



PRESCOTT TOWN COUNCIL
AGENDA

February 22, 2022

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

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

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

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of February 22, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1.	January 31, 2022	1
	RECOMMENDATION	
	That the Joint Special Council minutes dated January 31, 2022, be accepted as presented.	
6.2.	February 7, 2022	6
	RECOMMENDATION	
	That the Council minutes dated February 7, 2022, be accepted as presented.	
7.	Communications & Petitions	
8.	Consent Reports	
	<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>	
	RECOMMENDATION	
	That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1.	Information Package (under separate cover)	
9.	Committee Reports	
10.	Mayor	
11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1.	Staff Report 17-2022 - LG Small Business & Trade Show Facility Fee Waiver Request	16
	RECOMMENDATION	
	That staff be directed to waive the facility fee of the Leo Boivin Community Centre on Tuesday March 22, 2022 and Wednesday March 23, 2022 for the set up days of the LG Small Business & Trade Show (LGSBTS).	
12.2.	Staff Report 18-2022 - Augusta - Prescott Joint Economic Development Initiatives	20

RECOMMENDATION

That Council direct staff to inform a package for potential developers to include servicing agreements, planning synchronization, and engineering requirements; and

That Council direct staff to prepare and share an inventory of recreation and tourism assets to facilitate coordination of inventories, and cross promotion of advertising and events; and

That Special Joint Meetings of the Augusta and Prescott Councils be scheduled for March 28, 2022 to be held at a venue in Augusta and May 30, 2022 to be held in a venue in Prescott.

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|--------------|--|-----------|
| 12.3. | Staff Report 19-2022 - River Route Transit - On-Going Municipal Service | 24 |
|--------------|--|-----------|

RECOMMENDATION

That Council approve establishing the River Route Transit as an on-going municipal service and re-allocate \$31,500 from the annual Fiscal Policy Reserve contribution to the River Route Transit budget; and

That Council direct staff to develop a formalized terms of reference for the participating municipalities outlining the scope, structure, route expectations, measurable outcomes, evaluation methods, financials, and a standardized reporting mechanism.

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| 12.4. | Staff Report 20-2022 - One-Ton Regular Cab Truck Purchase | 30 |
|--------------|--|-----------|

RECOMMENDATION

That Council direct staff to proceed with the procurement of a One (1) Ton Truck with dump box with an upset limit of \$100,000.

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| 12.5. | Staff Report 21-2022 - Human Resource Policy - Right to Disconnect Policy | 32 |
|--------------|--|-----------|

RECOMMENDATION

That Council approve Human Resources Policy HR-600-09 – Right to Disconnect Policy.

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| 12.6. | Staff Report 22-2022 - RiverWalk District Promenade Installation | 39 |
|--------------|---|-----------|

RECOMMENDATION

That Council approve the closure of Edward St. from King St. to Water St. occurring from June 25^h – July 2nd and July 30th – August 6th during the summer of 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

12.7. 2022 Operational Budget Presentation 44

12.8. 2022 Project Prioritization 65

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

RECOMMENDATION

That Council move into Closed Session at _____ to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

19. Rise and Report

20. Confirming By-Law – 08-2022 75

RECOMMENDATION

That By-Law 08-2022, being a by-law to confirm the proceedings of the Council meeting held on February 22, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to March 7, 2022. (Time: p.m.)



JOINT SPECIAL COUNCIL

MINUTES

Monday, January 31, 2022

6:00 p.m.

Virtual Meeting

Present	Township of Augusta: Mayor Doug Malanka, Deputy Mayor Jeff Shaver, Councillors Tanya Henry, and Michelle Bowman
	Town of Prescott: Mayor Brett Todd, Councillors Leanne Burton, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Township of Augusta: Steve MacDonald, CAO, Annette Simonian, Clerk
	Town of Prescott: Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk
Guests	The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Clark Hoskin MDB Insight, Paul Blais, MDB Insight, Marco Vincelli, EVB Engineering, Nico Church, Fotenn Planning, Kieron Hunt, FBM.

