



**PRESCOTT TOWN COUNCIL  
AGENDA**

**May 5, 2025**

**6:00 pm**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

***Our Mission:***

***To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.***

***Land Acknowledgement:***

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

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

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**Pages**

**1. Call to Order**

**2. Approval of Agenda**

**RECOMMENDATION**

That the agenda for the Council meeting of May 5, 2025 be approved as presented;

AND That Item 17 immediately proceed Item 12 Staff.

**3. Declarations of Interest**

**4. Presentations**

|      |   |    |
|------|---|----|
| 5.   | <b>Delegations</b>  |    |
| 6.   | <b>Minutes of the previous Council meetings</b>   |    |
| 6.1  | <b>April 22, 2025</b>   | 1  |
|      | <b>RECOMMENDATION</b>   |    |
|      | That the Council minutes dated April 22, 2025, be accepted as presented.  |    |
| 7.   | <b>Communications &amp; Petitions</b>   |    |
| 8.   | <b>Consent Reports</b>  |    |
|      | <i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i> |    |
|      | <b>RECOMMENDATION</b>   |    |
|      | That all items listed under the Consent Reports section of the agenda be accepted as presented.   |    |
| 8.1  | <b>Council Information Package (under separate cover)</b>   |    |
| 9.   | <b>Committee Reports</b>  |    |
| 10.  | <b>Mayor</b>  |    |
| 11.  | <b>Outside Boards, Committees and Commissions</b>   |    |
| 12.  | <b>Staff</b>  |    |
| 12.1 | <b>Staff Report 25-2025 - St. Lawrence River Water Levels</b>   | 11 |
|      | <b>RECOMMENDATION</b>   |    |
|      | For information.  |    |
| 12.2 | <b>Staff Report 26-2025 - Prescott fire and Rescue Year End Report</b>  | 17 |
|      | <b>RECOMMENDATION</b>   |    |
|      | For information.  |    |
| 12.3 | <b>Staff Report 27-2025 - East Street Reconstruction Tender Results</b>   | 29 |
|      | <b>RECOMMENDATION</b>   |    |

THAT Council approve the award of Tender RFT-03-2025 for East Street Reconstruction to Ken Miller Excavating Ltd. in the amount of \$1,849,566.00 plus applicable taxes.

|      |   |    |
|------|---|----|
| 12.4 | <b>Staff Report 28-2025 - Summer Cold Lunch Pilot Program</b> | 32 |
|------|---|----|

**RECOMMENDATION**

That Council approve the pilot program of the Summer Cold Lunch Program to launch in the summer of 2025.

|      |   |    |
|------|---|----|
| 12.5 | <b>Staff Report 29-2025 - Ice Allocation Policy</b> | 38 |
|------|---|----|

**RECOMMENDATION**

THAT Council approve the amended Ice Allocation Policy for the Alaine Chartrand Community Centre effective May 6, 2025;

AND THAT Council approve the 2025/2026 ACCC Rates effective September 1, 2025.

**13. Resolutions**

**14. By-laws**

|      |                              |    |
|------|------------------------------|----|
| 14.1 | <b>2025 Estimates By-Law</b> | 58 |
|------|------------------------------|----|

**RECOMMENDATION**

THAT By-Law 18-2025, being a by-law to Adopt the Estimates for the Sums required during the Year 2025 for General Purposes of 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 this 5th day of May, 2025.

|      |                               |    |
|------|-------------------------------|----|
| 14.2 | <b>2025 Tax Ratios By-Law</b> | 61 |
|------|-------------------------------|----|

**RECOMMENDATION**

THAT By-Law 19-2025, being a by-law to Set Tax Ratios for the Year 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation this 5th day of May, 2025.

|      |                              |    |
|------|------------------------------|----|
| 14.3 | <b>2025 Tax Rates By-Law</b> | 63 |
|------|------------------------------|----|

**RECOMMENDATION**

THAT By-Law 20-2025, being a by-law to Adopt Tax Rates for municipal purposes for the year 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation this 5th day of May, 2025.

|      |  |    |
|------|--|----|
| 14.4 | <b>2025 Water and Sewer Rates By-Law</b> | 67 |
|------|--|----|

**RECOMMENDATION**

THAT By-Law 21-2025, being a by-law to Amend By-Law 52-2022 to set water and sewer rates and charges, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation this 5th day of May, 2025.

|      |                                       |    |
|------|---------------------------------------|----|
| 14.5 | <b>2025 Capping Thresholds By-Law</b> | 72 |
|------|---------------------------------------|----|

**RECOMMENDATION**

THAT By-Law 22-2025, being a By-Law to Adopt Optional Tools for the Purposes of Administering Limits for the Commercial, Industrial, and Multi-Residential Property Classes for the Year 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation this 5th day of May, 2025.

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

|      |                                    |
|------|------------------------------------|
| 17.1 | <b>Emergency Preparedness Week</b> |
|------|------------------------------------|

**RECOMMENDATION**

**WHEREAS** Emergency Preparedness Week is a national awareness initiative that has taken place since 1996. It is a collaborative event undertaken by provincial and territorial emergency management organizations supporting activities at the local level, in concert with Public Safety Canada and partners; and

**WHEREAS** the Town of Prescott recognizes the importance of Emergency Management in Ontario; and

**WHEREAS** the goal of Emergency Preparedness Week is to increase awareness of individual, family and community preparedness for the possibility of an emergency with this year's theme: "Plan for Every Season," and

**WHEREAS** Emergency Preparedness Week encourages everyone to

take simple steps to become better prepared and remain safe when facing a range of emergencies: Know the risk; Make a plan; Get an emergency kit; and

**WHEREAS** the safety of our community is the responsibility of each and every one of us, we must prepare and practice now and learn how to secure a strong and healthy tomorrow.

**NOW THEREFORE** the Council of the Corporation of the Town of Prescott does hereby proclaim the week of May 4 – 10, 2025 to be Emergency Preparedness Week and encourages all citizens to participate in educational activities on emergency preparedness.

**18. Period for Media Questions**

**19. Closed Session**

**RECOMMENDATION**

That Council move into Closed Session at 7:18 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (April 22, 2025)

19.2 Potential Disposition of Land

- Under Section 239(2)(c) under the *Municipal Act* - acquisition or disposition of land - specifically an offer to sell municipal land

That the CAO/Treasurer, Director of Administration/Clerk and Deputy Clerk remain in the room.

**20. Rise and Report**

**21. Confirming By-Law – 23-2025**

75

**RECOMMENDATION**

That By-Law 23-2025, being a by-law to confirm the proceedings of the Council meeting held on May 5, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**22. Adjournment**

**RECOMMENDATION**

That the meeting be adjourned at p.m.



## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Tuesday, April 22, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

**Present** Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young

**Staff** Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Renny Rayner, Fire Chief, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner

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

The meeting was called to order at 6:00 p.m.

Mayor Shankar read a tribute to the late Councillor Ruth Lockett.

**2. Approval of Agenda**

Motion 70-2025

Moved By Young  
Seconded By Burton

That the agenda for the Council meeting of April 22, 2025 be approved as presented;

AND THAT Item 15. New Business be advanced to immediately proceed Item 2 Approval of Agenda.

Carried

**15. New Business**

**15.1 Declaration of Vacancy - Councillor Ruth Lockett**

Motion 71-2025

Moved By Burton  
Seconded By McConnell

THAT Council declare the Office of Town Councillor Ruth Lockett to be vacant, as required in accordance with Section 262 of the *Municipal Act, 2001*.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

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

**6.1 March 17, 2025**

Motion 72-2025

Moved By Kirkby  
Seconded By Campbell

That the Council minutes dated March 17, 2025, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Letter from Ministry of Municipal Affairs and Housing - Strong Mayor Powers**

Discussion was held regarding neighbouring municipalities responses and familiarizing themselves with the process and legislation.

**8. Consent Reports**

Motion 73-2025

Moved By Burton  
Seconded By Young

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

Remove letter from Mayor Burrows AND direct the letter return with the staff report to rise with regard to Strong Mayors.

Carried

Congratulations were extended to Kaitlin Mallory on her completion of the AMCTO Diploma of Municipal Administration with honours, and the Upper Canada School Board funding.

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

COA Aug. 8, 2024 Minutes  
St Lawrence Lodge Jan. 28 Committee of Management Minutes  
PAC Feb. 10 Minutes  
AMCTO Mar. 19 Kaitlin Mallory DMA Graduate  
UCDSB Mar. 24 Students Bring Awareness to Human Trafficking  
UCDSB Mar. 24 Trustee Vacancy – Applications open  
UCDSB Mar. 27 Early Years Learning Programs  
UCDSB Apr. 9 Intermediate Students Excell at SKLZ Competition  
UCDSB Apr. 10 Plans to Invest \$12.2M in Sports & Infrastructure  
Township of Elizabethtown-Kitley Apr. 10 Strong Mayor Powers Statement  
UCDSB Apr. 11 Highlights of Board of Trustees Meeting  
SEHU Apr. 11 Oral Health Month

City of Peterborough  
Municipality of St. Charles Mar. 19 Child Welfare Funding  
Whitewater Region Mar. 25 Deposit Return Program  
County of Prince Edward-Lennox & Addington Apr. 10 Ontario Works Financial Assistance Rates  
Howick Township Apr. 11 Installation of New Utility Poles through the Accelerated High-Speed Internet Project  
Ministry of Agriculture, Food and Agribusiness Apr. 15 Agricultural System Implementation

## **9. Committee Reports**

There was no Committee Reports.

## **10. Mayor**

Mayor Shankar attended the Quality Inn Hotel grand opening, Train and Toy Show, the art show held at the Prescott Legion, the opening of the Prescott Golf Course, and the Dragon Garden reopening under new ownership. He also attended the Joint Services Committee meeting, and the Township of Augusta's Mayors Breakfast.

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

### **11.1 Ontario Good Roads Conference Report - Councillor Mary Campbell**

Councillor Campbell spoke to the Good Roads Conference with emphasis on presentation, transportation and equity. Attended a Fire Administration meeting on April 3rd, on April 14th the truck committee completed their monthly maintenance, and on April 15th the training committee focused on latter placement training. Volunteer anniversaries were recognized and the Fire Department will bring the new fire truck to Council at a later date.

Councillor Burton attended the Quality Inn Grand Opening and the Train and Toy Show. The Shakespeare Festival Committee is having a "Kindred Spirit" Cocktail party on May 2nd at Renegadz.

Councillor Young attended the Voice 2 Net Grand Opening, and the kids Easter Bingo held by the Prescott Legion. Upcoming events include the Ontario Approved Home and Trade show, and Economic Development staff are attending a Destination Canada Cycle Tourism seminar, and there soon will be a brochure launch for the Leeds and Grenville Tourism Venture. Wayfinding signage is fully installed, the mural project will be completed by May 16, the Centre St south patio has been completed with accessible viewfinders, and Prescott Tourism has partnered with the Quality Inn Hotel to have advertisements on the digital billboards located on the 401 Highway at Mallorytown and Ingleside. Season preparation has started for the Prescott Pop-Ups, Farmers Market, and Dive Sites. National Economic Development week is May 11-17.

Councillor McConnell noted the Centre St patio, and Wayfinding Signage has been completed. Sandy Hill Cemetery hasn't seen any major damage over the winter. He also attended the Community Cleanup event and the Grand Opening of the Dragon Garden under new ownership.

Councillor Kirkby spoke to the success of the Leo Boivin Showcase, thanked Recreation Staff for good time management, and attended the Community Cleanup event.

## **12. Staff**

### **12.1 Staff Report 20-2025 - Prescott Porch Fest**

Motion 74-2025

Moved By Burton  
Seconded By Young

THAT Council approves the establishment of the Prescott Porch Fest;  
AND THAT Council designate Prescott Porch Fest as an event of  
Municipal Significance.

Carried

Dana Valentyne, Economic Development Officer spoke to the report.

Discussion was held regarding parking, trolley services, and large amounts of people, cost for the evening show, and direct costs.

#### **12.2 Staff Report 21-2025 - Site Plan Information - 119 Irvine Road, Prescott**

Tim Fisher, Municipal Planner spoke to the report.

Discussion was held regarding sidewalks crosswalks, vehicle access, requirements to build sidewalks in front of commercial establishments, and earth bins.

#### **12.3 Staff Report 22-2025 - RSL Shareholders Agreement**

Motion 75-2025

Moved By Kirkby  
Seconded By Burton

THAT Council approve By-Law 16-2025 being a By-Law to approve the Unanimous Shareholder Agreement with Rideau St. Lawrence Holdings Inc.

Carried

Chloe Preston, Director of Administration/Clerk spoke to the report.

#### **12.4 Staff Report 23-2025 - 2025 Operational Budget**

Motion 76-2025

Moved By Young  
Seconded By Kirkby

THAT Council approved the 2025 Operational Budget with total revenues and expenditures of \$12,090,018; AND

THAT Council approve the 2025 Water and Wastewater Budget with total revenues and expenditures of \$3,320,258.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the increase, and the amount of the annual 1% infrastructure reserve portion each year.

#### **12.5 Staff Report 24-2025 - Capital and Operating Projects**

Motion 77-2025

Moved By Burton  
Seconded By Campbell

That Council approves the 2025 Capital and Operating Projects as outlined in Staff Report 24-2025

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the water tower demolition, the Joint Party Agreement for Health Care contribution, River Route funding, and the commitment to invest in the town.

### **13. Resolutions**

There were no resolutions.

### **14. By-laws**

There were no by-laws.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

There was no mayor's proclamation.

**18. Period for Media Questions**

The media confirmed the new budget amounts.

**19. Closed Session**

Motion 78-2025

Moved By McConnell  
Seconded By Campbell

That Council move into Closed Session at 7:18 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (March 17, 2025)

19.2 Potential Litigation

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

That the CAO/Treasurer, Director of Administration/Clerk and Deputy Clerk remain in the room.

Carried

Council recessed at 7:18 p.m.

Council resumed in closed session at 7:23 p.m.

Motion: 79-2025

McConnell, Young.

