



**PRESCOTT TOWN COUNCIL
AGENDA**

November 15, 2021

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

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 November 15, 2021 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. November 1, 2021

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Recommendation

That the Council minutes dated November 1, 2021, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

Recommendation

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

8.1. Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 107-2021 - Employee Service Recognition

8

Recommendation

For information.

12.2. Staff Report 108-2021 - COVID Grant Program for Non-profit Organizations

11

Recommendation

That Council approve the COVID Grant Program for non-profit organizations up to a maximum of \$23,520 to help support the fixed costs of those organizations for 2021.

12.3.	Staff Report 109-2021 - Arena Construction Timeline	14
	Recommendation For information.	
12.4.	Staff Report 110-2021 - River Route Pilot - Update	17
	Recommendation For information.	
12.5.	Staff Report 111-2021 - MyMainStreet Community Activator Funding Program	20
	Recommendation That Council direct staff to proceed with applying to the MyMainStreet Community Activator Program for funding support in the amount of \$80,000, for the purpose of completing community enhancements within Prescott's RiverWalk District to support ongoing placemaking, business development, and visitor attraction strategies.	
12.6.	Staff Report 112-2021 - Marina Dock Repairs and Replacements	38
	Recommendation That Council direct staff to issue for a Request for Proposals for the replacement of the Marina G Dock and H Dock.	
12.7.	Staff Report 113-2021 - COVID Shop Local Support Programs	42
	Recommendation That Council approve the COVID Shop Local Support Programs with an allocation of up to a maximum of \$23,435 to support participating businesses in Prescott funded by the COVID funding received by the Province of Ontario.	
12.8.	Staff Report 114-2021 - Town Hall Second Floor Renovation - Update	45
	Recommendation For information.	
12.9.	Staff Report 115-2021 - Annual Emergency Management Review Report	47
	Recommendation For information.	

12.10. Staff Report 116-2021 - 2021 Community Grant - 2nd Intake

52

Recommendation

That Council approve the following 2021 Community Grants:

- South Grenville Minor Hockey \$2,400
- Prescott Figure Skating Club \$3,400
- Connect Youth \$4,000
- Grenville County Historical Society \$500

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

19. Rise and Report

20. Confirming By-Law – 50-2021

55

Recommendation

That By-Law 50-2021, being a by-law to confirm the proceedings of the Council meeting held on November 15, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, November 1, 2021
6:00 p.m.
Virtual Meeting**

Present	Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, Shawn Merriman, Manager of Building & By-law Services, and Jessica Crawford, Deputy Treasurer

1. Call to Order

Mayor Todd acknowledged 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 6:02 p.m.

2. Approval of Agenda

Motion 248-2021: Ostrander, Young

That the agenda for the Council meeting of November 1, 2021, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations

4.1 KPMG - 2020 Audit

Motion 249-2021: Young, McConnell

That Council receive the 2020 Consolidated Financial Statements, as presented by the Town's Auditor, KPMG.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the highlights of the 2020 audit. He spoke to the increase in cash position, the improvement of the net debt, the property taxes receivable, the investment value in Rideau St. Lawrence Holdings, and the annual surplus. Mr. Armstrong thanked KPMG for working with staff on the audit.

Lori Huber, KPMG, spoke the audit findings report. A copy of the report is held on file.

Discussion was held regarding the operating surplus, appeals on property taxes, the appeal process, and the listed municipal comparators.

Lori Huber left the meeting at 6:39 p.m.

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 October 18, 2021

Motion 250-2021: Ostrander, Burton

That the Council minutes dated October 18, 2021, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Motion 251-2021: Ostrander, Jansman

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

Carried

8.1 Information Package (under separate cover)

1. Prescott Police Services Board Minutes – September 23, 2021
2. BIA Minutes – September 14, 2021
3. Royal Canadian Legion Branch #97 Update re: Remembrance Day Ceremonies
4. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – October 15, 2021 & October 22, 2021
5. Enbridge Gas Ontario Energy Board Notice – 2022 Federal Carbon Pricing Program Application for Increasing Rates
6. City of Vaughan resolution of support re: National Teen Driver Safety Week and MTO Review Newly Licensed Driver Measures

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to the resolution passed at the previous Council meeting regarding the removal of testing requirements for Canadians using Land Borders, his attendance at the Trunk or Treat event held on October 30, recent store openings for Lemar on MAIN and Star Wellness, Pet Valu, and Outpost Café.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at the tribute of Leo Boivin, the store openings for Lemar on MAIN and Star Wellness, and Outpost Café.

Councillor Jansman spoke to her attendance at the Unite Counties of Leeds and Grenville Active Transportation Plan Public Open House.

Councillor McConnell spoke to the updated hours at the Prescott Public Library and ongoing activities at Walker House.

Councillor Ostrander spoke to his involvement with Showtime South Grenville and referenced the groups goals and purpose and mentioned the upcoming Remembrance Day Ceremony.

Councillor Shankar spoke to his attendance at the tribute for Leo Boivin, the store opening for Lemar on MAIN and Star Wellness, and Kings Day hockey tournament held on October 30.

Councillor Young spoke to his attendance at a meeting of the St. Lawrence Lodge Committee of Management.

12. Staff

12.1 Staff Report 104-2021 - 2022 Budget Timelines

Motion 252-2021: Ostrander, Jansman

That Council endorse the 2022 Budget Process as outlined in report 104-2021.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report. He referenced the timeline along with the expected infrastructure projects for 2022.

12.2 Staff Report 105-2021 - 2022 Council Schedule

Motion 253-2021: Young, Burton

That Council approve the 2022 Summer Council meeting dates as follows: July 18 and August 22; and

That the 2022 December Council meetings be held December 5 and 12.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report.

12.3 Staff Report 106-2021 - Project Updates - November 2021

Discussion was held regarding the charging station locations, the solar lighting in the dog park and Heritage Trail.

Further discussion was held regarding the timeline for the installation of the solar lighting along the Heritage Trail and that an update come back to Council at a future Council meeting.

13. Resolutions – None

14. By-laws

14.1 Vacant Building Registry By-law

Motion 254-2021: Ostrander, Young

That By-Law 46-2021, being a by-law to establish a system of registering and monitoring vacant buildings, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Discussion was held regarding a report coming back to Council in June of 2022 to provide an update on the applications received under the Vacant Building Registry By-law and the responsibility of the property owner to report the property.

14.2 Property Standards By-law

Motion 255-2021: Burton, Jansman

That By-law 47-2021, being a by-law for prescribing Property Standards within the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Shawn Merriman, Manager of Building & By-law Services, spoke to the by-law. He addressed concerns received from members of Council regarding sections addressing conditions of lands, snow storage, and vehicles, recreational vehicles, boats and trailers.

Discussion was held regarding a report coming back to Council in June of 2022 to provide an update on the implementation of the Property Standards By-law.

14.3 Administrative Monetary Penalty System By-law

Motion 256-2021: Ostrander, McConnell

That By-law 48-2021, being a by-law to establish a system of administrative penalties for non-compliance with by-laws 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 a report coming back to Council in June of 2022 to provide and update on the implementation of the Administrative Monetary Penalty System By-law.

