
------------------------------	---

Intersection	Minimal	Moderate	Complete
Edward/King	\$ 11,000	\$ 101,000	\$ 920,000

Summary of Costing Options

Intersection	Minimal	Moderate	Complete
Edward/Victor	\$ 5,000	\$ 50,000	\$ 110,000
Edward/Irvine	\$ 34,000	\$ 75,000	\$ 200,000
Edward/Park	\$ 5,000	\$ 53,000	\$ 120,000
Edward/King	\$ 11,000	\$ 101,000	\$ 920,000
King/Centre	\$ 8,000	\$ 62,000	\$ 140,000
King/George	\$ 8,000	\$ 75,000	\$ 170,000
King/St. Lawrence	\$ 29,000	\$ 91,000	\$ 110,000
Total	\$ 100,000	\$ 507,000	\$ 1,770,000

Moving forward with the minimal costing estimates on all crossings except Edward at King is \$89,000. The moderate costing on Edward at King is \$101,000 for a total budget of \$190,000

Recommendation

- That Council direct Staff to obtain quotes to complete the minimal intervention options outlined in Parsons - Town of Prescott Intersection Review Program, as provided in Staff Report 63-2022; and

That a report outlining the costs be brought back to Council for final review and consideration.



		Date Req'd
Information Purposes	X	June 20 '22
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 69-2022

June 20, 2022

From: Renny Rayner, Fire Chief

RE: Town of Newmarket Fire Fighter Mandatory Certification Resolution

Recommendation:

For information.

Background / Analysis:

At the Council meeting of June 6, 2022, Council received a resolution from the Town of Newmarket regarding certain provisions and necessary financial support for the increased costs of the mandatory training for all firefighting personnel.

Correspondence from Tim Beckett, Acting Fire Marshall, on April 14, 2022, indicated that the Office of the Fire Marshall would explore options with the Fire Marshall's Public Fire Safety Council, to look at support for procurement of textbooks and other training materials. A one-time grant of \$5,000.00 assisted with recent procurement of training manuals and video aids.

Prior to the closure of the Ontario Fire College (OFC), participants enrolled in courses for a nominal fee, which included room and meals for the week. Since the closure of the OFC, regional training centres are sanctioned to deliver various fire fighting courses at a higher cost.

Staff recommends that Council endorse the resolution of the Town of Newmarket regarding mandatory fire fighter certification and support for financial assistance.

Financial Implications:

None



		Date Req'd
Information Purposes	X	June 20 '22
Policy / Action Req'd		
Strategic Plan		

Environmental Implications:

None

Attachments:

- None

Submitted by:

Renny Rayner,
Fire Chief

**Legislative Services**

Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-895-5193
fax: 905-953-5100

May 24, 2022

Sent via email: amo@amo.on.ca

Attn: Association of Municipalities Ontario

RE: Mandatory Firefighter Certifications

I am writing to advise you that at the Council meeting held on May 9, 2022, Council adopted the following recommendations regarding the above referenced matter:

Whereas municipal governments provide essential services to the residents and businesses in their communities; and,

Whereas the introduction of new provincial policies and programs can have an impact on municipalities; and,

Whereas municipal governments are generally supportive of efforts to modernize and enhance the volunteer and full-time fire services that serve Ontario communities; and,

Whereas the Association of Municipalities of Ontario (AMO) believes in principle that fire certification is a step in the right direction, it has not endorsed the draft regulations regarding firefighter certification presented by the Province; and,

Whereas municipalities and AMO are concerned the thirty-day consultation period was insufficient to fully understand the effects such regulations will have on municipal governments and their fire services; and,

Whereas fire chiefs have advised that the Ontario firefighter certification process will create additional training and new costs pressures on fire services; and,

Whereas the Ontario government has not provided any indication they will offer some form of financial support to deliver this service; and,

Whereas AMO, on behalf of municipal governments, in a letter to Solicitor General Jones dated February 25, 2022, made numerous comments and requests to address the shortcomings in the draft regulations.