That Council reconvene in Open Session. (Time: 7:36 p.m.)

**20. Rise and Report**

During the Closed Session Council approved the Closed Session minutes under Item 19.1, received information and provided Staff direction on Item 19.2 - Potential Litigation.

**21. Confirming By-Law – 17-2025**

Motion 80-2025

Moved By Campbell

Seconded By McConnell

That By-Law 17-2025, being a by-law to confirm the proceedings of the Council meeting held on April 22, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 81-2025

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned at 7:37 p.m.

Carried

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Mayor

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Clerk





## STAFF REPORT TO COUNCIL

Report No. 25-2025

**Date:** 5/5/2025

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE: St. Lawrence River Water Levels**

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### **Recommendation:**

For information.

### **Background:**

The water levels in the St. Lawrence River are governed by the International Lake Ontario-St. Lawrence River Board. The following information regarding the Board is from their website.

*The International Lake Ontario - Saint Lawrence River Board (ILO-SLRB) was established by the International Joint Commission (IJC) in its 2016 Order of Approval. The Board's main duty is to ensure that outflows from Lake Ontario meet the requirements of the IJC's Order implementing Plan 2014. The Board also communicates with the public about water levels and flow regulation, and works with the Great Lakes – St. Lawrence River Adaptive Management (GLAM) Committee which monitors the performance of the regulation plans in the Great Lakes.*

*The Board shares information on the levels and flows of the Lake Ontario – St. Lawrence River System at least weekly on its Facebook page, on this website, and will provide presentations to explain the system and the Board to stakeholder groups upon invitation. The Board's duties include increasing public awareness of the risks of high and low water under Plan 2014, in part through liaison with stakeholder groups.*

*The 2016 Order provides criteria for managing flows through the Lake Ontario – St. Lawrence River system which are incorporated in Plan 2014. Allowing for more natural variations of water levels, the plan aims to foster the conditions needed to restore Lake Ontario and upper St. Lawrence River coastal wetlands and improve habitat for fish and wildlife. The plan will also frequently extend the Lake Ontario recreational boating season in the fall, better maintain system-wide levels for navigation and allow for a modest increase in hydropower production compared to the previous plan, Plan 1958D.*



*While Plan 2014 has been designed to moderate extreme levels on the lake and river, these levels may be unavoidable when water supplies are too high or too low. The Board may deviate from the rules of Plan 2014 under specific conditions and giving due consideration to the various interests. The full text of the 2016 Supplementary Order of Approval and Directive to the Board are available online.*

*The Board meets at least four times a year, more often by teleconference when required, and provides semi-annual reports to the IJC. Staff from the Board's regulation offices in Canada and the United States monitor water levels and flows on a daily basis, liaise with the dam operators and keep the Board informed of these conditions.*

### **Analysis:**

#### Water Levels on the St. Lawrence River

*The water level of the St. Lawrence River between Lake Ontario and the Moses-Saunders Dam at Cornwall depends on both the Lake Ontario water level and the outflow through the Moses-Saunders Dam. Wind and ice presence also contribute to short-term river water level fluctuations. St. Lawrence River water levels at locations nearer to Lake Ontario, like Prescott, are more influenced by the Lake Ontario water level than other factors. Therefore, Lake Ontario water levels that are higher or lower than normal generally result in St. Lawrence River levels at Prescott that are higher or lower than normal, respectively.*

*Lake Ontario water levels vary from year-to-year and throughout the year depending on water supply conditions. The major factors affecting water supply to the Great Lakes are precipitation, evaporation, and inflow to Lake Ontario from Lake Erie and other rivers. None of these natural factors can be controlled, and all are difficult to accurately predict. The outflow regulation plan for Lake Ontario reflects the natural rhythms of the Lake Ontario-St. Lawrence River system but has little overall effect on the water levels.*

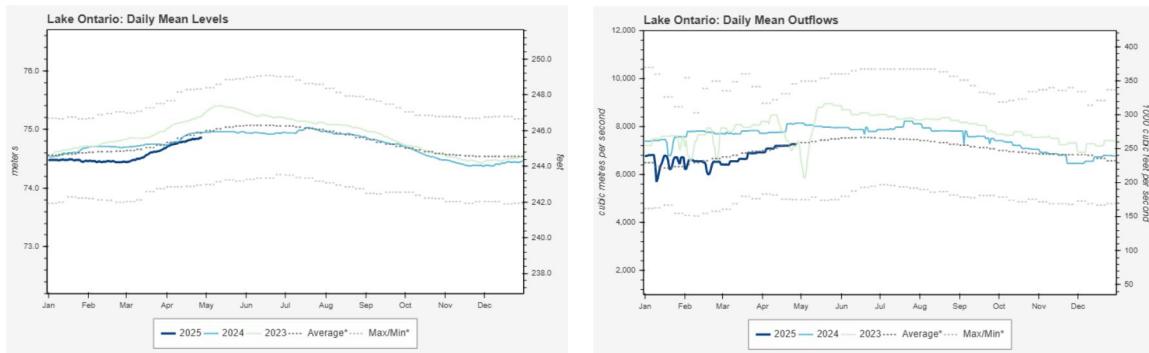
The International Lake Ontario-St. Lawrence River Board provides weekly information updates on their website.

#### Lake Ontario Water Levels and Outflows

# PREScott

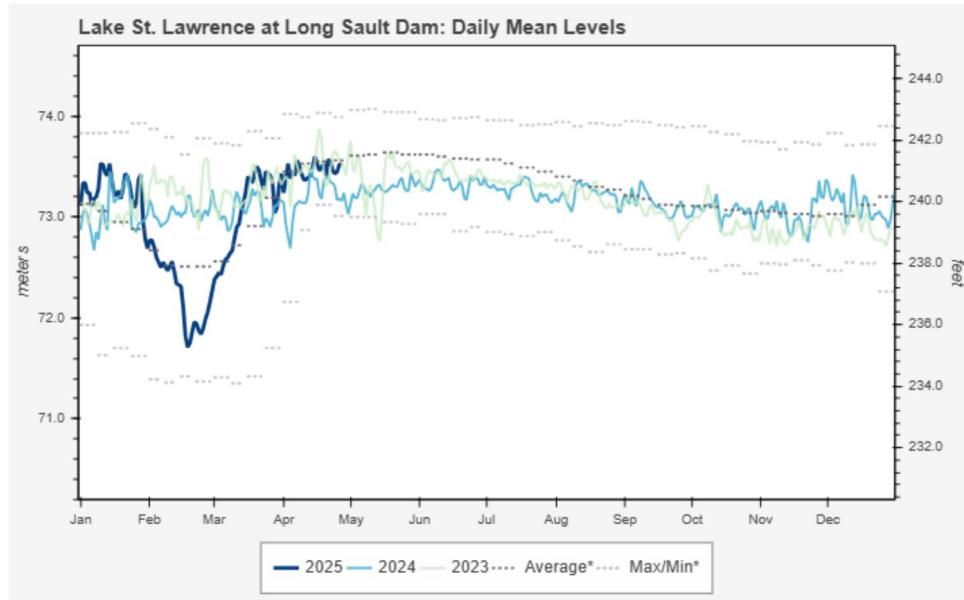
EST 1784

## THE FORT TOWN



The water level in Lake Ontario started out the year relatively close to the average and prior 2 years. The levels were below average in February and March but have since climbed to the average and levels recorded in 2024. The level in 2023 was higher than the historical average. The flows from Lake Ontario have been below prior years but have been following the historical average.

### Lake St. Lawrence Water Levels



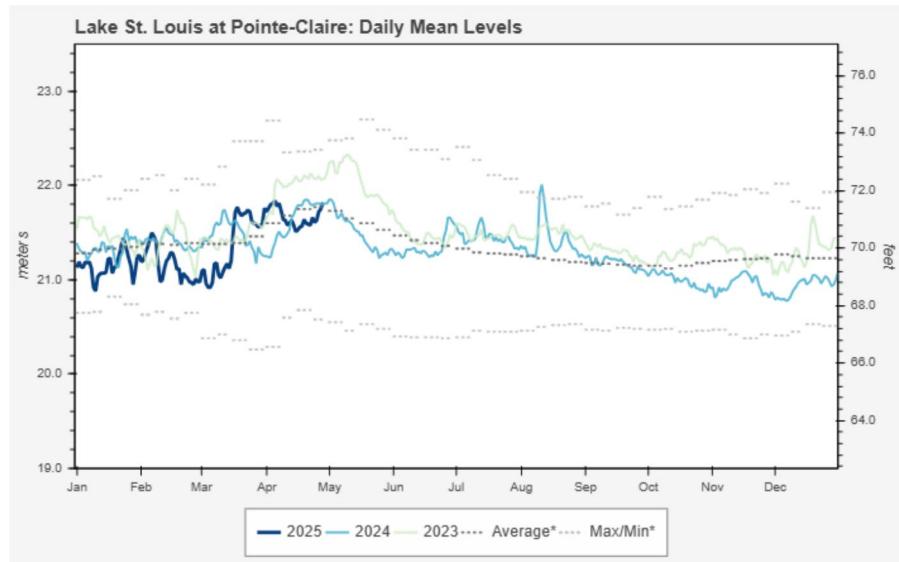
The Level in the St. Lawrence at what is known as Lake St. Lawrence at the Long Sault Dam were considerably lower than average in February. However, the water levels have since climbed back to the historical average and the levels recorded in 2023 and 2024.

### Lake St. Louis Water Levels

# PRESCOTT

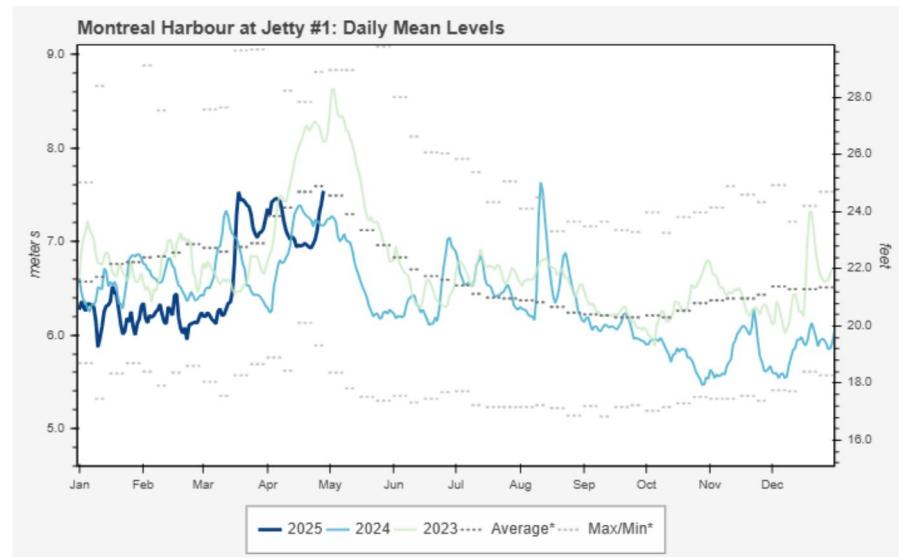
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## THE FORT TOWN



Similarly to Lake St. Lawrence, the water levels in Lake St. Louis were lower than average in February but have since climbed back to the historical average and the levels recorded 2024. The levels in 2023 were higher than that average.

### Montreal Harbour at Jetty #1 Water Levels



The water levels in the Montreal Harbour have followed a similar pattern to Lake St. Lawrence and Lake St. Louis.

# PRESCOTT

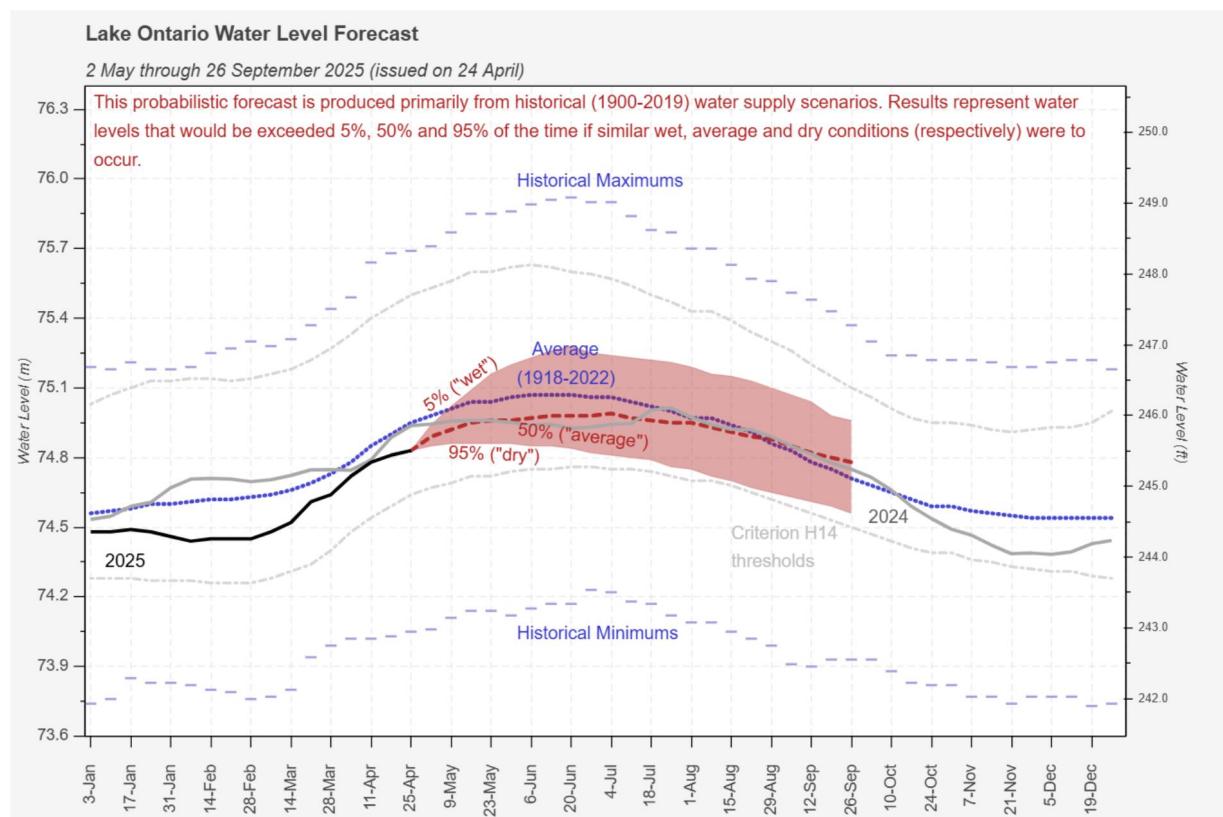
EST 1784

## THE FORT TOWN

### Water Levels at Prescott, Ontario

There is a St. Lawrence River water level monitoring station at Ogdensburg, operated by the US National Oceanic and Atmospheric Administration. Water levels from this station are reported in near real time online, to find current conditions for the St. Lawrence River for Prescott, Ontario.