15. New Business – None

16. Notices of Motion – None

17. Mayor's Proclamation – None

18. Closed Session – None

19. Rise and Report – None

20. Confirming By-Law – 49-2021

Motion 257-2021: Jansman, Shankar

That By-Law 49-2021, being a by-law to confirm the proceedings of the Council meeting held on November 1, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 258-2021: Jansman, Shankar

That the meeting be adjourned to Monday, November 15, 2021.

(Time: 7:30 p.m.)

Carried

Mayor

Clerk



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STAFF REPORT TO COUNCIL

Report No. 107-2021

Date: 11/15/2021

From: Lindsey Veltkamp, Director of Administration and Clerk

RE: Employee Service Recognition

Recommendation:

For information.

Background/ Analysis:

In 2018, Council passed a policy for an Employee Service Recognition Program. This policy was developed in order to recognize employees for their dedication and years of service in order to build employee satisfaction and morale, to celebrate milestones, and to promote team building.

This policy states that employees will be recognized and presented with a service pin and certificate for years of service. This presentation is to be held at the last Council meeting in November.

As Council currently is meeting virtually, the names of employees being recognized will be read at tonight's Council meeting and certificates, along with service pins will be distributed by the Chief Administrative Officer. A formal in person Employee Service Recognition presentation is expected for the next ceremony in November of 2022.

Employees are being recognized for the following milestones 5 years, 10 years, 15 years, 20 years, and 30 years of service.



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Alternatives:

None

Financial Implications:

None

Environmental Implications:

N/A

Attachments:

- Employee Service Recognition Milestones

Submitted by:

Lindsey Veltkamp
Director of Administration and Clerk



Employee Service Recognition Milestones

Thirty Years

- Susen Kaylo
- Jane McGuire
- Gary Minkhorst

Twenty Years

- Bob Dixon
- Linda Doris

Ten Years

- Phil Burton
- Tracy Day
- Nancy Lavallee
- Matt McCaw
- Susan Vallom
- Dion Willcott
- Andrew Wilson

Five Years

- Matthew Armstrong
- Ben Bowden
- Jessica Crawford
- Tyler Dukelow
- Kaitlin Mallory
- Phil Somerville
- Scott Stephenson
- Lindsey Veltkamp

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REPORT TO COUNCIL

Date November 15, 2021

Report No. 108-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: COVID Grant Program for Non-profit Organizations

Recommendation

That Council approve the COVID Grant Program for non-profit organizations up to a maximum of \$23,520 to help support the fixed costs of those organizations for 2021.

Background/Analysis

In November of 2020, Council approved a \$30,000 COVID Grant Program for Non-Profit Organizations to address loss of revenue due to COVID but still faced fixed costs. A total of \$30,000 was paid out. Council approved an additional \$15,000 for the COVID Grant Program for Non-Profit Organizations to address the first six months of 2021. A total of \$6,480 in grants were paid to organizations.

The economic environment for some non-profit organizations has not improved substantially 2021. It is therefore being brought forward to help support those organizations with the same program with a total allocation of \$30,000 less the amount paid out for the first six months of 2021.

The Town received \$66,935 in COVID funding from the Provincial Government that was put aside as part of the 2021 budget to address COVID pressures and programs. \$15,000 of this funding was allocated to the program for the first six months of which \$6,480 was paid out. \$23,520 could be allocated to support this initiative which matches the total amount approved and paid out in 2020 less the amount paid out for the first six months.

The guidelines below, mirror those of the 2020 and 2021 grant programs.

1. The group is a registered charity with the Canada Revenue Agency or an organized, unincorporated, or non-profit organization

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2. Is governed by a volunteer board or executive committee of 5 or more members
3. Holds an annual general meeting, at which the board of directors or executive committee is elected from the general membership through a democratic election process
4. Provides services to Town residents and has a location within the Town of Prescott
5. Is not eligible for any COVID-19 related grants (loans are excluded from the definition of grants) for fixed costs from any other level of government (Federal, Provincial, Upper Tier Municipality, etc.)
6. Relies on memberships and donations for the majority of its revenue which have decreased in the first six months of 2021 due to COVID-19
7. Has fixed costs for the first six months of 2021 that are in excess of the donations and membership that have been received in the first six months of 2021
 - Fixed Costs include:
 - o Rent
 - o Utilities
 - o Insurance
 - o Equipment leases

For greater clarity, a fixed cost is an expense that is incurred regardless of whether goods or services are produced or offered. Salaries are not considered a fixed cost for the purpose of this grant.
8. The organization has demonstrated that steps were taken to reduce costs where possible
9. Organizations that have received community grant funding for 2021 from the Town of Prescott will have that funding taken into consideration when determining eligibility and allocation of this grant
10. Only costs incurred in 2021 can being applied for under this grant



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11. The completed application form and required documentation must be received by 12:00 pm noon on December 7, 2021

The applications will be due December 7, 2021, with recommendations being made to Council on December 13, 2021. Payments would be made to organizations by the end of January 2022 once the December 31st results have been confirmed.

Alternatives:

Council may wish to change the parameters of the program or decide not to proceed with it at this time.

Financial Implications:

\$66,935 in COVID funding was received from the Provincial Government in support of COVID pressures and programs. This funding was not allocated as part of the 2021 Budget and was held to the side to support programs such as this one. This funding was used to support the grants for the first six months of 2021 amounting to \$6,480. If the total allocation of \$23,520 is dispersed in this round of applications, then a total of \$30,000 would have been spent on this program in 2021. \$13,500 in COVID funding was previously allocated to the Shop Local campaign in the summer leaving \$23,435 for additional support programs.

Attachments:

- None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



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STAFF REPORT TO COUNCIL

Report No. 109-2021

Date: November 15, 2021

From: Nathan Richard, Interim Director of Operations
Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Recreation Complex Phase 1 – Schedule

Recommendation:

For information.

Background/Analysis:

In the spring 2021, upon receipt of Federal and Provincial funding approval of \$9.7 million for the project, the Town proceeded with the issuance of the request for tenders for construction of Phase 1 of the Recreation Complex. Council accepted Robert J. Bourgon & Associates Ltd. tender bid on July 26, 2021. Since then, there has been a substantial amount of work completed including mobilization and site preparation, parking lot preparation, and work on the footings and foundations.

Bourgon has provided a construction schedule that would have the final completion of the project occurring in May of 2023, which is after the tendered timeline of February 2023. This is largely due to the extended lead times for the pre-engineering building and conventional steel materials that are well beyond normal due to a continued national, international, and global supply chain challenges seen across almost every manufacturing and materials sector. It is of particular note that a May 2023 completion timeline will only be achieved assuming that there are no other supply chain complications of key materials in 2022 or 2023. Council will be kept up to date with monthly reports on the project progress starting in 2022.

The work at the Recreation Complex site will pause in December, January and February during the winter weather. This has been included in the attached schedule. While work will pause on the site it will continue with the finalization of shop drawings,



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ordering and securing of project materials, and detailed logistical scheduling for the when the site work restarts in March.