**Legislative Services**

Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-895-5193
fax: 905-953-5100

Therefore be it resolved,

1. That the Town of Newmarket does hereby support AMO's recommendations; and,
2. That the Town of Newmarket does hereby call on the Solicitor General of Ontario to work with AMO, municipal governments and fire chiefs across Ontario to address the funding concerns raised so that municipalities can continue to offer high quality services to their communities; and,
3. That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO), the Ontario Small Urban Municipalities (OSUM), and all Ontario municipalities for their consideration

Yours sincerely,

Jaclyn Grossi
Acting Deputy Clerk

Copy:
Ontario Small Urban Municipalities
All Ontario municipalities

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 29-2022

A BY-LAW TO AUTHORIZE A SITE PLAN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF PRESCOTT AND PRESCOTT CROSSINGS INVESTMENT INC.

Being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and Prescott Crossings Investment Inc.

WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council; and

WHEREAS Section 41(2) of the *Planning Act, 1990*, permits the council of a municipality to establish a site plan control area by by-law; and

WHEREAS By-Law 06-2012 of the Corporation of the Town of Prescott authorizes the municipal council to enter into one or more agreements to control the development or redevelopment of all lands in the Town of Prescott; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it necessary and in the public interest to enter into a Site Plan Agreement with Prescott Crossings Investment Inc. being the owner of the lands described as PLAN 19 PT LOTS C AND E RP;15R10121 PT PARTS 1 TO 4 AND; 6 7 TO 16, in the Town of Prescott., Town of Prescott (145 Prescott Centre Drive, Prescott).

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

1. That the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Prescott Crossings Investment Inc., a copy of which is attached hereto as Appendix "A" and is hereby declared to form part of this by-law.
2. That this by-law shall come into force and take effect upon final passage.
3. That any other By-Laws, resolutions, or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 20th DAY OF JUNE 2022.

Mayor

Clerk

SITE PLAN AGREEMENT –
Prescott Crossings Investment Inc., 145 Prescott Centre Drive, Prescott, Ontario

This AGREEMENT made on the ____ day of June, 2022.

BETWEEN: **Prescott Crossings Investment Inc.**
A business operating under the laws of the Province of
Ontario
Hereinafter called the "Developer"
OF THE FIRST PART

AND: **THE CORPORATION OF THE TOWN OF PRESCOTT**
Hereinafter called the "Town"
OF THE SECOND PART

WHEREAS By-law 06-2012 of the Council of the Corporation of the Town of Prescott authorizes the municipal council to enter into one or more agreements to control the development or redevelopment of all lands in the Town of Prescott;

AND WHEREAS the Owner has represented to the Town that the lands described as in Schedule "A" and municipally known as 145 Prescott Centre Drive, in the Town of Prescott, are owned by the Owner;

AND WHEREAS the lands affected by this Agreement are the lands described in Schedule "A" hereto annexed, and are also shown on a Site Plan attached hereto as Schedule "B" (the "Site Plan"), which lands are referred to herein as the "said lands";

AND WHEREAS the described lands are zoned Highway Commercial (C2) under the Town's Zoning By-law 09-2009, as amended;

AND WHEREAS the Developer proposes to add a 973 square metre building containing a retail operation (the "Project") upon the said lands in accordance with the Site Plan attached;

AND WHEREAS the Developer is required to enter into this Agreement with the Town as a condition of Site Plan Approval;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and for the good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, (the receipt of which is hereby acknowledged), the parties hereto covenant and agree with one another as follows:

PART — 1
THE LANDS, PLANS AND REPRESENTATIONS

1. SCOPE OF AGREEMENT

- 1.1. Description of Lands — The lands affected by this Agreement are the lands described in Schedule "A" hereto annexed.
- 1.2. Conformity with Agreement — The Developer covenants and agrees that no work shall be performed on the said lands except in conformity with:
- (a) The provisions of this Agreement, including the schedules hereinafter referred to and attached hereto;
 - (b) The Site Plan;
 - (c) All plans and specifications submitted to and accepted by the Town as being within their design criteria, including those plans and specifications referenced in Schedule "B" hereto (the "Approved Plans");
 - (d) All applicable Municipal By-laws including any applicable Site Plan Control By-laws; and
 - (e) All applicable Provincial and Federal Legislation
- 1.3. Reliance upon Representations — The Developer acknowledges that:
- a) It has made representations to the Town that it will complete all municipal and other works required herein in accordance with the Site Plan and Approved Plans filed and accepted by the Town and others, and;
 - b) The Town has entered into this Agreement in reliance upon these representations.
- 1.4. **SCHEDULES ATTACHED** — The following schedules are attached to, and form part of, this Agreement:
- | | |
|--------------|---|
| Schedule "A" | Description of Lands |
| Schedule "B" | Site Plan |
| Schedule "C" | Cash Deposits, Development Charges and Security |
| Schedule "D" | Approved Plans |
| Schedule "E" | Exterior Design Elements |
- 1.5. Any Plans attached to this Agreement or incorporated by reference shall also be provided to the Town digitally.

1.6 DEVELOPMENT CHANGES

- 1.6.1. There shall be no changes in the Schedules attached hereto, or to any plan accepted by the Town, or others, unless such proposed changes have been submitted to, and accepted by, the Town.
- 1.6.2. The Developer acknowledges that if any approvals required under this Agreement are obtained subsequent to the execution of this Agreement the Town may require the Developer to enter into an amended Agreement to incorporate any conditions, changes or requirements relating to such approvals. No Conditional building permit will be closed, until the Amending Agreement is registered on title to the said lands. This provision may not apply for a Demolition Permit.

PART— 2
SIGNING BY MUNICIPALITY— CONDITIONS PRECEDENT

2. CONDITIONS PRIOR TO THE EXECUTION OF THE AGREEMENT BY THE TOWN

- 2.1. Prior to the execution of this Agreement by the Town, the Developer shall:
- a) Land Ownership — be the registered owner in fee simple of the lands described in Schedule "A" against which there will be no encumbrances registered in priority to this Agreement.
 - b) Taxes — have paid all municipal tax bills issued and outstanding on the said lands;
 - c) Cash Deposits & Security — have paid to the Town all cash and security required by Schedule "C" attached;
 - d) Construction/Engineering Plans & Specifications — have supplied to the Municipality those plans and specifications necessary to identify the construction/engineering aspects of the proposed development and have received, from the Town, an acknowledgement of conformity with general design concepts of the Town;
 - e) Liability Insurance Certificate — have filed with the Town an insurance certificate confirming those coverages specifically set out in this Agreement;
 - f) Fire Department Approval — have filed a letter from the Fire Prevention Officer of the Town confirming and approving of the proposed plans for fire protection, and specifying any hydrants, or other equipment or appurtenances required;

PART — 3
INTERNAL SERVICES

3. INTERNAL SERVICES TO BE CONSTRUCTED BY DEVELOPER

- 3.1. The Developer will construct and install at its expense all required private internal services in accordance with the Approved Plans and to the standards, specifications and requirements of the Town and all applicable government agencies, all as shown on the Site Plan(s) attached as Schedule "B" hereto (the "Site Plan"). The internal services to be constructed include the following:
- (a) storm water management
 - (b) site servicing
 - (c) system is to be safety tested prior to use and maintained by the owner
- 3.2. All Internal Services to be constructed by the Developer shall be confirmed by the Chief Building Official of the Town.
- 3.3. The Developer agrees to maintain, repair and when necessary, replace the Internal Services, including the landscape works, so that they will at all times be in good working order and in conformity with the terms of this Agreement. If, in the opinion of the Municipality, the Developer is not complying with the terms of this paragraph then either of the Municipalities, its servants, agents or subcontractors shall have the right to enter upon the said lands and carry out any work, at the expense of the Developer, necessary to maintain, repair or if necessary, replace the said Internal Services. For greater certainty and without limiting the generality of the foregoing, the maintenance of the storm water management and site servicing.
- 3.4. Without limiting the foregoing, the Developer agrees to maintain a Fire Route on the said land

