



PRESCOTT TOWN COUNCIL  
AGENDA

January 4, 2022

6:00 pm

Virtual Meeting

*Our Mission:*

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

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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, Anishibek, and the Oneida and Haudenosaunee Peoples.*

2. Approval of Agenda

**RECOMMENDATION**

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

3. Declarations of Interest

4. Presentations

4.1. MDB Insight - Prescott Economic Development Strategy

1

5. Delegations



## **6. Minutes of the previous Council meetings**

### **6.1. December 13, 2021**

26

#### **RECOMMENDATION**

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

## **7. Communications & Petitions**

## **8. Consent Reports**

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

#### **RECOMMENDATION**

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

### **8.1. Information Package (under separate cover)**

## **9. Committee Reports**

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

35

#### **RECOMMENDATION**

That Council approve the proposed Site Plan application SPC 2021-04 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That the site plan agreement of the lands, shall registered and be submitted to the Town.
3. That appropriate screening features be provided where the subject property abuts a residential use, to the satisfaction of the Town;
4. That the applicant provides a photometric plan to demonstrate dark sky compliance and minimized light trespassing to adjacent residential uses to the satisfaction of the Town;



5. That a noise wall be constructed based on a noise impact brief to analyze the impact of the proposed commercial use on adjacent residential uses and to implement its recommendations to the satisfaction of the Town;
6. That the applicant obtain Provisional Consent approval to sever the lands to the general size and extent as shown on the Site Plan, and that necessary planning approvals be obtained to support the proposed severance.

**10. Mayor**

**11. Outside Boards, Committees and Commissions**

**12. Staff**

**12.1. Staff Report 01-2022 - 2022 Council Committees and Boards 51**

**RECOMMENDATION**

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

**12.2. Budget 2022 Presentation: Administration, Protective and Planning Services 55**

**12.3. 2022 Initial Project Ideas Review 80**

**12.4. Staff Report 02-2022 - Community Safety and Well-Being Implementation Plan 100**

**RECOMMENDATION**

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

**13. Resolutions**

**14. By-laws**

**14.1. Interim Tax Levy By-Law 106**

**RECOMMENDATION**

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



**14.2. 2022 Temporary Borrowing By-Law**

109

**RECOMMENDATION**

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

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Closed Session**

**19. Rise and Report**

**20. Confirming By-Law – 03-2022**

111

**RECOMMENDATION**

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

**21. Adjournment**





# Prescott Economic Development Strategy

## Presentation to Town of Prescott

Presented by:

MDB Insight in partnership with EVB Engineering, Fotenn Planning + Design, and FBM

Page 1 of 111

Date:

January 4, 2022



An aerial photograph of a construction site, showing a large, circular excavation pit in the center. The surrounding area is filled with various construction materials, including wooden planks, concrete blocks, and other debris. The image is overlaid with a semi-transparent teal filter.

# Project Overview





## Key Project Deliverables



Land Development/Needs Analysis for Town of Prescott and Township of Augusta - To be presented at Joint Council Meeting with Augusta



Economic Development Strategy for Town of Prescott



Joint Economic Development Action Plan for Town of Prescott and Township of Augusta - To be presented at Joint Council Meeting with Augusta





## Project Timeline







# Town of Prescott Economic Development Strategy



## Project Overview



### Background Review

24+ documents reviewed, Investment Readiness Analysis, Supply Chain Assessment



### Economic Data

Economic Base Analysis and Trends



### Engagement

20 Interviews, 31 Survey Respondents, Workshops with Council and Senior Staff, Community Visit, Numerous conversations with staff



### Opportunity Identification

Sectors, Lands, Priorities





## Key Takeaways from Engagement

- Town of Prescott has excellent relationship with business community
- Businesses and stakeholders respect Town's approach to economic development and are looking for additional support
- 89% of businesses recommend locating in Prescott
- Collaboration is seen as positive with other communities
- Availability and affordability of housing are critical issues
- Downtown revitalization and waterfront experiences may help expand Prescott's tourism industry
- Prescott's friendliness and quality of life can attract residents, remote workers and newcomers







## Draft Strategic Directions



Keep businesses  
top of mind



Continue  
RiverWalk  
revival



Attract investment,  
workers, citizens







## Priority 1: Keep Businesses Top of Mind



Keep businesses  
top of mind

### Rationale:

- Very high business satisfaction rates about municipal services generally
- Businesses approve of Town's approach to economic development
- Businesses desire more supports and programming from Town
- Excellent relationships with business can be leveraged to build on existing successes



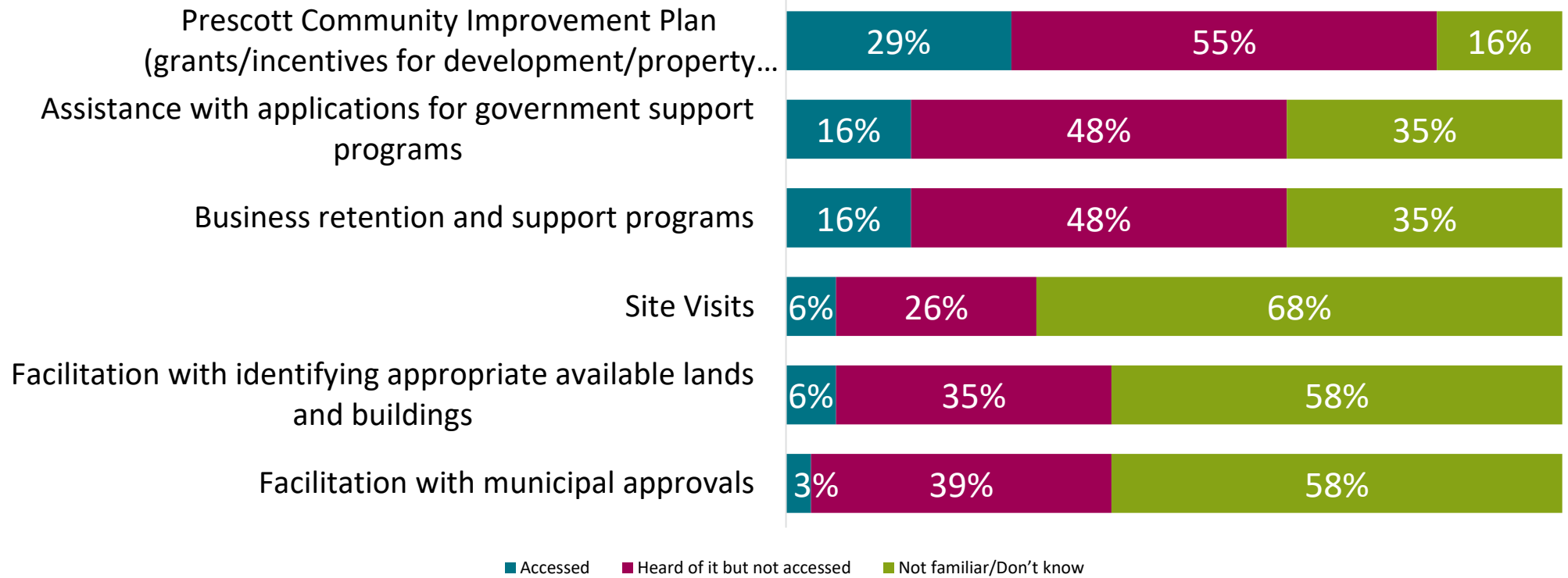




## Business Survey: Has your business accessed any of the following business support programs that the Town of Prescott offers?



Keep businesses  
top of mind







## Business Retention and Attraction Actions:



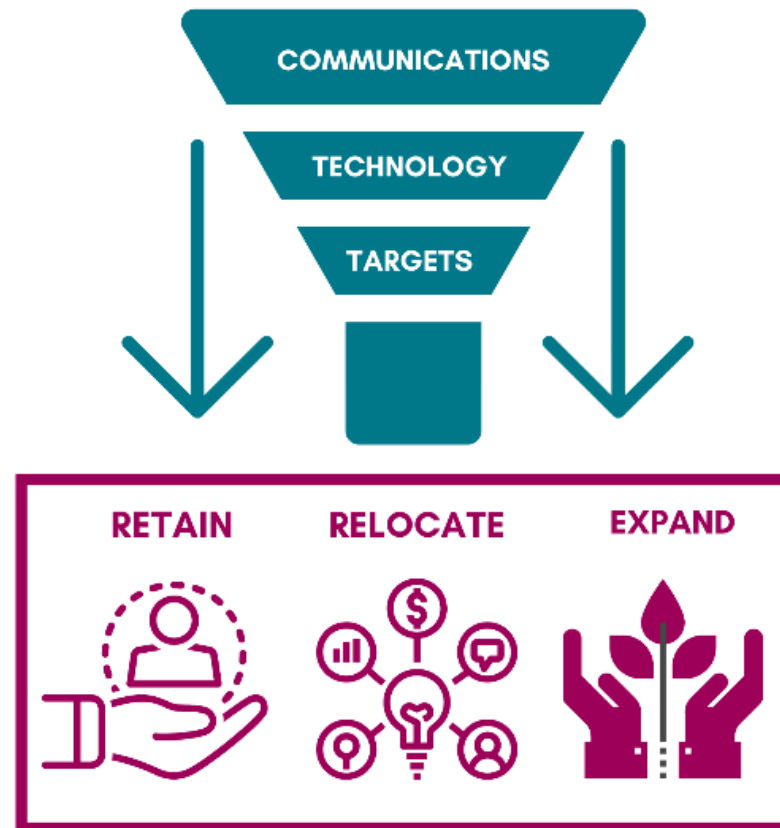
Keep businesses  
top of mind

- Identify and engage major employers, high-growth companies
- Leverage supply chain opportunities for target sectors
- Establish CRM to track existing businesses
- Develop Key Performance Indicator (KPI) Tracking
- Regularly communicate results across the Prescott community
- Establish Prescott Economic Development Squad
- Provide unparalleled support and follow-up to businesses
- Align programs, resources, and service delivery





## Model for Business Retention & Expansion Action Plan







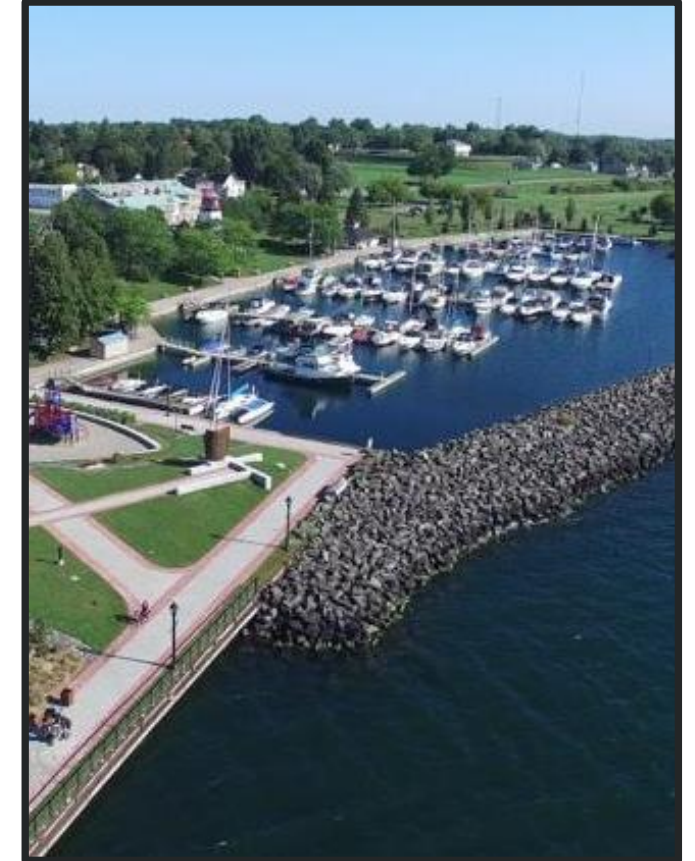
## Priority 2: Continue RiverWalk revival



Continue  
RiverWalk  
revival

### Rationale:

- Fundamentals of heritage architecture and marina are strong
- Downtown strategy and incentives already in place
- Business and community support for downtown revitalization and tourism
- Willingness of Parks Canada to partner on Fort Wellington land







## Priority 2: Continue RiverWalk Revival



Continue  
RiverWalk  
revival

Stakeholder Interviews  
– What We Heard:

- Maintain small town pace of life
- Grow tourism potential
- Grow overnight accommodation



77%

of Prescott businesses rank  
**downtown revitalization**  
as an important factor for Town's future growth





## Tourism/Residential Investment and Marketing Actions:



Continue  
RiverWalk  
revival

- Support sense of place and rethink community identity
- Update policies/strategies enabling RiverWalk District development
- Foster new/improved local businesses, amenities, and experiences
- Develop a tourism marketing plan
- Develop a resident/workforce attraction plan
- Offer authentic experiences that build community, attract tourists
- Invest in public development of the RiverWalk District
- Develop more attractions and assets
- Promote Prescott stories and images





## Business Case for Dive Tourism



Continue  
RiverWalk  
revival

- Scuba makes Prescott unique
- Warmer water, less congestion
- Major cities, strong demand near Prescott
- Prescott has diving amenities
- Divers are affluent consumers
- Growth in interest in diving



Photo: Barry and Ruth Guimbellot, dtmag.com





## Model for Tourism/Residential Investment and Marketing Action Plan







## Priority 3: Attract Investment, Workers, Citizens



Attract investment,  
workers, citizens

### Rationale:

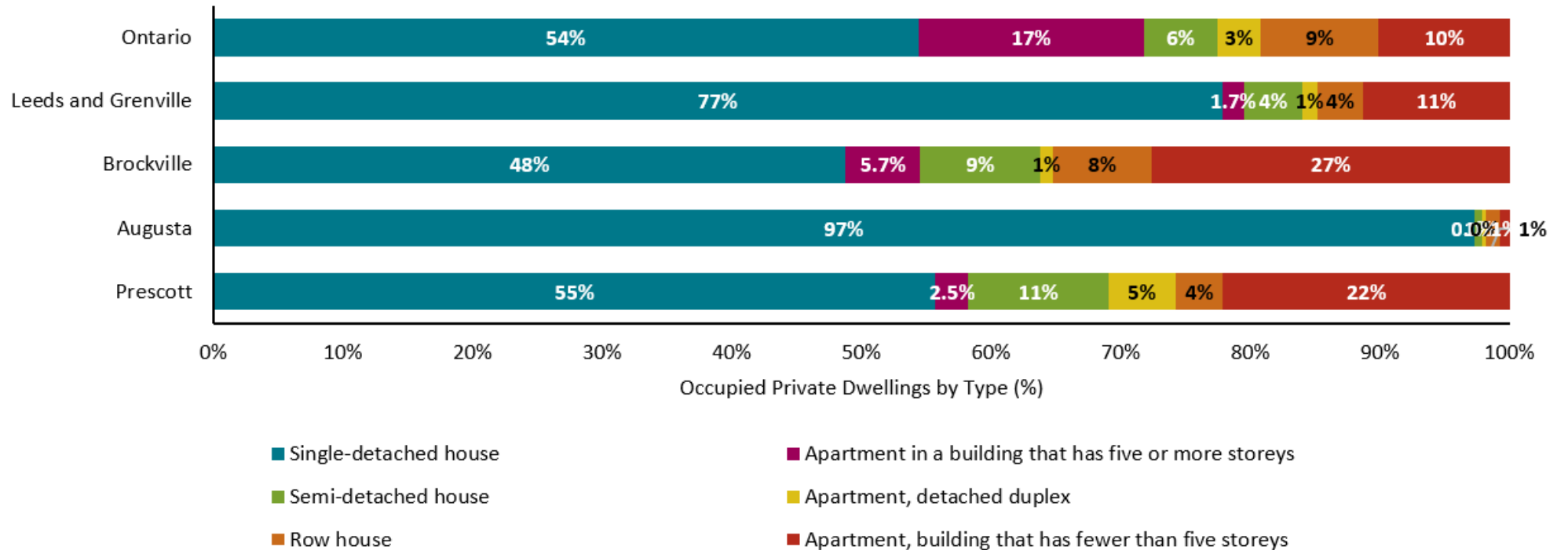
- Stakeholders / businesses agree Town needs a broad range of / more housing options
- More diverse housing is seen as a prerequisite to resident/workers attraction and attracting new commercial/industrial
- Prescott's average dwelling values are below regional averages
- Home ownership rate in Prescott is well below regional average
- Acceptance of multi-residential in Prescott is much higher than regional average







## Current Housing Mix



Source: 2020 Manifold Data Mining Inc.





## Investment Attraction Actions



Attract investment,  
workers, citizens

- Ensure potential investors have access to information
- Expedite responses to development proposals
- Support project development
- Encourage owners of properties to improve buildings
- Increase amount of shovel-ready development land
- Support residential development
- Support commercial/industrial development
- Develop a resident and workforce attraction plan
- Explore tangible opportunities in North Country
- Secure additional servicing capacity
- Secure improved transportation access
- Leverage lead generation partners
- Establish relationships with site selection community





## Model for Investment Attraction Action Plan







## Implementation & Performance Measurement

- **Priority push:** **Business Retention & Expansion**, and **Tourism Development / Resident Attraction & Marketing** recommendations:
  - Engage with major employers and high-growth companies.
  - Foster new/improved local businesses, amenities, and experiences.
  - Establish Prescott Economic Development Squad.
  - Support sense of place, rethink community identity.
  - Promote Prescott stories and images.
- **Secondary priority:** Achievable **Investment Attraction** recommendations:
  - Encourage owners of properties to improve buildings.
  - Leverage lead generation partners.





# Questions





## Questions



Land Development/Needs Analysis for Town of Prescott and Township of Augusta - To be presented at a Joint Council meeting with Augusta



Economic Development Strategy for Town of Prescott



Joint Economic Development Action Plan for Town of Prescott and Township of Augusta - To be presented at a Joint Council Meeting with Augusta



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# THANK YOU!

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MDB Insight  
EVb Engineering  
Fotenn Planning + Design  
FBM





## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Monday, December 13, 2021**

**6:00 p.m.**

**Virtual Meeting**

Present	Mayor Brett Todd, Councillors Leanne Burton, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Interim Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Renny Rayner, Fire Chief, Dana Valentyne, Economic Development Officer, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer, and Kaitlin Mallory, Deputy Clerk

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#### **1. Call to Order**

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

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

He then called the meeting to order at 6:05 p.m.



**2. Approval of Agenda**

Motion 285-2021: Ostrander, McConnell

That the agenda for the Council meeting of December 13, 2021, be approved as presented.

Carried

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

**6. Minutes of the previous Council meetings**

**6.1 December 6, 2021**

Motion 286-2021: Young, Burton

That the Council minutes dates December 6, 2021, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 United Counties of Leeds and Grenville - Homelessness in Leeds and Grenville Q&A**

Mayor Todd spoke to Item 7.1. He referenced the issues associated with homelessness in the area, the upcoming colder weather, and available resources.

**7.2 United Counties of Leeds and Grenville - Housing Affordability Task Force Recommendations**

Mayor Todd spoke to Item 7.2.

Discussion was held regarding the hiring of an additional staff member, the difference between social housing and affordable housing, and the financial commitment.



Motion 287-2021: Burton, Young

That the Town of Prescott approve, in principle, the recommendations outline in the Unite Counties of Leeds & Grenville Report HA-013-2021.

Carried

## **8. Consent Reports**

Motion 288-2021: Burton, Ostrander

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

Carried

### **8.1 Information Package**

1. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – December 3, 2021
2. Town of Penetanguishene Police Services Board Letter to Attorney General re: Concerning Rates of Recidivism

### **8.2 Augusta/Prescott Joint Initiatives Task Force - Meeting Notes November 26, 2021**

For information.

### **8.3 Staff Report 118-2021 - Prescott-Augusta Economic Development Strategy & Land Needs Analysis Study**

For information.

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd wished everyone a Merry Christmas and referenced events in the past year and upcoming developments.



## **11. Outside Boards, Committees and Commissions**

Councillor Burton spoke to her attendance at the Planning Advisory Committee meeting held on December 22 and wished everyone a Merry Christmas.

Councillor McConnell spoke to an upcoming St. Lawrence Shakespeare Board meeting and mentioned that the Prescott Public Library is now offering to laminate patrons' vaccine passports.

Councillor Ostrander wished everyone a Merry Christmas and referenced the updates to the Royal Canadian Legion Branch 97 Christmas dinner and thanked Town staff for their work over the past year.

Councillor Shankar offered everyone best wishes over the holiday season and thanked staff for their hard work.

Councillor Young wished everyone a Merry Christmas and a Happy New Year.

## **12. Staff**

### **12.1 Budget 2022- Health & Social Services Budget Presentation**

Jessica Crawford, Deputy Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file.