1. Welcome and Introductions

Mayor Todd welcomed Minister Clark, Council and staff of the Township of Augusta, and presenters from MDB Insight, EVB Engineering, FBM, and Fotenn Planning.



2. Call to Order

Mayor Todd called the meeting to order 6:02 p.m.

3. Approval of Agenda

Motion: Ostrander, Bowman

That the agenda for the Joint Council meeting of the Township of Augusta and Town of Prescott be approved as presented.

Carried

Mayor Todd spoke to the purpose of the meeting and the ongoing dialogue between the Township of Augusta and Town of Prescott.

4. Declarations of Interest

None.

5. Opening Statement from the Honourable Steve Clark, Minister of Municipal Affairs & Housing, MPP for Leeds, Grenville & Lanark

Mayor Todd welcomed Minister Steve Clark.

Minister Steve Clark thanked Mayor Todd, Mayor Malanka, both municipal councils, and staff for seeing the benefits of the municipal modernization funding. Minister Clark spoke to the purpose, the creation of the funding and types of projects covered. He thanked the group for their vision and ability to work together.

Mayor Malanka thanked Minister Clark for the modernization funding. He spoke to the continued teamwork between the neighbouring municipalities, the importance of the funding, and how the funding provided for the development of the Land Needs Analysis and Joint Economic Development Action Plan.

Minister Clark left the meeting at 6:09 p.m.



6. Opening Statement from Mayor Todd and Mayor Malanka

Mayor Malanka spoke to the progress of the study, the partnership between the municipalities, the continued promotion of agriculture properties in the township, and the development needed to create jobs. He referenced the importance of maintaining the agricultural land in the municipality and stressed that the plan was for the betterment of both communities.

Mayor Todd spoke to the process of the study, the purpose of the joint meeting, and the overall goal to improve the quality of life in both municipalities. He referenced the importance of affordable housing and the need for both municipalities to grow.

Each Councillor provided their own comments and expectations from the joint meeting and the Land Needs Analysis and Joint Economic Development Action Plan.

Mayor Todd expressed regrets from Councillor Jansman and Councillor Schapelhouman.

7. Presentations

7.1 MDB Insight (under separate cover)

Matthew Armstrong, CAO/Treasurer, Town of Prescott, spoke to the Land Needs Analysis and Joint Economic Development Action Plan and the ongoing work of municipal staff.

Steve McDonald, CAO, Township of Augusta, spoke to the expectation of future partnerships.

MDB Insight, Paul Blais, Nico Church, MDB Insight, Marco Vincelli, EVB, and Kieron Hunt, FBM, spoke to a PowerPoint presentation. A copy of the presentation is held on file.

Discussion was held regarding re-designation of aggregate land opportunities in the Township of Augusta, timing for settlement area



boundary reviews, the expressed needs for office space in the Township of Augusta, and the importance of internet access.

Further discussion was held regarding the suggested cost associated for servicing the area across the 401, the water tower deficit being addressed with the construction of a new water tower, the capacity of the Prescott Water Treatment Plant, the extension of streets on the west side of town, and the consideration of additional neighbouring municipalities.

Additional discussion was held regarding privately owned property, the potential EODF funding opportunities, the dedication to property outside of Prescott, the involvement of the Township of Edwardsburgh-Cardinal in the future, and the inclusion of the United Counties as the upper tier for the Township of Augusta.

Clark Hoskin, MDB Insight, spoke to the Joint Economic Development Action Plan.

Discussion was held regarding the creation of an Economic Development Task Force, continuing the conversation throughout the remainder of the year, and opportunities to share information on municipal websites.

8. Focused Discussion

Mayor Malanka spoke to a high level of economic development discussions between municipal staff and Councils, the objective of putting together a task force, and joint communications between the two municipalities.

Mayor Todd spoke to the next meeting of the Joint Collaborative Economic Task Force, the continued work on the Land Needs Analysis and Joint Economic Development Action Plan, and the importance of communication.

Motion: Burton, Henry

That the Township of Augusta and the Town of Prescott recommend that each Council adopt the proposed vision statement and mission statement as outlined in the Joint Economic Development Action Plan.

Carried



9. Roundtable

None.