Council will finalize the remaining outdoor recreational configuration and activities that will be included at the Recreational Complex in the coming months, with an intended release of tender documents in 2022 for completion in 2023.

Alternatives:

None

Financial Implications:

None

Attachments:

- Phase 1 – Recreation Complex Schedule

Submitted by:

Nathan Richard,
Interim Director of Operations

Submitted by:

Matthew Armstrong,
Chief Administrative Officer & Treasurer

Phase 1 - Recreation Complex Schedule												
	2021			2022						2023		
	July/Aug	Sept/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/Jun	Jul/Aug	Sept/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/Jun
Pre-Construction												
Tender Award and Establish Contract												
Critical Path Shop Drawing Approvals & Materials Orders												
Other Shop Drawing Approvals & Materials Orders												
Construction												
Mobilization and site preparation												
Parking Lot Preparation												
Footings and Foundations												
Site Shut Down for Winter Season												
Underground Plumbing and Slab Work												
Pre-Engineered Building and Conventional Structural Steel												
Concrete Block Work												
Building Exterior and Roof												
Civil Works Strom, Sanitary, Water, and Road Work												
Parking Lot, Curbs and Sidewalks												
Interior Works - Framing, Insulation, Ceilings, Doors, Floors												
Audio/Visual, Scoreboard												
Washrooms, Flooring, Dasher Boards												
Testing, Balancing, Commissioning												
Inspections, corrections and re-inspections												
Substantial Completion												
Closeout												
Demobilization												
Project Completion												

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REPORT TO COUNCIL

Date: November 15, 2021

Report No. 110-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: River Route Pilot - Update

Recommendation:

For information.

Background:

The three South Grenville Municipalities and the City of Brockville have partnered to bring together a pilot transit service to the area with a bus route from Brockville to Cardinal along County Road 2, appropriately named the River Route.

With a generous in-kind donation, the River Route will use a City of Brockville bus starting from the Box Store transfer location (Superstore) at 5:30 a.m. to take commuters to popular workplaces in Prescott, Augusta, and Edwardsburgh Cardinal in a 2-hour loop for 12 hours each weekday. Stops near Invista, Giant Tiger Distribution Centre, and Ingredion Canada are strategically located to serve large employment areas, although residents will also be able to take advantage of the service for shopping or errands with additional stops at Canada Post in Maitland; Prescott's Independent Grocer and Canadian Tire; as well as the Village Square Mall in Cardinal.

Analysis:

The River Route started August 30, 2021 and is comprised of 11 stops between the four municipalities. From the August 30th to the end of October there have been 457 riders. From August 30th to the end of September there were 211 riders. There were 23 days of operation by the end of September resulting in an average daily ridership of 9.17 passengers. In October, there were 246 riders in 20 days of operation resulting in an average of 12.3 passengers per day. The goal is to build the ridership to between 20 and 30 passengers per day. The average ridership per day is steadily increasing with over half of the goal already being achieved in a short period of time. To date the highest number of riders per day has been 25 passengers and there have been 5 days with 20 or more passengers using the transit system.



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The riders that are using the transit system thus far are what would be considered the early adopters. By taking their experiences using the transit system and showing the public how it is and can be used, it will help to remove any apprehension there might be so that general acceptance is achieved.

The first phase of the marketing program focused on riders using the transit system for work and training purposes. While this will continue to be a focus the marketing, will also start to tell the story and provide examples of how a broader group of users can use the transit system to get to appointments, visit friends and family, shop, and enjoy recreational activities in each of the communities being served.

The operational group has been analyzing the data per stop to make changes to the route to better serve the communities. Before changes are made there will be two surveys released in November to better inform any contemplated tweaks to the route or the stops. One survey will be to the business communities in each municipality to gauge the general knowledge of the transit system and how it could better serve employees. The other survey will be to the general public to gain an understanding of how best they can be served and gauge the marketing efforts to date by determining how far into the community the existence and specifics of the transit system has permeated. This will help inform not only routes and stop changes but will also provide feedback on where marketing resources can be further deployed.

To date 17% of riders are picked up or dropped off in Augusta Township, 36% in Edwardsburgh Cardinal, and 47% in Prescott.

Alternatives

None at this time.

Financial Implications:

After 9 weeks of operating the staffing, fuel, and maintenance costs amounted to \$27,803. This is slightly ahead of budget by approximately \$2,880. We will closely monitor the financial progress in November and December. Ridership revenue has been \$2,764 by the end of October. This is on track with less revenue expected in the early months of the pilot as the ridership begins to build and larger monthly totals once the ridership increases to the goal of 20 to 30 passengers per day.

Staff have already begun the process of exploring permanent sources of funding opportunities to allow for the continued operation of the River Route transit system following the pilot period. This includes the Provincial Gas Tax funding, the Federation



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of Canadian Municipalities, Ministry of Transport of Ontario, and the Federal Government. There will be formal reports to each of the partners in January of 2022 regarding permanent funding supports and ascertain the level of commitment of each municipality to continue the system past the pilot project stage. Before that commitment is sought the answers to funding sources will be thoroughly explored as that is likely to be a key consideration when making a final decision to continue as a partner.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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REPORT TO COUNCIL

Date: November 15, 2021

Report No. 111-2021

From: Dana Valentyne, Economic Development Officer

RE: MyMainStreet Community Activator Funding Program

Recommendation:

That Council direct staff to proceed with applying to the MyMainStreet Community Activator Program for funding support in the amount of \$80,000, for the purpose of completing community enhancements within Prescott's RiverWalk District to support ongoing placemaking, business development, and visitor attraction strategies.

Background:

MyMainStreet is a \$23.25-million investment to help drive business and restore vibrancy to local communities across southern Ontario in the aftermath of COVID-19. My Main Street is a partnership between the Economic Development Council of Ontario and the Canadian Urban Institute, funded by the Government of Canada. The program features two funding streams, the Main Street "Accelerator" Program Stream, and the Main Street "Activator" Program Stream.

Community Activator Program Stream

MyMainStreet Community Activator provides support for community projects in southern Ontario, including events and activities, main street enhancements and policy and partnership development designed to draw visitors and increase local vibrancy. Funding will be prioritized for projects that support sustainable placemaking strategies for their geographic area and that are designed to support economic and social benefits for equity seeking groups, including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, the unhoused, low-income people, Trans or non-binary people, and LGBTQ+.

Staff is recommending an application be submitted to the Activator program stream to secure funding for the following initiatives:

- Design and build a series of seasonal pop-up parkettes with complementary furnishings, to be placed in 2-3 parking spaces within the Downtown RiverWalk District.