### **12.2 Staff Report 119-2021: City of Kitchener Fire Safety Measures Resolution**

Motion 289-2021- Young, Burton

That Council support the resolution of the City of Kitchener regarding fire safety measures and that a copy of the resolution be forwarded to the the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and all Leeds and Grenville municipalities.

Carried

Renny Rayner, Fire Chief, spoke to the report.



### **12.3 Staff Report 120-2021 - COVID Grant Program for Non-profit Organizations - December Allocations**

Motion 290-2021: Ostrander, Young

That Council approve the following COVID-19 Grants for Non-profit Organizations as follows:

- |                                      |         |
|--------------------------------------|---------|
| 1. Prescott and District Lion's Club | \$1,543 |
| 2. Prescott Curling Club             | \$1,850 |
| 3. St. Paul's United Church          | \$2,390 |

Subject to the following conditions:

- That the revenue and expenses up to December 31, 2021 be confirmed and verified by January 21, 2022
- That the allocations approved be a maximum grant amount but will be reduced if the confirmation of revenue and expenses identifies a lower amount is appropriate.
- That any COVID-19 related grant programs, from another level of government, for fixed costs up to December 31, 2020, that the organization becomes eligible or approved for prior to January 21, 2022 would be taken into account and subtracted from the approved grant allocation.
- That the grants be paid to the organizations by January 31<sup>st</sup>, 2022

And that the remaining \$17,737 in the COVID funding allocated to this program be used to enhance the shop local support programs identified in Staff Report 113-2021.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the allocation of the funds, the first and second intakes, and the focus on fixed versus total cost.

Discussion was held regarding using the funds by the end of the calendar year.



## **12.4 Staff Report 121-2021 - Walk Behind Floor Cleaner Purchase**

Motion 291-2021: Young, Ostrander

That Council approve the purchase of a walk behind Floor Cleaner with an upset limit of \$15,000 to be funded by Modernization Funding provided by the Province of Ontario in 2019.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the increased use of the Leo Boivin Community Centre which supports the need to purchase the floor cleaner.

Due to connectivity issues, Councillor Shankar was disconnected from the meeting at 6:47 p.m.

Councillor Shankar was able to reconnect to the meeting at 6:49 p.m.

Discussion was held regarding the increase revenue from the facility rentals, the overall cost of the facility, and the ability to offer the cleaner to neighbouring municipalities if the need arises.

## **12.5 Staff Report 122-2021 - 2022 Facility Pricing - Leo Boivin Community Centre**

Motion 292-2021: Burton, Ostrander

That Council approve the proposed Facility Pricing Rates for the Leo Boivin Community Centre to be implement in 2022.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the increase in rentals over the past six months, the waved rental fees in 2021, and the breakdown of the suggested pricing.

Ms. Joudoin-Miller mentioned the exclusion of the insurance and music licensing from the fees, and suggested method of processing applications for fee waivers.

Discussion was held regarding the comparison between the suggested rental fees to surrounding municipalities, and the increased utilization of the facility.

Further discussion was held regarding how to handle fee waiver applications, internal versus external applications, and the fees covering the overhead cost of the facility.



**13. Resolutions – None**

**14. By-laws**

**14.1 Site Plan Agreement**

Motion 293-2021: McConnell, Ostrander

That By-Law 53-2021, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and Blacks Creek Innovations, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.2 Council Appointments 2022**

Motion 294-2021: Burton, Shankar

That By-Law 54-2021, being a by-law to appoint Members of Council to boards and commissions, to appoint Members of Council to the Committees of Council, and the appointments of Deputy Mayor for the remainder of the term of Council expiring November 14, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.3 Transfer Payment Agreement - Investing in Canada Infrastructure Program**

Motion 295-2021: Ostrander, Burton

That by-law 55-2021, being a by-law to authorize a transfer payment agreement between Her Majesty the Queen In Right of Ontario as represented by the Minister of Infrastructure and the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Discussion was held regarding the funding amount.



**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor's Proclamation – None**

**18. Closed Session**

Motion 296-2021: Ostrander, Young

That Council move into Closed Session at 7:20 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

Carried

**19. Rise and Report**

During the Closed Session, staff provided Council with information pertaining to Item 18.2 Purchase & Sale.

**20. Confirming By-Law – 56-2021**

Motion 297-2021: Ostrander, Burton

That By-Law 56-2021, being a by-law to confirm the proceedings of the Council meeting held on December 13, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried



**21. Adjournment**

Motion 298-2021: Ostrander, McConnell

That the meeting be adjourned to Tuesday, January 4, 2022. (Time: 8:38 p.m.)

Carried

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Mayor

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Clerk





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

Report No: 21- 2021

## STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: December 22, 2021

From: Matthew Armstrong, Chief Financial Officer and Treasurer

RE: Site Plan Control File SPC 2021-04 the South Side of Prescott Centre Drive -  
PLAN 19 PT LOTS C AND E RP;15R10121 PT PARTS 1 TO 4 AND;6 7 TO 16

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### RECOMMENDATION:

That the Planning Advisory Committee recommend that Council approve the proposed Site Plan application SPC 2021-04 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That the site plan agreement of the lands, shall registered and be submitted to the Town.
3. That appropriate screening features be provided where the subject property abuts a residential use, to the satisfaction of the Town;
4. That the applicant provides a photometric plan to demonstrate dark sky compliance and minimized light trespassing to adjacent residential uses to the satisfaction of the Town;
5. That the applicant submits a noise impact brief to analyze the impact of the proposed commercial use on adjacent residential uses and to implement its recommendations to the satisfaction of the Town;



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

6. That the applicant obtain Provisional Consent approval to sever the lands to the general size and extent as shown on the Site Plan, and that necessary planning approvals be obtained to support the proposed severance.

## BACKGROUND:

The Site Plan Control application proposes the development of a 973 m<sup>2</sup> (10,473.3ft<sup>2</sup>) Dollarama store. The proposed development will be accessible to vehicular traffic via proposed entrances along Prescott Centre Drive. The proposed development includes 48 parking spaces, two (2) of which will be barrier-free parking spaces, and a loading area for deliveries within the east side yard.

The site is located south of Highway 401, on the south side of Prescott Centre Drive, as illustrated. It is located to the south of an existing Canadian Tire store and Independent Grocer supermarket, east of an existing McDonald's restaurant, and northwest of an existing residential neighbourhood.

The site is approximately 1.83 hectares (4.52 acres) in area and is currently vacant and vegetated. It is located to the south of an existing Canadian Tire store and Independent Grocer supermarket, east of an existing McDonald's restaurant, and northwest of an existing residential neighbourhood.

**Figure 1: Potential Dollarama Development Site, Prescott Centre Dr., Town of Prescott**





		<b>Date Req'd</b>
<b>Information Purposes</b>		
<b>Policy / Action Req'd</b>	<b>X</b>	<b>Dec. 22 '21</b>
<b>Strategic Plan</b>		

The Town of Prescott received the Site Plan Control application from the applicant, Subhkin Management c/o Mohnish Aggerwal, for the development of a Dollarama store on Prescott Centre Drive ("Site") on May 18, 2021. On June 2, 2021, the Town sent an email to the Agent for the applicant, Colin Jardine, Eastern Engineering Group Inc., advising that the Town received the required application fee, and that the application was deemed incomplete based on the need to submit outstanding studies. On November 5, 2021, the Town received a submission of the outstanding items.

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

## **ANALYSIS:**

### **Site Plan - WSP Planning Comments**

As it pertains to the Official Plan, WSP's report concludes.

*"...it is WSP's professional planning opinion that the proposed development, consisting of a smaller-scale retail use which is generally part of the larger commercial centre to the north, is a permitted use in the Highway Commercial land use designation. Therefore, an Official Plan Amendment to permit the use is not required."*

As it pertains to the zoning bylaw, this development would be in the C2 zone (Highway Commercial) and WSP highlighted the following items that need to be addressed.

<b>Zone Requirement</b>	<b>Provisions</b>	<b>Compliance of Proposed Development</b>	<b>Resolution</b>
Minimum Lot Area (Section 5.9.2)	2 ha (4.94 ac)	No – 0.99 ha.	The subject non-compliance will be addressed through an application concurrent with a future provisional consent application.
Additional Provisions – Increased Yard	Where a Highway Commercial (C2) Zone abuts a	No – 13.27 m	Subject to a concurrent minor variance



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

Requirements (Section 5.9.3)	residential zone, the minimum yard requirements between the uses shall be 18 m (59.1 ft) and Section 4.25 (Landscaped Open Space and Planting Strips) shall also apply.		application.
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WSP is of the opinion that “...the proposed development complies with all zoning By-Law provisions, provided that the concurrently Minor Variance is approved.”

The following items were provided by WSP as it relates to this development for consideration in the site design.

Side Design Suggestion	Response
Sidewalk is provided at west side of building but does not connect to Prescott Drive. Proponent should consider continuing sidewalk to Prescott Drive as it is currently blocked by parking spaces 46 and 40. In addition, an asphalt access south to the proposed building, running west to east has also been provided from the pedestrian asphalt access east to the side. Please confirm if this asphalt access is intended for emergency vehicles or for pedestrians.	<p>The sidewalk provided on the east side of the building will connect the residential neighbourhoods to the North to Prescott Centre Drive. This replaced the uneven informal path that has developed over the years. This will also allow for Fire Trucks in the case of an emergency that blocks access from Edward Street and Prescott Centre Drive to traverse the walkway to obtain access.</p> <p>The asphalt path on the south side of the building as been reduced to 1.5 metres wide and is for maintenance activities only.</p> <p>A sidewalk that runs from the east path to the laneway on the west side of the building has been added to allow for pedestrian access.</p>



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

<p>New building is oriented towards Prescott Centre Drive. However, the entrance to the building is facing west. As such, it is recommended that the applicant provide street activation features along the north side, such as windows, street furniture within the landscaped area. In addition, proposed sidewalk at west side of building does not connect to the street, and a connection should be considered</p>	<p>The sidewalk provided on the east side of the building will connect the residential neighbourhoods to the North to Prescott Centre Drive. This replaced the uneven informal path that has developed over the years. This will also allow for Fire Trucks in the case of an emergency that blocks access from Edward Street and Prescott Centre Drive to traverse the walkway to obtain access.</p> <p>The asphalt path on the south side of the building has been reduced to 1.5 metres wide and is for maintenance activities only.</p> <p>A sidewalk that runs from the east path to the laneway on the west side of the building has been added to allow for pedestrian access.</p>
<p>Three (3) driveways are proposed, including two (2) driveways for parking access and one (1) driveway for loading. It is unclear whether the loading access is also for emergency and fire, and whether it is open to the public. Proponent should confirm the function of the loading access. It appears that the loading access would not permit through traffic circulation, as it is proposed to be blocked by parking spaces #39 and #38 and a waste enclosure. To exist the loading area, it would require for trucks and emergency vehicles to back up. As such, the Proponent should confirm site circulation. In addition, A 3.69 m wide asphalt access is also proposed at the rear of the site. Proponent to confirm the intent of this rear access lane. Given that it</p>	<p>The loading access is for loading only and is not intended for any other use. The necessary signage will be added to provide clarity to the public.</p> <p>Emergency vehicles will be at the front of the building as a hydrant has been added on that side of the building. The building is also sprinklered.</p> <p>The asphalt path on the south side of the building has been reduced to 1.5 metres wide and is for maintenance activities only.</p> <p>A sidewalk that runs from the east path to the laneway on the west side of the building has been added to allow for</p>



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

can be accessed by the public, it may cause confusion and circulation issues on site.	pedestrian access. With the additional signage and the narrower walkway on the south side of the building it should provide clarity for vehicular and pedestrian traffic.
The proximity of the residential development to the proposed loading area may caused impacts such as light and noise. The proponent should propose mitigation features to reduce impact to the residential site, such fencing.	A term and condition of the minor variance and the site plan is that a noise brief and photometric study be submitted, and the recommendations implemented to the satisfaction of the Town.  It is intended that the noise brief will consider mitigation options such as a noise barrier that is consistent with this type of development.

WSP states *"In conclusion and based on the Site Plan Control submission made on December 16, 2021, it is WSP's professional planning opinion that the proposed development conforms with the policies of the Official Plan regarding permitted uses in the Highway Commercial Policy Designation. The proposed development is a permitted use in the C2 Zone, per the Town of Prescott Zoning By-Law."*

It is the opinion of staff, that with the above clarifications, the proposed development meets the requirements of the Official Plan and the Zoning Bylaw.

### **Ministry of Transportation, Ontario (MTO)**

The Ministry of Transportation, Ontario Building and land Use Permit for this development will be required.

### **Exterior Photometric Plan**

A lighting plan has not been completed but is a condition of the site plan.

### **Traffic Impact Brief**

A traffic impact brief was completed by EXP Services Inc addressing site access, parking, and hours of operation. This development is within the jurisdiction of the



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

Ministry of Transportation, Ontario who dictated the traffic details required.

### **Civil Drawings**

A set of Civil Drawings including the following were submitted by Eastern Engineering and subsequently peer reviewed by EVB Engineering on behalf of the Town.

- C1 – Existing Conditions and Removals Plan
- C2 – Site Plan
- C3 – Grading Plan
- C4 – Site Servicing
- C5 – Details and Notes
- C6 – Forcemain Relocation
- C7 – Storm Drainage – Area Plan Pre Conditions
- C8 – Storm Drainage – Area Plan Post Conditions

EVB provided comments and feedback which were communicated to Eastern Engineering. The final Civil Drawings were submitted on December 16, 2021 which address the comments and feedback and there are only minor items outstanding that will not materially effect the overall site plan.

### **Storm Water Management Report**

A Stormwater management report was submitted by Eastern Engineering and subsequently peer reviewed by EVB Engineering on behalf of the Town.

EVB provided comments and feedback which were communicated to Eastern Engineering. A subsequent Stormwater Management Report was submitted on December 16, 2021 which address the comments and there are only minor items outstanding that will not materially effect the overall site plan.

### **Staff Conclusion**

After reviewing the submitted documents and working with the applicant to address any concerns noted through the process, staff is satisfied that the site plan application can be brought forward to the Planning Advisory Committee for contemplation.





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 22 '21
Strategic Plan		

**ALTERNATIVES:**

The Planning Advisory Committee could change, decline, or defer the site plan application as they see fit.