### Lake Ontario Water Level Forecast



The Lake Ontario Water Level Forecast is updated on a weekly basis. It provides for a range of scenarios from a wet summer to a dry summer based on the current levels. Criterion have been established that would direct the Board to act by adjusting flow rates outside of pre-established settings at various points in the system to address either high or low levels with the aim of keeping the water levels in the system seasonably stable around the historical average.

### **Alternatives:**



None

**Financial Implications:**

None

**Attachments:**

None



## STAFF REPORT TO COUNCIL

Report No. 26-2025

**Date:** 5/5/2025

**From:** Renny Rayner, Fire Chief

**RE: Prescott Fire and Rescue 2024 Year End Report**

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### **Recommendation:**

For information.

### **Background:**

#### Operational

Mandatory Fire Fighter training to NFPA Certification is ongoing. The Firefighter I & II Certification courses are delivered by certified instructors from Leeds and Thousand Islands Regional Training Centre.

Department wide training sessions are scheduled regularly and include fire fighter survival techniques, self-contained breathing apparatus (SCBA), hose handling, fire behaviour and fire suppression techniques conducted at our live fire training sea can.

Power equipment, air supply, and truck maintenance committees conduct monthly inspections to ensure our resources are in a state of readiness.

#### Administrative

The 2024 Year End Report provides a brief overview of the calls for service, department activity along with monthly volunteer hours and member years of service anniversaries.

Congratulations to all our members for their dedication and efforts to improve the fire department through training, equipment inspections and professionalism.

### **Alternatives:**

None



**Financial Implications:**

None

**Attachments:**

- Prescott Fire and Rescue 2024 Year End Power Point



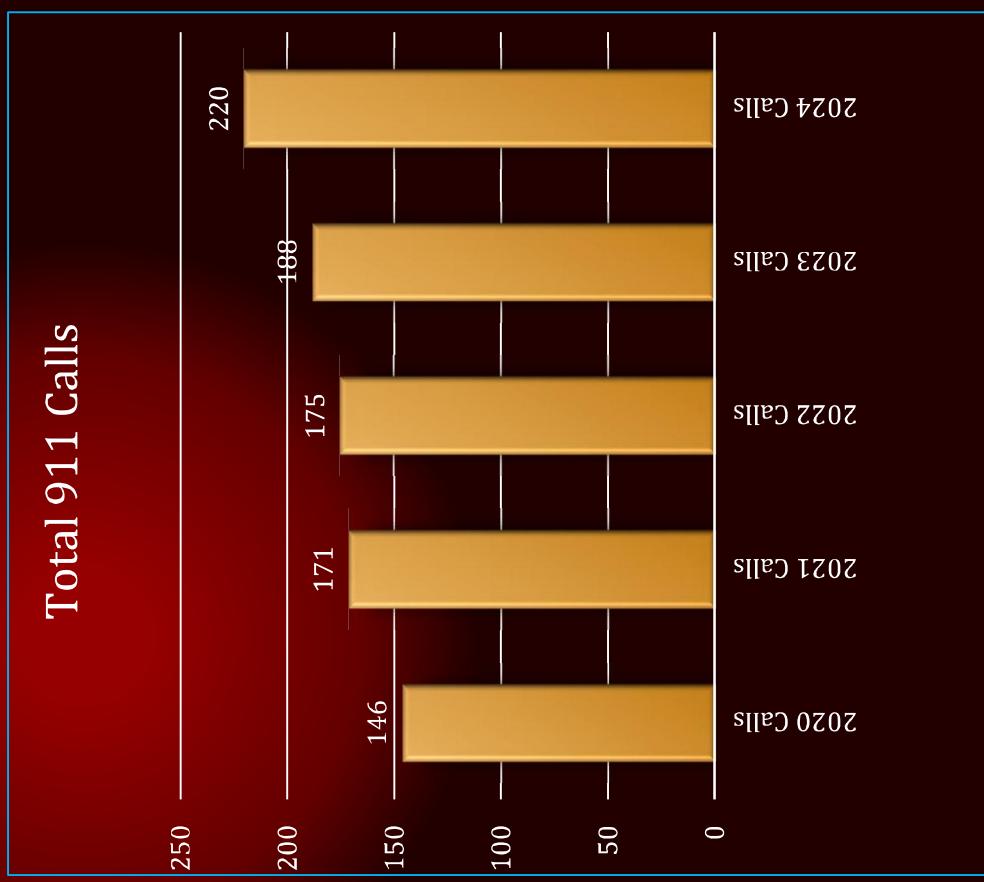
**PRESCOTT FIRE DEPARTMENT  
2024 YEAR IN REVIEW  
2025 GOALS**

**May 5, 2025**

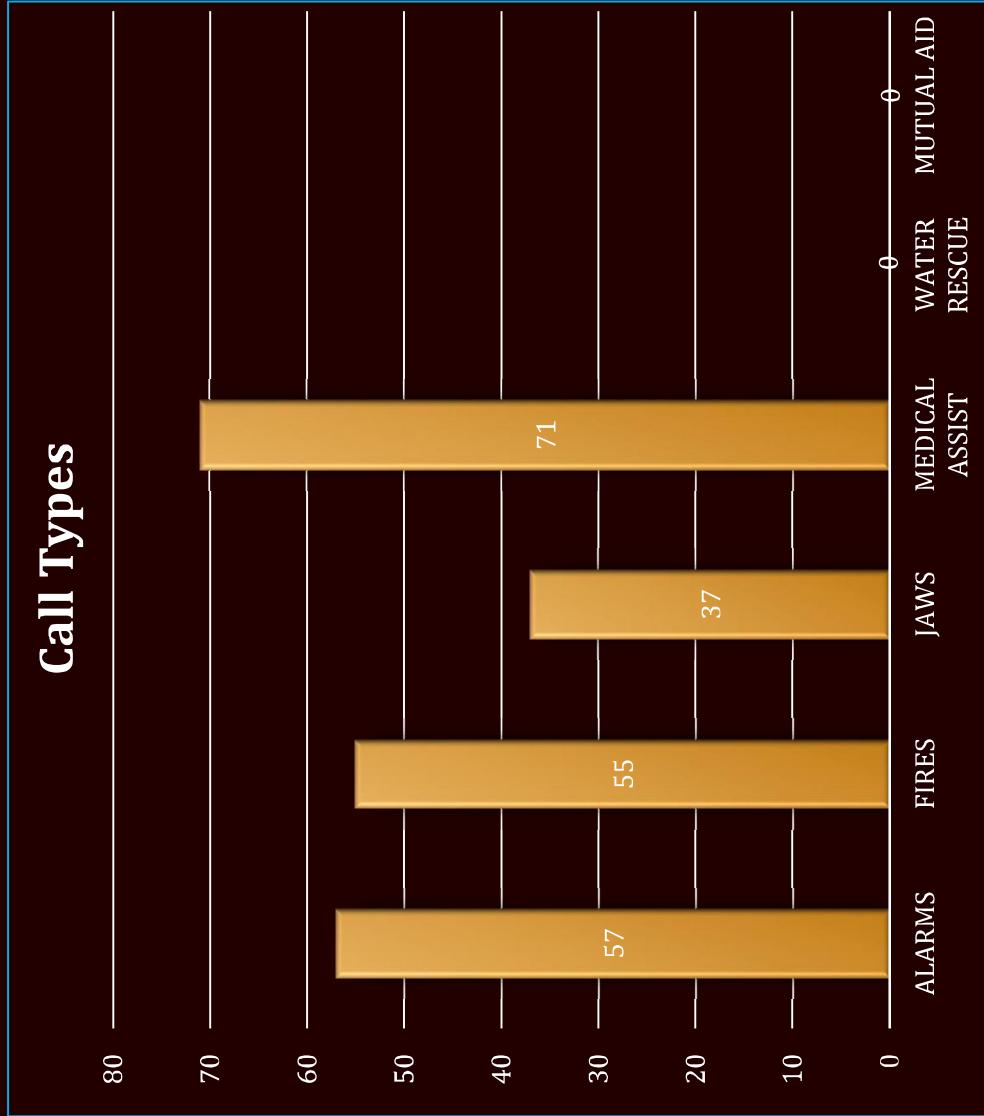
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# 2024 YEAR IN REVIEW

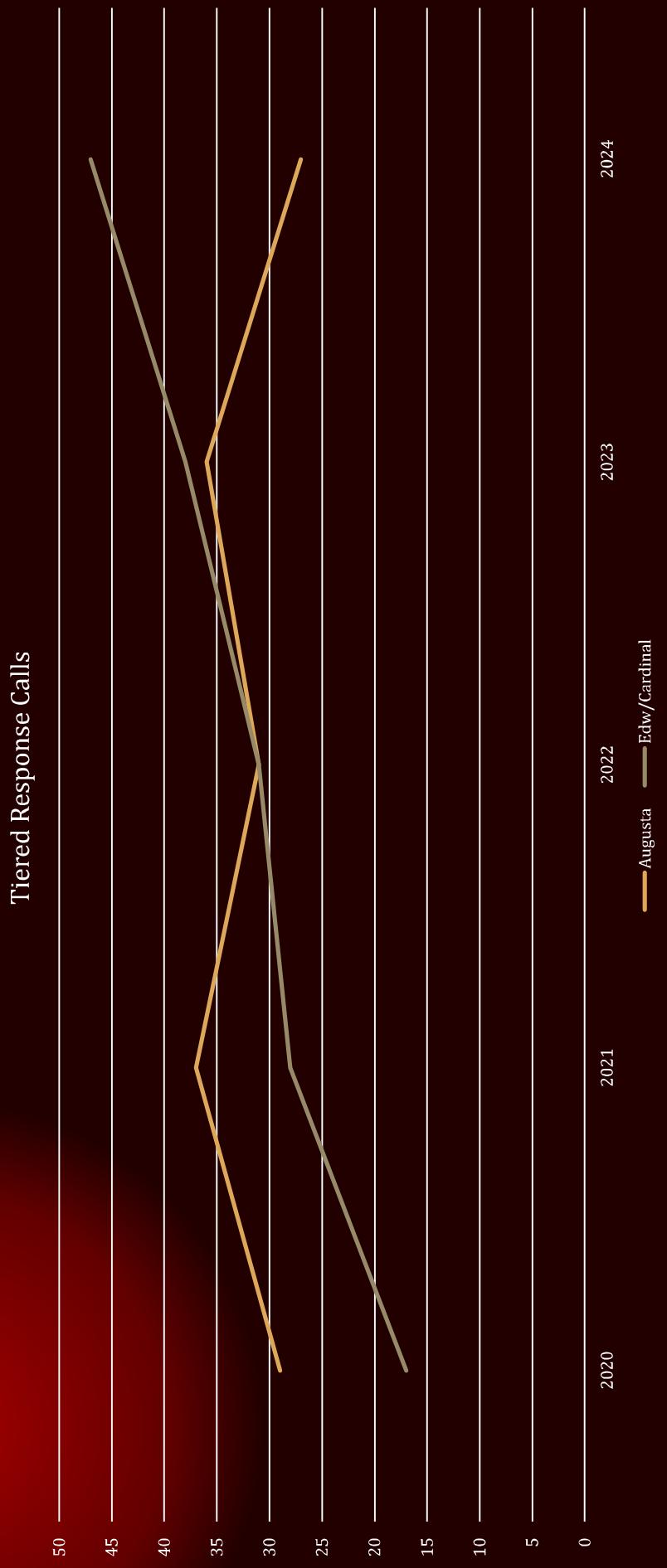
## Total 911 Calls



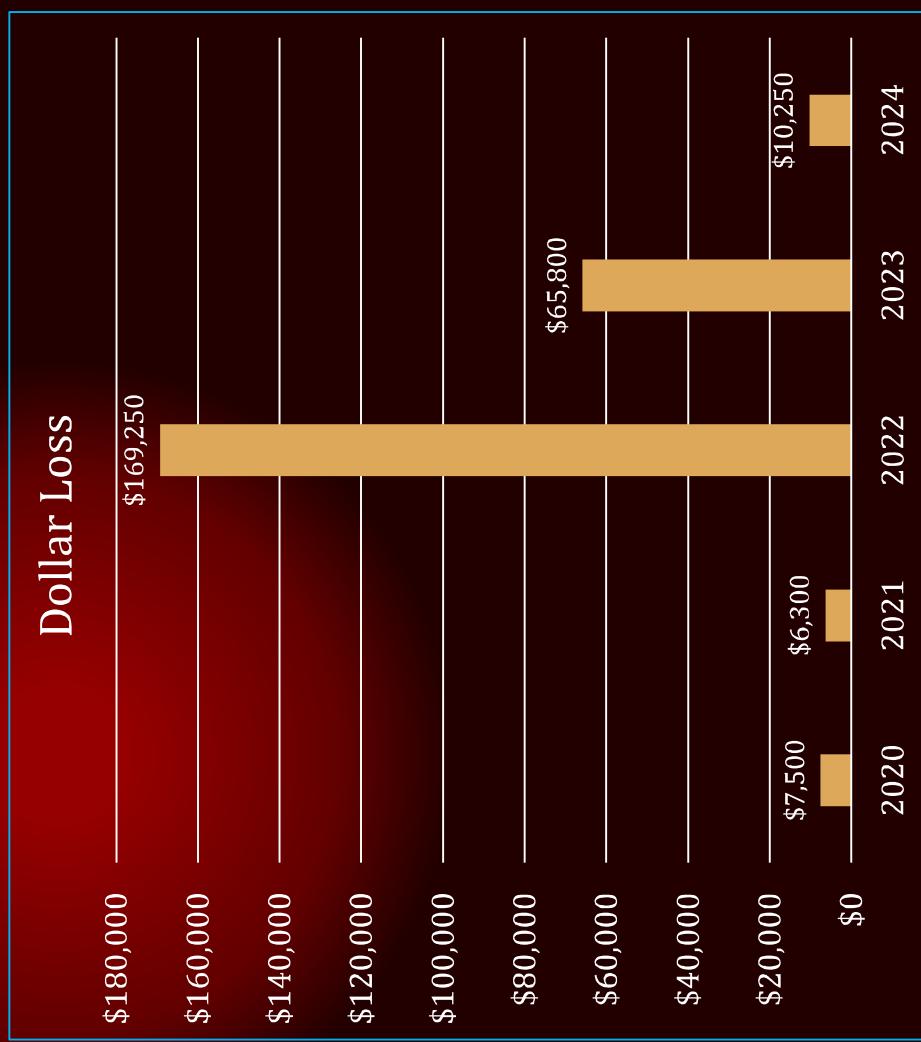
## Call Types



# FIRE PROTECTION AGREEMENT



# 2024 DOLLAR LOSS/HOURS



Volunteer Hours

Dollar Loss

# 2024 EVENTS



# STAFF

- 2 Resignations in 2024
- 2 New Members in 2024
  - Eddy Baynham, George Lochtie
- 22 members in total as of December 31<sup>st</sup>, 2024