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- Install visitor attraction signage along the Coast Guard property fence/retaining wall that abuts Kelly's Beach in Centennial Park.
- Develop a new incentive program using a new smartphone app to serve as a passport/rewards program and wayfinding tool, to enhance community connection, support businesses and grow visitation.
- Install custom year-round pedestrian level lighting, depicting Prescott attractions e.g. lighthouses, cannons; as well as seasonal over street banner lighting at downtown gateway points.
- Purchase materials enhance the Prescott Farmers' & Crafters' Market, such as a misting station, new signage, seating areas, along with fire pits and lighting to support fall/winter market development plans.
- Acquire a pedestrian counter device to track and measure community participation and visitation rates at public spaces and events.

Application submission date: December 1, 2021

Funding Parameters/Period:

- Expenses incurred between January 2022-December 2022
- Funding between \$25,000 and \$250,000 will be available to approximately 140 individual projects

Alternatives:

Council could decline the opportunity to apply to the MyMainStreet Community Activator program or elect to identify alternate activities to pursue through this funding opportunity.

Financial Implications:

Funding requested to support identified activities through the MyMainStreet Community Activator Program totals \$80,000. This program requires no direct financial contribution by the Town of Prescott. The Activator program will require an in-kind contribution on the part of the Town to support this fully funded program. In-kind costs would include provisions such as overhead and staffing requirements to support project administration and implementation activities.



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Attachments:

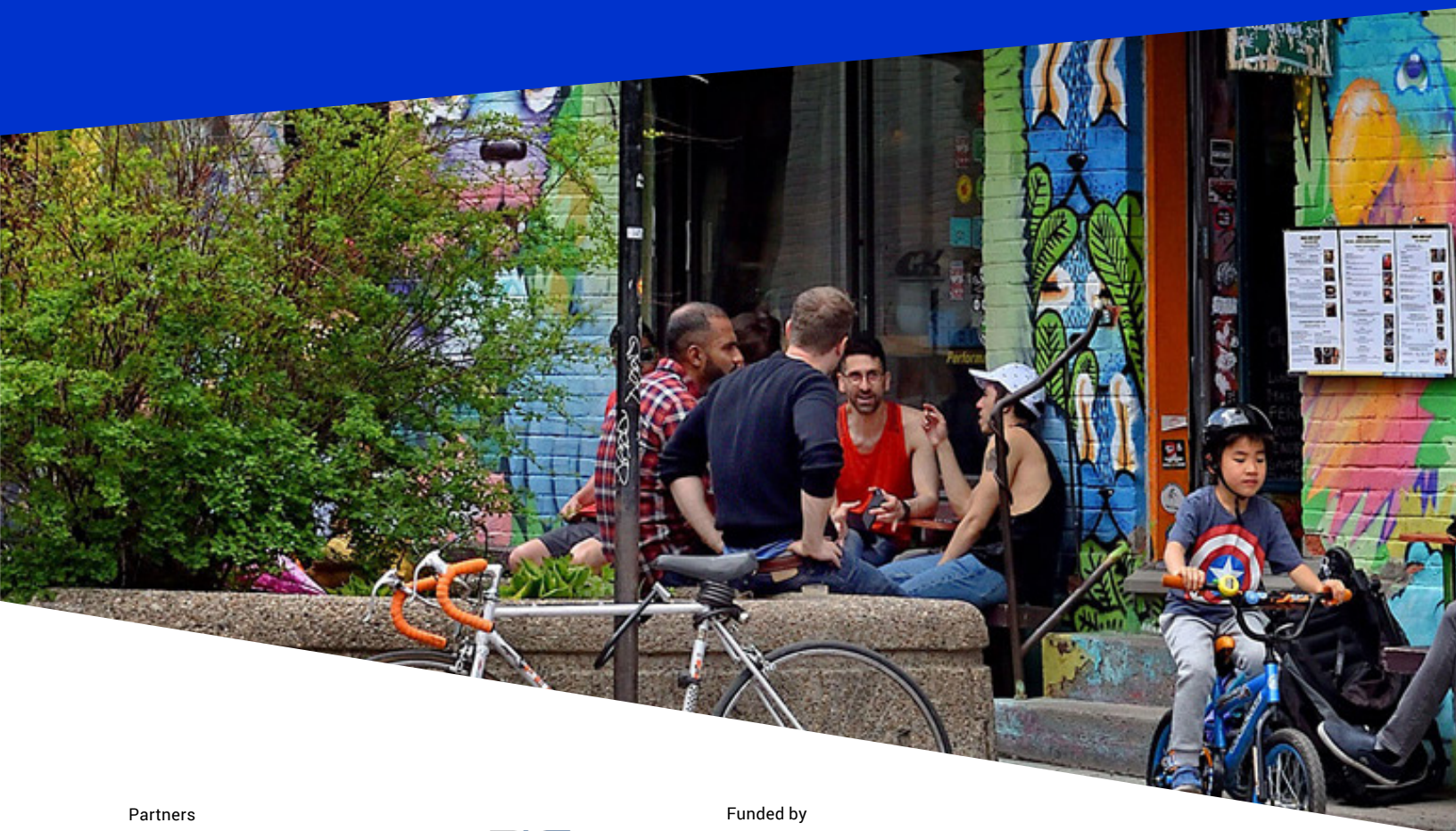
- MyMainStreet Community Activator Funding Program Guide

Submitted by:

Dana Valentyne,
Economic Development Officer

MY MAIN STREET
MA RUE PRINCIPALE

COMMUNITY ACTIVATOR APPLICANT GUIDE



Partners



Canadian
Urban
Institute

Institut
Urbain du
Canada



Economic
Developers
Council
of Ontario

Funded by

Canada

WELCOME APPLICANTS!

We are currently taking applications for **Year One (2021) projects which are eligible for reimbursements against costs incurred between June 8 and December 31, 2021.**

You can apply with a placemaking project that is planned, completed or underway.

Applications will be open between October 1 and November 1, 2021, as part of our efforts to quickly and efficiently provide support to local communities struggling with the ongoing realities of COVID-19.

An additional intake will take place for Year Two (2022) Projects (reimbursements against costs incurred between January 1 and December 31, 2022), with applications opening on December 1, 2021.

A list of example projects is posted at mymainstreet.ca/news. Questions about the program can be sent to placemaking@mymainstreet.ca.

MY MAIN STREET OVERVIEW

My Main Street is a \$23.5 million investment in local economic recovery. My Main Street is a collaboration between the Economic Developers Council of Ontario (EDCO) and the Canadian Urban Institute (CUI) to help support the revitalization of approximately 200 neighbourhoods across southern Ontario, excluding Toronto.

My Main Street aims to revitalize neighbourhood main streets with a healthy retail mix while generating inclusive local economic opportunities. The program will feature two funding streams: the My Main Street “Local Business Accelerator” and the My Main Street “Community Activator.”

MAIN STREET “COMMUNITY ACTIVATOR” PROGRAM OVERVIEW

My Main Street Community Activator provides support for community projects in southern Ontario, including events and activities, main street enhancements and policy and partnership development designed to draw visitors and increase local vibrancy. As communities continue to adapt to COVID-19, this program provides support for local groups to revitalize neighborhoods and reimagine public spaces, including main streets, downtown strips and plazas, as vibrant and inclusive places that work for everyone.