**PART — 4
BUILDING PERMITS**

4. BUILDING PERMITS — CONDITIONS PRIOR TO ISSUANCE

- 4.1. Eligibility for Building Permits — the Developer further covenants and agrees that it, or any person claiming title through or from it, or under its or their authority, will not require or obtain, one or more Building Permits to construct buildings on the said lands until the following have been complied with:
- a) By-Laws, etc. — there is compliance with the Town's building bylaw, its site plan control bylaw, and the provisions of this Agreement;
 - b) Execution of Agreement — this Site Plan Agreement has been executed by the Municipality, and the Agreement has been registered against title to the said lands; Any Conditional permits issued shall not be closed until such time as the Execution of Agreement.
 - c) Demolition Permit — notwithstanding the foregoing a Demolition Permit may be issued prior to Site Plan approval as determined by the Chief Building Official.
- 4.2. Development Charges — upon applying for a Building Permit and prior to the issuance thereof the Developer shall submit payment by certified cheque or bank draft of the appropriate development charges relating to the Project.
- 4.3. Documentation to Accompany Building Permit Application — on any application for a Building Permit, and prior to the issuance thereof, the owner, or their agent, shall submit the following to the Chief Building Official:
- (a) Architectural and/or engineering Plans and Specifications with respect to the following aspects of this Project: may be required.
 - i. architectural plans,
 - ii. structural plans,
 - iii. mechanical/electrical plans,
 - iv. culverts or curb cuts,
 - v. exterior finish,
 - vi. traffic signs,
 - vii. a complete electrical distribution system including transformers,
 - viii. parking and internal traffic patterns,
 - ix. a plan showing existing and proposed final elevations and contours referring to a geodetic benchmark, showing area drainage, right-of-way drainage, finished first floor elevations.

**PART — 5
GENERAL PROVISIONS**

5. CASH DEPOSITS, DEVELOPMENT CHARGES AND SECURITY

- 5.1. The Developer shall lodge with the town, those cash deposits, development charges and security more particularly described in Schedule "C", and at the dates specified therein.

6. EXPENSES TO BE PAID BY DEVELOPER

- 6.1. Every provision of this Agreement by which the Developer is obligated in any way shall be deemed to include the words "at the expense of the Developer" unless the context otherwise requires.
- 6.2. The Developer specifically agrees to be responsible for any costs, expenses and obligations arising from any Permits or Approvals which the Developer is required to obtain in order to construct the Project.
- 6.3. The Developer shall pay such reasonable fees as may be invoiced to the Town by their Solicitor in connection with all work to be performed as a result of the provisions of this Agreement.
- 6.4. All expenses for which demand for payment has been made by either of the Town, shall bear interest at the rate of 1.25% per month commencing 30 days after demand is made.
- 6.5. In the event that the expenses of the Town exceeds the amount of the cash deposits or security set out in Schedule "C" attached, the Developer shall pay such excess charges within 30 days after demand by the Town.
- 6.6. In the event that the Town finds it is necessary to engage the services of an engineer, landscape architect or technical personnel not permanently employed by the Town, to review the plans of the Developer and/or carry out on-site inspections of the work performed, the Town will advise the Developer accordingly of this need, and the costs of such outside engineers, landscape architects or other technical personnel so engaged shall be the responsibility of the Developer. The Town may require a deposit for this purpose.