**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

- Proposed Site Plan – South Side of Prescott Centre Drive – Dollarama

*Submitted by:*

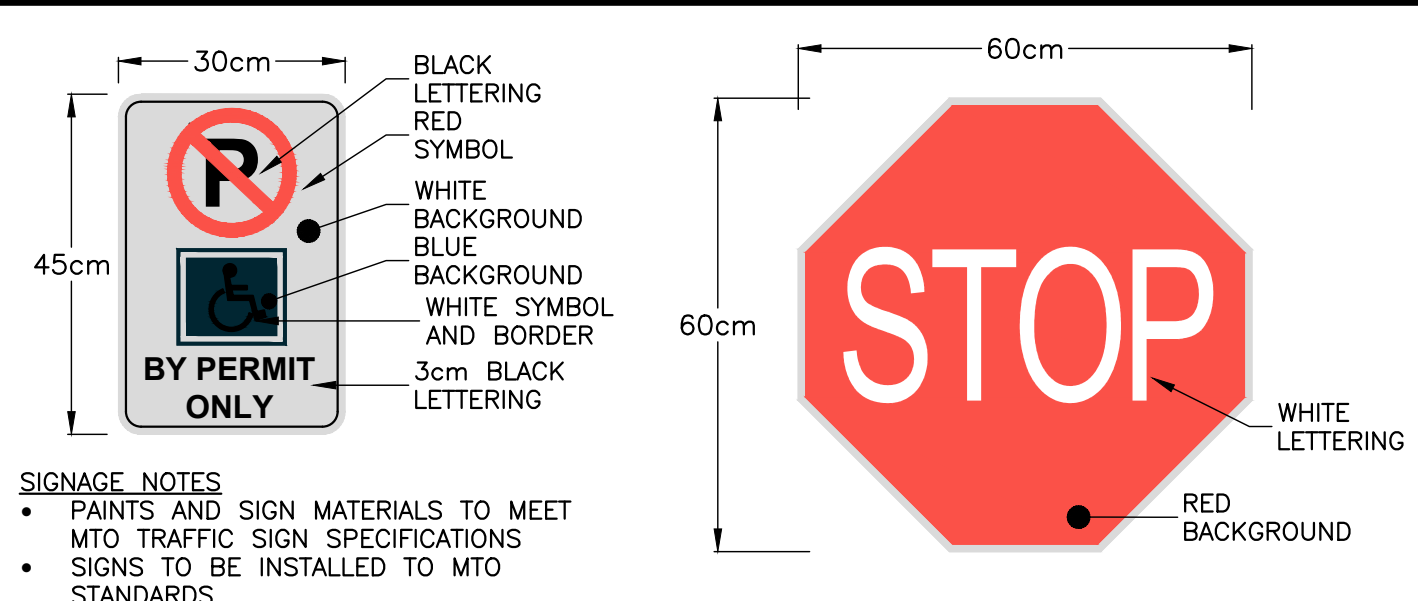
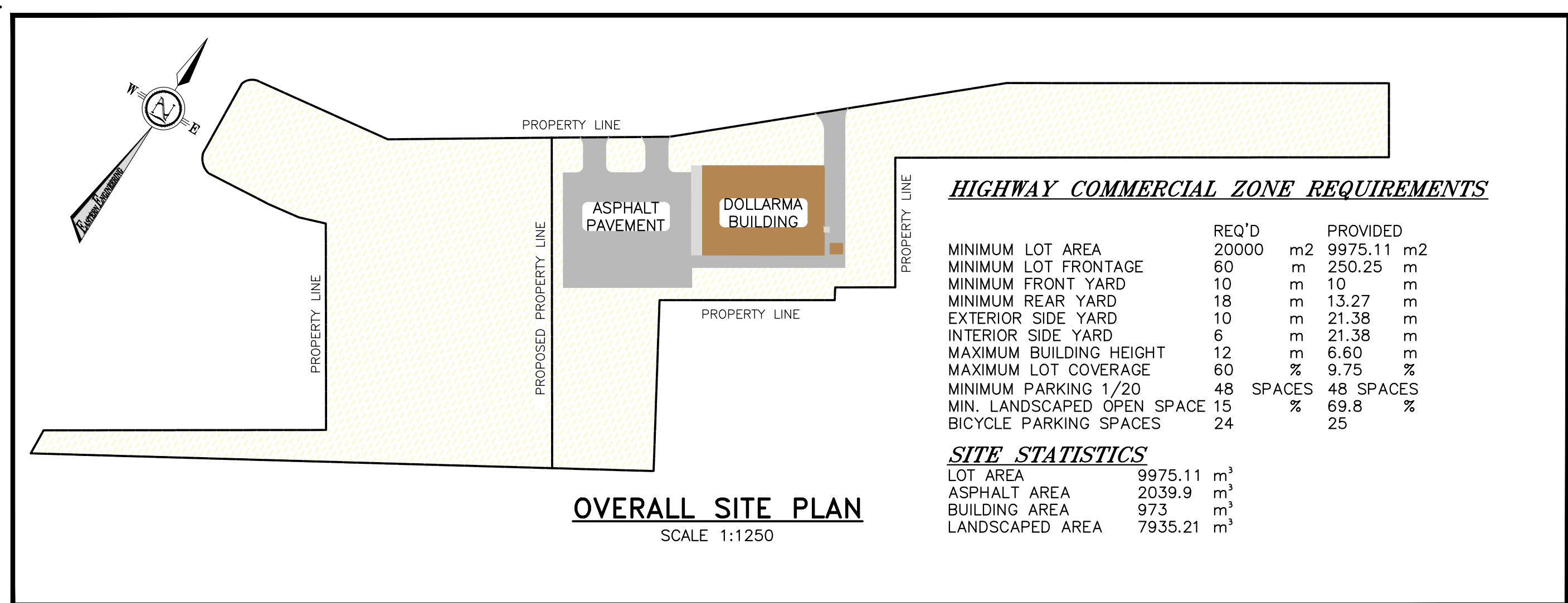
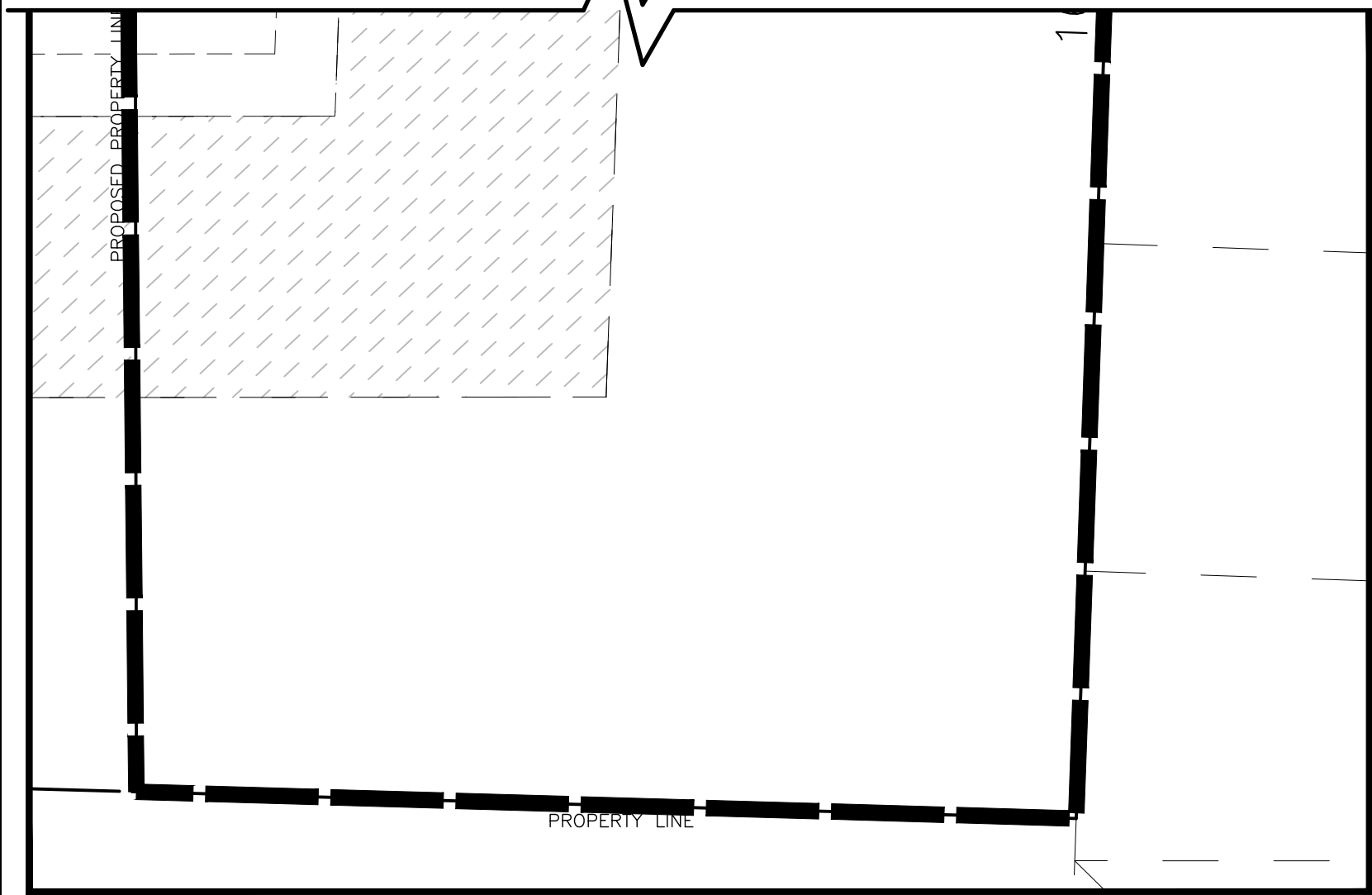
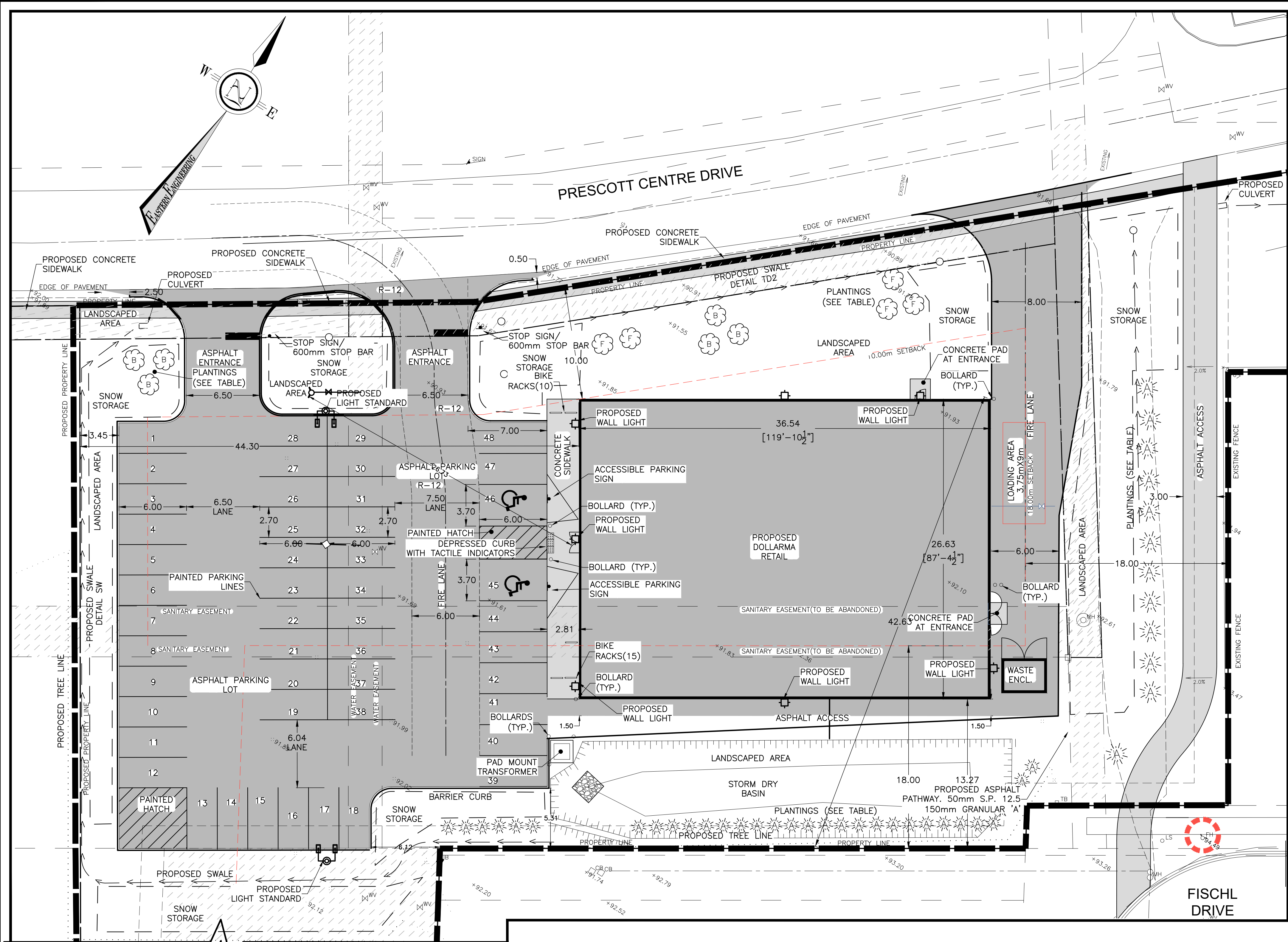
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Matthew Armstrong  
Chief Administrative Officer and Treasurer









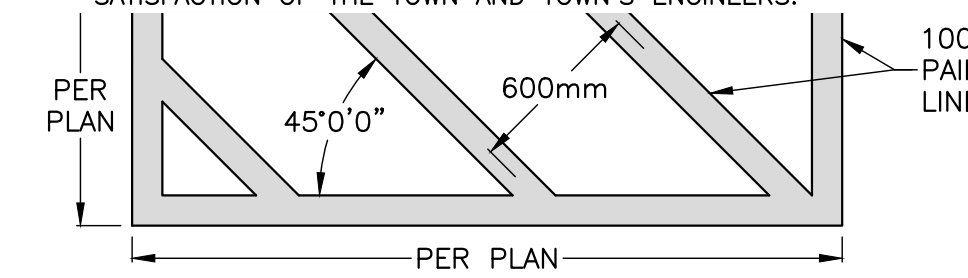
**ACCESSIBLE PARKING (OTM Rb-93)**  
N.T.S.

**PROPOSED SIGN INSTALLATION NOTES:**

- ALL SIGN POSTS SHALL BE EMBEDDED A MINIMUM OF 900mm BELOW GRADE AT SPECIFIED LOCATIONS.
- ALL SIGN POSTS SHALL BE OFFSET 300 mm FROM THE BACK OF ANY CURB, SIDEWALK OR ASPHALT SURFACE UNLESS NOTED ON PLAN.
- ALL SIGN POSTS AND INSTALLATION SHALL CONFORM TO OPSD 990.110
- ALL SIGNS SHALL BE MOUNTED A MINIMUM OF 1600mm ABOVE FINISH GRADE TO THE BOTTOM EDGE OF THE SIGN.
- SIGNS SHALL BE INSTALLED AND CONFORM TO OPSS 703, 2001 AND OTM BOOK 1B, 2, 5 AND 6.

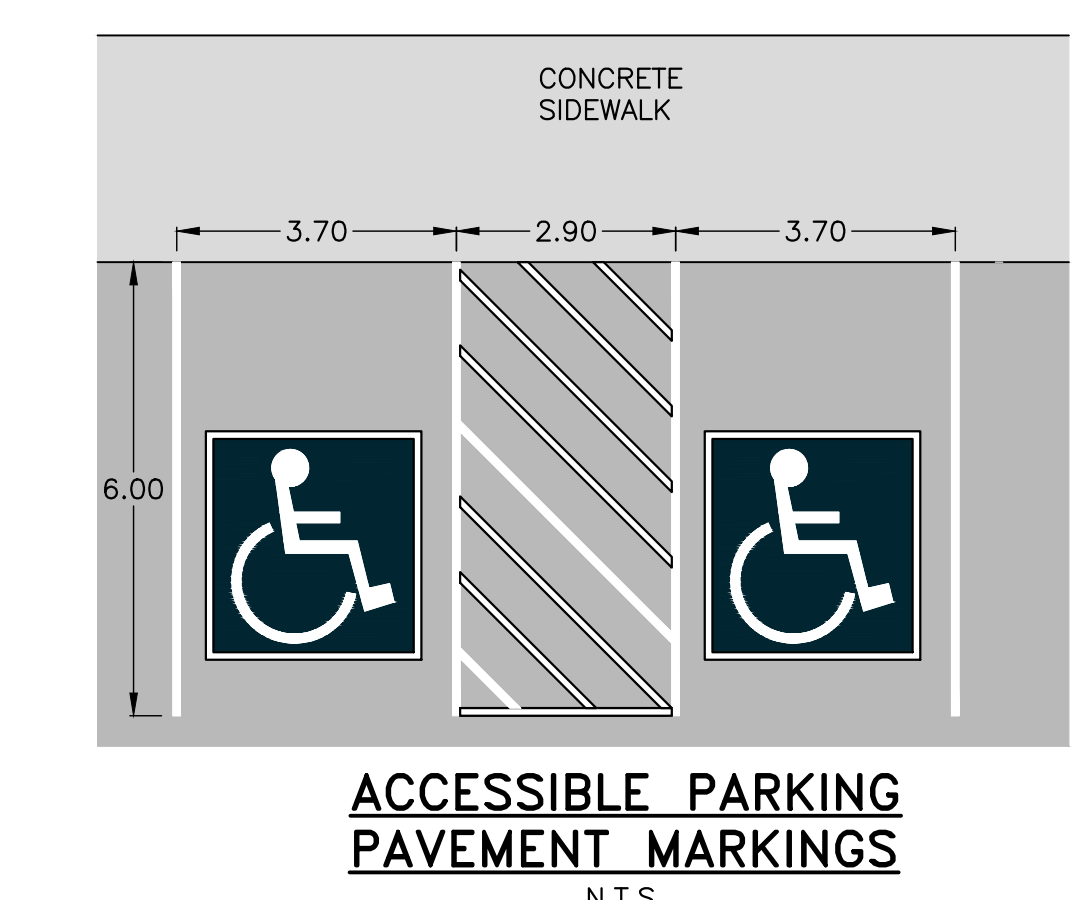
**EXISTING INFRASTRUCTURE NOTES:**

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- IF ANY EXISTING FORCEMAINS ARE LOCATED IN CONSTRUCTION AREA, CONTRACTOR TO LOCATE AND POTENTIALLY RELOCATE TO SATISFACTION OF THE TOWN AND TOWN'S ENGINEERS.



- PAVEMENT MARKING NOTES**
- ALL PARKING STALL LINES, TRAFFIC ARROWS AND HATCHED AREAS SHALL BE PAINTED YELLOW.
  - ALL PARKING STALL LINES SHALL BE 100mm WIDE.
  - PAINT MUST MEET "OPSS 1716 WATER-BORNE TRAFFIC PAINT" SPECIFICATIONS
  - HANDICAPPED PARKING SPACES TO BE PAINTED STANDARD BLUE OVERLAIN WITH THE INTERNATIONAL SYMBOL FOR DISABLED PERSON.

PLANTING SCHEDULE			
KEY	QTY	NAME	SIZE & CONDITION
	14	THUJA OCCIDENTALIS "EASTERN WHITE CEDAR"	45 mm B & B
	6	QUERCUS ALBA "WHITE OAK"	45 mm B & B
	5	ACER RUBRUM "RED MAPLE"	45 mm B & B



**GENERAL NOTES**

- ALL WORK ON TOWN PROPERTY TO BE PERFORMED BY A CONTRACTOR APPROVED BY THE TOWN.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS PRIOR TO START OF CONSTRUCTION.

**LEGEND**

Symbol	Description
—	EXISTING TOPO GRADE
- - -	PROPOSED GRADE
- - -	EXISTING GRADE
—	STORM SEWER/MH/CB
—	SANITARY SEWER/MH
—	WATERMAIN/VALVE
—	BELL UNDERGROUND
—	GAS U/G VALVE
—	CABLE UNDERGROUND
—	ELECTRICAL UNDERGROUND
—	OVERHEAD UTILITIES
—	UTILITY POLE
—	UTILITY ANCHOR
—	UTILITY PEDISTAL
—	PROPERTY BAR FOUND
—	ROAD SIGN
—	FENCE
—	TREELINE
—	TREE

No.	By	Date	Revisions
3	CAJ	2021-12-16	PER COMMENTS 3
2	CAJ	2021-11-30	PER COMMENTS 2
1	AJP	2021-10-22	PER COMMENTS
0	CJ	2021-05-17	FOR SITE PLAN CONTROL

All drawings, specifications and related documents are the copyright property of the Engineer and must be returned upon request. Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the Engineer's written permission.

The contractor must check and verify all dimensions on the job prior to start of construction.

Drawings are not to be scaled.

**EASTERN ENGINEERING GROUP INC.**  
CONSULTING ENGINEERS  
Apex Building  
207-100 Stouffer Blvd.  
Brockville, Ont. K6V 5J9  
Telephone: (613) 345-0490  
Facsimile: (613) 345-0008  
www.EastEng.com

**DOLLARAMA PRESCOTT, ONTARIO**

**SITE PLAN**

Design:	Checked:	Approved:	Project No.:
AJP	CAJ		9233

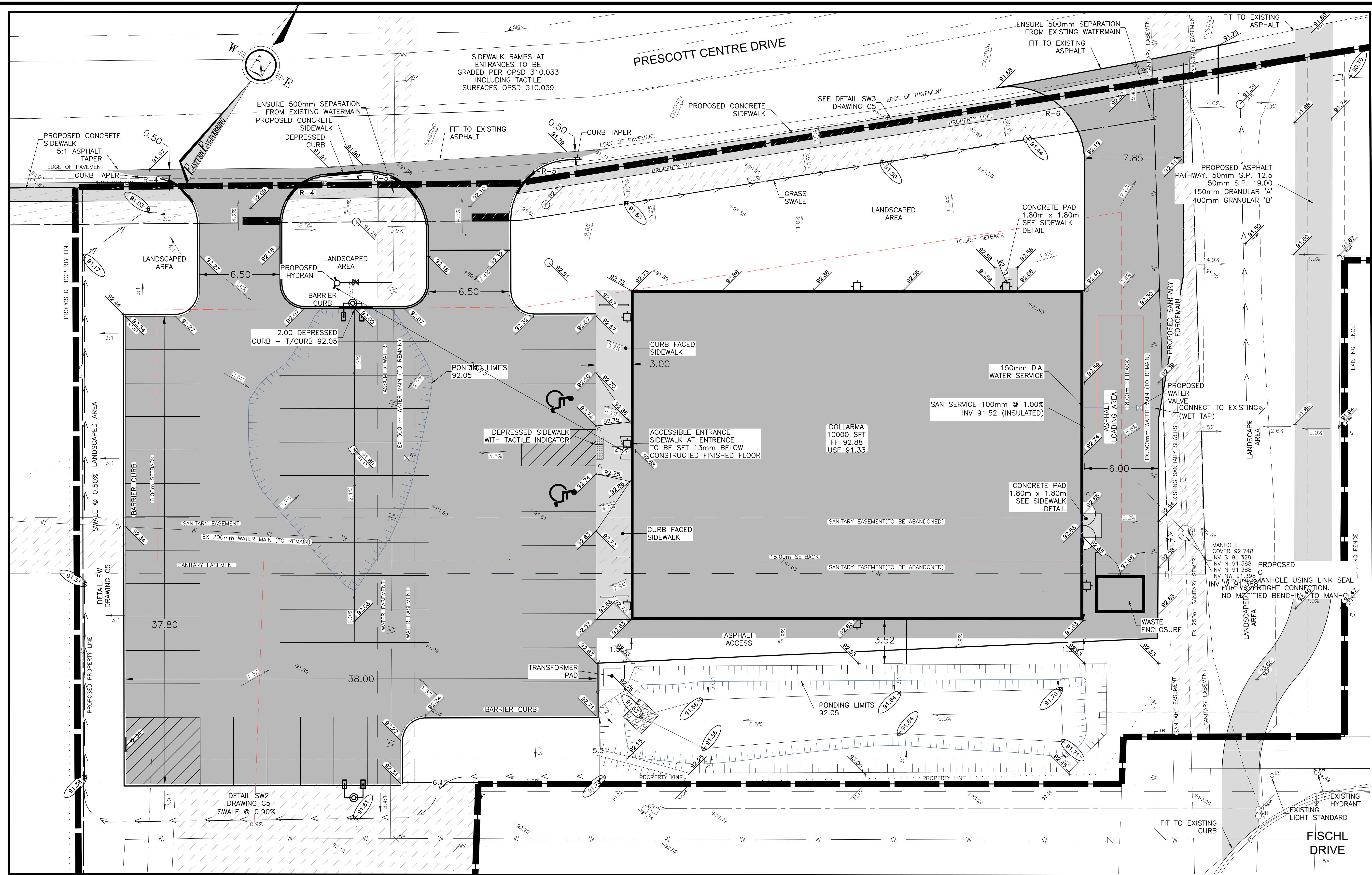
Drawn:	Checked:	Date:	Contract No.:
AJP	CAJ	2/22/2021	

Scale: 0 4 8  
Horizontal: 200

**C2**

File No.: 9233 C19 Parking.dwg





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LEGEND

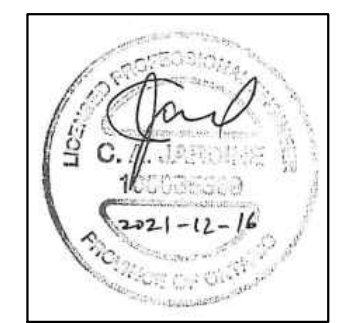
× 92.30	EXISTING TOPO GRADE
× 92.90	PROPOSED GRADE
---	EXISTING GRADE
---	STORM SEWER/MH/CB
---	SANITARY SEWER/MH
W	WATERMAIN/VALVE
B	BELL UNDERGROUND
G	GAS U/G VALVE
C	CABLE UNDERGROUND
E	ELECTRICAL UNDERGROUND
OH	OVERHEAD UTILITIES
LS	UTILITY POLE
AN	UTILITY ANCHOR
□	UTILITY PEDISTAL
■	PROPERTY BAR FOUND
RS	ROAD SIGN
---	FENCE
---	TREELINE
---	TREE
11.58	PROPERTY BOUNDARY
N49°15'50"E	EXISTING BUILDING
---	PROPOSED BUILDING

3	CAJ	2021-12-16	PER COMMENTS 3
2	CAJ	2021-11-30	PER COMMENTS 2
1	AJP	2021-10-22	PER COMMENTS
0	CJ	2021-05-17	FOR SITE PLAN CONTROL
No.	By	Date	Revisions

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www.EastEng.com

Project Title:  
**DOLLARAMA  
PRESCOTT, ONTARIO**

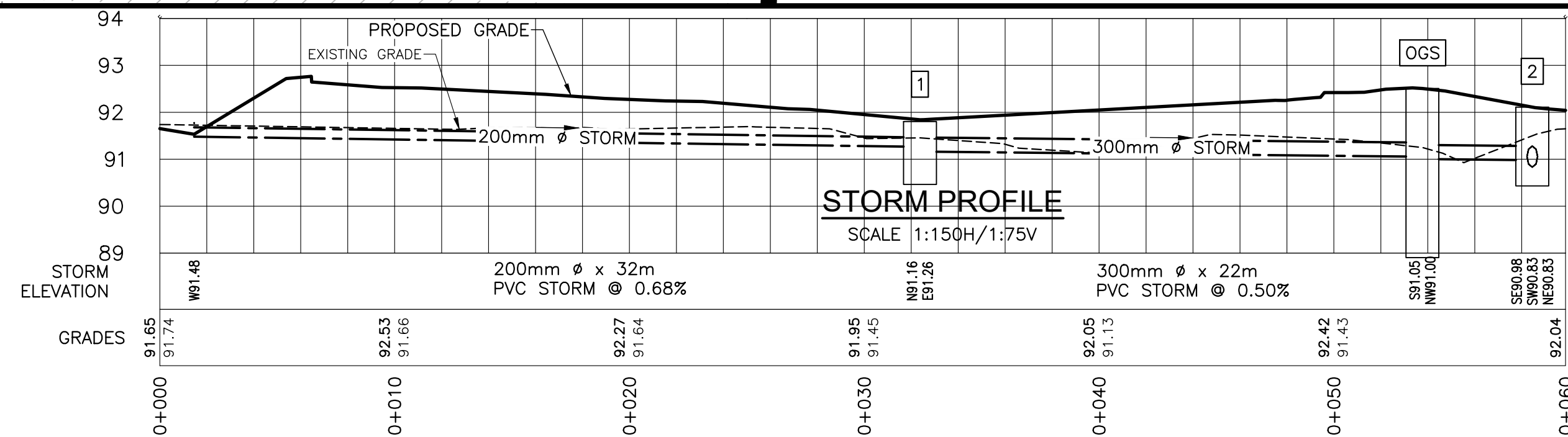
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**GRADING  
PLAN**

Design: AJP	Checked: CAJ	Approved:	Project No.: 9233
Drawn: AJP	Checked: CAJ	Date: 2/22/2020	Contract No.:
Scale: 0 3.0 6.0 Horizontal: 150	Drawing No.:	<b>C3</b>	

EXISTING INFRASTRUCTURE NOTES:

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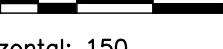




1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
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5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED TO REMOVE THE WORK THAT IS IN CONFLICT BY THE CONTRACTOR. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE FROM REMOVING FROM THE CONTRACTOR SHALL BE REPAIRED TO THE SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.
7. IF ANY EXISTING FOREMANS ARE LOCATED IN CONSTRUCTION OF ANY CONTRACTS THE CONTRACTOR SHALL BE REQUIRED TO LOCATE TO THE SATISFACTION OF THE TOWN AND TOWN'S ENGINEERS.