My Main Street supports placemaking, an approach that asks people to collectively reimagine and reshape public space to maximize its shared value. Placemaking can take the form of events that draw people into a community, murals that brighten neglected streetscapes and celebrate local artists, seating and temporary patios that allow people to gather safely outdoors, new uses for neglected or empty spaces, and more.

Funding will be provided for events and activities, community enhancements and policy and partnership development that improve shared public spaces and bring people together to support neighbourhood businesses and benefit equity seeking groups. Capital costs are not eligible. A list of example projects is posted at mymainstreet.ca/news.

Funding will be prioritized for projects that support sustainable placemaking strategies for their geographic area and that are designed to support economic and social benefits for equity seeking groups, including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, the unhoused, low-income people, Trans or non-binary people, and LGBTQ+.

PROGRAM FEATURES

Administered by the Canadian Urban Institute, the program will provide approximately \$8 million over two years to communities in southern Ontario, excluding Toronto, for placemaking work completed between June 2021 and December 2022.

Funding between \$25,000 and \$250,000 will be available to approximately 140 individual projects and provided as reimbursements against completed work. Successful applicants can request 25 percent of their approved project costs in advance, as required, to help bring their vision to reality.

To ensure the efficient and timely distribution of funding to support community revitalization and recovery efforts, the program will include two application windows:

- **Year One (2021):** October 1, to November 1, 2021, during which 70 percent of available support will be allocated for placemaking work completed between June 8 and December 31, 2021.
- **Year Two (2022):** December 1, 2021 to February 1, 2022, during which the remaining 30 percent of available funding will be allocated for placemaking work completed between January 1 and December 31, 2022.

Twenty-five percent of funds are earmarked for communities with populations of less than 100,000.

My Main Street Community Activator funds are available for projects in the following categories:

- **Events and Activations**

Short, limited or repeating community events or activations which intend to draw an audience, respond to an underserved market demand, enhance community connection or create an appealing destination, positioning the area as a center of community and economic activity.

- **Community improvements**

Above grade enhancements to streetscape, design, landscaping and amenities that support the transformation of a specific geographic area by enhancing the physical and visual assets that can set the area apart. Capital costs are not eligible for reimbursements.

- **Policy and capacity building**

The development of strategies, partnerships and capacities that will facilitate a focused, deliberate path to revitalizing or strengthening a downtown or commercial district's economy through intentional and creative placemaking. Eligible work could include inclusion training, strategy development, and recovery action plans.

A list of example projects is posted at mymainstreet.ca/news.

Project Timelines

Project activities can begin before June 8, 2021 and/or continue beyond December 31, 2021, but only expenses incurred during that period are eligible for reimbursement by My Main Street.

APPLICATION TIMELINES

ITEM	DESCRIPTION	DATE
Year One (2021) Applications open	There will be an open application process for communities within southern Ontario, which will award reimbursements for project expenses incurred between June 8, 2021 and December 31, 2021.	October 1, 2021
Year One (2021) Applications close	Applications must be submitted within 4 weeks.	November 1, 2021

Project Selection, Year One (2021)	Successful applicants for Year One (2021) funding will begin receiving notifications.	December 1, 2021
Year Two (2022), Applications open	Open application process will award reimbursements for expenses incurred between January 1, 2022 and December 31, 2022.	December 1, 2021
Year Two (2022), Applications close	Applications must be submitted within 8 weeks.	February 1, 2022
Final Reports, Year One (2021)	Deadline for final submission of reports and eligible costs for Year One (2021) projects.	February 1, 2022
Project Selection, Year Two (2022)	Successful applicants for Year Two (2022) funding will receive notification.	February 1 - March 15, 2022
Final Reports, Year Two (2022)	Deadline for final submission of reports and eligible costs for Year Two (2022) projects.	February 1, 2023

ELIGIBILITY AND CRITERIA

Who is eligible for the My Main Street Main Street Community Activator?

- Applicants from communities located within southern Ontario, except for the City of Toronto. A full list of eligible communities is included at the bottom of this guide in Appendix A.
- Representatives of the following groups:
 - Municipality, local or regional government;
 - Business improvement areas (BIAs);
 - Indigenous governing body or development corporation;
 - Federally or provincially incorporated not-for-profit;
 - Other community organizations that apply with another organization that is listed as eligible.
- Applicants who can confirm that they have or will obtain all necessary licences and permits in relation to their project, satisfying the requirements of all regulating bodies of their appropriate jurisdiction.
- Applicants whose project is focused on a defined geographic area and neighborhoods, including main streets, downtown strips and plazas. Funding cannot be used to support programming across a municipal jurisdiction.
- Applicants who can identify how their work will contribute to sustainable economic and social vibrancy.
- Applicants who are working collaboratively with other local community delivery partners.
- Applicants who can identify how their project will support the inclusion, safety and prosperity of equity seeking groups including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, the unhoused, low income, Trans or non-binary people, and/or LGBTQ+.
- Applicants who are willing to participate in announcements, events and storytelling initiatives related to their project, its impact on community vibrancy and its funding through the My Main Street program.

HOW WILL APPLICATIONS BE ASSESSED?

Submitted projects will be assessed for:

- **Vision**

Is the placemaking project clearly defined, with a clear geographic area and well conceived objectives, including those related to equity seeking populations?

- **Capacity**

Is there a strong team in place, with a well thought out plan for successful implementation, a fully costed budget and a clearly articulated plan to measure success?

- **Community need**

Does the proposed geographic area have a clearly defined need?

PANEL ASSESSMENT

The My MainStreet Community Activator selection process will be adjudicated on vision and capacity through a five-member Selection Committee or Committees, including:

- External representatives with demonstrated experience in community placemaking, local economic development, successful implementation and project management.
- At least three representatives with the above experience who identify as members of equity seeking communities from across southern Ontario.

Before initiating their scoring process, the Selection Committee(s) will be required to participate in a training session facilitated by the Canadian Urban Institute that will outline the project's vision, objectives and requirements and address issues of systemic bias.

COMMUNITY INDEX

The Community Index is a My Main Street initiative shared by CUI and EDCO, intended to provide an informed, data-driven lens to project prioritization.

The Community Index was created to assess community need and potential for impact through the exploration of the following data points:

- Historical patterns of aggregated local retail spend (excluding spend at national retailers/big box stores)
- Historical patterns of aggregated visitation, through available, anonymized mobility data looking at arrivals into the area and point of origin
- Demographic representation, as provided through available, anonymized Census data.

PROGRAM REQUIREMENT LENS

Once applications have been scored against vision, capacity and need, CUI will finalize the decision process factoring in necessary requirements related to:

- Funding available for program year;
- Allocation of 25 percent of available funding to areas with populations of less than 100,000;
- Regional distribution of program funds.