7. REGISTRATION OF SITE PLAN AGREEMENT

- 7.1. The Developer consents to the registration of this Agreement by the Town.
- 7.2. The Developer further agrees to execute such further and other Instruments and Documents as may reasonably be required by the Town for the purpose of giving priority of registration to this Agreement.

8. CONSTRUCTION, COMMENCEMENT AND COMPLETION

The Developer agrees to complete all Internal Services within 18 months from the date of the registration of this Agreement.

- 8.1. If the Internal Services to be constructed by the Developer under this Agreement, if any, are not completed and accepted by the Town within the above time frames, the Town may either:
- (a) give notice to the Developer to stop work on the said Services and to provide that no further work shall be done with respect to such services until an Amending Agreement, incorporating the Standards, Specifications and

financial requirements of the Town, in effect as of that date, is executed by all parties; or

(b) give notice to the Developer to stop work on the Services and inform the Developer that the Municipality proposes to realize on its security and proceed with all or part of the construction in accordance with the provisions of the Approved Plans filed with the Municipality.

9 EMERGENCY SITUATION

- 9.1. If, as a result of any work undertaken or not completed by the Developer, its servants, or agents, there exists in the opinion of the Chief Building Official an emergency situation which requires immediate attention to avoid damage to private or public property, or services owned by the Town, such work may be done immediately by the Town at the expense of the Developer, but notice shall be given to the Developer at the earliest possible time.

10. ATTACHED SCHEDULES

- 10.1. It is agreed that everything included in this Agreement and the Schedules attached thereto, together with all engineering drawings, plans and undertakings filed by the Developer and accepted by the Town, or by any Ministry of the Government shall be included in, and form part of, this Agreement.
- 10.2. The Plans incorporated by reference as Schedules in this Agreement are copies of the original plans filed and accepted by the Town. Where uncertainty exists as to the content or accuracy of these exhibits, the reader should refer to the full-scale drawings filed with the Town.

11. INDEMNIFICATION FROM LIABILITY AND RELEASE

- 11.1. The Developer covenants and agrees with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of any work performed by the Developer or on his behalf in connection with the carrying out of the provisions of this Agreement, or by reason of the Developer's failure to perform any of the works required hereunder.
- 11.2. The Developer further covenants and agrees to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Developer, or, as a result of the Municipality entering upon the said lands for the purpose of correcting any default of the Developer, provided that any personal injury or property damage was not caused as a result of negligence on the part of the Town, its servants or agents.

By the Developer on the ____ day of June, 2022

Per: _____

By the Town on the ____ day of June, 2022

The Corporation of the Town of Prescott

Per: _____
Mayor

Per: _____
Clerk

SCHEDULE 'A'

TO AN AGREEMENT DATED: June ____, 2022

LEGAL DESCRIPTION: Being the lands described PLAN 19 PT LOTS C AND E RP;15R10121 PT PARTS 1 TO 4 AND; 6 7 TO 16, in the Town of Prescott.

DRAFT

SCHEDULE “C”

TO AN AGREEMENT DATED: June ____, 2022.

FEES AND DEVELOPMENT SECURITY

Cash Requirements

Town’s Administrative Fees	Nil
Town’s Legal fees and Disbursements	Nil
Town’s Engineering Fees	Nil
Civic Assignment Charge	\$150.00
Town’s Planning Fees	\$1,500.00
Town’s Landscaping	Nil
Cash-in-lieu of Parkland	Nil
Development Charges	\$8,005.39
Servicing and Site Works Deposit	\$150,000.00
Total Cash Requirements	\$159,655.39

Note: Building Permit and building permit deposit are not included in the above amounts but are payable as per the building permit bylaw and fee structure.

SCHEDULE 'D'

TO AN AGREEMENT DATED [MONTH] [DATE], [YEAR]

APPROVED PLANS

The following plans have been reviewed and subsequently used to evaluate this development. Copies of these plans are available at Town Hall.