**OGS UNIT**  
OGS CDS UNIT PMSU 2015\_4

**DRY STORM BASIN STORAGE**  
66 m3 OF STORAGE IN DRY BASIN  
16 m3 OF STORAGE ABOVE GROUND IN PARKING LOT  
TOTAL 82m3

Design: AJP	Checked: CAJ	Approved:	Project No.: 9233
Drawn: AJP	Checked: CAJ	Date: 2/22/2020	Contract No:
		Drawing No.:  <div style="font-size: 48pt; text-align: center;">C4</div>	
File No.: 9233 Cr9 Parking.dwg			



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CONSTRUCTION STANDARDS

CATCH BASIN COVER	-	OPSD - 400.010
CATCH BASIN	-	OPSD - 705.020 PRECAST CATCH BASIN
SUBDRAIN BEDDING	-	PER DETAIL
SUBDRAIN	-	OPSS 405
CULVERT BEDDING	-	OPSD 802.010 AND 803.030
CSP CULVERT	-	OPSS 1801, 1.6mm WALL THICKNESS
SIDEWALK	-	OPSS 351
CONCRETE CURB	-	OPSS 353
STORM SEWER	-	P.V.C., CSA B182.2 DR 35 OR HOPE 320 KPa @ 0.5% MIN. GRADE
TACTILE SURFACE	-	OPSD 310.039, NEEWAH FOUNDRY CATALOG NO. 4984 SERIES OR EQUAL

OPSS SPECIFICATIONS

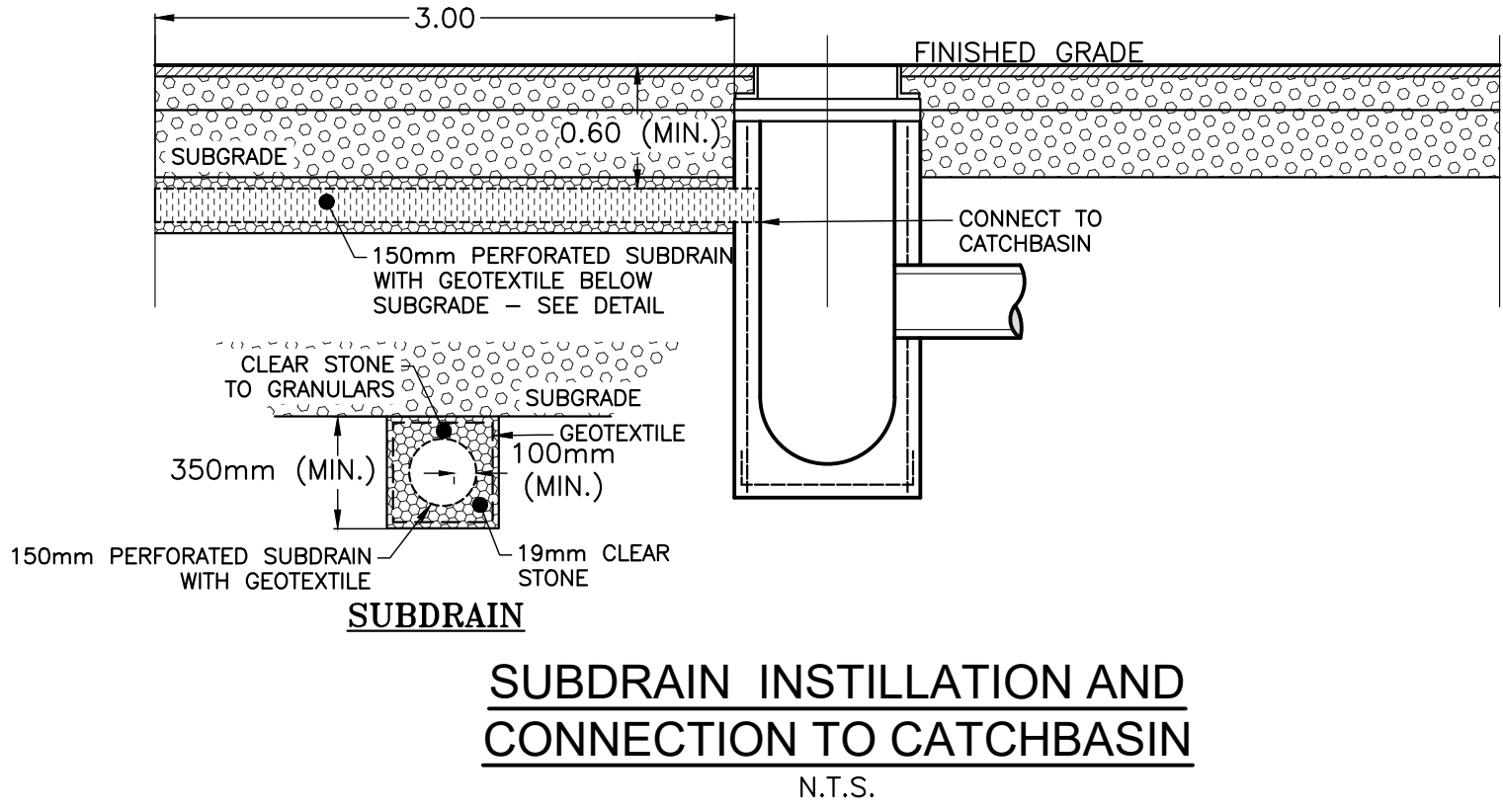
THE MUNICIPAL-ORIENTED ONTARIO PROVINCIAL STANDARDS IN AFFECT WHEN THE CALL FOR TENDERS FOR THIS CONTRACT WAS ADVERTISED SHALL APPLY FOR THE DURATION OF THE CONTRACT. ALL REFERENCES WITHIN THIS SPECIFICATION TO AN OPSS SHALL BE DEEMED TO MEAN OPSS.MUNI, UNLESS USE OF A PROVINCIAL-ORIENTED SPECIFICATION IS SPECIFIED IN THESE CONTRACT DOCUMENTS. WHEN THERE IS NOT A CORRESPONDING MUNICIPAL-ORIENTED SPECIFICATION, THE REFERENCES BELOW SHALL BE CONSIDERED TO BE THE OPSS LISTED UNLESS USE OF A PROVINCIAL-ORIENTED SPECIFICATION IS SPECIFIED IN THESE CONTRACT DOCUMENTS. THE FOLLOWING ONTARIO PROVINCIAL STANDARD SPECIFICATIONS APPLY TO AND FORM PART OF THIS CONTRACT:

102	MUNI 120	127
128	MUNI 180	201
MUNI 206	MUNI 212	310
MUNI 314	351	MUNI 353
MUNI 355	MUNI 401	MUNI 402
MUNI 403	405	407
408	MUNI 410	MUNI 441
MUNI 442	490	MUNI 501
506	MUNI 510	MUNI 517
MUNI 518	MUNI 539	MUNI 706
802	803	MUNI 804
1001	MUNI 1002	MUNI 1003
MUNI 1004	MUNI 1010	MUNI 1101
MUNI 1102	1150	1301
1302	MUNI 1303	1305
1306	1308	1312
MUNI 1315	MUNI 1820	1841
1850	2501	

ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (OPSS) AND ONTARIO PROVINCIAL STANDARD DRAWINGS (OPSD) FORM PART OF THIS CONTRACT.

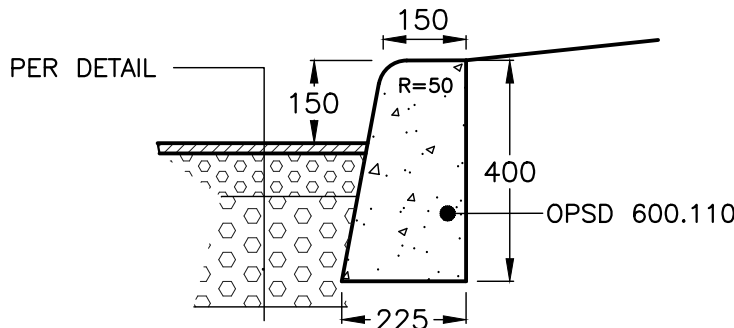
THE TEXT OF ALL OPSS'S IS CONTAINED IN THE MANUAL "ONTARIO PROVINCIAL STANDARD SPECIFICATIONS."

THE OPSD'S ARE CONTAINED IN THE MANUAL OF ONTARIO PROVINCIAL STANDARD DRAWINGS.



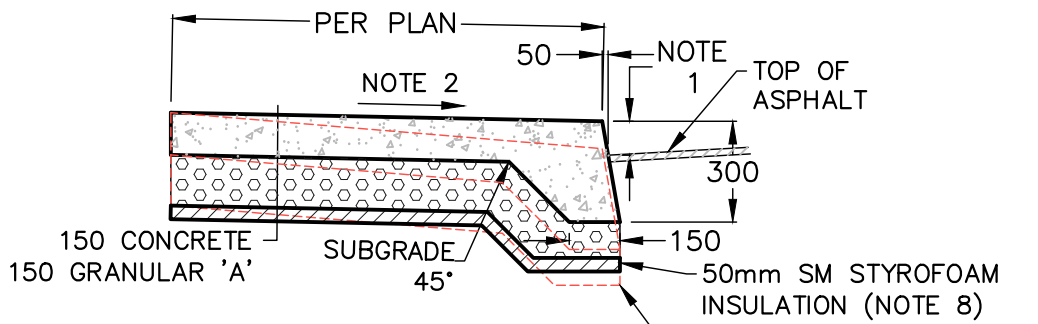
SUBDRAIN INSTALLATION AND CONNECTION TO CATCHBASIN

N.T.S.



TYPICAL CONCRETE CURB

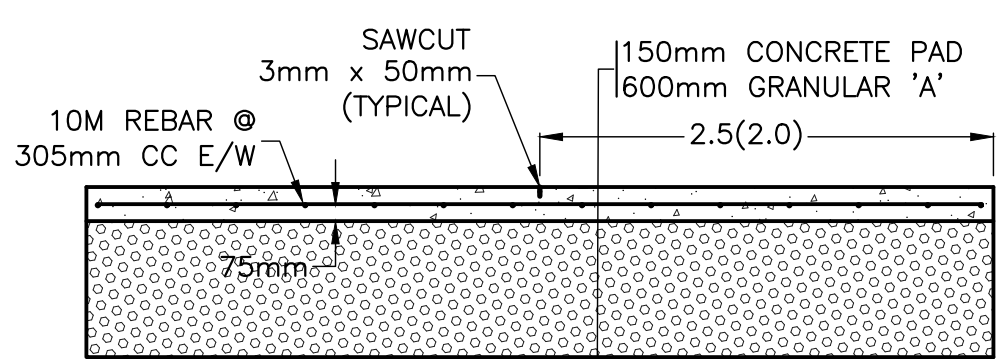
N.T.S.



- SIDEWALK NOTES**
- CURB FACE TO BE 100mm, REDUCE TO 10mm WHERE SHOWN DEPRESSED ON PLAN.
  - CROSS SLOPE TO BE 2.00%, INCREASE TO 5.00% (MAXIMUM) WHERE SHOWN DEPRESSED ON PLAN.
  - CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm.
  - GRANULARS TO BE COMPACTED TO 95% STANDARD PROCTOR DENSITY.
  - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 95% STANDARD PROCTOR DENSITY.
  - CONTRACTION JOINTS TO BE SAWCUT.
  - EXPANSION JOINT MATERIAL WHERE ADJACENT TO BUILDING.
  - INSULATE WITHIN 1.20m OF MAIN ENTRANCE.

CURB FACED SIDEWALK

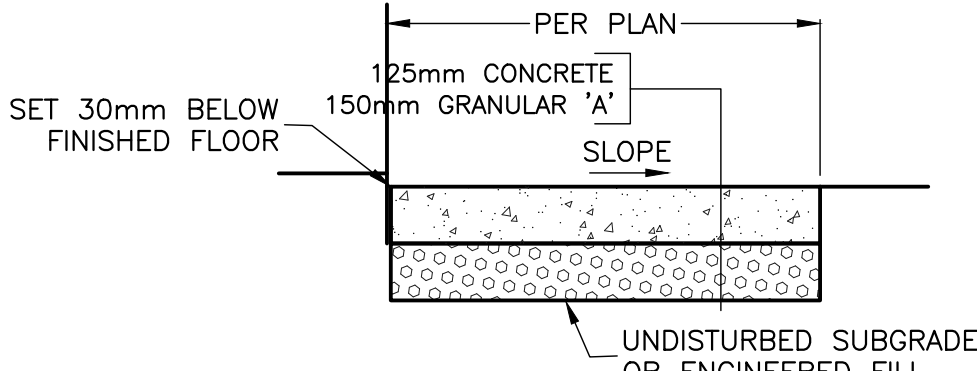
N.T.S.



WASTE ENCLOSURE CONCRETE PAD

N.T.S.

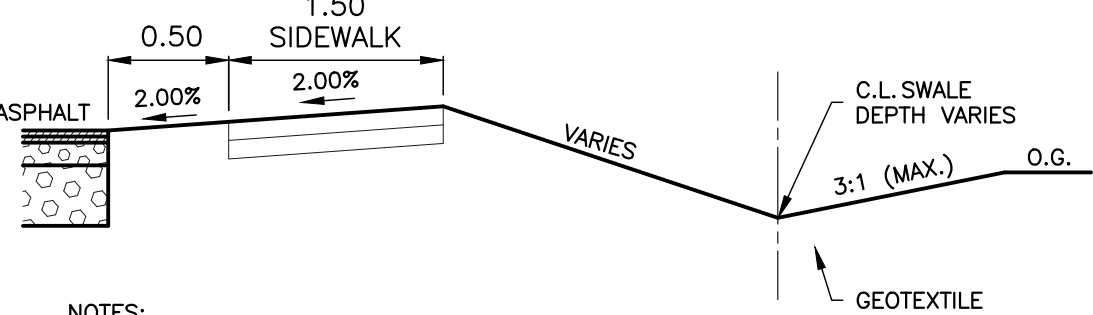
- CONCRETE NOTES**
- CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm.
  - GRANULARS TO BE COMPACTED TO 95% STANDARD PROCTOR DENSITY.
  - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 95% STANDARD PROCTOR DENSITY.



- NOTES:**
- WORK TO CONFORM TO O.P.S.S. 351
  - CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm.
  - GRANULARS TO BE COMPACTED TO 100% STANDARD PROCTOR DENSITY.
  - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 100% STANDARD PROCTOR DENSITY.
  - SLOPED AWAY FROM BUILDING.
  - EXPANSION JOINT MATERIAL WHERE ADJACENT TO BUILDING.

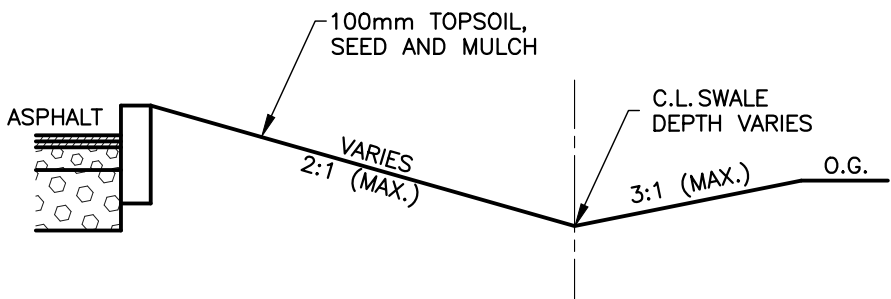
BUILDING ENTRANCE CONCRETE PAD

N.T.S.



(SW3)SWALE DETAIL

N.T.S.



- NOTES:**
- GRADING AROUND SWALE MUST BE GRADED SUCH THAT WATER WILL FLOW FREELY FROM ADJACENT GROUND TO THE BOTTOM OF SWALE WITH NO PONDING.
  - BOTTOM OF SWALE MUST BE GRADED IN THE DIRECTION INDICATED AND TO THE GRADES SHOWN ON DRAWINGS WITH A SMOOTH CONTINUOUS SLOPE WITH MINIMAL PONDING.

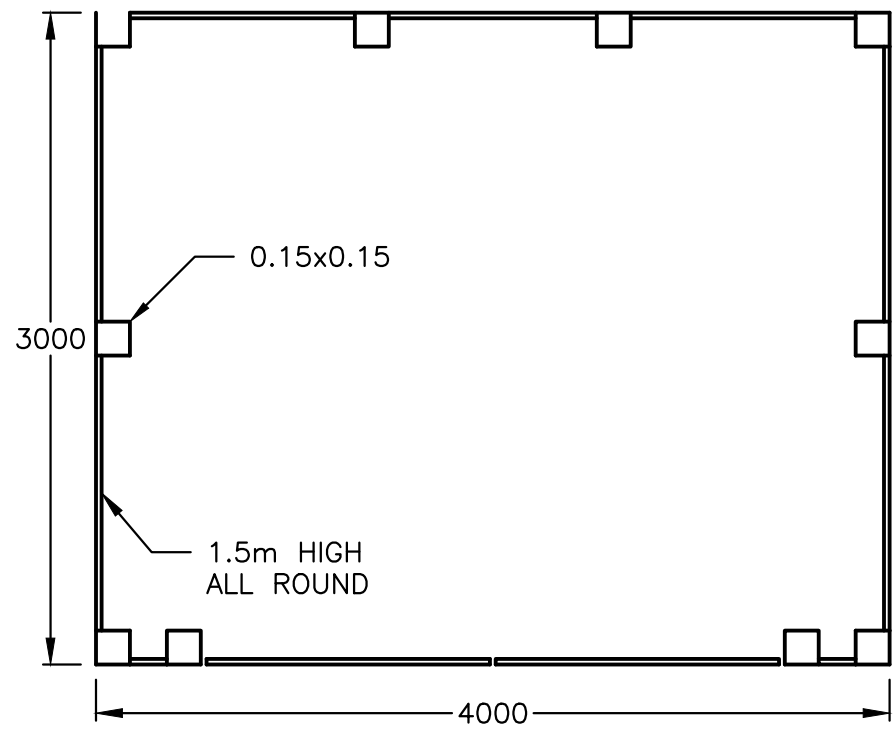
(SW)SWALE DETAIL

N.T.S.