SCORING MATRIX

ITEM	OPTIONS	REQUIREMENT	SCORE	COMMENTS
ELIGIBILITY				
Is the funding request for a community within southern Ontario?	Yes / No	Yes		
Is the submitting organization a municipality, BIA, Indigenous organization, incorporated not-for-profit organization, or partnered with such an organization?	Yes / No	Yes		
Has the organization identified a clearly defined main street area?	Yes / No	Yes		
Will necessary local approvals be in place by the project start date?	Yes / No	Yes		

VISION

The project has a well described scope and objective.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			
The project will contribute to a sustainable placemaking strategy for the location.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			
The project has the potential to benefit people from equity seeking communities.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			

CAPACITY

The organization has the capacity and appropriate partners to deliver the project.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			
The organization has outlined a clear plan and budget to deliver the project within the required timelines.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			
There is a clear plan to measure the project's success.	<p>Strongly agree: 5</p> <p>Somewhat agree: 3</p> <p>Somewhat disagree: 1</p> <p>Absolutely not: 0</p>			

NEED				
Does the municipality rank highly in the Community Index?	10 Top third 5 Middle third 3 Bottom third			
OVERALL SCORE				
Organization has a “Yes” for all requirements?	Yes / No	Yes		
Score: Project Vision		/15		
Score: Implementation		/15		
Score: Community Index ranking	10 Top third 5 Middle third 2 Bottom third	/10		
Recommended approved	Yes / No	Yes		

FINAL FUNDING APPROVAL

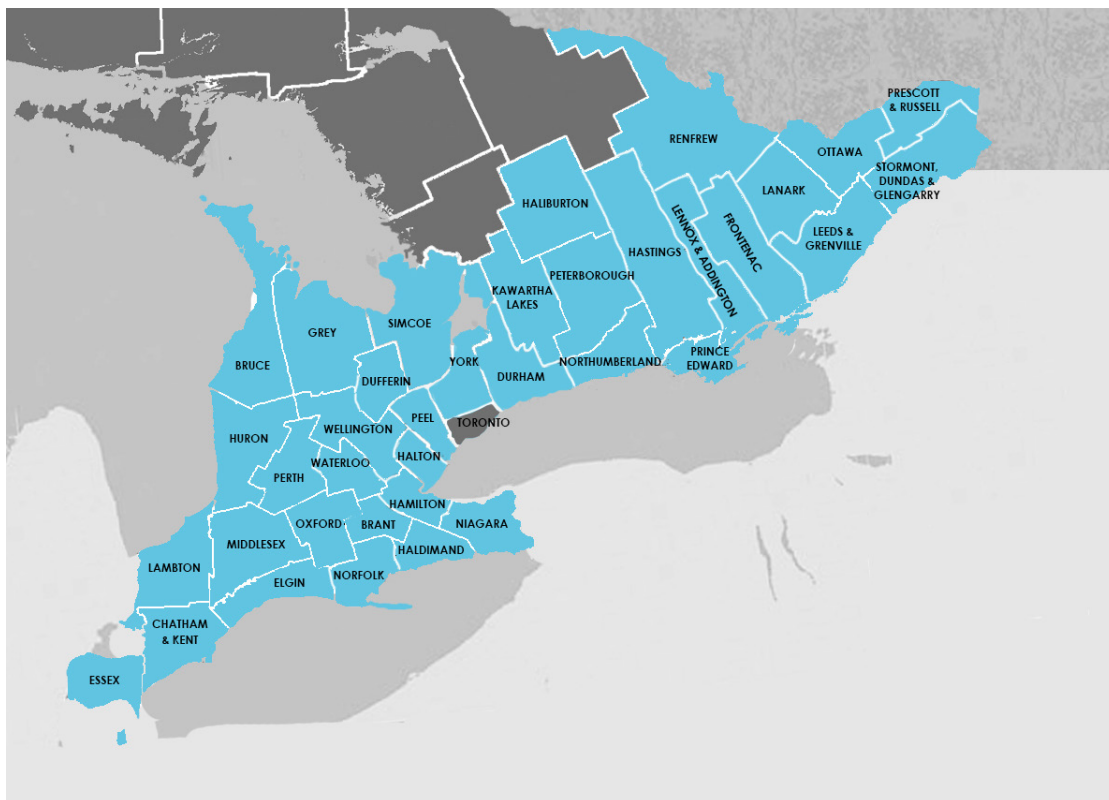
Recommended funding amount is available within available funding year allocation, factoring in 25 percent allocation to populations <100,000	Yes/No	Yes		
Recommended funding supports regional representation objectives	Yes/No	Yes		
Approved	Yes/No	Yes		

PAYMENT AND REPORTING REQUIREMENTS

To receive payment, recipients will be required to submit their expenses and attest to eligible costs through a reporting process facilitated by CUI. Capital costs are not eligible for reimbursement. Instructions on eligible costs are included in the Project Budget template.

Successful applicants will also be required to provide other reports in the form of project updates, success stories and supporting documents.

APPENDIX A: ELIGIBLE LOCATIONS





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 15 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 112-2021

Date: November 15, 2021

From: Nathan Richard, Interim Director of Operations

RE: Marina Dock Repairs and Replacements

Recommendation:

That Council direct staff to issue for a Request for Proposals for the replacement of the Marina G Dock and H Dock.

Background:

The Marina was constructed in 1985 and to date, only minor maintenance has been performed on the docks. None of the dock main sections of fingers have been replaced in the past. The docks have been in service for 36 years. The typical life span of steel tube floating docks with 3/16" wall thickness and with wood coverings is approximately 25 to 30 years.

In 2020, H Dock was removed from the Marina as it took water on the previous winter and could not be refloated due to prior repairs. G Dock has been recommended as the next dock to be replaced. Several of the steel tubes have severe pitting at the waterline level and at the top surface of the pipe.

Some sections of the docks and fingers of docks A through F have had closed cell foam installed in them to provide a few more years of floating life span. The docks are monitored semi-annually, fall and spring, by Town staff for any change in condition.

The Marina has a total of 9 main docks that range in length from 55 feet to 190 feet and have a total of 70 boat slip fingers resulting in 120-130 slips.

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Analysis:

In October 2021, technicians from Kehoe Marine Construction spent a day inspecting all of the docks in the harbour. Observations are that the majority of the steel tubing in all of the docks is pitted to varying degrees which eventually leads to water leaks which are currently occurring on a more frequent basis. Several of the dock chains require tightening and adjusting, along with some of the bolts, washer, and shims should be replaced. Possibly some of the concrete anchors should be adjusted to minimize dock movement and maximize dock stability with the water level fluctuations. These repairs are being more fully detailed and will be completed in the spring of 2022 prior to opening the marina.

Based on the evaluation and observations, it is recommended that H Dock and G Dock be replaced first. It is also recommended that a program be established to replace all of the docks in the coming years as budget allows since they are all past their typical life span and are at the end of their useful lives.

H Dock does not have water or electrical services and is the smallest dock at 55 feet in length. G Dock does include water or electrical services and is a larger dock at 100 feet in length with more fingers for boat slips.

The request for proposals would be issued in December as a design and build request with the delivery of the docks to be completed prior to May 13, 2022. The proposals will seek to provide options such as various tube and decking materials in the responses.

The intention is to replace one large dock or two smaller docks, if feasible, each year starting in 2023 so that all of the docks will have been replaced by 2027.