Existing Conditions and Removals Plan

The Existing Conditions and Removals Plan, C1, dated June 16, 2022 by Eastern Engineering Inc. signed by Colin Jardine, Professional Engineer.

Grading Plan

The Grading Plan, C3, dated June 16, 2022, by Eastern Engineering Inc. signed by Colin Jardine, Professional Engineer.

Servicing Plan

The Grading Plan, C4-C6, dated June 16, 2022, by Eastern Engineering Inc. signed by Colin Jardine, Professional Engineer.

Storm Drainage Plan

The Storm Drainage Plan, C7-C8 dated June 16, 2022, by Eastern Engineering Inc. signed by Colin Jardine, Professional Engineer.

Servicing Report

The Servicing Report dated December 15, 2021, by Eastern Engineering Inc. signed by Colin Jardine, Professional Engineer.

MTO Permit

The MTO Building and land Use Permit, which has been issued in accordance with the PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT, R.S.O. 1990, P50. Dated November 12, 2021.

Exterior Lighting Plan

The Exterior Lighting Plan, S1, dated January 17, 2022, by WAS.

Noise Impact Study

The Noise Impact Study, 22153.00, dated June 2, 2022, by Aerocooustics Engineering Ltd, signed by Donal Finnerty, PHD, and Derek Flake, M.Sc., Professional Engineer.

SCHEDULE 'E'

TO AN AGREEMENT DATED June ____, 2022

EXTERIOR DESIGN ELEMENTS

Sound Transmission Mitigation

To mitigate the transmission of sound from the development to the abutting residential properties the Developer agrees to install the following features.

- Construct an L-Shaped Durisol PVC Noise Barrier Wall that is 5 meters high and illustrated on the C2 Site Plan around the loading area
- Construct a 2.5-meter-high acoustical fence on the east and south sides of the development as illustrated on C2 Site Plan
- Construct noise barriers for the rooftop HVAC units to mitigate the sound transmission to the residential properties to the east and south of the development.
- Have signage installed reading “No-Idling” or similar wording, to alert vehicle operators of a no idling policy. The No Idling Policy shall be based on that “No person shall cause or permit a vehicle in the Prescott Dollarama Loading Bay to idle for more than five minutes in a sixty-minute period. Idling is the operation of the engine of a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic function of the vehicle.”

Asphalt Multi-Use Pathways

To provide for active modes of transportation to the development, the Developer agrees to install a multi-use public pathway running from Fischl Drive to Prescott Centre Drive as illustrated on C2 Site Plan. The Developer also agrees to install a multi-use public pathway running along the south side of Prescott Centre Drive as illustrated on C2 Site Plan.

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 30-2022

**A BY-LAW TO AMEND BY-LAW 03-2006 TO SET WATER AND
SEWER RATES AND CHARGES**

Being a by-law to amend By-Law 03-2006 to set water and sewer rates and charges

WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. 2001, as amended* provides for a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; and

WHEREAS the Council of the Corporation of the Town of Prescott passed By-law 03-2006 to enact rules and regulations for the operation of a water supply system, water works distribution system, wastewater collection system and a wastewater treatment system in the Town of Prescott and passed By-law 07-2008 to amend Schedule 'A' setting the rates for water and wastewater services related to the operation of the systems;

AND WHEREAS Council deems it expedient to amend Schedule 'A' of By-law 27-2019 to establish new rates and charges that better recognize the real costs of operating these systems;

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

1. That By-law 03-2006 is amended by removing the existing Schedule 'A' and replacing it with the new Schedule 'A' attached.
2. That By-law 27-2019 is hereby repealed.
3. That this by-law will come into effect as of July 1, 2022.

**READ AND PASSED, SIGNED AND SEALED THE 20th DAY OF JUNE,
2022.**

Mayor

Clerk

**SCHEDULE “A”
TO BY-LAW NO. 30-2022
Amending Bylaw No. 03-2006**

1. EFFECTIVE DATES:

These rates become effective July 1, 2022.