- NOTES:**
- GRADING AROUND SWALE MUST BE GRADED SUCH THAT WATER WILL FLOW FREELY FROM ADJACENT GROUND TO THE BOTTOM OF SWALE WITH NO PONDING.
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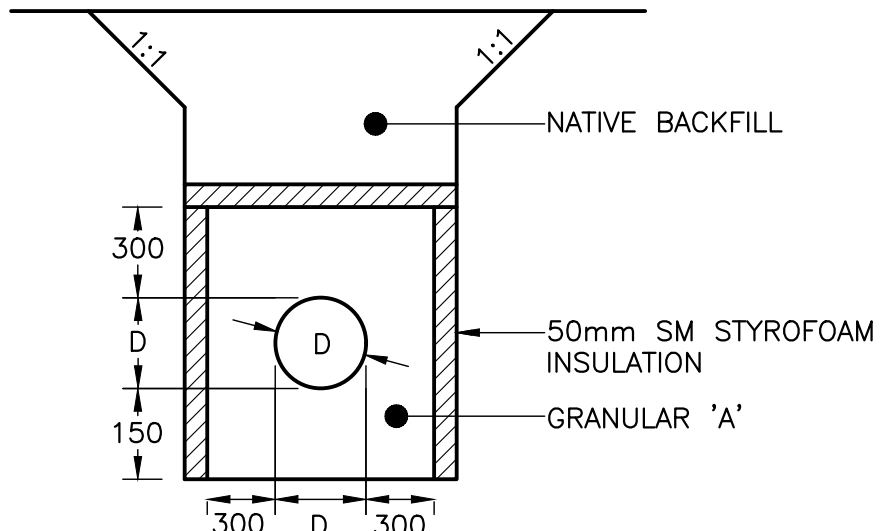
(SW2)SWALE DETAIL

N.T.S.



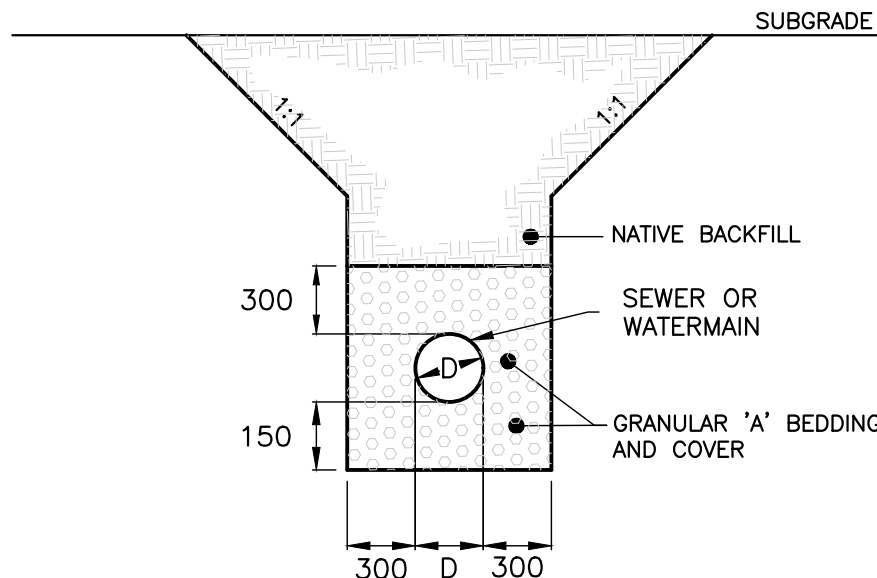
GARBAGE ENCLOSURE DETAIL

N.T.S.



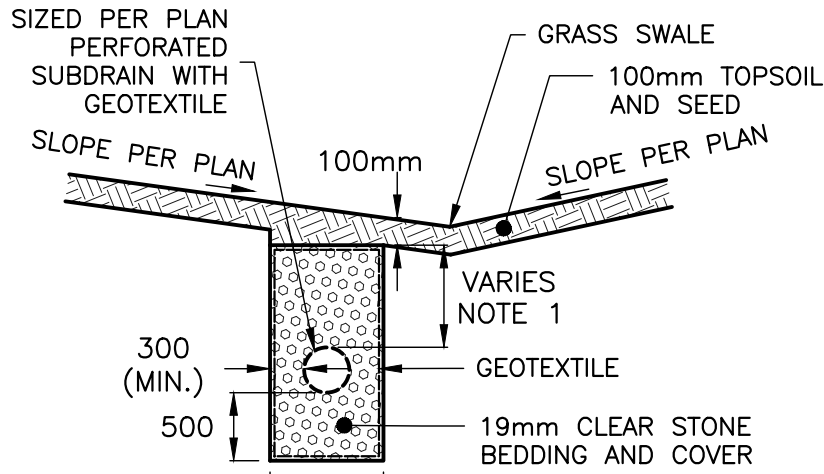
PIPE INSULATION DETAIL

N.T.S.



(TD1) TRENCH DETAIL

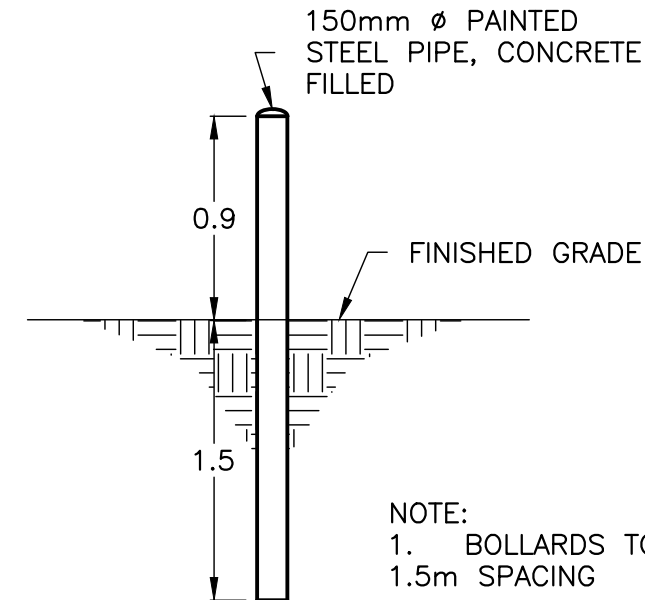
N.T.S.



(TD2) STORM SEWER TRENCH DETAIL

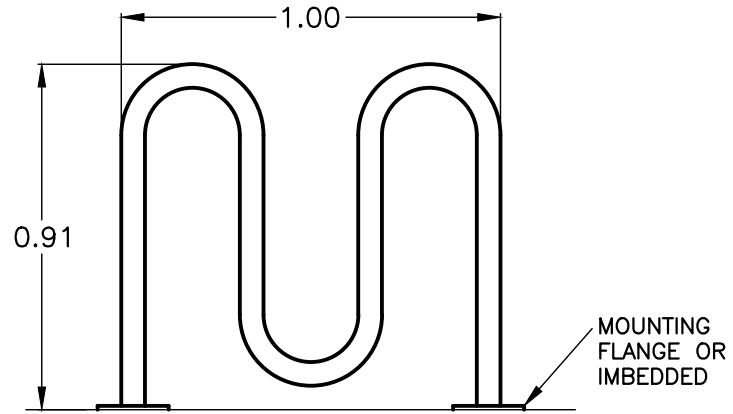
N.T.S.

- NOTE**
- DEPTH OF CLEAR STONE VARIES TO SUIT STORM INVERT ELEVATION.
  - MINIMUM PIPE STRENGTH 320 KPa



BOLLARD

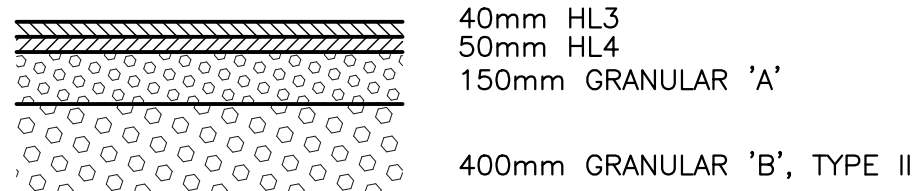
N.T.S.



- NOTES:**
- RELIANCE FOUNDRY MODEL R-8239 OR EQUAL.
  - INSTALLED PER MANUFACTURERS SPECS.

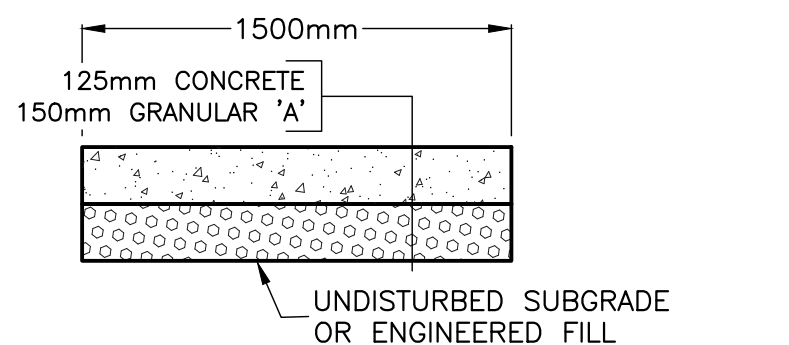
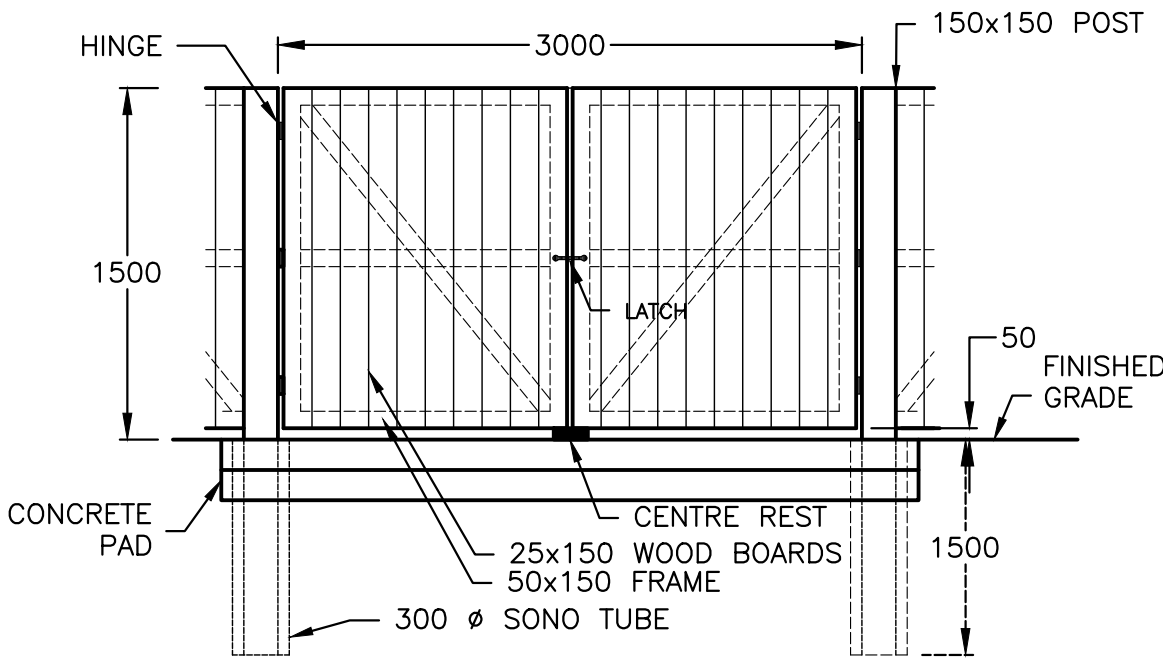
FIVE BIKE RACK

N.T.S.



ASPHALT PAVEMENT

N.T.S.



- NOTES:**
- EXPANSION JOINTS @ 4.50m INTERVALS AND BOTH ENDS OF DEPRESSED SIDEWALK
  - DUMMY JOINTS @ REGULAR 1.50m INTERVALS
  - WORK TO CONFORM TO O.P.S.S. 351
  - CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm
  - GRANULARS TO BE COMPACTED TO 100% STANDARD PROCTOR DENSITY
  - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 100% STANDARD PROCTOR DENSITY
  - SIDEWALK THICKNESS TO BE INCREASED TO 150mm AT ENTRANCES.
  - GRANULARS TO BE INCREASED TO MATCH ADJACENT ASPHALT SECTION AT ENTRANCES.

SIDEWALK CONCRETE

N.T.S.

GENERAL NOTES

- ALL WORK ON TOWN PROPERTY TO BE PERFORMED BY A CONTRACTOR APPROVED BY THE TOWN.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS PRIOR TO START OF CONSTRUCTION.

No.	By	Date	Revisions
3	CAJ	2021-12-16	PER COMMENTS 3
2	CAJ	2021-11-30	PER COMMENTS 2
1	AJP	2021-10-22	PER COMMENTS
0	CJ	2021-05-17	FOR SITE PLAN CONTROL

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Drawings are not to be scaled.



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CONSULTING ENGINEERS  
Apex Building  
207-100 Strowger Blvd.  
Brockville, Ont, K6V 5J9  
Telephone: (613) 345-0490  
Facsimile: (613) 345-0008  
www.EastEng.com

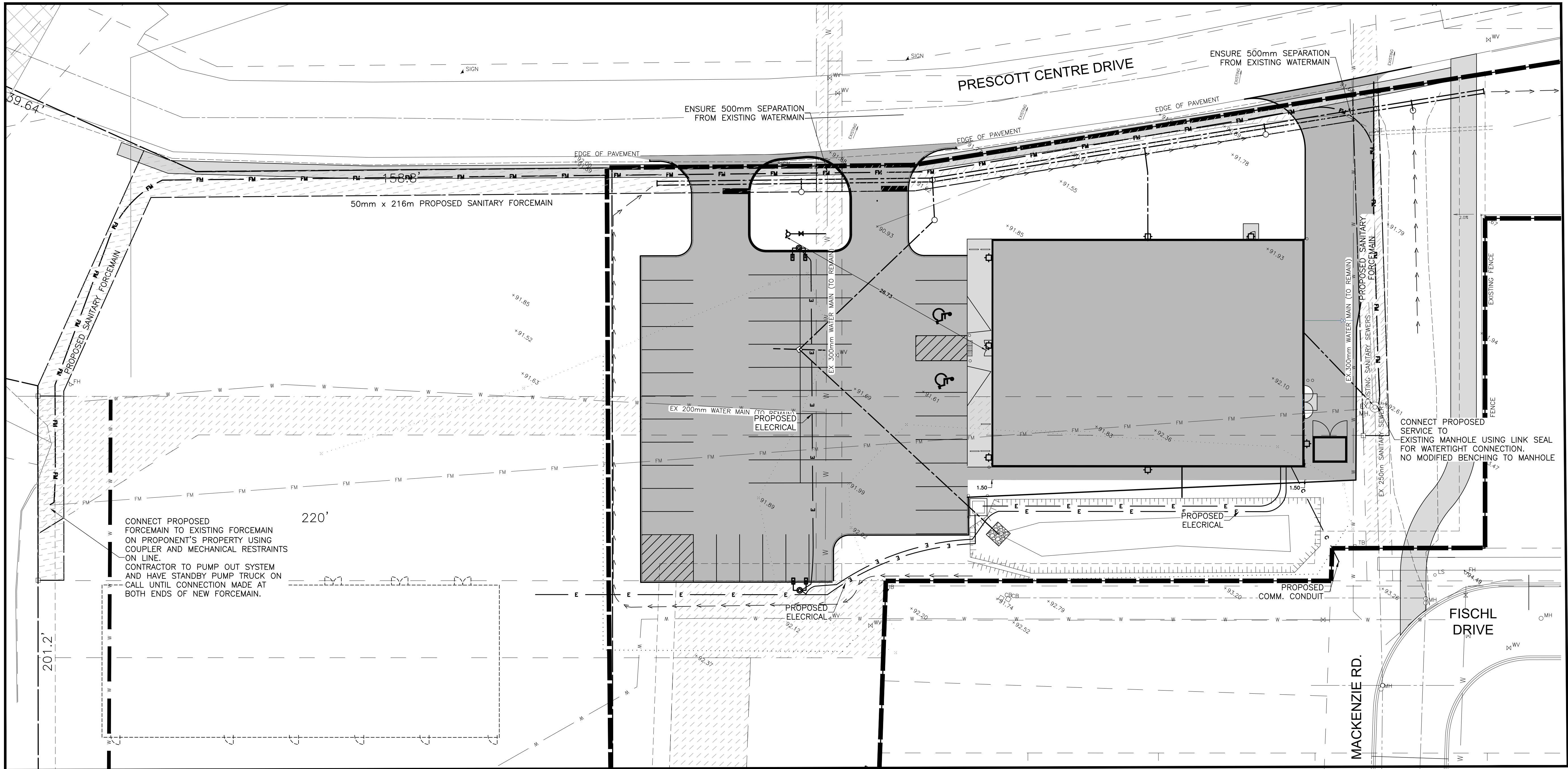
**DOLLARAMA PRESCOTT, ONTARIO**

**DETAILS AND NOTES**

Design:	AJP	Checked:	CAJ	Approved:		Project No.:	9233	
Drawn:	AJP	Checked:	CAJ	Date:	2/22/2021	Contract No.:		
Scale:							Drawing No.:	C5

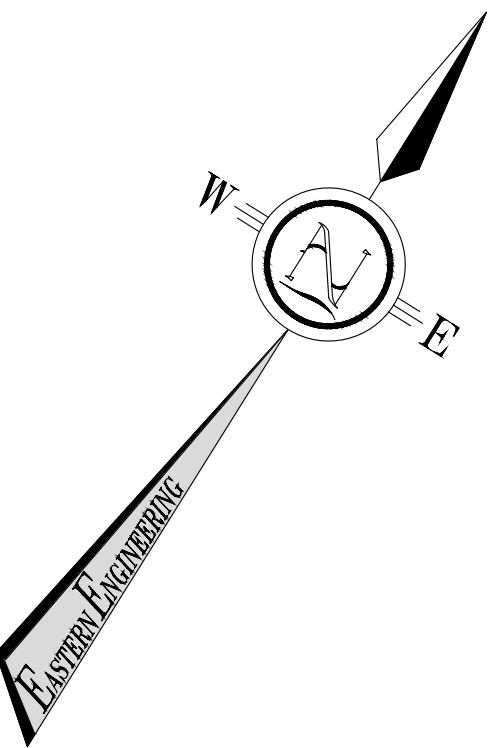
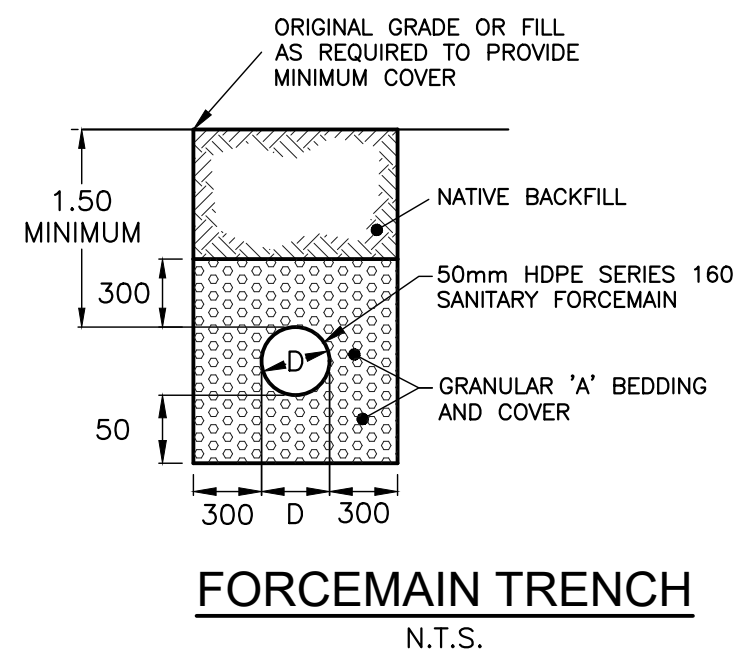
File No.: 9233 C-9 Parking.dwg





CONNECT PROPOSED FORCEMAIN TO EXISTING FORCEMAIN ON PROPOEN'TS PROPERTY USING COUPLER AND MECHANICAL RESTRAINTS ON LINE.  
CONTRACTOR TO PUMP OUT SYSTEM AND HAVE STANDBY PUMP TRUCK ON CALL UNTIL CONNECTION MADE AT BOTH ENDS OF NEW FORCEMAIN.