Alternatives

Council could decide to not proceed with the request for proposal or change the recommendation as they see fit.



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Financial Implications

The anticipated balance of the marina reserve at the end of 2021, is \$140,300. The annual contribution to the reserve in 2020 was \$79,435 which it expected to be maintained for 2022. It is estimated that this amount is sufficient to pay for the replacement of G and H docks.



Attachments

- Marina Layout

Submitted by:

Nathan Richard
Interim Director of Operations



0	FOR USE WITH CONSTRUCTION PACKAGES	Nov 1, 2021	AIDAN	
REV	DESCRIPTION	DATE	BY	APPROVED
DO NOT SCALE		CLIENT Corporation Of The Town of Prescott		
		LOCATION Sandra S.Lawn Harbor - Prescott Marina		
		TITLE Prescott Dock Layout		
THIRD ANGLE PROJECTION		SIZE D		
		DWG NO. C21-083		
THIS DRAWING IS PROPRIETARY AND CONFIDENTIAL, AND SHALL NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF KEHOE MARINE CONSTRUCTION. THE INFORMATION CONTAINED ON THIS DOCUMENT IS NOT FOR THIRD PARTY USE.		SCALE N.T.S.		
		APPROX WEIGHT AS NOTED		
		SHEET 1 OF 2		
		REV 0		

		Date Req'd
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REPORT TO COUNCIL

Date November 15, 2021

Report No. 113-2021

From: Dana Valentyne, Economic Development Officer

RE: COVID Shop Local Support Programs

Recommendation:

That Council approve the COVID Shop Local Support Programs with an allocation of up to a maximum of \$23,435 to support participating businesses in Prescott funded by the COVID funding received by the Province of Ontario.

Background:

The Town received \$66,935 in COVID funding from the Provincial Government that was put aside as part of the 2021 budget to address COVID pressures and programs. \$13,500 was used to support a Shop Local campaign in the summer and potentially \$30,000 has been allocated to the COVID Non-Profit Support Program. That leaves \$23,435 that could be used to support local businesses this holiday season.

Analysis:

The Economic Development department has generated a number of Shop Local Support Programs for the 2021 Holiday Season to help businesses in Prescott get back on their feet as health and safety restrictions continue to be eased.

Shop Local Passport prizes - \$6,000

The Shop Local Passport will require users to complete certain tasks such as spending money at participating businesses, taking pictures with the Shop Local banner, etc. stamps that once submitted will qualify them to be entered into a draw with a number of prizes that will come from local businesses or be used to spend at local businesses.



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Prescott Proud Dollars – Business distribution to customers - \$10,000

Similar to the previous Prescott Proud Dollars promotions, \$10,000 in Prescott Dollars would be distributed to local participating businesses to give to their customers for making a purchase or be applied at time of sale as a discount. This would then spur additional local purchases at the same or other participating businesses.

Prescott Proud Dollars sold at a 25% Discount - \$6,935

This concept was tested last year and approximately \$10,000 in Prescott Proud dollars were sold and spent at local businesses. This year, an investment of \$6,935 could translate into \$27,740 in Prescott Proud Dollars spent at local businesses. There would be a maximum purchase amount of \$500 per person.

Holiday Farmers' & Crafters' Market door prizes (Prescott Proud Dollars) - \$500

The Holidays Farmers' and Crafters Market will be held at the Leo Boivin Community Centre on December 4, 2021. There are over 60 vendors signed up. As part of the day there will be door prizes which would be Prescott Proud Dollars in the total amount of \$500.

Alternatives:

Council may wish to change the parameters of the program or decide not to proceed with it at this time.

Financial Implications:

\$66,935 in COVID funding was received from the Provincial Government in support of COVID pressures and programs. This funding was not allocated as part of the 2021 Budget and was held to the side to support programs such as this one. This funding was used to support the grants for the first six months of 2021 amounting to \$6,480. If the total allocation of \$23,520 is dispersed in this round of applications, then a total of \$30,000 would have been spent on this program in 2021. \$13,500 in COVID funding was previously allocated to the Shop Local campaign in the summer leaving \$23,435 for the programs as outlined in this report.



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Attachments:

- None

Submitted by:

Dana Valentyne
Economic Development Officer



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Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 114-2021

Date: November 15, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Town Hall Second Floor Renovation - Update

Recommendation:

For information.

Background / Analysis:

In 2019, Council approved the renovation of the second floor to include the construction of the following areas;

- Board Room
- Office / Control Room
- Multi-Use Physical Activity Room
- Two gender neutral washrooms
- Kitchen / Kitchenette
- Auditorium

The approval was based on primarily using Town resources to complete the work with an estimated cost of \$253,000. The project was delayed due to staff changes and other projects emerging that required a reallocation of resources. The desire to complete this project to make the second floor usable by the community aligns well with the Town's focus on Community Services and the easing of COVID restrictions in 2022.

The Board Room, Office / Control Room, Multi-Use Physical Activity Room and the main hallway are approximately 60% complete requiring the ceiling, floors, and mechanical work to be finished.

While reviewing the path to completion, a detailed set of architectural drawings along with the requested mechanical and electrical design needs to be completed for the entire second floor. This is required to ensure proper documentation is on file and any life safety issues have been addressed in the design and accomplished throughout the construction process.



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Deimling Architeture & JRP Engineering will be working to complete the necessary drawings so that construction can proceed to completion. Due to the standards and requirements for universal bathrooms, one bathroom will be installed given the size taken up by universal bathrooms instead of two general neutral bathrooms. No other changes to the previously approved plans are being contemplated at this time.

Council will have the ability to hold meetings from any of the multi-use rooms on the second floor depending on the size of the audience expected or if a special event is planned.

There has been interest from various community user groups for access to space provided for on the second floor. A number of Walker House programs would benefit from multi-use rooms, along with the re-introduction of after school programming, and low impact fitness classes such as yoga. We have had a number of inquires requiring training space for twenty to fifty participants, which would be supported by the audtirorium area on the second floor. The goal for the second floor is it to be used twenty to thirty hours per week with a mixture of daytime, evening, and weekend.

Alternatives:

None

Financial Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 115-2021

Date: November 15, 2021

From: Tracy Day, Fire Administrator/CEMC

Re: Emergency Management Program Annual Report

Recommendation:

For information.

Background/Analysis:

In accordance with the *Emergency Management and Civil Protection Act*, Ontario Regulation 380/04, s. 11 (5) and (6), the Emergency Management Program Committee (EMPC) is required to advise Council on the development and implementation of the municipality's Emergency Management Program and conduct an annual review of the municipality's program.

Program Committee

The Town of Prescott has an Emergency Management Program Committee (EMPC). There were no changes to the Committee structure in 2021. The Committee last met on October 14, 2021, to review the various required components of the Emergency Management Program including:

- Emergency Response Plan
- Hazard Identification and Risk Assessment (HIRA)
- Critical Infrastructure (CI)
- Training
- Emergency Exercise
- Public Education

Emergency Response Plan

The Emergency Response Plan did not undergo any changes during 2021.