10. Closing Statement from Mayors

Mayor Malanka thanked the Town of Prescott for hosting the joint meeting.

Mayor Todd thanked everyone for attending the meeting.

11. Adjournment

Motion: Shankar, Shaver

That the meeting be adjourned. (Time: 8:12 p.m.)

Carried

Mayor

Clerk



PRESCOTT TOWN COUNCIL

MINUTES

Monday, February 7, 2022

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Leanne Burton, Councillor Lee McConnell, Mike Ostrander, Councillor Gauri Shankar, Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Interim Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Michel Larose, Fort Town Night Run

1. Call to Order

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

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

He then called the meeting to order at 6:01 p.m.

2. Approval of Agenda

Motion 21-2022

Moved By Ostrander

Seconded By Burton

That the agenda for the Council meeting of February 7, 2022, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

5.1 Fort Town Night Run - Michel LaRose

Mayor Todd introduced Michel LaRose.

Jessica Crawford, Deputy Treasurer, joined the meeting at 6:03 p.m.

Michel LaRose, Greater Fort Town Night Run, spoke to the upcoming events; the Fort Town Night Run and the Steam Punk Festival.

He referenced the safety measures in place for the event, the requests for lighting, washroom availability, loaning the tables and chairs, and extended an invitation to the Mayor to present awards for the event. He spoke to the EDR in place and possible opportunities to share social media posts.

Discussion was held regarding the past success of the event and that a staff report to be brought to Council following the review of the documents submitted outlining the requests made.

Further discussion was held regarding the route, the scheduled construction on Dibble Street, the virtual run held in 2020, and that the requested staff report include a cost summary of the requested time and supplies.

Michel LaRose left the meeting at 6:24 p.m.

6. Minutes of the previous Council meetings

6.1 January 17, 2022

Motion 22-2022

Moved By Burton

Seconded By Shankar

That the Council minutes dated January 17, 2022, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Letter of Support re: Township of Augusta - Legacy Project

Mayor Todd spoke to the Item.

Matthew Armstrong, CAO/Treasurer, spoke to the request.

23-2022: McConnell, Burton

That staff be directed to prepare a letter of endorsement in support of the Township of Augusta's Legacy Project.

Carried

Discussion was held regarding the support of the project and the option of adding a boat ramp in the area.

8. Consent Reports

Motion 24-2022

Moved By Young
Seconded By Ostrander

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

Carried

8.1 Information Package (under separate cover)

1. Approved BIA Minutes – January 11, 2022
2. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – February 4, 2022
3. Town of Bracebridge Resolution of Support re: Joint and Several Liability Insurance Reform
4. Township of South Glengarry Resolution of Support re: Joint and Several Liability Insurance Reform
5. Township of South Glengarry Resolution of Support re: Abandoned Cemeteries
6. Township of Perth South Resolution of Support re: Catch and Release Justice

8.2 Staff Report 10-2022 - Joint Augusta and Prescott Economic Development Strategy - Mission and Vision

Recommendation:

That Council adopt the principles of the Vision and Mission Statement of the Plan for the Land Needs Analysis and Joint Economic Development Strategy to apply to actions resulting from the study.

Carried

8.3 Staff Report 11-2022 - Building & Planning Update

Recommendation:

For information.

9. Committee Reports

There were no Committee reports.

10. Mayor

Mayor Todd thanked the Township of Augusta Council for their attendance at the Joint Special Council meeting held on January 31. He referenced an upcoming meeting of the Joint Initiatives Task Force, and an upcoming Joint Services meeting being held February 8.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to the Joint Special Council meeting with the Township of Augusta, her appreciation for being able to meet in person, and the ongoing partnership with the Township of Augusta.

Councillor McConnell spoke to the ability to meet in person on January 31 at the Joint Special Council meeting, an upcoming Library Board meeting, and the snow cleaning at the marina outdoor rink.

Nathan Richard, Interim Director of Operations, spoke to the snow clearing, the Operations department focus on snow removal, the overtime of staff, and learning curve to the maintenance of the rink.