| NAME              | START DATE | YEARS OF PFD SERVICE         |
|-------------------|------------|------------------------------|
| Norton, Brent     | Feb-81     | 43                           |
| Gilmour, Robert   | Jul-85     | 39                           |
| Arcand, Paul      | Oct-88     | 36                           |
| Dixon, Bob        | Jun-94     | 30                           |
| Houston, John     | May-95     | 29                           |
| Crozier, Mike     | Oct-08     | 16                           |
| Sobhie, Ryan      | Oct-08     | 16                           |
| Veltkamp, Chris   | Jan-13     | 11                           |
| Veltkamp, Peter   | Apr-14     | 10                           |
| Stephenson, Scott | Feb-16     | 8                            |
| Brooks, Gord      | Sep-17     | 7                            |
| Denison, Gavin    | Nov-18     | 6                            |
| Gibson, John      | Nov-18     | 6                            |
| Joudoin, Richard  | Nov-18     | 6                            |
| Norton, Daniel    | Jan-22     | 2                            |
| Price, Wyatt      | Jan-22     | 2                            |
| Stewart, Jeff     | Apr-23     | 1                            |
| Burns, Deven      | Oct-23     | 1                            |
| Gilmour, Steven   | Oct-23     | 1                            |
| Baynham, Eddy     | Jun-24     | 7 months                     |
| Lochtie, George   | Sep-17     | 6 yrs. 3 months              |
| Rayner, Renny     | Apr-21     | (returning past member)<br>3 |

# TRAINING

- 2024 – 1184 hours of training
- Highlights:
  - Pumper Operations
  - Aerial Operations
  - SCBA Training
  - Self-Rescue Scenarios
  - Live Fire Training at our Seacan
  - Extrication Exercise



# FIRE PREVENTION

- 399 total volunteer hours
- Inspections: Continued collaboration with Building Department.
- Vulnerable Occupancy inspections/ evacuations
- Fire Drills conducted: Schools, Industrial bldgs.
- Public Education events:
  - Food Bank Drive (February)
- Saved by the Beep (September)



## CARBON MONOXIDE: DID YOU KNOW?

- Odorless, tasteless and invisible.
- Install CO alarms on every level of the home and in each sleeping area.
- CO poisoning: headaches, nausea, fatigue, vomiting and disorientation.

## Carbon Monoxide Awareness Week Nov 1-7



- Fire Prevention Week / Open House(October)
- Carbon Monoxide Awareness week (November)
- 12 Days of Holiday Fire Safety (December)

# 2025 GOALS

- Delivery in February of the new Rescue/Pumper Apparatus
- NFPA Standards
  - Firefighter I and II Certification ongoing
- Ongoing use of live fire/rescue training at our Seacan facility
- Review/Update of Department SOG's
- Building Address By-law
- Continue to Strengthen the Organization for transition
  - Recruitment drive to be held on May 20, 2025



QUESTIONS?



## STAFF REPORT TO COUNCIL

Report No. 27-2025

**Date:** 5/5/2025

**From:** Matt Locke, Director of Operations

**RE: East Street Reconstruction Tender Results**

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### **Recommendation:**

THAT Council approve the award of Tender RFT-03-2025 for East Street Reconstruction to Ken Miller Excavating Ltd. in the amount of \$1,849,566.00 plus applicable taxes.

### **Background:**

Council approved a total budget of \$1,400,000 (Dibble to King) /\$2,100,000 (James to King) for the East Street Reconstruction project. The Town of Prescott, administered by EVB Engineering, issued a Request for Tender (RFT) on March 28, 2025, which closed on April 17, 2025. A total of 6 bids were received with 5 being deemed eligible in response to the RFT.

The East Street Reconstruction project consists of a full-depth removal and replacement of water, sanitary sewer and storm sewer on East Street between King Street and James Street. This includes replacement of sewers and laterals, manholes, catch basins, hydrants, water valves, as well as reconstruction of the road, sidewalk and curbs. Part A is slated as the section of East Street from King Street to Dibble Street, and Part B is the section of East Street from Dibble Street to James Street.

The Town of Prescott has planned for the completion of major road reconstruction projects every two years. The main factors determining need and location for these projects is the replacement of watermain that is at the end of its service life as well as adding storm sewer to locations that previously had combined sanitary and storm sewers. Aging watermains are more prone to breaks as well as transmission losses and so replacement helps reduce the number of emergency replacements and water loss. Adding new storm infrastructure reduces the number of existing storm connections into the sanitary sewer network, reducing the volume of storm water being treated, and reducing the chance of combined sewer overflows into the St. Lawrence River.

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For the East Street Reconstruction, the proposed design of East Street will have sidewalk on one side of the road only, on the west side from King Street to Dibble and on the East side from Dibble to James. This design will allow for the proposed road to be approximately 1.5m wider than the current layout of East Street while also providing the best possible alignment of the roadway.

### **Submissions:**

Six (6) Tenders were received on April 17, 2025, by The Town of Prescott for the project with five (5) being deemed eligible. The Tender results are as follows:

Request for Tender: **RFT-03-2025 East Street Reconstruction**

Closing Date: **April 17, 2025**

### **East Street Reconstruction – Parts A & B**

| <b>Tenderer</b>                 | <b>Total Tender Amount<br/>(excluding HST)</b> |
|---------------------------------|--|
| Ken Miller Excavating Ltd.      | \$1,849,566.00                                 |
| TJL Construction Ltd.           | \$1,874,259.49                                 |
| W.H. McSweyn Inc.               | \$2,339,900.00                                 |
| Cornwall Gravel Co. Ltd.        | \$2,536,921.65                                 |
| Louis W. Bray Construction Ltd. | \$2,593,604.00                                 |

The tender from Ken Miller Excavating Ltd is the lowest bid received and meets all stated requirements. Parts A and B are both within the overall project budget. As such, the bid from Ken Miller Excavating Ltd. is recommended for approval.

### **Alternatives:**

Council could decide to choose an alternative bidder or choose not to move forward with the project at this time, however the risk of infrastructure failure increases if work does not proceed.



**Financial Implications:**

The tender amount for Part A, East Street from King Street to Dibble Street, is \$1,223,592.50 plus applicable taxes. The tender amount for Part B, East Street from Dibble Street to James Street is \$625,973.50 plus applicable taxes. The total tendered amount is a net cost of \$1,882,118.36 after the HST rebate. The total project budget is \$2,100,000.00, which also includes engineering, legal surveying, and geotechnical testing costs. The total tendered amount is within the project budget.

This is a unit rate tender where the cost per unit of work or material has been locked in. There is a \$100,000 contingency included in Part A, and \$70,000 for Part B to address any increases in quantities that may be required. Any unused portions of the contingency amounts are kept by the Town thereby decreasing the overall cost of the project.

Staff are recommending moving forward with approval of Parts A and B as tendered. Staff will be coordinating with the selected contractor to determine whether both parts will be completed in 2025, or if Part A will be completed in 2025 and Part B in 2026.

\$800,000 of funding for Part A of this project is from the Canada Community Benefit Fund. The 2026 CCBF funding of approximately \$267,000 will be allocated for Part B of this project. The remaining amount will be funded by Water and Wastewater Reserves.

**Attachments:**

*None*



## STAFF REPORT TO COUNCIL

Report No. 28-2025

**Date:** 5/5/2025

**From:** Samantha Joudoin-Miller, Manager of Community Services

**RE: Summer Cold Lunch Pilot Program**

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### **Recommendation:**

That Council approve the pilot program of the Summer Cold Lunch Program to launch in the summer of 2025.

### **Background:**

The 2024-2027 Town of Prescott Strategic Plan outlines clear, aspirational goals to enable strategies to guide decision making for the period of 2024-2027. Priority 2 of the Strategic Plan is to Strengthen Community Health, Safety and Wellbeing. One strategy outlined for this priority is to be proactive in utilizing the Community Safety and Well-being Action Plan.

As referenced in the Action Plan, a Community Safety and Well-Being Plan is about preventive action and identifies areas to promote and maintain community safety and well-being through social development and proactively reduce risk through prevention programs and activities. The Action Plan outlines priorities to mitigate risks, one of which includes Community Development which encompasses collaboration of partners to address poverty, basic needs and food security. Poverty is universally seen as the overarching social determinant of health, and removal of this barrier would allow people to access appropriate services and fully engage in the community. Poverty was indicated in the community survey as the largest risk (80.6%) to community safety and well-being. Poverty encompasses income, employment, access to basic needs, housing, and food security.

Through regular roundtable community meetings, it has been determined that a significant food insecurity gap affecting youth in the Town of Prescott has been identified which is a concern that aligns with the Community Development priority outlined in the Community Safety and Well-Being Action Plan.



## **Statistics**

The residents of the Town of Prescott face significant economic challenges. 20.7% of the population is below the low-income threshold, the employment rate is 43% and the median household income is \$61,200. The median values for Ontario Northern and Rural municipalities are 12%, 53% and \$82,000 respectively. As referenced in the Leeds Grenville and Town of Prescott Community and Safety Well-Being Plan, the number of residents living in low-income situations is 1,055 which makes up 25.7% of the Town's population. 30% to 35% of youth in Prescott are Living in Low Income situations according to the Ottawa Social Planning Council. To help break the poverty cycle, a program has been developed at the local high school called the Core Program.

## **Community Initiatives and Commitment**

In December of 2024, a meeting was held between several community groups within the Town to address the concern of youth hunger in the Town of Prescott. The main concern resulting from this meeting was recognizing that there are an alarming number of youth in Town who are experiencing food insecurity during the summer, after school, during PA Days, Christmas and March Break when the schools are not open.

During the school year, Connect Youth serves free lunch to approximately 140 students daily out of the organization's location at South Grenville District High School. At the second community meeting held in March of 2025, that number had risen to 150 students daily. The Connect Youth food program does not run in the summer when the school is closed, which results in a large gap in youth food insecurity in July and August.

Through King's Kitchen, on Wednesday evenings the cafeteria at SGDHS welcomes 250-300 people at 4:30 p.m. to share a home cooked meal which is provided free of charge to the diners. Monetary donations are accepted but are not mandatory. The culinary class at SGDHS under the leadership of Chef, prepares the bones of the meal during the day and the volunteers come later to finish the meal and prepare it for service by 4:30p.m. Up to 30% of the diners are students each week. Many miss the bus home to get a good home cooked meal. The meals cost approximately \$1,000. each week. The King's Kitchen program does not run in the summer when the school is closed, which also leaves a gap in the summer months.

The South Grenville Food Bank has approximately 300 children a month on average, accessing programs like snack packs.

The Prescott Public Library offers snacks and meals on a weekly basis during the youth programming hours and continue to garner volunteer support to assist in preparing and



offering weekly meals, as well as donations to support a food cupboard that is available.

St. Vincent de Paul Society provides the Weekender Backpack program to elementary school children with back packs filled with food on Friday evening to carry them through the weekend. In 2015, they served 10 children. Today, they serve 379 children throughout 22 schools in Leeds & Grenville.

In the summer, The Outpost Café offers meals to approximately 30-35 children. The youth could often be found walking to Kelly's Beach, because it is one of the free spaces in Town where youth can congregate. The Café fed the youth at a cost of approximately \$500 per week. The cost to the Café was 20-30% of the business's daily income.

During March Break, the Prescott Legion created gift certificates for 20 students to be able to attend the regular Thursday evening meal at the Legion. The gift certificates were given to King's Kitchen, who distributed them at the weekly King's Kitchen meal, prior to March Break.

### **Proposed Initiative – Summer Cold Lunch Program**

The Summer Cold Lunch Pilot Program is a community-based initiative designed to provide free, nutritious, and ready-to-eat cold lunches to children and youth (ages 4–18) during the summer months. Operating Monday-Friday from July 7, 2025 to August 29, 2025, the Summer Cold Lunch Pilot Program is aimed to address food insecurity, particularly in the summer months when several other community groups take a break from their regular programming. The program will support healthy development and engagement through consistent meal access in an inclusive and stigma-free environment. If approved by Council, the Summer Cold Lunch Program will be evaluated in September of 2025 for a repeated program in 2026.