CONNECT PROPOSED SERVICE TO EXISTING MANHOLE USING LINK SEAL FOR WATERTIGHT CONNECTION. NO MODIFIED BENCHING TO MANHOLE

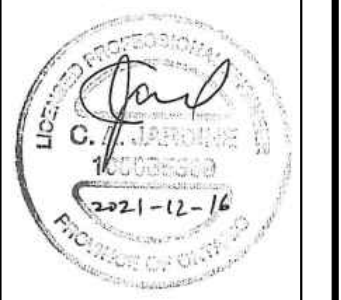


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www.EastEng.com

Project Title:  
**DOLLARAMA  
PRESCOTT, ONTARIO**

Drawing Title:  
**FORCEMAIN RELOCATION**

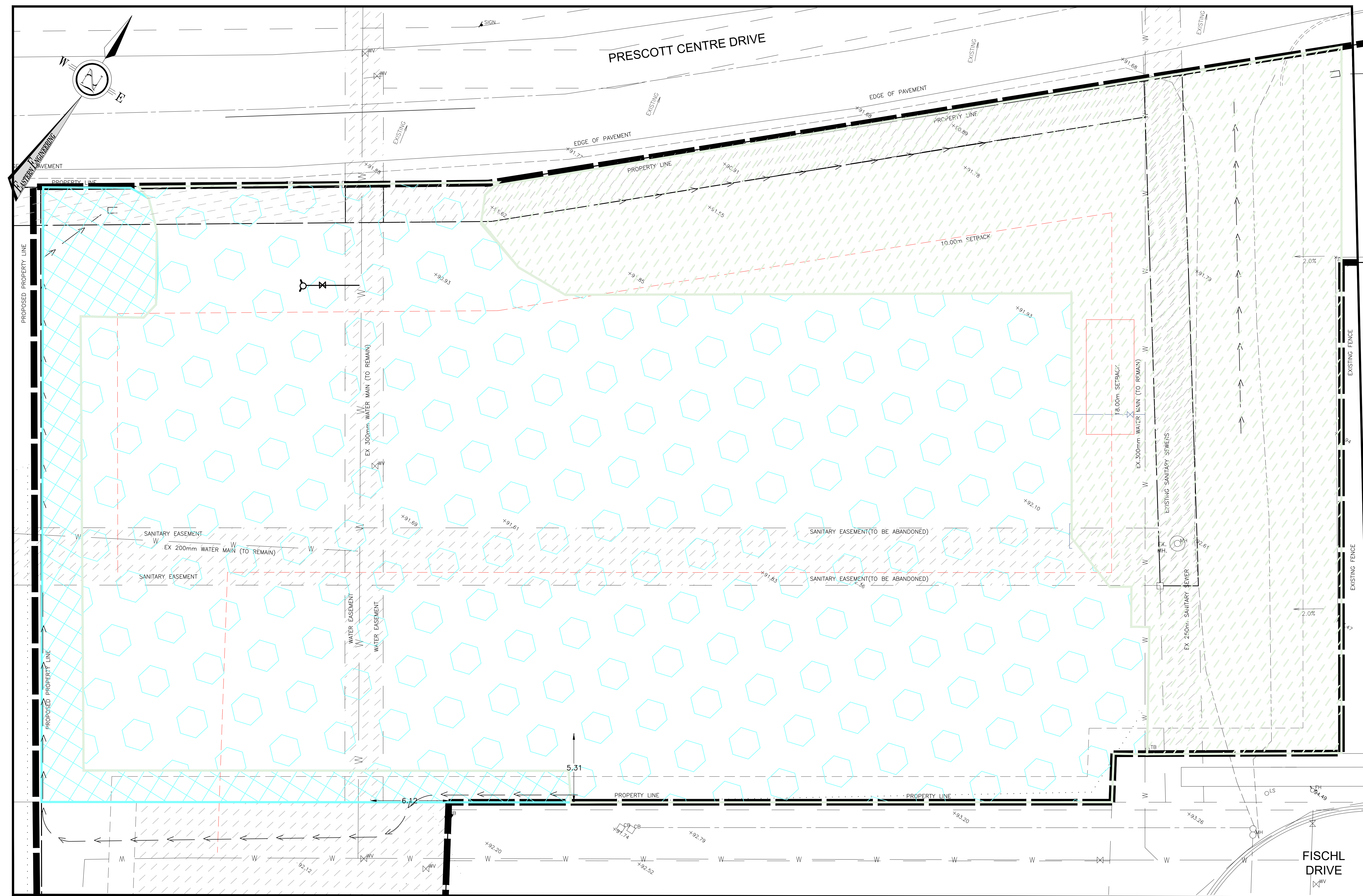
Design: AJP	Checked: CAJ	Approved:	Project No.: 9233
Drawn: AJP	Checked: CAJ	Date: 2/22/2021	Contract No.:

Scale:  
Horizontal: 250

**C6**

File No.: 9233 C19 Parking.dwg





**DRAINAGE AREA 1**  
AREA = 0.1903 ha  
RUNOFF COEF. PRE 5 Y 0.35  
RUNOFF COEF. POST 5 Y 0.48  
ALLOWABLE RELEASE RATE 5 Y 15.00 L/s  
5 YEAR STORAGE REQ = 6.42 m<sup>3</sup>  
100 YEAR STORAGE REQ = 7.33 m<sup>3</sup>  
STORAGE PROVIDED IN DRAINAGE AREA 2  
TO ACCOUNT FOR UNCONTROLLED RUNOFF

**DRAINAGE AREA 2 - PARKING LOT**  
AREA = 0.3326 ha  
RUNOFF COEF. PRE 5 Y 0.35  
RUNOFF COEF. POST 5 Y 0.80  
ALLOWABLE RELEASE RATE 26.21 L/s  
USING IPEX TEMPEST MHF TYPE B  
5 YEAR STORAGE REQ = 30.34 m<sup>3</sup>  
100 YEAR STORAGE REQ = 63.64 m<sup>3</sup>  
STORAGE PROVIDED 16 m<sup>3</sup> ABOVE GROUND  
AND 66m<sup>3</sup> IN DRY BASIN.

**EXISTING INFRASTRUCTURE NOTES:**

1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
2. THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
4. WHEN UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT HAS NOT BEEN SHOWN ON THE CONTRACT DRAWINGS THE CONTRACTOR WILL RECORD IT'S LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE.
5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED WITH OTHER WORK THAT IS NOT AFFECTED BY THE CONFLICT. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE RESULTING FROM THE ACTIONS OF THE CONTRACTORS OPERATIONS SHALL BE REPAIRED TO A SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.
6. IF ANY EXISTING FORCEMAINS ARE LOCATED IN CONSTRUCTION AREA, CONTRACTOR TO LOCATE AND POTENTIALLY RELOCATE TO SATISFACTION OF THE TOWN AND TOWN'S ENGINEERS.

**GENERAL NOTES**

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- CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS PRIOR TO START OF CONSTRUCTION.

**LEGEND**

× 92.30	EXISTING TOPO GRADE
× 92.90	PROPOSED GRADE
—	EXISTING GRADE
—○—	STORM SEWER/MH/CB
—○—	SANITARY SEWER/MH
—W—	WATERMAIN/VALVE
—B—	BELL UNDERGROUND
—G—	GAS U/G VALVE
—C—	CABLE UNDERGROUND
—E—	ELECTRICAL UNDERGROUND
—OH—	OVERHEAD UTILITIES
○ BH ○	UTILITY POLE
○ LS ○	UTILITY ANCHOR
□	UTILITY PEDISTAL
■	PROPERTY BAR FOUND
↑ RS	ROAD SIGN
—	FENCE
—	TREELINE
—	TREE
11.58	PROPERTY BOUNDARY
N49°15'50"E	
▨	EXISTING BUILDING
▩	PROPOSED BUILDING

No.	By	Date	Revisions
2	CAJ	2021-12-16	PER COMMENTS 3
1	CAJ	2021-11-30	PER COMMENTS 2
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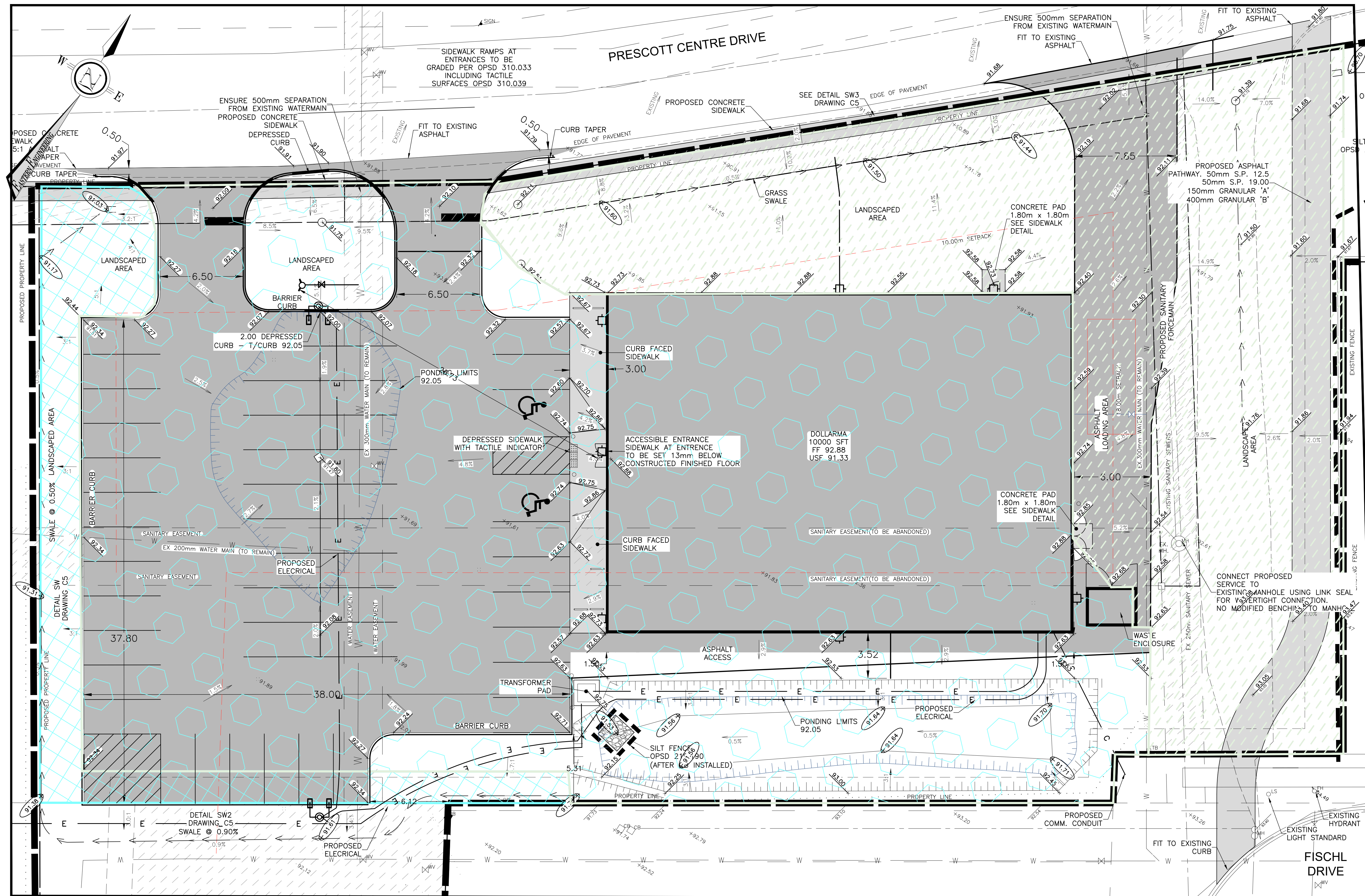
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www.EastEng.com

Project Title:  
**DOLLARAMA  
PRESCOTT, ONTARIO**

Drawing Title:  
**STORM DRAINAGE  
AREA PLAN  
PRE CONDITIONS**

Design: AJP	Checked: CAJ	Approved:	Project No.: 9233
Drawn: AJP	Checked: CAJ	Date: 2/22/2020	Contract No.:
Scale: 0 3.0 6.0 Horizontal: 150	Drawing No.: <b>C7</b>	File No.: 9233 C9 Parking.dwg	





#### DRAINAGE AREA 1

AREA = 0.1903 ha  
RUNOFF COEF. PRE 5 Y 0.35  
RUNOFF COEF. POST 5 Y 0.48  
ALLOWABLE RELEASE RATE 5 Y 15.00 L/s  
5 YEAR STORAGE REQ = 6.42 m<sup>3</sup>  
100 YEAR STORAGE REQ = 7.33 m<sup>3</sup>  
STORAGE PROVIDED IN DRAINAGE AREA 2  
TO ACCOUNT FOR UNCONTROLLED RUNOFF

#### DRAINAGE AREA 2 - PARKING LOT

AREA = 0.3326 ha  
RUNOFF COEF. PRE 5 Y 0.35  
RUNOFF COEF. POST 5 Y 0.80  
ALLOWABLE RELEASE RATE 26.21 L/s  
USING IPEX TEMPEST MHF TYPE B  
5 YEAR STORAGE REQ = 30.34 m<sup>3</sup>  
100 YEAR STORAGE REQ = 63.64 m<sup>3</sup>  
STORAGE PROVIDED 16 m<sup>3</sup> ABOVE GROUND  
AND 66m<sup>3</sup> IN DRY BASIN.

#### FLOW CONTROL DEVICES

MH 1  
OUTLET NORTH - IPEX MHF TYPE B 26.21 L/s HEAD  
1.08m

#### OGS UNIT

OGS CDS UNIT PMSU 2015\_4

#### DRY STORM BASIN STORAGE

66 m<sup>3</sup> OF STORAGE IN DRY BASIN  
16 m<sup>3</sup> OF STORAGE ABOVE GROUND IN PARKING LOT  
TOTAL 82m<sup>3</sup>

#### EXISTING INFRASTRUCTURE NOTES:

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× 92.90	PROPOSED GRADE
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LS	UTILITY POLE
AN	UTILITY ANCHOR
□	UTILITY PEDestal
■	PROPERTY BAR FOUND
RS	ROAD SIGN
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---	TREELINE
---	TREE
11.58	PROPERTY BOUNDARY
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Project Title:  
**DOLLARAMA  
PRESCOTT, ONTARIO**

Drawing Title:  
**STORM DRAINAGE  
AREA PLAN  
POST CONDITIONS**

Design: AJP	Checked: CAJ	Approved: CAJ	Project No.: 9233
Drawn: AJP	Checked: CAJ	Date: 2/22/2020	Contract No.:
Scale: Horizontal: 150	Drawing No.: <b>C8</b>	File No.: 9233 C89 Parking.dwg	





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 01-2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: 2022 Council Committees & Boards

---

### **Recommendation:**

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

### **Background / Analysis:**

At the beginning of each calendar year, the Committees and Boards of Council and their respective members are named by resolution at a Council meeting.

This is done to ensure that these committees and boards are covered through the Town's liability insurance policy. It is also done to provide an annual review and refresh of the Committees and Boards as required.

### **Alternatives:**

None

### **Financial Implications:**

None

### **Environmental Implications:**

None





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

**Attachments:**

- Schedule A - 2022 Committee & Board Members

*Submitted by:*

---

Lindsey Veltkamp  
Director of Administration/Clerk





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

## SCHEDULE A

### 2022 Committee & Board Members (Expiring November 14, 2022)

#### Committee of Adjustment

Laurie Bonsall  
Sandra Iseman  
Daniel Slunder  
Craig Worden  
Megan Wynands

#### Downtown BIA

Kevin Bunce  
Leslie Bottigoni  
Karen Burman-Martin  
Blinda Campbell  
Jeanne Fox Dibble  
Nicole Hudson  
Dawn Tutecky-McDougall  
Elizabeth (Pearl) Visser  
Tracey Young  
Brett Todd (Council Rep)  
Teresa Jansman (Council Rep)

#### Library Board

Jane McGuire (Chief Librarian/CEO)  
Karen Hume  
Mavis Jale  
Darien Watson  
Jean Burton-Fox  
Elaine McCurdie  
Joe Muise  
Lee McConnell (Council Rep)





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

### **Prescott Heritage Committee**

Joan Barkley  
 Tom Van Dusen  
 Sandra Iseman  
 Robert Pelda  
 Luis Zelayeta  
 Lee McConnell (Council Rep)

### **Planning Advisory Board**

Brett Todd (Council Rep)  
 Leanne Burton (Council Rep)  
 Teresa Jansman (Council Rep)  
 Jim Hutton (Citizen Member)  
 Leslie Bottigoni (Citizen Member)

### **Prescott Cemetery Board of Management**

Fraser Laschinger  
 Valerie Schulz  
 Peter Morrow  
 Leanne Burton (Council Rep)

### **Police Services Board**

Stan Kijewski (Council appointed citizen member)  
 Jeffrey Laushway (provincial appointee)  
 Brett Todd (Council Rep)  
 Mike Ostrander (Council Rep)

### **Walker House**

Pat Marshall	Tom VanDusen
Sharon Flood	Joanne Savage
Sharon Stein	Irene Mueller
Lee McConnell (Council Rep)	Maria McKibbin



# 2022 Operating Budget – January 4, 2022



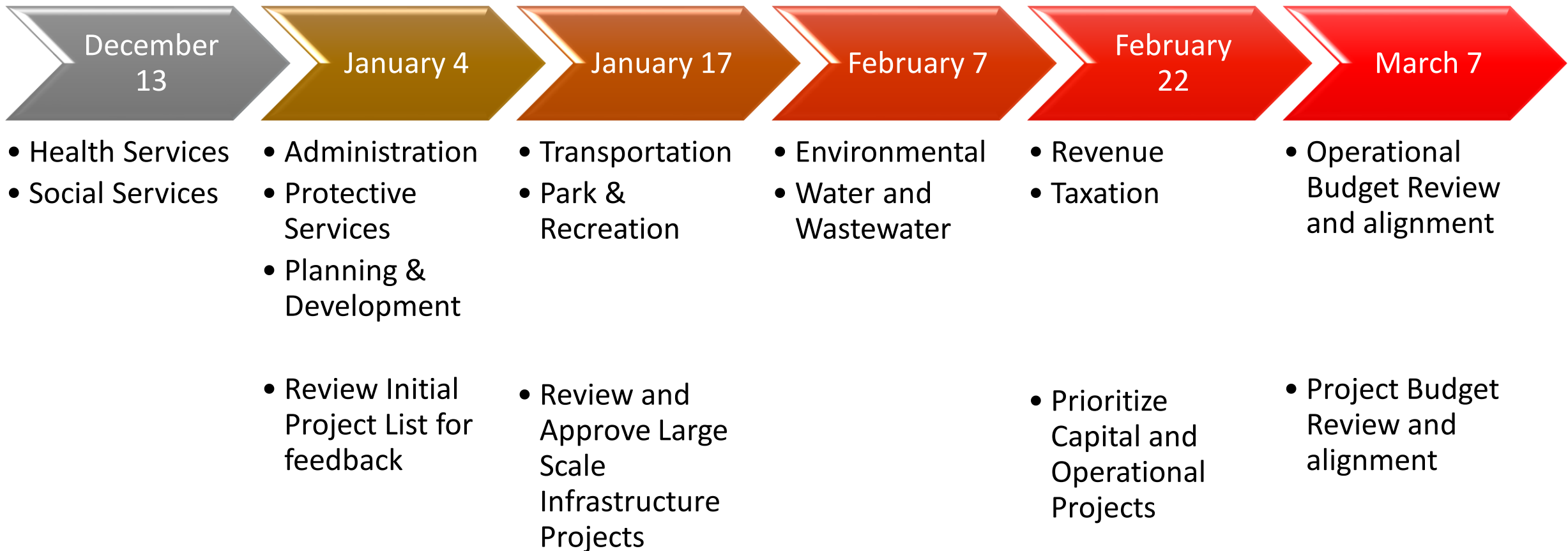


# Topics

- Budget Timeline
- Administration
- Protective Services
- Planning
- Summary to Date



# Budget Timeline





# Administration

- Council
- Administration
- Taxation



# Administration Expenses

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Council	\$150,443	\$119,209	\$157,140	\$6,697	\$37,931		\$5,100
Administration	834,399	823,493	849,050	14,651	25,557	\$9,300 due to insurance increase	-
Taxation	367,179	368,656	368,264	1,085	(392)		305,924
<b>Total</b>	<b>1,352,021</b>	<b>1,311,358</b>	<b>1,374,454</b>	<b>22,433</b>	<b>63,096</b>		<b>\$311,024</b>
<b>% Change</b>				<b>+1.66%</b>	<b>+4.67%</b>		
<b>Election 2022</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>Offsetting Reserve Revenue</b>	