Discussion was held regarding including outdoor rink cleaning as part of a volunteer base and keeping shovels at the marina to assist with the snow removal.

Councillor Ostrander spoke to the use of the outdoor rinks and provided an update on the amalgamation of Connect Youth.

Councillor Shankar spoke to the outdoor rinks, the success of the Joint Special Council meeting held on January 31 and suggested passing along an invitation to the Township of Edwardsburgh-Cardinal.

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

12. Staff

12.1 Staff Report 12-2022 - Family Day Activities Update

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She provided Council with an overview of the event, the involvement of the Prescott Library, and the ongoing Economic Development I Love Local campaign.

12.2 2022 Operational Budget - Environmental, Economic Development/Tourism, and Water & Wastewater

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file.

Discussion was held regarding the reserve amount.

12.3 Staff Report 13-2022 - Marina - Dock Project RFP Results

Motion 25-2022

Moved By Young

Seconded By Ostrander

That Council approve the selection of Kehoe Marine Construction for replacement of H dock and G dock for delivery in early May 2022 at a cost of \$251,170 plus applicable taxes.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the issuance of the RFP, the joint procurement for the docks with the City of Brockville, the size of the docks, and the results of the RFP.

Discussion was held regarding the successful bid, the location of G dock and H dock, the location of the kayak dock, and communicating the installation of the docks with the organizers of the Fort Town Night Run.

Further discussion was held regarding the revenue of the marina and its modernization.

12.4 Staff Report 14-2022 - Town Hall Second Floor Design - Update

Nathan Richard, Interim Director of Operations, spoke to the report. He updated Council on the locations of the washrooms on the second floor, and the timeline for obtaining project permit.

Discussion was held regarding the accessibility of the washrooms and kitchenette, the ceiling height, past plans for a balcony on the second floor, and timeline for completion of the second floor.

12.5 Staff Report 15-2022 - River Route Transit Update

Motion 26-2022

Moved By Burton

Seconded By Ostrander

That Council direct staff to bring a report to the Council meeting of February 22, 2022, to discuss and consider making the River Route a permanent municipal service.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the survey results, the decrease in route ridership due to the omicron variant, the implementation of the route changes, and the financial impacts.

Discussion was held regarding the use of the service, the willingness of partnering municipalities to continue with the service, the potential increase in ridership in the warmer months, the financial implications, and the potential opportunity for expansion.

Further discussion was held regarding exploring additional funding opportunities.

12.6 Staff Report 16-2022 - 2022 Community Grant Application Review Working Group

Motion 27-2022

Moved By Shankar

Seconded By Burton

That Council appoint the following three members to the 2022 Community Grant Application Review Working Group to review the applications:

Councilor McConnell

Councilor Ostrander

Councilor Young

Carried

13. Resolutions

There were no resolutions.

14. By-laws

14.1 Intelivote Systems Inc. Agreement

Motion 28-2022

Moved By Young

Seconded By Ostrander

That By-law 05-2022, being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 municipal election.

Carried

14.2 Waterfront Trail License Agreement

Motion 29-2022

Moved By Young

Seconded By McConnell

That by-law 06-2022, being a by-law to authorize lease agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Environment for the purposes of the Parks Canada Agency to lease lands located on Part 16, 17, 23, 24, 26 for a period of ten (10) years, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He referenced the past agreement and applying for final approval of the lighting project.

Discussion was held regarding the pathway shown in the agreement, the maintenance of the pathway, and the property.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motions.

17. Mayor's Proclamation

There were no proclamations.

18. Closed Session

There was no closed session.

19. Rise and Report

There was no rise and report.

20. Confirming By-Law – 07-2022

Motion 30-2022

Moved By Ostrander

Seconded By Burton

That By-Law 07-2022, being a by-law to confirm the proceedings of the Council meeting held on February 7, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 31-2022

Moved By Young

Seconded By Shankar

That the meeting be adjourned to Tuesday, February 22, 2022. (Time: 7:50 p.m.)