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Hazard Identification and Risk Assessment

The foundation of any Emergency Management Program is the evaluation of hazards and associated risks that exist within its jurisdiction. The Hazard Identification and Risk Assessment (HIRA) is a document that identifies the hazards and risks within Town of Prescott and must be reviewed annually and updated as required.

The HIRA was reviewed by the EMPC on October 14, 2021.

Critical Infrastructure

Critical Infrastructure is defined as interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public health, safety, and security, and maintain continuity of and confidence in government. Each municipality must review its Critical Infrastructure annually and update as required.

Critical Infrastructure was reviewed by the EMPC on October 14th, 2021.

Training

The Municipal Emergency Control Group (MECG) members are required to have an adequate level of training and knowledge in the following areas:

- All components of the municipal Emergency Management Program including the municipal HIRA and Critical Infrastructure list
- Knowledge of the Town's Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response
- Knowledge of the procedures used to activate and operate under the Emergency Plan
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated
- Knowledge of the location, communication infrastructure and technology in the municipal Emergency Operation Centre.

MECG members were able to utilize and build on the above skills on a regular basis through 2021. With the MECG activated frequently through the continued COVID



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pandemic and the train derailment emergency which occurred in September 2021, the MCEG members achieved an adequate level of training in the required areas.

Annual Emergency Exercise

MCEG members must participate in an annual exercise which evaluates the municipality's Emergency Plan and procedures. The annual exercise fulfills the requirement for the Town to meet annual compliance under the *Emergency Management/Civil Protection Act 380/04*.

On October 14, 2021, members of the MCEG, along with OPP representatives, participated in a tabletop exercise - Train Derailment 2021. The goals of the tabletop exercise included:

- Test the emergency plan and procedures for the Town of Prescott
- Evaluate how the municipality and area resources would work together in the event of a large-scale incident.
- Test the knowledge and skills of the MCEG members.

Participants were able to discuss the strategies, decisions, and actions each role in the MCEG would take as the group worked through the train derailment scenario. Areas of improvement for the Town's Emergency Management Program were documented as action items for 2022.

Public Education

Emergency Preparedness Week was May 2 – May 8, 2021, and the Town of Prescott promoted the following public awareness and education:

- Print ad regarding Emergency Preparedness. The cost was shared with all municipalities within Leeds Grenville.
- Daily radio ads broadcasted on 107.9 Coast FM.
- Daily Facebook posts on Prescott Fire Department and Town of Prescott pages along with Twitter. This included information on emergency preparedness, 72 Hour Kit, COVID-19, and flooding.
- EPW Banner posted on the home page of the Town of Prescott website

Media releases around Covid relevant information continued to be shared on town social media sites throughout 2021 along with seasonal appropriate emergency preparedness info.



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Program Objectives for 2022

The Emergency Management Program objectives for 2022 will include the following recommendations:

- The OFMEM now offers Basic Emergency Management (BEM) in a virtual format. It is recommended that each member of the MECG enroll and complete the 2-day virtual course by the end of 2022.
- Assign and train MECG alternates
- Update, develop and improve components of the Emergency Plan with learnings from tabletop exercise and actual emergency incidents in 2021.
- Meet compliance with the Emergency Management and Civil Protection Act.

Financial Implications:

Expenses incurred in 2021 for training and public education initiatives were covered in the 2021 Emergency Management budget.

Attachments:

- EMCPA 2020 Compliance Letter

Submitted By:

Tracy Day
Fire Administrator/CEMC

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

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

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



March 30, 2021

Your Worship Brett Todd
Town of Prescott
P.O. Box 160, 360 Dibble St. West
Prescott, ON K0E1T0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2020.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2020. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: GrantMurphy
Email: Grant.Murphy2@ontario.ca
Phone: 613-329-0807

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Tracy Day - CEMC
Grant Murphy - Field Officer - Loyalist Sector



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STAFF REPORT TO COUNCIL

Report No. 116-2021

Date: November 15, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2021 Community Grant – 2nd Intake

Recommendation:

That Council approve the following 2021 Community Grants:

- South Grenville Minor Hockey \$2,400
- Prescott Figure Skating Club \$3,400
- Connect Youth \$4,000
- Grenville County Historical Society \$500

Background / Analysis:

The first intake of the 2021 Community Grant applications were received in January. The working group met March 9, 2021 to review each application and made the following recommendations. Similar to 2020, the grants for South Grenville Minor Hockey and the Prescott Figure Skating Club were split in two, with half being paid out in the summer and the remainder reviewed with the second intake of applications.

The second intake of 2021 Community Grant applications were received in October. Two of the working group members were able to provide feedback upon which the recommendations are being made.

Half of the first intake grant applications for the South Grenville Minor Hockey and Prescott Figure Skating Club were paid with the other half being held for review in the fall once it was known how they would be operating. It is recommended that the second half of their grant applications now be released.



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The Grenville Historical Society and the Connect Youth submitted grant applications as part of the second intake. These are both being recommended for approval as they have been past recipients and provide services and support for the Prescott community.

The Rural Fetal Alcohol Spectrum Disorder is a first-time applicant received in the second intake seeking \$1,000 to help fund Caregiver / Family support groups. Of the 150 families they support, approximately 20 are in Prescott. It is recommended that this group is invited to Council on December 1, 2021, to present their initiative.

The South Grenville Food Bank submitted an additional application in the second intake in the amount of \$7,000 for food purchases to address a further 100 individuals from Prescott requiring service. It is recommended that this group is invited to Council on December 1, 2021, to present their initiative.

Organization	Notes	Request	Paid	Final
Food For All Food Bank	1 st Intake	4,000	4,000	-
Food For All Food Bank	2 nd Intake	7,000	-	Invite
South Grenville Minor Hockey	Review 2 nd half in fall	4,800	2,400	2,400
King's Kitchen		2,500	2,500	-
Prescott Minor Soccer		2,300	2,300	-
Prescott Figure Skating Club	Review 2 nd half in fall	6,800	3,400	3,400
Girls Incorporated	And use of Leo for programming	1,000	1,000	-
Connect Youth Inc.	2 nd Intake	4,000	-	4,000
St. Lawrence Shakespeare		18,000	18,000	-
Grenville Historical Society	2 nd Intake	500	-	500
Rural FASD Support Network		1,000		Invite
Spirit of Giving		1,000	1,000	-
Folk Fest		7,500	7,500	-
Total		\$60,400	\$42,100	\$10,300



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 15 '21
Strategic Plan		

Alternatives:

Council may wish to allocate a different amount allocated to Community Grants in 2021.

Financial Implications:

The 2021 Budget includes an allocation of \$58,000 for Community Grants, of which \$42,100 has been paid out. The fall review of first intake applications along with the applications received in the second intake brings the total requests to \$60,400. If the recommendations as outlined in this report are accepted, it would bring the total approved to \$52,400. This would leave \$5,600 unallocated to address the remaining two applications.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 50-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON NOVEMBER 15, 2021**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 15th DAY OF NOVEMBER, 2021.

Mayor

Clerk