### **Program Goals**

- Nourishment: Provide 25 free cold lunches per day, Monday through Friday, over an 8-week period.
- Accessibility: Ensure meals are free, allergy friendly, and designed to accommodate dietary needs.
- Community Engagement: Strengthen support for families through accessible nutrition and garner volunteer support.
- Evaluation: Collect data and feedback to assess viability for future expansion.

### **Program Details**

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- Dates: July 7, 2025 to August 29th
- Location Prep: Walker House and/or Canteen at the ACCC
- Time: Meals distributed between 12:00 a.m. – 2:00 p.m.
- Staffing: 1 part-time staff and 1 volunteer per day (Mon–Fri, 9:00 a.m. – 3:00 p.m.)
- Delivery Format: Cold, individually packed lunches prepared and distributed daily from the “Community Shed and Canteen” at Centennial Park
  - The intention this summer is to run a small canteen in Centennial Park by the Splash Pad that offers simple items to park and beach users that do not directly compete with Katarina’s.
  - By distributing the Summer Lunches the canteen it removes any stigma for recipients of the program.

### Menu Structure

Each lunch includes:

- A main item (e.g. sandwich, wrap, or salad)
- Fresh fruit
- Raw vegetable
- Snack (e.g. granola bar, trail mix)
- Healthy drink (milk, juice, or water)

Menus will repeat weekly with variety and simplicity to streamline shopping and prep.

### Budget Overview

| Category   | Cost           |
|--|----------------|
| Food (1,000 meals: 25 meals/day x 5 days/week x 8 weeks)       | \$5,000        |
| Supplies   | \$200          |
| Equipment (ice packs, coolers)                                 | \$100          |
| Contingency  | \$200          |
| Staffing (1 staff @ \$17.43/hr x 6 hrs/day x 5 days x 8 weeks) | \$4,183        |
| <b>Total Estimated Program Cost:</b>                           | <b>\$9,683</b> |

### Partnerships & Support

We will seek partnerships with:

- Local grocery stores, business and farms
- Food security networks
- Youth organizations



- Service clubs and volunteers

## **Evaluation & Next Steps**

The 2025 pilot will be evaluated through:

- Daily participation tracking
- Staff, participant and parent feedback surveys
- Budget tracking and weekly reporting
- Summary report with recommendations

Success will guide plans for Summer 2026.

## **Summary**

The 8-week Summer Cold Lunch pilot program provides free, healthy cold lunches to children and youth (ages 4–18) in South Grenville during the summer. Each weekday, 25 individually packed lunches are distributed at a central, accessible location. The program is organized by the Town of Prescott's Community Services Department and is designed to support local families, promote food security, and ensure every child has access to nutritious meals during the school break, all of which supports the 2024-2027 Town of Prescott Strategic Plan.

## **References**

“Community Safety & Well-Being Plan.” *Town of Prescott*, United Counties of Leeds and Grenville and the Town of Prescott, 2017  
[www.prescott.ca/media/egcb0gmo/community-and-safety-well-being-plan.pdf](http://www.prescott.ca/media/egcb0gmo/community-and-safety-well-being-plan.pdf).

“2024-2027 Town of Prescott Strategic Plan” *Town of Prescott*, Town of Prescott, 2024,  
<https://www.prescott.ca/media/nshfqhhn/strategic-plan-final-version.pdf>.

## **Alternatives:**

Council could choose to modify aspects of the proposed program or not approve it at this time. The need within the community to address food insecurity during the summer months will remain.

## **Financial Implications:**

The total cost of the Summer Cold Lunch Program will be sustainably covered through a combination of grants, community support, and municipal resources. Staffing expenses are covered by funded received through the Canada Summer Jobs Grant for other



summer positions, while the intention to cover the cost of weekly meals—estimated at \$625 per week for eight weeks—is to secure business sponsorships and in-kind support from local partners. Should the Town be unable to secure 8 sponsors, the remaining food costs will be supported through the 2025 Community Services budget. The remaining \$500, allocated for supplies and incidental costs, will be drawn from the department's existing operational budget, ensuring no additional burden on taxpayers or municipal reserves. As designed, this program will operate at breakeven with no net financial impact on the Town of Prescott.

**Attachments:**

*None*



## STAFF REPORT TO COUNCIL

Report No. 29-2025

**Date:** 5/5/2025

**From:** Samantha Joudoin-Miller, Manager of Community Services

**RE: Ice Allocation Policy - Revisions**

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### **Recommendation:**

THAT Council approve the amended Ice Allocation Policy for the Alaine Chartrand Community Centre effective May 6, 2025;

AND THAT Council approve the 2025/2026 ACCC Rates effective September 1, 2025.

### **Background:**

An Ice Allocation Policy was developed for the 2024/25 season and is due for review and updates prior to the upcoming 2025/26 season. The Town of Prescott Ice Allocation Policy serves as a framework for the Town of Prescott's ice allocation processes and user agreement expectations.

The objective of this policy is to manage the process for allocating and distributing the usage of ice at the Alaine Chartrand Community Centre. After review of the 2024/25 Policy, the following updates are recommended to improve administrative efficiency for staff and the ice users:

| <b>Update</b>                                   | <b>Reasoning</b>  |
|---|---|
| Redefinition of "Categories of Use"             | Streamline definition of users for clarity  |
| Adjustment to the priority allocation hierarchy | Adjustment reflects updated user definitions as well as making tournaments/special events higher on the priority list to streamline ice scheduling in advance |
| Updated Ice Booking Process:                    |   |

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|   |   |
|---|---|
| Implementation of ice booking seasons   | Define specific seasons of ice bookings from August through to May.<br>Summer Season (Aug 1 <sup>st</sup> -31 <sup>st</sup> )<br>Fall/Winter (Sept 1 <sup>st</sup> -Mar 31 <sup>st</sup> )<br>Spring (April 1 <sup>st</sup> -May 15 <sup>th</sup> ) |
| Implementation of an Online Booking Form and booking timeframes               | Increase administrative efficiency and ensure proper allocation   |
| Update to Ice Cancellation policy   | Address the notice of the number of days required to cancel ice with no financial responsibilities to the user  |
| Update to the Ice Transfer and Sub-Leasing Between Permit Holder requirements | This update includes the elimination of sub-leasing.<br><br>The update includes that all invoicing and financial responsibility will remain with the original permit holder, regardless of any transfer or trades made between users.               |
| Update to Payment within Ice Permit Terms and Conditions                      | This has been updated to reflect that single use ice rentals require payment upon receipt of invoice  |
| Update to Insurance within Ice Permit Terms & Conditions                      | This update reflects an increase of Five Million Dollars (\$5,000,000) to the coverage limit required for users   |
| Update to Rates and Fees  | The Rates and Fees section has been updated to state that rental rates are expected to increase by 3% each year, subject to annual approval by Council  |

The recommended policy revisions are based on findings from a full year of implementation and an evaluation of administrative effectiveness to improve efficiency from both a user and staff perspective.

**Alternatives:**

Council could choose to decline the recommended updates to the Ice Allocation Policy.

**Financial Implications:**

None

**Attachments:**

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- 2025/26 Ice Allocation Policy
- 2025/26 Ice Fees

**ACCC Rates for 2025/26 - (Enforced as of Sept 1)**

| <b>Fee Name</b>                       | <b>Price</b>    | <b>Per Hour</b> | <b>Timeframe</b>                        | <b>Season</b> |
|---------------------------------------|-----------------|-----------------|---|---------------|
| SRC Ice Time: Adult - Prime Time      | \$ 206.88       | per 60 min      | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun   | Sept 1-Mar 31 |
| SRC Ice Time: Minor - Prime Time      | \$ 175.05       | per 60 min      | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun   | Sept 1-Mar 31 |
| SRC Ice Time: Non-Prime Time          | \$ 132.61       | per 60 min      | 7am-4pm Mon-Fri                         | Sept 1-Mar 31 |
| Dead Ice                              | \$ 41.20-\$103  | per 60 min      | non-prime time hours that are available | Sept 1-Mar 31 |
| 24 Hour Call In                       | \$ 106.09       | per 60 min      |   | Sept 1-Mar 31 |
| SRC Spring Ice Time: Adult Prime Time | \$ 233.40       | per 60 min      | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun   | Apr 1-Aug 31  |
| SRC Spring Ice Time: Minor Prime Time | \$ 201.57       | per 60 min      | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun   | Apr 1-Aug 31  |
| SRC Spring Ice Time: Non Prime Time   | \$ 159.14       | per 60 min      | TBD based on OPS Availability           | Apr 1-Aug 31  |
| Dead Ice                              | \$ 66.95-128.75 | per 60 min      | TBD based on OPS Availability           | Apr 1-Aug 31  |
| 24 Hour Call In - Spring              | \$ 132.61       | per 60 min      | TBD based on OPS Availability           | Apr 1-Aug 31  |

|                         |          |            |                                       |  |
|-------------------------|----------|------------|---------------------------------------|--|
| Community Room #1       | \$ 21.22 | per 60 min | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun | Sept 1-Mar 31; off season dependent on arena operation hours |
| Community Room #2       | \$ 21.22 | per 60 min | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun | Sept 1-Mar 31; off season dependent on arena operation hours |
| Community Rooms #1 & #2 | \$ 26.52 | per 60 min | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun | Sept 1-Mar 31; off season dependent on arena operation hours |
| Fitness Room            | \$ 21.22 | per 60 min | 4pm-11pm Mon-Fri;<br>7am-11pm Sat/Sun | Sept 1-Mar 31; off season dependent on arena operation hours |

|                            |             |            |  |  |
|----------------------------|-------------|------------|--|--|
| Public Skating             | <b>FREE</b> |            |  |  |
| Public Skating Sponsorship | \$ 132.61   | per 60 min |  |  |

*\* Not included - Insurance, HST*

*\*\* For events with music, there will be additional fees in accordance with the Society of Composers, Authors and Music Publishers of Canada (SOCAN). This is due to SOCAN regulations on tariff fees for musicians and song writers. This is an additional charge above the rental rates listed above.*

*\*\*\*If user meets the Community Grant Program criteria and request a fee waiver it will be handled by staff.*

*\*\*\*\*If user does not meet the Community Grant Program criteria and request a fee waiver it will be presented to Council.*



**Policy Type: Recreation**

**Policy #: R-ACCC-01**

**Approved by Council on:**

## **Ice Allocation Policy**

### **Policy**

The Town of Prescott's goal is to promote and encourage participation in all sports, activities and events for the overall benefit of the community. This policy is established to clarify the Town's responsibility for allocating and administrating ice time use of the Alaine Chartrand Community Centre (ACCC).

### **Goals**

The following goals for recreation in Prescott are intended to be high level, directional statements that guide the overall context for the development of recreation facilities, programs and services for residents of the Town. The goals as per the Recreation Master Plan for the Town of Prescott are as follows:

1. A healthy and active community.
2. Recreation is accessible by all.
3. Connected open space network through active transportation and trail linkages.
4. Multi-functional and multi-generational facilities, spaces and program opportunities.
5. Recreation facility investment and renewal.
6. Maximize partnerships for access to facilities and programs.

### **Purpose of Ice Allocation Policy**

The policy and guidelines contained within will serve as a framework for the Town of Prescott's Ice Allocation process. The goal of this policy is to promote and encourage participation in activities to the overall benefit of the community.

The policies identified in this document establish and clarify the Town's responsibility for ice allocation and administration. The Town is committed to the following:

1. Managing fiscally responsible arena operations;
2. Facilitating new revenue generating opportunities;
3. Promoting Fairness, Equality and Accessibility;

4. Processing tournament, special events and seasonal ice permits;
5. Providing excellence in customer service;
6. Promoting healthy living and access to Town programs including public skating;
7. General administration and office requirements;
8. Enhancing the quality of life for all residents; and
9. Providing safe facilities.

## **Scope**

This Policy applies to anyone booking ice time at the Alaine Chartrand Community Centre.

## **Objective**

To manage the process for allocating and distributing the usage of the ice at the Alaine Chartrand Community Centre.

Define “Categories of Use” and the order of consideration for allocation of ice.

Define the Town’s authority to ensure that new Community Organizations that offer a needed activity are provided access to ice according to their “Category of Use”.

Ensure Town By-laws, health and safety requirements, and rules, regulations & conditions of use are being followed by all customers of the Alaine Chartrand Community Centre.

## **Definitions**

In this policy, the following terms have the meanings set out below:

**“ACCC”** refers to the Alaine Chartrand Community Centre

**“Community Use”** refers to programs sponsored directly or indirectly by the Community Services Department and are designed for general use by the public, i.e.: public skate, parent and tot, shinny, etc.

**“Ice Provider”** refers to the Town of Prescott, Recreation Department, which manages and operates the ACCC Arena.

**“Ice Users”** refers to the organization/individual who holds the ice booking

**“Occasional and Individual Users”** are defined as organizations or individuals that use ice time with the intent of using the ice for recreational skating or hockey play.

**“Partner Groups”** refers to a non-profit recreational group based within the South Grenville which is dedicated primarily to minor sports (18 and under)

**“School Board”** refers to elementary and secondary schools renting ice for students whether for elective, intramural or competitive use within the boundaries of South Grenville.

**“Seasonal & Commercial Users”** are defined as groups that use an ice facility(s) on a weekly basis for an entire season. Commercial Users are defined as organizations or individuals that use ice time with the intent of generating positive net income (profit).

## **The Ice Provider**

The mandate of the *Ice Provider* is to provide a variety of leisure opportunities for all Town of Prescott and area residents. To this end, programs or initiatives such as Public Skating, Adult Skating, Senior Skating, Parent and Tots Skating and Special Holiday Skating Sessions are recognized as a high priority within the Ice Allocation Policy.

The *Ice Provider* believes that, given its obligation and responsibility for ice allocation, it is imperative that it be administered in a fair and equitable manner to the residents of Town of Prescott. The public at large, current user groups and all future user groups need to be considered fairly in the allocation of available ice on an annual basis.

The *Ice Provider* will allocate sufficient time for ice maintenance activities to ensure ice surfaces are maintained to industry standards/guidelines. Providing users with a safe skating surface is a high priority.

It is acknowledged that all categories of user groups may experience cancellations or adjustments to their weekly ice allocation over the course of their seasonal permit to accommodate approved events from other Community Group programs.