# Protective Services

- Fire Services
- Police Services
- Protective Inspection
- Building Permits
- Emergency Management



# Protective Services Expenses

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Fire	\$770,390	\$718,934	\$738,846	(\$31,544)	\$19,912	Moving \$65,000 in reserve contribution to Arena Complex	\$30,000
Police	1,220,562	1,215,782	1,273,815	53,253	58,033	OPP Increase \$55,753	-
Bylaw	123,490	90,035	143,938	20,448	53,903	Increase offset by additional revenue for shared position	-
Building	100,930	135,201	101,553	623	(33,648)	2021 have been supporting Merrickville Wolford to end in 2022	-
Emer Planning	5,000	604	5,000	-	4,396		-
<b>Total</b>	<b>2,220,372</b>	<b>2,160,556</b>	<b>2,263,152</b>	<b>42,780</b>	<b>102,596</b>		<b>\$30,000</b>
<b>% Change</b>				<b>+1.93%</b>	<b>+4.62%</b>		
				Page 61 of 111			



# Planning

- Planning



# Planning

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Planning	\$72,840	\$73,675	\$73,281	\$441	(\$394)		-
<b>Total</b>	<b>\$72,840</b>	<b>\$73,675</b>	<b>\$73,281</b>	<b>\$441</b>	<b>(\$394)</b>		-
<b>% Change</b>				<b>+0.06%</b>	<b>-0.05%</b>		



# Summary to Date

- Summary to Date



# Summary to Date

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Medical Centre	\$2,950	\$8,009	-	(\$2,950)	(\$8,009)	Sold in 2021	-
Health Unit	85,188	85,188	86,734	1,546	1,546	As per notification	-
Paramedic	224,317	241,177	228,803	4,486	(\$12,374)	2% increase estimate	-
Cemetery	14,000	14,000	14,000	-	-	No Change	-
Ontario Works	136,421	107,164	139,149	2,728	\$31,985	2% increase estimate	-
St. Law Lodge	407,401	407,401	410,744	3,343	\$3,343	2% increase estimate	-
Children's Services	31,406	30,186	32,034	628	\$1,848	2% increase estimate	-
Community Housing	160,879	157,746	164,097	3,218	\$6,351	2% increase estimate	-
Council	150,443	119,209	157,140	6,697	37,931		5,100
Administration	834,399	823,493	849,050	14,651	25,557	\$9,300 due to insurance increase	-
Taxation	367,179	368,656	368,264	1,085	(392)		305,924
Fire	770,390	718,934	738,846	(31,544)	19,912	Moving \$65,000 in reserve contr	30,000
Police	1,220,562	1,215,782	1,273,815	53,253	58,033	OPP Increase \$55,753	-
Bylaw	123,490	90,035	143,938	20,448	53,903	Increase offset by additional revenue for shared position	-
Building	100,930	135,201	101,553	623	(33,648)	2021 have been supporting Merrickville Wolford to end	-
Emer Planning	5,000	604	5,000	-	4,396		-
Planning & Dev	72,840	73,675	73,281	441	(394)		-
<b>Total</b>	<b>\$4,707,795</b>	<b>\$4,596,460</b>	<b>\$4,786,449</b>	<b>\$78,654</b>	<b>\$189,988</b>		<b>\$341,024</b>
<b>% Change</b>							
<b>Election 2022</b>	-	-	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	Offset by Reserve Revenue	



# Next Budget Meeting – January 17, 2022

## Topics

- Transportation, Parks & Recreation Budgets
- Major Capital Project Review







# Departmental Statement Council

Fund 00  
Dept 140

October 2021

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

## Expenses

Salaries & Benefits	87,863	86,224	1,639	105,432	105,435	112,215	6,780	Assumes 5% increase based on CPI
Travel Mileage	5,625	-	5,625	-	6,750	6,750	-	
Conference Fees	6,667	80	6,587	96	8,000	8,000	-	\$2,000 Mayor, \$1,000 Councillor
Membership Fees	1,667	1,600	67	1,600	2,000	2,000	-	Eastern Ontario's Mayors
Meeting Expenses	417	-	417	-	500	500	-	
Insurance	2,381	1,717	665	2,744	2,858	2,825	(33)	New rate plus 5%
Office Supplies	167	-	167	-	200	200	-	
Subscriptions	125	-	125	-	150	150	-	
Other Expenses	167	96	71	115	200	200	-	
Office Equipment	167	-	167	-	200	200	-	
Clothing	1,167	555	612	555	1,400	1,400	-	Clothing \$200 x 7
Promotional Materials	1,250	-	1,250	-	1,500	1,500	-	Town of Prescott Items
Public Relations	2,292	781	1,510	938	2,750	2,750	-	Flowers, gift baskets
Cell Phones	750	583	167	699	900	850	(50)	
Data Communication	1,667	1,608	59	1,930	2,000	2,000	-	
Legal Fees	8,333	-	8,333	-	10,000	10,000	-	Integrity Commissioner
Grants to Others	417	-	417	-	500	500	-	
Transfers to Reserves	4,250	4,250	-	5,100	5,100	5,100	-	Election Reserve
<b>Total</b>	<b>125,369</b>	<b>97,494</b>	<b>27,875</b>	<b>119,209</b>	<b>150,443</b>	<b>157,140</b>	<b>6,697</b>	





Departmental Statement  
2022 Election

Fund 00  
Dept 141

October 2021

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

Expenses

Salaries & Benefits	-	-	-	-	-	-	-	
External printing	-	-	-	-	-	-	-	
Other Expenses	-	-	-	-	-	20,000	20,000	Offset by Reserve Revenue
Computer Licensing	-	-	-	-	-	-	-	
Advertising Community	-	-	-	-	-	-	-	
Advertising Recruitment	-	-	-	-	-	-	-	
Uniforms/Clothing	-	-	-	-	-	-	-	
Contracted Services	-	-	-	-	-	-	-	
Total	-	-	-	-	-	20,000	20,000	



## Departmental Statement Administration

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2021	2021	2022	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	401,662	403,043	(1,381)	483,651	481,994	488,755	6,761	
Travel Mileage	2,458	217	2,241	260	2,950	600	(2,350)	
Training Accomodation	2,250	222	2,028	266	2,700	300	(2,400)	
Training Fees	4,042	8,621	(4,579)	8,620	4,850	6,850	2,000	
Training Materials	-	153	(153)	153	-	200	200	
Conference Fees	4,167	1,068	3,098	1,069	5,000	5,000	-	
Membership Fees	6,333	5,213	1,121	5,213	7,600	5,600	(2,000)	
Meeting Expenses	417	-	417	-	500	500	-	
Health & Safety Supplies	833	230	603	276	1,000	500	(500)	
Insurance	23,917	24,525	(608)	33,573	28,700	35,250	6,550	New Rate + 5% Increase
Office Supplies	4,167	4,968	(801)	5,961	5,000	6,000	1,000	
Computer Printing Supplies	3,333	2,869	465	3,442	4,000	3,500	(500)	
External Printing Costs	833	1,157	(324)	1,388	1,000	1,700	700	
Postage	7,917	6,199	1,717	7,439	9,500	8,500	(1,000)	
Courier	83	87	(4)	105	100	100	-	
Subscriptions	-	1,864	(1,864)	2,244	-	1,750	1,750	
Other	1,875	1,842	33	2,211	2,250	2,250	-	
Office Equipment	833	1,086	(252)	1,086	1,000	1,000	-	
Photocopier Maintenance	1,667	2,927	(1,260)	3,512	2,000	3,500	1,500	
Computer	20,833	20,879	(45)	25,054	25,000	25,000	-	
Computer Licenses	33,333	32,884	449	39,461	40,000	40,050	50	
Equipment Repair	-	3,777	(3,777)	4,533	-	4,500	4,500	
Advertising Community	2,083	-	2,083	-	2,500	-	(2,250)	
Advertising Recruitment	833	485	348	582	1,000	750	(250)	
Maintenance Supplies	625	58	567	69	750	500	(250)	
Janitorial Cleaning Supplies	625	47	578	56	750	500	(250)	
Maintenance Contract	12,500	12,067	433	14,481	15,000	15,000	-	
Cleaning Contracts	42	-	42	-	50	-	(50)	
Repairs	16,667	23,926	(7,259)	23,926	20,000	20,000	-	
Hydro	14,708	10,991	3,718	14,654	17,650	15,400	(2,250)	
Heat	6,875	5,060	1,815	6,072	8,250	8,250	-	
Water	1,333	710	623	852	1,600	1,000	(600)	
Sewer	1,417	769	648	Page 7021	1,111	1,700	(700)	



## Departmental Statement Administration

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2021	2021	2022	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Telephone	6,958	7,385	(427)	8,862	8,350	8,900	550	
Data Communications	3,625	1,610	2,015	1,932	4,350	2,000	(2,350)	
Property & Contents Insurance	5,379	4,807	572	8,758	6,455	9,195	2,740	New Rate + 5% Increase
Non-Owned Vehicle Insurance	42	50	(8)	50	50	50	-	
Consulting Services	21,917	25,513	(3,597)	25,513	26,300	26,300	-	
Audit Services	19,083	19,083	0	22,900	22,900	23,900	1,000	
Legal Services	16,667	9,159	7,508	10,991	20,000	20,000	-	
IT Support	36,667	39,011	(2,344)	46,813	44,000	48,000	4,000	
Security Services	2,667	2,366	301	2,839	3,200	2,900	(300)	
Credit Card Charges	1,167	810	357	972	1,400	1,000	(400)	
Bank Charges	2,500	2,274	226	2,729	3,000	3,000	-	
Total	695,333	690,011	5,322	823,493	834,399	849,050	14,901	



**Departmental Statement  
Property Taxes**

Fund 00  
Dept 190

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projected	2021 Budget	2022 Budget	(Lower)	
Expenses								
MPAC Assessment Fees	41,046	49,255	(8,210)	49,255	49,255	48,840	(415)	As per MPAC Notice for 2022
Consulting Services	-	1,503	(1,503)	1,503	-	1,500	1,500	
Transfer to Reserves	254,937	254,937	(0)	305,924	305,924	305,924	-	
Tax Write Offs	10,000	-	10,000	11,974	12,000	12,000	-	
Total	305,983	305,695	287	368,656	367,179	368,264	1,085	



**Departmental Statement  
Fire**

**Fund  
Dept**

00  
200

October 2021

	Year-to-Date			Total 2021 Projected	Total 2021 Budget	Total 2022 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Salaries & Benefits	172,221	180,194	(7,973)	216,233	206,665	241,431	34,766	Additional Revenue
Training Accomodation	167	-	167	-	200	-	(200)	
Training Non Mileage	292	-	292	-	350	-	(350)	
Training Meals	1,208	-	1,208	-	1,450	-	(1,450)	
Training Other	125	-	125	-	150	2,000	1,850	Consolidate Accounts
Training Fees	10,833	12,566	(1,733)	15,080	13,000	16,000	3,000	FF1&2 Ice Water Rescue
Conference Fees	1,292	-	1,292	-	1,550	1,000	(550)	
Membership Fees	1,667	150	1,517	180	2,000	1,000	(1,000)	O AFC, FP, Admin Cood
Meeting Expenses	167	-	167	-	200	200	-	
Health & Safety Supplies	4,167	1,662	2,505	1,995	5,000	4,000	(1,000)	AED purchase
Insurance	4,750	4,549	201	6,056	5,700	6,360	660	
Office Supplies	1,667	1,287	380	1,545	2,000	2,000	-	
Office Supplies - Prevention	6,667	1,784	4,883	2,141	8,000	8,000	-	Pub Ed - school visits etc
External Printing Costs	-	135	(135)	162	-	-	-	
Computer Printing Supplies	833	168	665	201	1,000	1,000	-	
Postage	42	-	42	-	50	50	-	
Courier	42	26	16	31	50	50	-	
Subscriptions	1,250	-	1,250	-	1,500	1,500	-	NFPA renewal
Other	833	355	478	426	1,000	1,000	-	
Photocopier	833	833	0	1,000	1,000	1,000	-	
Computer	1,667	84	1,583	101	2,000	2,000	-	
Radio Maintenance Contract	2,667	4,343	(1,677)	5,212	3,200	3,200	-	
Equipment	30,000	13,828	16,172	16,594	36,000	36,000	-	
Computer Licenses	1,667	2,814	(1,147)	3,377	2,000	2,500	500	
Advertising Community	417	-	417	-	500	-	(500)	
Advertising Recruitment	-	483	(483)	580	-	500	500	
Public Relations	833	-	833	-	1,000	-	(1,000)	
Insurance - Other	9,583	7,397	2,186	8,877	11,500	11,500	-	
Janitorial Cleaning Supplies	500	36	464	43	600	600	-	
Building Maintenance Contracts	5,500	4,684	816	5,621	6,600	6,600	-	



**Departmental Statement  
Fire**

Fund  
Dept

00  
200

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projected	2021 Budget	2022 Budget	(Lower)	
Repairs	1,667	435	1,232	522	2,000	3,000	1,000	
Building Repairs	1,250	911	339	1,093	1,500	-	(1,500)	
Hydro	9,000	4,851	4,149	5,822	10,800	8,000	(2,800)	
Heat	5,250	3,498	1,752	4,198	6,300	6,300	-	
Water	917	278	639	333	1,100	1,000	(100)	
Sewer	1,042	452	590	542	1,250	1,000	(250)	
Telephone	833	499	335	598	1,000	600	(400)	
Cellular Services	2,500	2,207	293	2,649	3,000	3,000	-	
Data Communications	1,917	2,199	(283)	2,639	2,300	2,700	400	
Building & Content Insurance	1,479	1,030	449	2,863	1,775	3,005	1,230	Renewal +5%
Vehicle Fuel	9,167	3,320	5,847	3,984	11,000	10,000	(1,000)	
Security Services	417	-	417	-	500	-	(500)	
Vehicle Repairs	12,500	9,098	3,402	10,918	15,000	15,000	-	
Vehicle Insurance	4,583	4,292	292	7,515	5,500	7,900	2,400	Renewal +5%
Vehicle Non-Owned Insurance	42	50	(8)	50	50	50	-	
Uniforms / Clothing	3,333	2,409	925	2,890	4,000	4,000	-	
Contracted Services	1,250	-	1,250	-	1,500	-	(1,500)	
Security Services	417	475	(59)	570	500	1,000	500	
Answering Service	833	-	833	-	1,000	-	(1,000)	
Dispatch	16,667	17,279	(613)	20,735	20,000	22,150	2,150	As Per Agreement
Waste Collection	125	-	125	-	150	-	(150)	
Equipment Rental	208	-	208	-	250	-	(250)	
Debenture Payments	54,708	45,798	8,911	65,560	65,650	65,650	-	Fire Trucks
Transfer to Reserves	25,000	25,000	-	30,000	30,000	30,000	-	Equipment
Debenture Payments	170,833	170,833	0	205,000	205,000	205,000	-	Fire Hall
Transfer to Reserves	54,167	54,167	(0)	65,000	65,000	-	(65,000)	Transfer to Rec Complex
<b>Total</b>	<b>641,992</b>	<b>586,460</b>	<b>55,532</b>	<b>718,934</b>	<b>770,390</b>	<b>738,846</b>	<b>(31,544)</b> -4.1%	



**Departmental Statement  
Police**

Fund 00  
Dept 210

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projected	2021 Budget	2022 Budget	(Lower)	
Expenses								
Salaries & Benefits	4,833	1,763	3,070	4,060	5,800	5,800	-	
Membership Fees	167	-	167	-	200	200	-	
Other	2,208	-	2,208	-	2,650	-	(2,650)	
Public Relations	-	125	(125)	150	-	150	150	
Police Contract	1,002,343	999,015	3,328	1,202,818	1,202,812	1,258,565	55,753	As per Notice
Ride Program	7,167	8,254	(1,087)	8,254	8,600	8,600	-	
Grants to Others	417	500	(83)	500	500	500	-	
Total	1,017,135	1,009,657	7,478	1,215,782	1,220,562	1,273,815	53,253	



**Departmental Statement  
Bylaw Department**

Fund 00  
Dept 240

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2021 Projected	2021 Budget	2022 Budget	(Lower)	
Expenses								
Salaries & Benefits	38,867	25,424	13,443	30,508	46,640	115,638	68,998	Full year Bylaw change, Offset by revenue from Augusta
Membership Fees	125	-	125	-	150	150	-	
Office Supplies	208	-	208	-	250	250	-	
External Printing Costs	1,458	81	1,377	98	1,750	1,000	(750)	
Registrations	83	22	61	26	100	100	-	
Other	1,042	144	898	173	1,250	200	(1,050)	
Advertising Community	-	559	(559)	670	-	750	750	
Dog Tags	-	396	(396)	475	-	500	500	
Training	1,250	-	1,250	-	1,500	1,500	-	
Software Licenses	2,083	2,083	0	2,500	2,500	2,500	-	New Software supported by Modernation Funding
Cellular Services	667	652	14	783	800	800	-	
Consulting Services	40,000	31,422	8,578	37,706	48,000	-	(48,000)	Change implemented in 2021
Inspections	16,500	14,246	2,254	17,096	19,800	19,800	-	Animal Control
Access to MTO Database	625	-	625	-	750	750	-	
Total	102,908	75,029	27,879	90,035	123,490	143,938	20,448	



**Departmental Statement  
Building Department**

Fund 00  
Dept 245

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2021	2021	2022	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	63,150	97,806	(34,656)	117,367	75,780	78,403	2,623	Merrickville Wolford 2021
Travel Mileage	1,583	8,148	(6,565)	9,778	1,900	1,900	-	Merrickville Wolford 2021
Travel Meals	125	-	125	-	150	150	-	
Training Fees	417	1,933	(1,517)	1,933	500	2,500	2,000	
Conference Fees	1,083	-	1,083	-	1,300	1,300	-	
Memberships	542	1,418	(876)	1,701	650	1,500	850	
Office Supplies	1,083	418	665	502	1,300	500	(800)	
External Printing Costs	1,167	224	943	269	1,400	500	(900)	
Other Expenses	3,833	841	2,992	1,010	4,600	3,500	(1,100)	
Printing Costs	2,083	-	2,083	-	2,500	1,000	(1,500)	
Subscriptions	417	-	417	-	500	500	-	
Software Licenses	5,417		5,417	-	6,500	6,500	-	New Software supported by Modernation Funding
Cellular Services	1,125	602	523	723	1,350	800	(550)	
Data Services	417	-	417	-	500	500	-	
Contracted Services	1,667	1,600	67	1,920	2,000	2,000	-	
Total	84,108	112,990	(28,882)	135,201	100,930	101,553	623	



**Departmental Statement**  
**Emergency Measures**

Fund 00  
Dept 250

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2021	2021	2022	(Lower)	
			B (W)	Projected	Budget	Budget		
<b>Expenses</b>								
Other	4,167	504	3,663	604	5,000	5,000	-	
<b>Total</b>	<b>4,167</b>	<b>504</b>	<b>3,663</b>	<b>604</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	



**Departmental Statement  
Planning**

Fund 00  
Dept 810

October 2021

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2021	2021	2022	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	38,867	38,867	(0)	46,640	46,640	48,281	1,641	
External Printing Costs	167	-	167	-	200	-	(200)	
Advertising Community	-	405	(405)	486	-	500	500	
Software Licenses	2,917	2,917	(0)	3,500	3,500	3,500	-	New Software supported by Modernation Funding
Contracted Services	16,667	18,280	(1,613)	21,935	20,000	20,000	-	
Legal Fees	1,250	-	1,250	-	1,500	-	(1,500)	
Engineering Fees	833	927	(94)	1,113	1,000	1,000	-	
Total	60,700	61,396	(696)	73,675	72,840	73,281	441	



# 2022 Initial Project Ideas Review

## January 4, 2022





# Capital Projects Previously Approved

Description	Estimated Cost	Funding Source
Recreation Complex	19,100,000	Grant, Fundraising, Reserves, Debt
Dibble Street East - Vankoughnet to Edward	1,200,000	Gas Tax Funding, Reserves
Town Hall 2 <sup>nd</sup> Floor Renovations	255,000	Infrastructure Reserve
Break Wall at Water Treatment Plant	250,000	Water Treatment Plant Reserve
Replacement of G & H Dock	150,000	Marina Reserve
Solar Light Installation on Heritage Path	45,000	COVID Grant and Reserves
Digital Signage	30,000	Fiscal Policy Reserve
Roofing Structure between Seacans	25,000	Public Works Reserve
Break Wall stone areas	25,000	Infrastructure Reserve
Total	21,080,000	