2. BASE MONTHLY CHARGES:

2022

<u>Use</u>	<u>Monthly Charge for Metered Water</u> includes 0 c.m.	<u>Monthly Charge for Metered Waste Water</u> includes 0 c.m.	<u>TOTAL</u>
General & Residential	\$ 26.27	\$ 45.96	\$72.23

***For multiple units the charges shall be as follows:**
- the base monthly rate multiplied by the number of units
- for clarity the number of water meters is not used in the calculation as several units may be attached to one water meter. Each unit within a building is charged a based rate.

3. VOMULETRIC CONSUMPTION RATE:

2022

<u>Use</u>	<u>Monthly Charge for Metered Water</u> <u>per cubic meter</u> for every c.m.	<u>Monthly Charge for Metered Waste Water</u> <u>per cubic meter</u> for every c.m.	<u>TOTAL</u>
General & Residential	\$ 0.552	\$0.553	\$1.105

4. OUTDOOR GARDEN TAPS

The base fee for outdoor garden taps that do not pass through the meter will be as follows:

\$13.14/ month

5. OUT OF TOWN RATES

To be adjusted in accordance with these rates and in accordance with agreements.

6. MISCELLANEOUS CHARGES:

- | | | |
|-----|-----------------------------|---|
| 6.1 | Change of ownership charge | \$15.30 |
| 6.2 | Late payment charge | Compound monthly interest charged at 1.5% |
| 6.3 | N.S.F. cheques | \$30.00 + bank charges |
| 6.4 | Collection charges | \$30.60 per trip |
| 6.5 | Reconnection/Disconnection: | |

	Per trip during regular hours	\$ 61.20
	Per trip during non-regular hours	\$122.40
6.6	Water arrear certificate Per property	\$30.60
6.7	Meter check at customer's request: Up to 1" 1" and larger	\$306.00 Time and materials
6.8	Install remote water meter register	Time and materials
6.9	Repair damaged meter 3/4" and 5/8" 1" and larger	\$158.10 Time and materials
6.10	Any temporary hydrant/other connection/ temporary connections for construction Includes: Flat fee Refundable deposit Water cost	\$112.20 plus \$150.00 as per paragraph 3
6.11	Flat Rate Charge for non-metered accounts (a) Where the Town has determined a meter cannot be installed, (b) Where the customer refuses to allow the town to install or read a water meter,	\$1,323.76 per year the charge specified in 6.11(a) plus a surcharge of 50%.
6.12	Customer Deposits (as per Part III Subsection 3)	\$150
6.13	Equipment Rentals	to be determined
6.14	Bulk Water Rates	to be determined



**PROCLAMATION
National Indigenous Peoples Day
June 21, 2022**

WHEREAS June 21st is National Indigenous Peoples Day, a day to honour the unique history, heritage and diversity of First Nations, Inuit, and Métis peoples; and

WHEREAS National Indigenous Peoples Day was first celebrated in 1996 as a day to recognize and celebrate the cultures and contributions of the Indigenous Peoples from across Canada; and

WHEREAS the Town of Prescott acknowledges the rich culture, heritage and achievements of First Nations, Inuit and Métis peoples in Canada; and

WHEREAS National Indigenous Peoples Day is an opportunity to become better acquainted with the cultural diversity of First Nations, Inuit, and Métis peoples and to discover the unique accomplishments of Indigenous Peoples; and

WHEREAS the Town of Prescott strives to be an inclusive community and encourages all residents to reflect, learn, and take action in a meaningful way towards reconciliation in solidarity with Indigenous Peoples.

NOW THEREFORE, I, Mayor Brett Todd, do hereby proclaim June 21, 2022 as National Indigenous Peoples Day in the Town of Prescott.

Dated and signed this 20th day of June, 2022, in the Town of Prescott.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 31-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JUNE 20, 2022**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 20th DAY OF JUNE, 2022.

Mayor

Clerk