## **Ice Provider Management**

The *Ice Provider* will responsibly manage its ice resources to ensure optimum usage and programming, to reflect municipal directives, to minimize risk and operational issues, as well enhance fiscal health to allow for timely and effective infrastructure updates.

On an annual basis, the *Ice Provider* will communicate with ice facility provision partners and users to review, define or confirm the Town’s ice season, hours of operation, ice pad use and restrictions, facility closures, holiday operating hours, prime and non-prime time hour’s definitions and ice capacity calculations. The results will enable the *Ice Provider* to update related portions of this document, arena operations calendar, ice management schedule and critical dates.

## **Key Principles in Ice Allocation**

There are many key principles in the determination of ice time allocation such as age, gender, residency, economic impact, revenue generation, number of hours requested, customer history, special events and extraordinary cases. The *Ice Provider* has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect registration, utilization and anticipation patterns, in addition to applying municipal, provincial and federal directives where required.

## **Ice Allocation and Distribution**

On an annual basis, the *Ice Provider* will develop an Ice Distribution Matrix that best reflects the expressed needs of the users and application of this Policy's directives and guides.

Ice will be allocated utilizing the following priority groups:

### **1. Town of Prescott Recreational Ice Programs**

The *Ice Provider* ensures residents access to recreational ice opportunities through a variety of programs. These programs provide low- cost access to recreational skating opportunities organized through the Town of Prescott. Opportunities include public skating, senior skates, and parent and tot skate. Programs are provided in response to resident demand.

### **2. Tournaments and Special Events**

The *Ice Provider* supports special programs like tournaments and special events. These programs provide revenue-generating opportunities to both the program organizer and the Corporation of the Town of Prescott. There are also economic spinoffs throughout the communities at large.

In support of special programs like tournaments and special events, the community rooms and fitness room will be made available to the event organizers at no additional cost.

Special events may not be limited to competitions and may include events such as trade shows or exhibitions. Typically, tournaments and special event ice time is allocated above and beyond group's regular seasonal allocation

### **3. Partner Groups**

The Town's Partner Group is defined as follows:

- I. A non-profit recreational group based within the South Grenville and dedicated primarily to minor sports (18 and under)**
- II. Will be established providers of quality recreational programs, primarily for youth.**
- III. Will be the main provider of its activity for youth in the Town**

Organizations recognized as Partner Groups must:

- I. Have constitutions.**
- II. Be incorporated.**
- III. Have an auditable annual financial statement.**
- IV. Be affiliated with a responsible regional, provincial or national organization.**  
The choice of this organization can be entirely at the discretion of the Partner Group.

If the appropriateness of a Partner Group's status as a Partner Group comes into question, the group may be required to re-produce evidence that the conditions under which it was granted partner status still apply.

The Town wishes to recognize long-term partner groups; these groups will have access to their historical ice (same or similar date or time blocked) to all partner groups that have had the same hour(s) for two or more consecutive years from the current year. The Town reserves the right to adjust ice times as deemed necessary.

#### **4. Seasonal & Commercial Users**

Seasonal Users in this category are defined as groups that use an ice facility(s) on a weekly basis for an entire season. Examples are adult hockey leagues, pick-up hockey groups, camps, etc. The Town wishes to recognize long-term users; these users will have access to their historical ice (same or similar date or time blocked) to all seasonal users that have had the same hour(s) for two or more consecutive years from the current year. The Town reserves the right to adjust ice times as deemed necessary.

Commercial Users in this category are defined as organizations or individuals that use ice time with the intent of generating positive net income (profit). At the Town's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated ice time so long as the subjects use aligns with the "fundamental activities" of the group. In consultation with ice users, the Town will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principles of the Allocation Policy as well as the best interests of Prescott residents.

The Town reserves the right to change the ice allocated to seasonal long-term users when facility closures or restrictions must be applied. In these circumstances every attempt will be made to find an equitable ice time replacement. If a designated seasonal long-term permit holder disbands or fails to apply for ice in consecutive ice seasons, they will lose their status. If they reapply in a subsequent ice season, they will be treated as a new client as the seasonal long-term client designation is not transferable.

#### **5. Boards of Education**

High School Hockey and School Ice School bookings are to be administered on a first-come, first-served basis through the Town of Prescott. High School Hockey: A designated convener will be the point of contact for the high school hockey allocations (Practice & Game Allocation).

## **6. Occasional and Individual Users**

Groups in this category are defined as organization or individuals that use ice time with the intent using the ice for recreational skating or hockey play.

### **Ice Booking Seasons**

| <b>Summer Season (August 1<sup>st</sup>-August 31<sup>st</sup>)</b> |                           |                    |
|---|---------------------------|--------------------|
| Prime Time  | Monday to Friday          | 4:00 PM – 11:00 PM |
|   | Saturday and Sunday       | 7:00 AM – 11:00 PM |
| Non-Prime Time  | Based on OPS availability |                    |
| Dead Ice  | Based on OPS availability |                    |

| <b>Fall-Winter Season (Sept 1<sup>st</sup>-Mar 31<sup>st</sup>)</b> |                     |                                    |
|---|---------------------|------------------------------------|
| Prime Time  | Monday to Friday    | 4:00 PM – 11:00 PM                 |
|   | Saturday and Sunday | 7:00 AM – 11:00 PM                 |
| Non-Prime Time  | Monday to Friday    | 7:00 AM – 4:00 PM                  |
| Dead Ice  | Monday to Friday    | Non-prime hours that are available |

| <b>Spring - Summer Season (April 1<sup>st</sup>-May 15<sup>th</sup>; Aug 1<sup>st</sup>-31<sup>st</sup>)</b> |                           |                    |
|--|---------------------------|--------------------|
| Prime Time   | Monday to Friday          | 4:00 PM – 11:00 PM |
|  | Saturday and Sunday       | 7:00 AM – 11:00 PM |
| Non-Prime Time   | Based on OPS availability |                    |
| Dead Ice   | Wednesday and Friday      | Open to 4:00 PM    |

## Ice Allocation Time Frames

The following time frames will be compulsory when forwarding ice allocation requests into the Town. All dates in the table below are prior to the beginning of each season. The Town is committed to responding back to groups/clients within one month of each respective time frame.

| Client                        | Season      |               |               |        |
|-------------------------------|-------------|---------------|---------------|--------|
|                               | Fall-Winter |               | Spring-Summer |        |
|                               | Opens       | Closes        | Opens         | Closes |
| Town of Prescott              | April 1     | April 30      | Oct 15        | Nov 15 |
| Tournaments & Special Events  | May 22      | June 19       | Nov 15        | Jan 30 |
| Partner Groups                | May 22      | June 19       | Nov 15        | Jan 30 |
| Seasonal Clients              | May 22      | June 19       | Nov 15        | Jan 30 |
| Board of Education            | Sept 1      | Sept 30       | N/A           | N/A    |
| Commercial Group              | Sept 1      | Sept 30       | Jan 31        | Feb 28 |
| Occasional & Individual Users | Oct 1       | End of season | Mar 1         | Aug 31 |

## Ice Booking Process

- 1) The Ice Rental Request Form will be made available to user groups
- 2) Request Forms are to be completed and submitted to the Town of Prescott by the deadlines indicated in the chart above.
- 3) Each facility user will be provided with a rental agreement detailing their respective ice time(s). Facility users are required to sign and return the facility user agreement. The booking will be considered finalized upon receipt of the signed facility agreement and confirmation of insurance.

Note: No ice time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.

## Conflict Resolution

Conflicts that arise from the development of the ice scheduling system will be evaluated by the *Ice Provider*. The conflicts identified will be brought to the attention of each specific group that is affected. Individual discussions will ensue between the *Ice Provider* and each user group in question to find a resolution to the situation. The *Ice Provider* will act as a mediator to monitor the discussions. In the event that no

resolution can be reached with mediation, each group will submit in writing, the rationale for their requirement of the ice time conflict.

Along with the information provided, consideration will be given to the following factors:

- The degrees to which the user group ice time requests have been met, apart from the ice time request in conflict;
- Sport(s) requirements of the groups involved, including requirements of governing sport bodies and logistics involved;
- User group historical ice allocation;
- The age of the user group as it relates to the period of ice time in conflict; and
- In the event that the conflict cannot be resolved in this manner, the final decision will fall on the Ice Provider.

## **Permit Amendments/Cancellations**

The *Ice Provider* has the right to control all ice distribution, and use of, for the duration of the permit. Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled ice can have on arena operations and its clients.

### **Permit Cancellation**

All events are subject to the terms and conditions within this policy. When an arena rental permit has been signed, the **Ice Allocation Cancellation Policy** comes into effect. Upon ice being allocated and confirmed by the user group, all individual rental cancellations from October 15th to March 15th shall be administered in the following manner;

In the event the user cancels a booking, the following cancellation fee(s) will apply:

- When notice of intent to cancel is received by Town of Prescott staff with 15 days or more notice, no financial responsibilities shall exist.
- When notice of intent to cancel is received by the Town of Prescott staff with 14 days or less notice, 100% financial responsibility shall exist, unless the cancelled ice is rented to another user by or through the Town of Prescott.

There is a penalty free cancellation period for minor youth organizations and the Senior C Club to release booking times with no penalty until October 15th.

**Playoffs:** Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to The Town of Prescott on the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge of 100% of the rental rate.

### **Ice Transfer Between Permit Holders**

All invoicing and financial responsibility will remain with the original permit holder, regardless of any arrangements made between users. The Town of Prescott permits the occasional transfer or trade of ice time between permit holders, provided that 48 hours of advance written notification is submitted to the Town along with any related schedule updates. It is the responsibility of the original permit holder to inform all parties involved and ensure that updated information is communicated prior to the ice time.

### **Inclement Weather**

Cancellations due to extreme weather conditions will not be charged a cancellation fee. However, the user is required to contact the Town of Prescott in advance to advise of the cancellation within 3 hours of their rental in regard to inclement weather. Should the Town of Prescott not be contacted, cancellation fees will apply.

### **Permit Cancellations and Rescheduling by the Ice Provider**

The *Ice Provider* reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to justified circumstances and must do so in writing no later than 5 days prior to the date required. The *Ice Provider* through the Community Services Department reserves the right to cancel any ice time for the just cause where in the event of mechanical or facility breakdown, emergency situation, gross policy violations or when facility rules have been breached and will notify any renters regarding the postponement of their ice.

Where postponement or rescheduling cannot be mutually coordinated, the permit holder affected will receive a full refund/credit for the time owing.

## **Administration Management**

### **Group Representation**

For the *Ice Provider* representatives to effectively serve their customers, all groups are asked to elect no more than two representatives to serve as liaison between the *Ice Provider* and their group. All communications between the group and the *Ice Provider* should, at all times, be channeled through each group's representatives.

### **Standard Hours of Operation**

Standard hours of operation for the ice rental at the facility are Monday to Friday 7:00 am to 11:30 pm, and Saturday and Sunday 8:00 am – 11:30 pm.

The arena facility will be closed on the following statuary holidays: Christmas Day, Boxing Day and New Year's Day. The arena will also be closed at 12:00 pm on Christmas Eve and New Year's Eve.

The opening of the facility on statutory holidays or beyond established operating hours (as defined by this Ice Allocation Policy), will be considered only if the applicant agrees to pay all fees, including staff costs related to opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

## **Processing and Management of Tournaments and Special Events Applications and Permits**

The *Ice Provider* recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. The *Ice Provider* is committed to achieving a balance between recreational and tournament/special events throughout the year, including the fall/winter ice season.

Consideration to schedule special events and tournaments:

1. Events will be given dates as similar as possible to previous years.
2. An existing group can ask for a different date for their event as long as that event does not conflict with another organization's event date.
3. When a user group cancels their tournament, all ice users and applicants including tournament organizers will be informed by email or telephone of the opportunity to implement a new tournament or rent ice.
4. Staff will evaluate tournament requests based on the following criteria:
  - a. Impact on regularly scheduled resident user groups
  - b. Days and time requested
  - c. Overall financial impact to arena operations
  - d. Economic development for the Town
  - e. Relationship to the Town
  - f. All criteria will be considered, and with everything being equal, priority will be given to resident organizations

## **Ice Permit Terms and Conditions**

### **Payment**

For single use rentals payment is required upon receipt of invoice.

The user agrees that ice accounts must be paid within 30 days of invoicing. If payment is not received, the user's contract becomes null and void and further ice times will not be allotted. Invoices will also reflect the cost of any repairs due to damage to any part of the facility caused by the user or its members. Payments will be accepted through the online booking platform, cheque, cash or debit. Cheques should be made payable to the Town of Prescott.

Permits issued to a permit holder may be revoked by the *Ice Provider*, if, in the sole opinion of the *Ice Provider*, the permit holder fails to comply with the terms and conditions of the permit or any provision in this policy or for any other reason that the *Ice Provider* deems appropriate.

### **Unused Ice**

Affiliated customers are not permitted to book ice that will go unused except for the purpose of ensuring that sufficient ice time is available, as a contingency, to prevent a curfew situation for tournament or league/playoff games.

### **Insurance Requirements**

The organization shall, at all times during its allocated ice time in Town of Prescott Recreational Facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an “occurrence” basis including personal injury, bodily injury and property damage protecting the Corporation of the Town of Prescott, its elected Members of Council, its employees, agents and contractors (hereinafter “Released Persons”) and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization’s use of ice time in Town of Prescott’s Recreational Facilities. Such policy shall be written with inclusive limits of not less than Five Million Dollars (\$5,000,000), shall contain a cross liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties. The Corporation of the Town of Prescott must be named as additional insured.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by the organization or loss of use of property of the Purchaser.

The organization shall provide certificates of insurance evidencing the coverage as required above to the Town of Prescott upon ice time confirmation by the recreation department, which certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide thirty (30) days written notice of cancellation to the certificate holders.

Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the Town for review from time to time and in the event of a claim.

## **General**

Rental time is the actual time booked for the ice surface. Ice time is based on a 50 minute hour with the final 10 minutes of booked ice being dedicated to resurfacing the ice.