# Operational Projects Previously Approved

Description	Estimated Cost	Funding Source
Downtown Beautification Plan	50,000	Modernization Funding
Official Plan Review	55,000	Planning Reserve
Replacement of sidewalk on south side of King Street on west end of Coast Guard Base	25,000	Fiscal policy reserve
Fix Parking Area at base of Centre Street by the deep-water dock at waterfront	20,000	Fiscal Policy
Waterfront Prescott Sign	15,000	Fiscal Policy Reserve
Town Signage and Wayfinding	15,000	Planning Reserve
Accessible Sidewalk South End of George Street to link waterfront trail with street	15,000	Infrastructure Reserve
Trees for Riverwalk and Downtown	7,500	
Total	202,500	



# 2022 Health & Safety Project Ideas

Description	Estimated Cost	Notes	Possible Funding Source
Fire Department Replacement Gear	30,000	On-going requirement	Fire Department Reserve
Play Structure deficiency fixes	20,000	On-going requirement	Parks Reserve
CB Radios for Operations Equipment	6,000	Provides for better communication	Public Works Reserve



# 2022 Capital Project Ideas

Description	Estimated Cost	Notes	Possible Funding Source
1 Ton Truck with dump box	100,000	Current 1 Ton end of life	Debt – 5 Years or Infrastructure Reserve
Lighthouse Pop-Up Shop and improvements	40,000	Application submitted should hear in 2022	Canada Community Revitalization Fund (CCRF) Grant
Outdoor Patio Structure for Downtown	30,000	Application submitted should hear in 2022	Canada Community Revitalization Fund (CCRF) Grant
Pop-Up Shop Sheds for Riverwalk Village	30,000	Application submitted should hear in 2022	Canada Community Revitalization Fund (CCRF) Grant
Swing Blade of new plow	20,000	Would enhance functionality	Public Works Reserve



# 2022 Operational Project Ideas

Description	Estimated Cost	Notes	Possible Funding Source
Downtown Seasonal Parkettes, Banner along Coast Guard Property/Beach, Development of Smartphone App, Lighting decorations along major arteries, Pedestrian Counter	80,000	Application has been submitted will find out in 2022	MyMainStreet Community Activator Funding Program
Implementation of Prescott Ec Dev Strategy	Unknown	To be presented Jan 4, 2022	
Implementation of Joint Ec Dev Strategy	Unknown	To be presented January 2022	
Recreational lending library from Centennial Park and/or Marina	Unknown		
Wayfinding to link parks (footsteps)	Unknown		



# Edward Street Bridge Work Project

- Following the latest Ontario Structure Inspection reports completing in 2017 and 2019, rehabilitation work for the bridge was tendered in 2021 which included the following work
  - Expansion Joint Replacements
  - Concrete Abutment Repairs
  - Structural Steel Repairs
  - Corner rocker bearing rehabilitation
  - Structure Steel re-coatings
  - Guardrail Repairs
  - Sidewalk Repairs
  - Approach Asphalt repaving (Provisional item)
- The tendered amounts for the work above ranged from \$556,600 to \$844,943
  - This exceeded budget estimate by a considerable amount and therefore the tender was not awarded



# Edward Street Bridge Work Project

- The Town and Engineering firm reviewed the bridge work to determine options
  - It was noted that the bridge bearings were going to need rehabilitation in the next 5 to 10 years however, upon further investigation it is observed that the bearings at the north and south ends of the bridge expanse are showing signs of rapid deterioration between 2019, 2020, and 2021
  - A bridge specialist from Superville Engineering Corporation was consulted to evaluate the original project scope and the bridge bearings to formulate recommendations.
    - The purpose of bridge bearings are to transfer loads from the superstructure into the foundations while accommodating translations (thermal expansion-contraction) and rotations of the superstructure;
    - Interior pier bearing elements are generally in good condition;
    - Due to leaking expansion joints, the condition of the abutment bearing elements have degraded in recent years and are generally in poor condition
    - Abutment bearings are corroded and partially ceased to a point that free articulation is restricted
    - This restriction results in undue stress in the bridge girders and concrete seat in the vicinity of the bearings
    - The existing bearing type (rocker bearings) have been found to perform particularly poor during earthquake events
    - Replacement of the full line of bearings is recommended as opposed to individual like for like replacements
    - With full line bearing replacement, a more modern type bearing such as steel reinforced elastomeric bearings would be selected
    - Bearing replacement requires jacking of the bridge creating a vertical offset at the expansion joint.
    - It is most common and recommended that expansion joint replacement should occur following any work where jacking of the superstructure is required. As such, bearing and expansion joint replacement work is typically part of the same rehabilitation project.



# Edward Street Bridge Work Project – Abutment Bearings





# Edward Street Bridge Work Project

- Option 1A Original Scope + replace abutment bearings with the bridge closed for the duration of project
  - Bridge Closure Status: Closed for duration of project
  - Estimated Bridge Closure Duration: 3.5 months
  - Estimated Construction Duration: 3.5 months
  - Estimated Construction Cost: \$847,000
- Option 1B Original Scope + replace abutment bearings with bridge closed for jacking operations only
  - Bridge Closure Status: Closed for duration of abutment bearing jacking only, 1 lane open the remainder of the time
  - Estimated Bridge Closure Duration: 1.5 weeks over the entire project (2-3 days at a time)
  - Estimated Construction Duration: 4.0 months
  - Estimated Construction Cost: \$982,000
- Option 2A Original scope with bridge closed for the duration of the project
  - Estimated Bridge Closure Status: Closed for duration of project
  - Estimated Bridge Closure Duration: 2.5 months
  - Estimated Construction Duration: 2.5 months
  - Estimated Construction Cost: \$546,000
- Option 2A Original scope with one lane open for the duration of the project
  - Estimated Bridge Closure Status: 1 lane open for duration of the project
  - Estimated Bridge Closure Duration: NA
  - Estimated Construction Duration: 3.0 months
  - Estimated Construction Cost: \$681,000



# Edward Street Bridge Work Project – Recommendation

- Given the boarder scope of the project and the need to keep the Edward Street bridge open it is recommended that Option 1B is planned for in 2023
- There is no issue with waiting to complete the work until 2023 but it will allow additional time to allocate funds towards the project



# 2022 OCIF Funding

- The Province announced a doubling of the Ontario Community Infrastructure Funding envelope for 2022
- The Prescott allocation will increase from \$267,026 to \$548,790 in 2022
- Starting with the 2023 allocations, the formula will be calculated using forward-looking Current Replacement Values (CRVs) and CRV estimates to approximate requirements to maintain municipal core infrastructure assets, instead of closing cost balance values from the Financial Information Return
- The Ministry of Infrastructure will begin working with partners across government to develop and implement a more standardized method of collecting CRVs and other data from asset management plans, and to minimize administrative burden. CRVs will be used to inform future OCIF allocations, and data from asset management plans will be used to gain insights on municipalities' level of asset management investments and the state of good repair across core infrastructure.



# 2022 OCIF Funding - Repaving

- Over the last several years the OCIF funding has been used to address repaving needs in Prescott
- It is being recommended to continue to use a portion of the OCIF funding to address repaving needs including the following for 2022 based on the pavement condition study completed in 2019
  - Duke Street from Park to end of Duke Street
  - Park Street East from Boundary to Duke Street
  - Henry Street West from St. Lawrence Street to West Street
  - Victoria Street
- This is estimated to cost approximately \$295,000



# 2022 OCIF Funding – Bridge Work

- If the bridge is to be rehabilitated in 2023 the then portions of the OCIF funding for 2022 and 2023 could be allocated towards the project
- The estimated cost of rehabilitation including the bearing replacement is \$1,000,000
- This could be paid for using the following
  - \$275,000 from 2021 Bridge Repairs Budget – Infrastructure Reserve
  - \$253,790 from 2022 OCIF Funding
  - \$253,790 from 2023 OCIF Funding
  - \$108,710 from 2022 Infrastructure Reserve Allocation
  - \$108,710 from 2023 Infrastructure Reserve Allocation
- The tender for the bridge work could be released in late 2022 or early in 2023



# Fire Department – Fleet Planning – Current Fleet

- 1998 International 4900 – Rescue Vehicle



- 2008 Sutphen – Aerial Truck





# Fire Department – Fleet Planning – Current Fleet

- 2012 Rosenbauer – Commander Pumper



- 2012 GMC Sierra 4x4 – Utility





# Fire Department – Fleet Planning Guidelines

- A fire apparatus is an emergency vehicle that must be relied upon to transport fire fighters and equipment to and from an incident. It must operate reliably and support the mission of the fire department to save lives, property, and the environment. A firetruck that breaks down at any time during an emergency incident, not only compromises the success of the operation but might jeopardize the safety of the fire fighters.
- The National Fire Protection Association (NFPA) is globally recognized as the industry standard of best practices related to the fire service. NFPA 1911 Standard for the Inspection, Maintenance, Testing, recommends replacement of front-line fire apparatus after 20 years of service.



# Fire Department – Fleet Planning Guidelines

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

- Current debt payments are \$65,638 per year which will end in 2023
- Vehicles are purchased using 10 years of debt which is half their useful life so that the amount after the debt payment can be used to save for the next vehicle replacement at the 20-year mark



# Fire Department – Fleet Planning Recommendation

- 1998 International 4900 is a 24-year-old front-line apparatus. Suggested replacement in 2022- 2023, repurposed as a second life unit and designated the Emergency Support Apparatus. This vehicle would carry additional resources and equipment that would be available at various incidents.
- A replacement Rescue Pumper ordered in Q3 2022, or Q1 2023 would arrive late 2023 or early 2024, based on current manufacture and delivery timelines. The estimated replacement cost for a Custom Cab Rescue Pumper would be \$800,000.









		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

## REPORT TO COUNCIL

Date January 4, 2022

Report No. 02-2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Community Safety and Well-Being Implementation Plan

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### Recommendation:

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

### Background:

The Community Safety and Well-Being Plan was required to be approved by July 1, 2021, however there was no requirement to adopt an implementation plan at that time. The Community Safety and Well-Being Plan was formally adopted by Council in June of 2021.

Staff Report 54-2021 included a Town of Prescott specific implementation plan which highlighted the initiatives that are already in motion and possible future actions that could be undertaken to address the recommendations identified in the plan.

### Analysis:

Community Safety and Well-Being plans were developed to address community specific issues while also taking a broader approach to affect systemic socio-economic factors that may be beyond one municipality's ability to affect change.

While there are some activities that can be addressed across several municipalities it is also necessary to take action at the local level to help and support the residents of Prescott.



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Strategic Plan		

The following tables outline the Prescott Community Safety and Well-Being Implementation Plan initiatives.

**Town of Prescott  
Community Safety and Well Being Plan  
Implementation Plan**

**Community Development**

**Objective** Sustainable and continued community and economic development; increased connection to service, support, employment opportunities and social opportunities for all residents of the United Counties of Leeds and Grenville and the Town of Prescott.

**Rationale** Social connection, community and economic health, and equity.

Focus	Strategic Action	Town of Prescott Action
Collaboration of Partners	Convene a Leeds and Grenville (including Brockville and Gananoque) multi-sectoral Community Planning Table to implement this community safety and well-being plan. Schedule sector-focused Partner Days for cross-sectoral knowledge sharing, network development, and assistance in implementation.	Participate in multi-sectoral Community Planning Table
Poverty	Target strategies for lone-parent families.	Economic Development Strategic Plan  Partnerships with Food Bank, Social Services, CSE
Unemployment	Community partners participate in promotion of education, trades, workforce training, retraining and employee development.	Economic Development Strategic Plan Partnership with CSE, UCDSB, and St. Lawrence College



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Transportation	Develop a coordinated inter-municipal transportation system.	Partner in Brockville to Cardinal inter-municipal Transit Pilot Program with EOLC
Housing and Homelessness	Convene Housing Table with broader membership for a networked response.	Official Plan Review - In Progress, Zoning Bylaw Update - 2022
Rural Inclusion	Include rural residents in service delivery planning, and service the rural areas with a variety of program delivery methods to achieve health and service equity.	Joint land use study with Augusta Township
Rural Inclusion	Create a Leeds and Grenville Rural Community Developer position.	Prescott Council endorsed position creation in principle
Priority Populations: Early Years	Using ACES and EDI as a baseline, work collaboratively to effect positive outcomes; connect with lone-parent strategy.	Youth Engagement Committee, Partnerships with YMCA, Connect Youth, UCDSB, CDSBEO
Youth	Examine access, service and program restrictions and determine a cross-sectoral advocacy approach.	Youth Engagement Committee, Partnerships with YMCA, Connect Youth, UCDSB, CDSBEO, St. Lawrence Academy
Seniors	Coordinated cross-sectoral approach to senior health and wellness.	Walker House, New Recreation Complex with multi-generational focus
Indigenous People	Support to Indigenous people in efforts to be self-sustaining, to increase understanding of shared history and to support well-being and truth and reconciliation efforts	Indigenous Cultural & Historical Learning Series - Future Consideration



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 4 '22
Strategic Plan		

## Population Health: Physical Health, Mental Health, Substance Use

**Objective** Enhance access to health, mental health and substance use supports across the United Counties in an equitable and inclusive manner.

**Rationale** Access to supports provide the tools residents need to live a healthy life and prevent risk.

Focus	Strategic Action	Town of Prescott Action
Substance Use	Enhance access to addictions/substance use supports for youth and adults	Staff from Town of Prescott, OPP, Victim Services, and Mental Health and Addictions to meet regularly to discuss situations we work collaboratively on. Would like to add representative from United Counties Social Services to group
Mental Health	Coordination of efforts related to social determinants of health through Ontario Health Teams process.	Participation in Regional engagement of Ontario Health Team
Mental Health	Enhance communication about services, both inter-agency and to broader population.	Staff from Town of Prescott, OPP, Victim Services, and Mental Health and Addictions to meet regularly to discuss situations we work collaboratively on. Would like to add representative from United Counties Social Services to group
Mental Health	Improved crisis intervention through collaborative partnerships.	Staff from Town of Prescott, OPP, Victim Services, and Mental Health and Addictions to meet regularly to discuss situations we work collaboratively on. Would like to add representative from United Counties Social Services to group.



		Date Req'd
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Strategic Plan		

**Safety: Domestic violence, victims of violence, human trafficking**

**Objective** To prevent violence against persons across all demographics.

**Rationale** Preventing violence helps to reduce incidents of victimization and crisis, while increasing feelings of safety and maintaining good health and well-being.

Focus	Strategic Action	Town of Prescott Action
Domestic Violence, Sexual Assault, Human Trafficking	Enhanced supports for victims of domestic violence, sexual assault, and human trafficking.	Staff from Town of Prescott, OPP, Victim Services, and Mental Health and Addictions to meet regularly to discuss situations we work collaboratively on. Would like to add representative from United Counties Social Services to group
Domestic Violence, Sexual Assault, Human Trafficking	Address root causes of violence against persons through education, training and trauma-informed approaches.	Police Services Board based on analysis of calls for service to develop proactive approaches and public engagement
Domestic Violence, Sexual Assault, Human Trafficking	Support children in care, families and vulnerable/marginalized populations in a culturally responsive way.	Collaboration with Family and Children Services, Youth Connect, Social Services

**Alternatives:**

Council could decide to change or not adopt a Community Safety and Well-Being Implementation Plan at this time.





		Date Req'd
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Strategic Plan		

**Financial Implications:**

None

**Environmental Implications:**

None

**Attachments:**

None

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer



# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 01-2022

### A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR 2022

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#### **Being a by-law to provide for an interim tax levy for 2022**

**WHEREAS** section 371 of the *Municipal Act, 2001, Chapter 25*, as amended, provides that the council of a local municipality may, before the adoption of the estimates for the year, pass a by-law to levy an amount not to exceed the prescribed percentage or 50% if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

**AND WHEREAS** the Council of the Corporation of the Town of Prescott deems it expedient to levy an interim tax billing

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

1. That an interim tax rates are hereby imposed and levied on the whole of the assessment for real property in the following tax classes according to the last revised assessment roll and not to exceed 50% of the total taxes levied for 2021:

<b><u>Tax Class</u></b>	<b><u>Interim Rate</u></b>
Residential/Farmland	0.00765739
New Multi-Residential	0.00834663
Multi-Residential	0.01113637
Commercial – Occupied	0.01745531
Commercial – Excess Land	0.01353871
Commercial – Vacant Lands	0.01353871
Industrial – Occupied	0.02252699
Industrial – Excess Land	0.01618254



Industrial – Vacant Lands	0.01618254
Landfill	0.00758163
Pipelines	0.01389206
Farmlands	0.00191435
Managed Forests	0.00191435

2. An interim tax levy of 50% of the 2021 capped taxes as levied on the whole of the assessment for real property in the multi-residential, commercial and industrial classes according to the last revised assessment roll. These are the property classes that are affected by the Provincial legislation Bill 79 as amended.
3. The said interim tax bill shall become due and payable on or before March 31, 2022.
4. On all taxes of the interim tax levy, which are in default on the 1st day of April 2022, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent shall be added on the first day of each and every month the default continues.
5. On all taxes of the interim tax levy in default on January 1, 2022, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof in default.
6. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
7. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
8. Taxes may be paid at the Town of Prescott municipal offices located at 360 Dibble Street West, most financial institutions, by mail, and by tele-banking and on-line banking.



9. This by-law shall come into force and take effect upon final passage.

10. 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, THIS 4<sup>th</sup> DAY OF JANUARY, 2022.**

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**Mayor**

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**Clerk**



# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 02-2022

### A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FOR THE YEAR 2022

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#### **Being a by-law to authorize temporary borrowing for the year 2022**

**WHEREAS** Section 407 of the Municipal Act, 2001 authorizes a council to pass a by-law before or after the passing of the by-law for imposing the rates for the current year to authorize the head and treasurer to borrow from time to time by way of bank loan or banker's acceptance such sums as the council considers necessary to meet, until the taxes are collected and other revenues are received, the current expenditures of the corporation for the year; and

**WHEREAS** the total amount of the general estimated revenues of the Corporation of the Town of Prescott as set forth in the estimates adopted for the year 2021 was \$9,359,612; and

**WHEREAS** the total amount hereto authorized to be borrowed this year for the purposes mentioned in Section 407 of the Municipal Act, 2001 is \$4,679,806 from January 1 to September 30, 2022 and \$2,339,903 from October 1 to December 31, 2022 of which the Corporation has already borrowed a total of \$0;

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

1. The Mayor and Treasurer are hereby authorized on behalf of the Corporation to borrow from time to time during the year in accordance with the provisions of the said Section 407 by way of promissory note from the Royal Bank of Canada, herein called "the Bank", a sum or sums not exceeding in the aggregate hereunder *one million* dollars (\$1,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation, including the amounts required for the purposes mentioned in the said Section 407, and to give on behalf of the Corporation to the Bank a loan agreement signed by the Mayor and Treasurer for the monies so borrowed and to pay interest thereon, or on so much thereof as remains from time to time unpaid, calculated at the Bank's prime interest rate per annum in effect from time to time, as well as before maturity, default and judgement, with interest on overdue interest at the same rate as the principle.



2. All or any sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and any previous years from the Bank for any or all of the purposes mentioned in the said Section 407 shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment all or any sums borrowed as aforesaid, together with interest thereon, all or any of the monies hereafter collected or received, either on account or so realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
4. The Treasurer is hereby authorized and directed to furnish the Bank at the time of each borrowing a statement showing as at that date the nature and amount of the estimated revenues for the current year where the estimated revenues have been adopted for the current year, or of the estimated revenues for the previous year where the estimated revenues have not been adopted for the current year; the nature and amount of the uncollected balance of the estimated revenues; the aggregate of borrowings made in the year under the provisions of the said Section 407; and the total of any borrowings made in the year under the said Section 407 which have not been repaid.
5. The Bank shall be entitled to rely as to the authority of any borrowing on a copy of this by-law certified by the Clerk and on the statements furnished to the Bank from time to time by the Treasurer pursuant to Paragraph 4 of this by-law.
6. This by-law shall come into force on the date of its final passage and remain in full force and be binding on the Corporation against the Bank, until a copy, certified by the Clerk under the corporate seal, of a by-law repealing or replacing this by-law shall have been received by the Bank and duly acknowledged in writing.
7. That By-Law 03-2017 and 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, THIS 4<sup>th</sup> DAY OF JANUARY, 2022.**

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**Mayor**

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**Clerk**



**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 03-2022**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL  
MEETING HELD ON JANUARY 4, 2022**

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**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 4<sup>th</sup> DAY OF January, 2022.**

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**Mayor**

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**Clerk**