The user may have use of the following: ice surface, score clock, assigned dressing rooms and officials' room.

The Town of Prescott strongly recommends that CSA approved safety equipment including head, eye/facial protection be worn by all participants.

Any damage done as a result of vandalism or misuse of the facility by the user shall be charged against the User. It will be up to the user to gain restitution from visiting clubs/organizations. The Town of Prescott's Community Services will invoice the user group accordingly.

The facility is a smoke free building. Smoking and vaping are not permitted on the outdoor grounds of the facility within 20 metres of the perimeter of the grounds. Any person or user group that contravenes will be liable to lose their permit(s).

Alcohol is not permitted on the premises unless through an approved special occasion permit issued by the Alcohol and Gaming Commission of Ontario and adherence to the Municipal Alcohol Policy. Any person or team that contravenes will be liable to lose their permit(s).

Patrons entering these premises voluntarily assume all risks and dangers incidental to any and all events.

Any participant injured or in need of medical attention is required to report the incident to the Facility Operator on duty at the time of the incident.

At any time the facility staff feels that an unsafe ice condition may exist, the user may be asked to leave the ice surface until the ice surface is deemed safe. If this occurs and the permit must be forfeited, a refund will be given.

## **Curfew Ice**

The *Ice Provider* reserves the right to curfew any games, including tournament games, to maintain the schedule submitted. It is the responsibility of the user to inform the *Ice Provider* of any special requirements regarding curfews at the time the schedules are submitted. It is the responsibility of the user to ensure all ice required is booked prior to on-ice activities.

Hours scheduled will be strictly adhered to in an effort to maintain a consistent and efficient ice-time operation; thus, all users will be expected to vacate the ice surface at the scheduled time, regardless of encountered time delays.

Should extenuating circumstances occur to cause a delayed ice schedule, the resulting rental completion time will be at the discretion of the Community Services personnel.

### **Dressing Rooms**

Alcohol is not permitted on the premises unless through an approved special occasion permit issued by the Alcohol and Gaming Commission of Ontario. Failure to comply will result in the following:

First offense - written warning

Second offense - will be liable to lose future permit(s)

Dressing rooms will be provided a minimum of 30 minutes prior to the rental time and shall be vacated within 30 minutes after rental. If rooms are not vacated by 30 minutes additional charges may be applied.

Dressing room assignment is at the discretion of Town of Prescott personnel. If special arrangements are required, a request should be forwarded to the Town of Prescott staff.

Dressing room keys will be left in the dressing room. It is the user's responsibility to lock the dressing room when going on the ice. The *Ice Provider* will not be responsible for stolen items at the facility.

Dressing rooms are to be left in the same or better condition as was provided. The assistance of the user groups is appreciated.

### **Ice Resurfacing**

The user shall keep off the ice during the scraping and flooding and shall not go on to the ice until the resurfacing unit is completely off the ice and the ice resurfacer door is closed. If this procedure is not followed, the Facility Operator will discontinue flooding or shoveling snow and leave the ice as is until everyone has cleared the ice surface.

All ice resurfacing (floods) will be at the discretion of the Town of Prescott personnel, not the facility user; and to be pre-determined well in advance of the rental by said personnel. This policy will be in effect for both practice times/schedules and during/following all games. Should ice re-surfacing not be required between two practices, the 10-minutes resurfacing shall be evenly split between the departing and arriving users, wherever possible.

### **Auxiliary Spaces Use**

Organizations utilizing the facility will be responsible for spectators attending their event, including admission, conduct and control. The level of security and supervisors

of spectator control deemed necessary shall be determined by the Community Services personnel and it will then be mandatory for the renting organization to provide the required persons at their cost.

All requests for auxiliary facilities and services must be arranged well in advance of the event with the Town of Prescott and will be subject to rental fees as outlined in the Facility and Services Rental Rates, (i.e. tables/chairs, p.a. system, music, boardroom, etc.).

Arrangements must be made through the Town of Prescott for the use of lobby/foyer space, fitness room and community rooms (i.e. admissions, souvenir sales, food/beverage services, etc.)

### **Summer Ice**

If ice is available, requests for summer ice are on a first come first serve basis.

### **Signing of Permit**

No person under the age of 18 shall be the signing authority of the Ice Rental Permit. The individuals who use the facility will conduct their behavior in a positive fashion and be under the immediate supervision and control of the individual who undertakes the responsibility to rent the ice surface.

The person(s) signing the Ice Rental Permit accepts the applicable responsibility of communicating these terms to all persons involved with the user and / or the user's guests or opponents (if applicable).

The persons signing on behalf of the team / organization must be confirmed authorized signing officers for said team / organization.

Failure to abide by the agreed stipulations as verified by the following signatories may result in forfeiting current and/or future ice rentals at the Alaine Chartrand Community Centre.

### **Dead Ice**

In an effort to optimize the use of the ice, the Dead Ice program has been developed to allow a low number users to make use of the ice when it is not booked.

1. Ice can be booked up to 7 days in advance for unbooked ice times during the non-prime time ice rental hours.
2. Must book in advance
3. Bookings must be a minimum of one hour
4. Booking must be made by an individual 18 years of age or older.

5. Ice rental permit must be signed and payment received before rental occurs.
6. Full equipment and helmet are recommended for **all** participants if playing hockey, and helmet is recommended for **all** participants if skating.
7. Payment must be made by the renter before they go on the ice. The renter is responsible for collecting the rental fee in its entirety and paying Town personnel.
8. Community Services personnel have the right to accept or deny Dead Ice Rental request.

## **Rates and Fees**

The Ice Provider has a responsibility to make recreation accessible to the community and at the same time operating the facilities in a way that is fiscally responsible. Arena rates and fees are reviewed annually and recommended to the Town of Prescott Council for approval. Subject to annual approval by the Council, ice rental rates are expected to increase by 3% each year.

## **Ice Allocation Policy Review and Update**

The Ice Allocation Policy will be reviewed on a regular basis and initiated by the Community Services Department. The Community Services Department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 18-2025

### A BY-LAW TO ADOPT THE ESTIMATES FOR THE SUMS REQUIRED DURING THE YEAR 2025 FOR GENERAL PURPOSES OF THE CORPORATION OF THE TOWN OF PRESCOTT

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**Being a by-law to adopt the estimates for the sums required during the year 2025  
for general purposes of the corporation of the Town of Prescott**

**WHEREAS** the Council of the Town of Prescott (hereinafter referred to as the Town) shall in each year prepare and adopt estimates of the sums it requires during the year for the purposes of the Town pursuant to Section 289(1), the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (herein referred to as the Municipal Act); and

**WHEREAS** it is necessary for the Town, pursuant to Section 311(2), the *Municipal Act*, to raise certain sums for municipal purposes for the 2025 taxation year; and

**WHEREAS** all property assessment rolls on which the 2025 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended (hereinafter referred to as the Assessment Act) subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and

**WHEREAS** all properties situated in the Town of Prescott can be classified within a class of property or subclass as set out in the *Assessment Act* and the Regulations enacted pursuant thereto;

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

1. That the Town adopt the levy of six million, eight hundred, twenty-one thousand, six hundred and ninety-five dollars (\$6,821,695) as detailed in Schedule 'A' attached hereto as its estimate of the Property Tax Levy required during the year 2025 for the general purposes of the Town.
2. That if a surplus exists as of December 31, 2025, all funds shall be transferred to Fiscal Policy Reserves or as Council otherwise directs.
3. This by-law shall come into place and take effect on the date of its passing.

4. 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, SEALED AND SIGNED THE 5<sup>th</sup> DAY OF MAY 2025.**

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**Mayor**

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**Clerk**

# THE CORPORATION OF THE TOWN OF PRESCOTT

## BY-LAW No. 18-2025

### SCHEDULE A



### 2025 Operational Budget

|                               | 2025<br>Expense<br>Budget | 2025<br>Revenue<br>Budget | 2025<br>Town<br>Levy |
|-------------------------------|---------------------------|---------------------------|----------------------|
| Corporate                     | 1,784,882                 | 2,484,787                 | (699,905)            |
| Protective                    | 2,410,457                 | 461,048                   | 1,949,409            |
| Transportation                | 2,628,682                 | 628,064                   | 2,000,618            |
| Environmental                 | 333,200                   | 194,565                   | 138,635              |
| Health                        | 438,010                   | 36,000                    | 402,010              |
| Social                        | 1,001,108                 | 81,200                    | 919,908              |
| Recreation and Cultural       | 3,056,183                 | 1,312,659                 | 1,743,524            |
| Planning & Development        | 437,496                   | 70,000                    | 367,496              |
| <b>Total</b>                  | <b>12,090,018</b>         | <b>5,268,323</b>          | <b>6,821,695</b>     |
| <b>Water &amp; Wastewater</b> | <b>3,320,258</b>          | <b>3,320,258</b>          | <b>0</b>             |
| <b>Total</b>                  | <b>15,410,276</b>         | <b>8,588,581</b>          | <b>6,821,695</b>     |

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 19-2025

### A BY-LAW TO SET TAX RATIOS FOR THE YEAR 2025

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#### ***Being a by-law to set tax ratios for the year 2025***

**WHEREAS** it is necessary for the Council of the Corporation of the Town of Prescott, pursuant to the section 308 (4) of the *Municipal Act*, S.O. 2001, Chapter 25, as amended, to establish the tax ratios for 2025 for the Town;

**WHEREAS** the tax ratios determine the relative amount of taxation to be borne by each property class; and

**WHEREAS** the property classes have been prescribed by the Minister of Finance under section 7 of the *Assessment Act*, R.S.O., Chapter A.31, as amended;

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

1. For the taxation year 2025, the tax ratio for property in:
  - a. the residential property class is 1.000000;
  - b. the new multi-residential property class is 1.100000;
  - c. the multi-residential property class is 1.504757;
  - d. the commercial occupied property class is 1.894162;
  - e. the commercial excess and vacant property classes are 1.325913;
  - f. the industrial occupied property class is 2.630000;
  - g. the industrial excess and vacant property classes are 1.709500;
  - h. the pipelines property class is 1.377180;
  - i. the farmlands property class is 0.250000;
  - j. the managed forest property class is 0.250000.
2. For the purpose of this by-law:
  - a. the commercial property class includes all commercial office property, shopping centre property and parking lot property;
  - b. industrial property class includes all large industrial property.
3. This by-law shall come into force and take effect upon final passage.

4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED THE 5<sup>th</sup> DAY OF MAY 2025.**

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 20-2025**

**A BY-LAW TO ADOPT TAX RATES FOR MUNICIPAL PURPOSES FOR THE YEAR 2025**

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**Being a by-law to adopt tax rates for municipal purposes for the year 2025**

**WHEREAS** the Council of the Corporation of the Town of Prescott, pursuant to the section 308 of the *Municipal Act*, S.O. 2001, C.25, as amended, enacted By-Law xx-2025 being a by-law to establish the 2025 tax ratios for the Town of Prescott;

**WHEREAS** the tax ratios determine the relative amount of taxation to be borne by each property class; and

**WHEREAS** the property classes have been prescribed by the Minister of Finance under section 7 of the *Assessment Act*, R.S.O., Chapter A.31, as amended; and

**WHEREAS** it is necessary for Council, pursuant to section 368.1 of the *Municipal Act*, to establish tax reductions for prescribed property subclasses for 2025 for the town; and

**WHEREAS** the property subclasses for which tax rate reductions are to be established are in accordance to section 8 of the *Assessment Act*; and

**WHEREAS** the tax rates reductions reduce the tax rates that would otherwise be levied for municipal purposes; and

**WHEREAS** it is necessary for Council, pursuant to the section 312 of the *Municipal Act*, S.O. 2001 c.25, to pass a by-law levying a separate tax rate, on the assessment in each property class and further that the tax rates are to be established in the same proportion to the tax ratios; and

**WHEREAS** all property assessment rolls on which the 2025 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, as amended, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and

**WHEREAS** the Council of the Corporation of the Town of Prescott, enacted By-law 41-1979, as amended, to establish a Board of Management for the Business Improvement Area and that each year Council shall in each year levy a special charge for all businesses within the designated area; and

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

### **Tax Rates**

1. The tax rate reduction for:
  - a. the vacant land, vacant units and excess lands subclasses in the commercial property class is 30%;
  - b. the vacant land, vacant units and excess lands subclasses in the industrial property class is 35%
2. For the year 2025, the Corporation of the Town of Prescott shall levy upon the residential/farmland assessment, upon the multi-residential assessment, upon the commercial assessment, upon the industrial assessment, upon the pipeline assessment, upon the farmland assessment, and upon the managed forest assessment, the following rates of taxation per current value assessment for general purposes and education purposes:

| <b>Tax Class</b>         | <b>Municipal Rate</b> | <b>Education Rate</b> | <b>Total</b> |
|--------------------------|-----------------------|-----------------------|--------------|
| Residential              | 0.01610050            | 0.00153000            | 0.01763050   |
| New Multi-residential    | 0.01771055            | 0.00153000            | 0.01924055   |
| Multi-residential        | 0.02422734            | 0.00153000            | 0.02575734   |
| Commercial - Occupied    | 0.03049696            | 0.00880000            | 0.03929696   |
| Commercial Excess Land   | 0.02134786            | 0.00880000            | 0.03014786   |
| Commercial Vacant Land   | 0.02134786            | 0.00880000            | 0.03014786   |
| Industrial - Occupied    | 0.04234432            | 0.00880000            | 0.05114432   |
| Industrial - Excess Land | 0.02752380            | 0.00880000            | 0.03632380   |
| Industrial - Vacant Land | 0.02752380            | 0.00880000            | 0.03632380   |
| Pipelines                | 0.02217329            | 0.00880000            | 0.03097329   |
| Farm                     | 0.00402513            | 0.00038250            | 0.00440763   |
| Managed Forests          | 0.00402513            | 0.00038250            | 0.00440763   |

| <b>Tax Class</b>         | <b>Assessment</b> | <b>Municipal Rate</b> | <b>Levy</b> |
|--------------------------|-------------------|-----------------------|-------------|
| Residential              | 268,224,800       | 0.01610050            | 4,318,553   |
| New Multi-residential    | 2,991,000         | 0.01771055            | 52,972      |
| Multi-residential        | 22,482,000        | 0.02422734            | 544,679     |
| Commercial - Occupied    | 50,705,000        | 0.03049696            | 1,546,348   |
| Commercial Excess Land   | 343,300           | 0.02134786            | 7,329       |
| Commercial Vacant Land   | 1,164,300         | 0.02134786            | 24,855      |
| Industrial - Occupied    | 6,542,800         | 0.04234432            | 277,050     |
| Industrial - Excess Land | 112,400           | 0.02752380            | 3,094       |
| Industrial - Vacant Land | 714,800           | 0.02752380            | 19,674      |
| Pipelines                | 1,224,000         | 0.02217329            | 27,140      |
| Farm                     | 0                 | 0.00402513            | 0           |
| Managed Forests          | 0                 | 0.00402513            | 0           |
|                          | 354,504,400       |                       | 6,821,695   |

3. Business Improvement Area Special Rate 0.00195628

4. For the purpose of this by-law:
  - a. the commercial property class includes all commercial office property, shopping centre property and parking lot property;
  - b. industrial property class includes all large industrial property.

## **Tax Payment**

5. Payment of taxes shall be made by one interim installment and one final installment. The dates for payment of taxes in 2025 for the final tax billing shall be as follows:

For all residential, multi-residential, commercial, industrial and pipeline classes:

Final installment September 1, 2025

6. All payments of taxes shall be payable to the Corporation of the Town of Prescott.
7. Payment of taxes on or before the due date may be made to the Tax Collector at the Municipal Offices or at most financial institutions.
8. Any payment of taxes including all penalties and interest after the due date shall be paid at the municipal office.
9. The Tax Collector may accept part payment from time to time on account of any taxes due and to give a receipt for such payment.
10. When the Tax Collector receives part payment on account of taxes due for any year, the Tax Collector shall credit such part payment first on account of the interest and penalty charges, if any, and then the remainder of such payment shall be credited first against the installment first due and secondly against the installment next due, and so on until the whole of the remainder of the payment has been credited against such taxes.

## **Penalties and Interest**

11. A penalty charge of one and one-quarter percent (1 ¼%) shall be imposed on all unpaid taxes on the first day of default and on the first day of each calendar month thereafter in which the default continues but not after the end of the calendar year in which the taxes are levied.
12. An interest charge of one and one-quarter percent (1 ¼%) shall be imposed on all unpaid taxes on the first day of each calendar month from the thirty-first day in the year in which the taxes until the taxes are paid.
13. This by-law shall come into force and take effect upon final passage.
14. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ AND PASSED, SIGNED AND SEALED THE 5<sup>th</sup> DAY OF MAY 2025.**

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 21-2025**

**A BY-LAW TO AMEND BY-LAW 52-2022 TO SET WATER AND  
SEWER RATES AND CHARGES**

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**Being a by-law to amend By-Law 52-2022 to set water and sewer rates and charges**

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

**WHEREAS** the Council of the Corporation of the Town of Prescott passed By-Law 52-2022 to enact rules and regulations for the operation of a water supply system, water works distribution system, wastewater collection system and a wastewater treatment system in the Town of Prescott.

**AND WHEREAS** the Council of the Corporation of the Town of Prescott passed By-Law 26-2024 to Amend Schedules 'A', 'B', and 'D' of By-Law 52-2022 to recognize the real costs of operating the system with an effect date of July 1, 2024;

**AND WHEREAS** Council deems it expedient to amend Schedules 'A', 'B', and 'D' of By-Law 52-2022 to establish new rates and charges that better recognize the current real costs of operating these systems.

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

1. That By-Law 52-2022 is amended by removing the existing Schedules 'A', 'B', and 'D' and replacing it with the new Schedules 'A', 'B', and 'D' attached.
2. That this by-law will come into effect as of July 1, 2025.
3. That By-Law 26-2024 be hereby repealed upon the date of this by-law taking effect, July 1, 2025.
4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED THE 5<sup>th</sup> DAY OF MAY, 2025.**

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Mayor

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Clerk

**SCHEDULE "A"**  
**TO BY-LAW NO. 21-2025**

**1. EFFECTIVE DATES:**

These rates become effective July 1, 2025.

**2. SCHEDULE OF WATER SERVICE RATES**

| Categories  | Base Rate<br>Water             | Consumption rate<br>(Per Cubic Meter) |
|---|--------------------------------|---------------------------------------|
| Residential Dwellings<br>(Includes single family homes, semi-detached, townhouses and duplexes)<br>Section 1.30   | \$29.69 per month/per unit     | \$0.624                               |
| Accessory Apartment in Single Family Residential Dwellings<br>Section 1.1   | \$29.69 per month/per unit     | \$0.624                               |
| Residential Apartment Buildings and Residential Multi-Level Condominium Buildings (includes low rise and high rise residential condominium units)<br>Section 1.22 | \$29.69 per month/per unit     | \$0.624                               |
| Non-Residential and Commercial Buildings<br>(Includes all commercial, industrial and institutional uses and commercial condominiums)<br>Section 1.17              | \$29.69 per month/per unit     | \$0.624                               |
| Non-Residential and Commercial Buildings<br>(Includes, commercial, industrial and institutional uses and commercial condominiums)<br>Section 1.17                 | \$29.69 per month/per unit     | \$0.624                               |
| Retirement or Care Facilities (with kitchen-Sections 1.23 and 1.13)   | \$29.69 per month/per unit     | \$0.624                               |
| Retirement or Care Facilities (without kitchen- Sections 1.23 and 1.24)   | \$29.69 per month/per building | \$0.624                               |
| Community Facilities<br>(Includes arenas, libraries, parks, community centres and museums owned by the Town) Sections 1.7 and 8.1                                 | \$29.69 per month/per unit     | \$0.624                               |
| Schools<br>(s. 1.25)  | \$29.69 per month/per unit     | \$0.624                               |

**\*For buildings with multiple units the charges shall be as follows:**

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

**Existing Outdoor garden taps**

The fee for garden taps that do not pass through the meter will be charged \$14.28 / month for every garden tap located on the property for the entire twelve months of the year. Outdoor garden taps that do not pass through a water meter are not permitted on new construction.

**SCHEDULE "B"**  
**TO BY-LAW NO. 21-2025**

**1. EFFECTIVE DATES:**

These rates become effective July 1, 2025.

**2. SCHEDULE OF WATER SERVICE RATES**

| Categories  | Base Rate<br>Water             | Consumption rate<br>(Per Cubic Meter of<br>water consumed) |
|---|--------------------------------|--|
| Residential Dwellings<br>(Includes single family homes, semi-detached, townhouses and duplexes)<br>Section 1.30   | \$51.95 per month/per unit     | \$0.625  |
| Accessory Apartment in Single Family Residential Dwellings<br>Section 1.1   | \$51.95 per month/per unit     | \$0.625  |
| Residential Apartment Buildings and Residential Multi-Level Condominium Buildings (includes low rise and high-rise residential condominium units)<br>Section 1.22     | \$51.95 per month/per unit     | \$0.625  |
| Non-Residential and Commercial Buildings with water meter<br>(Includes all commercial, industrial and institutional uses and commercial condominiums)<br>Section 1.17 | \$51.95 per month/per unit     | \$0.625  |
| Non-Residential and Commercial Buildings with water meter<br>(Includes, commercial, industrial, and institutional uses and commercial condominiums)<br>Section 1.17   | \$51.95 per month/per unit     | \$0.625  |
| Retirement or Care Facilities (with kitchen-Sections 1.23 and 1.13)   | \$51.95 per month/per unit     | \$0.625  |
| Retirement or Care Facilities (without kitchen- Sections 1.23 and 1.24)   | \$51.95 per month/per building | \$0.625  |
| Community Facilities<br>(Includes arenas, libraries, parks, community centres and museums owned by the Town) Sections 1.7 and 8.1                                     | \$51.95 per month/per unit     | \$0.625  |
| Schools<br>(s. 1.25)  | \$51.95 per month/per unit     | \$0.625  |

**\*For buildings with multiple units the charges shall be as follows:**

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

**SCHEDULE "D"**  
**TO BY-LAW NO. 21-2025**

**1. EFFECTIVE DATES:**

These rates become effective July 1, 2025.

**2. MISCELLANEOUS CHARGES.**

**Water Service Charges**

|      |   |  |
|------|---|--|
| 6.1  | Change of ownership charge  | \$17.30  |
| 6.2  | Late payment charge   | Compound monthly interest charged at 1.5%  |
| 6.3  | N.S.F. cheques  | \$33.90 + bank charges   |
| 6.4  | Collection charges  | \$34.58 per trip   |
| 6.5  | Reconnection/Disconnection:<br>Per trip during regular hours<br>Per trip during non-regular hours   | \$ 69.17<br>\$138.33   |
| 6.6  | Water arrears certificate per property:   | \$34.58  |
| 6.7  | Meter check at customer's request:<br>Up to 1"<br>1" and larger   | \$345.85<br>Time and materials   |
| 6.8  | Install remote water meter register   | Time and materials   |
| 6.9  | Repair damaged meter<br>3/4" and 5/8"<br>1" and larger  | \$178.68<br>Time and materials   |
| 6.10 | Any temporary hydrant/other connection/<br>temporary connections for construction<br>Includes: Flat fee<br>Refundable deposit<br>Water cost | \$126.82 plus<br>\$150.00<br>as per Schedule A   |
| 6.11 | Flat Rate Charge for non-metered accounts<br>(a) Where the Town has determined a meter<br>cannot be installed,                              | \$1,496.14 per year  |
|      | (b) Where the customer refuses to allow the<br>town to install or read a water meter,   | the charge specified in 14.7<br>(i) and (ii).  |
| 6.12 | Customer Deposits   | \$150.00   |
| 6.13 | Equipment Rentals   | Based on cost<br>recovery plus 25%. Deposit<br>required for the cost to replace<br>the rented equipment. |
| 6.14 | Bulk Water rates  | \$113.03 per hour during normal<br>business hours<br>\$226.04 per hour after business<br>hours.          |

|      |                             |         |
|------|-----------------------------|---------|
| 6.15 | Water connection permit     | \$56.51 |
| 6.16 | Water connection inspection | \$56.51 |

**Sewage Service Charges**

|                           |  |
|---------------------------|--|
| Sewage Service Permit     | \$56.51  |
| Sewage Service Inspection | \$56.51  |
| Other Sewage Services     | \$113.03 per hour<br>\$226.04 per hour (after business hours) plus cost of any materials |

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 22-2025

### A BY-LAW TO ADOPT OPTIONAL TOOLS FOR THE PURPOSES OF ADMINISTERING LIMITS FOR THE COMMERCIAL, INDUSTRIAL, AND MULTI- RESIDENTIAL PROPERTY CLASSES FOR THE YEAR 2025

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**Being a by-law to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential Property Classes for the year 2025**

**WHEREAS** the Corporation of the Town of Prescott (hereinafter referred to as "The Municipality") may, in accordance with Section 329 to Section 331 of the *Municipal Act*, S.O. 2001 c.25, as amended (hereinafter referred to as "The Act") modify the provisions and limits set out in these sections of The Act, with respect to the calculation of taxes for municipal and school purposes payable in respect of property in the Commercial, Industrial and Multi-Residential property classes; and

**WHEREAS** this by-law shall only apply to properties in any of the Commercial, Industrial and Multi-Residential property classes to which Part IX of the Act applies; and

**WHEREAS** for the purposes of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class; and

**WHEREAS** "uncapped taxes" means, the taxes for municipal and school purposes that would be levied for the taxation year but for the application of Part IX of The Act; and

**WHEREAS** the Council may pass a by-law to apply any one or any combination of the following options:

- a) Increase the annual cap from 5% of last year's capped taxes up to a maximum of 10% of last year's capped taxes; and/or
- b) Set up upper limit on annual increases at the greater of the amount calculated under (a) and up to 5% of the previous year's annualized CVA tax; and/or
- c) Set a threshold up to a maximum of \$250.00 for increasing properties, decreasing properties or both;

**WHEREAS** the Council may pass a by-law to adopt the provisions of Section 329.1 of The Act whereby a minimum uncapped tax percentage applies to eligible properties in one or more of the uncapped classes; and

**WHEREAS** Section 8.0.2(1) of O.Reg 73/03, as amended, of The Act, allows a municipality to exempt certain properties from the application of Part IX of The Act; and

**WHEREAS** the Council has reviewed the provisions of The Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes.

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

1. That paragraphs 1, 3 and 8, of Subsection 329.1(1) of The Act shall apply to the Commercial, Industrial and Multi-Residential property classes for 2025; and
2. That for all properties that become eligible within the meaning of subsection 331 (20) of The Act, the taxes for municipal and school purposes for the year or portion of the year shall be 100% of the uncapped taxes for the property for 2024; and
3. That a property is exempt from application of Part IX of The Act in 2024 and the taxes for municipal and school purposes shall be the amount of the uncapped taxes for the property for 2025 if:
  - a. The taxes for the property in 2025 were equal to its uncapped taxes for that year;
  - b. As a result of Part IX of The Act, the taxes for the property in 2024 were lower than the property's uncapped taxes for that year, but in 2025, if Part IX of The Act applied, the property's taxes would be equal to its uncapped taxes, or a tax decrease for the property would be limited; or
  - c. A tax decrease for the property in 2024 was limited under Part IX of The Act, but in 2025, if Part IX of The Act applied, the property's taxes would be equal to its uncapped taxes, or a tax increase for the property would be limited.
4. This by-law shall come into place and take effect on the date of its passing.
5. 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, SEALED AND SIGNED THE 5<sup>th</sup> DAY OF MAY  
2025.**

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. XX-2025**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE  
COUNCIL MEETING HELD ON MAY 5, 2025.**

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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 THIS 5<sup>th</sup> DAY OF MAY 2025.**

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**Mayor**

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**Clerk**