Carried

Mayor

Clerk

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

STAFF REPORT TO COUNCIL

Report No. 17-2022

Date: February 22, 2022

From: Samantha Joudoin-Miller, Manager of Community Services

Re: LG Small Business & Trade Show Facility Fee Waiver Request

Recommendation:

That Council direct staff to waive the facility fee of the Leo Boivin Community Centre on Tuesday March 22, 2022 and Wednesday March 23, 2022 for the set up days of the LG Small Business & Trade Show (LGSBTS).

Background / Analysis:

Since the implementation of the 2022 fee structure for the Leo Boivin Community Centre, individuals and organizations may request a facility fee waiver. If the event/organization meets Community Grant criteria, staff has been directed to handle the waiver requests. If the event/organization does not meet the Community Grant criteria, the event/organization must present the fee waiver request to Council for decision.

The LG Small Business & Trade Show serves to provide the public with the ability to learn, support, and meet local small businesses. The intent is to celebrate all industries within Small Business and encourage interaction between the community and businesses. LG Small Business & Trade Show has ran out of the Leo Boivin Community Centre in the past, though it was not able to move forward in 2021 due to the pandemic.

In past years, the LG Small Business & Trade Show has paid the rental fee for the facility for the days that the show was open to the public, and was granted a facility fee waiver for the event set up days.

For the 2022 LG Small Business & Trade Show, the schedule and facility fee rate is as follows:

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

Date	Time	Description	Daily Rate (excluding HST)
Tuesday March 22, 2022	10am-3PM	Décor Set Up	\$ 440.00
Wednesday March 23, 2022	7am-5pm	Vendor Set Up	\$ 440.00
Thursday March 24, 2022	3pm-8pm	Trade Show	\$ 440.00
Friday March 25, 2022	3pm-8pm	Trade Show	\$ 440.00
Saturday March 26, 2022	9am-2pm	Tradeshow	\$ 760.00
Total			\$ 2,520.00

Included as an attachment in this report is the Facility Fee Waiver Request from the LGSBTS organizing committee that includes a request to waive the facility fees on Tuesday March 22, 2022 and Wednesday March 23, 2022 for a total waiver amount of \$880.00 + HST. The daily rental rate would apply to these days as no other programming will be able to be scheduled. LGSBTS wishes to pay the daily facility rates for the days the LGSBTS is open to the public which would result in a total amount of \$1,640.00 + HST.

It should be noted that this will cause regular recreational programming to be cancelled as the facility will be required for the full day from March 22-26. This would include 3 regularly scheduled Pickleball sessions (monthly members and drop-in rate fees), 2 regularly scheduled after-school programming sessions and one walking club session.

Alternatives:

Council could decide not to waive the facility rental fees for the set up days of March 22nd and 23rd, 2022 of the LG Small Business & Trade Show.

Financial Implications:

Should Council decide to waive the facility rental fee for the LG Small Business & Trade Show, the Town would not receive the total sum of \$880.00 + HST for two of the days required for set up and would have to cancel regular scheduled programming during the event dates. The Town would receive the total sum of \$1,640.00 + HST and would have to have to cancel regular scheduled programming during the event dates.



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

Environmental Implications:

None

Attachments:

- 2022 Facility Fee Waiver Request from LGSBTS

Submitted by:

Samantha Joudoin-Miller



Facility Fee Waiver Request Form

First Name: David	Last Name: Annable
Organization: Ontario Approved Professionals	Organization Type: Corporation Networking
CRA Charity Number (If applicable):	
Event: LG Small Business and Trade Show	Event Date: March 24,25,26th
Phone: [REDACTED]	Email: dave@ontaproved.ca
Event Description: Trade/ Vendor Show	
Total Amount of Fee Waiver Requested: Tuesday 22nd & Wednesday 23rd set up fees (\$880 + hst)	

An application submitted by an organization/individual which meets the Community Grant criteria will be handled by staff. An application by an organization/individual which does not meet the Community Grant Criteria will be brought to Council for consideration and decision.

Community Grant Criteria

1. Your group is a registered charity with the Canada Revenue Agency, an organized, unincorporated, non-profit organization. Examples - service clubs, volunteer groups, educational institutions, sports groups and associations, and community groups providing services to the municipality.
2. Your organization:
 - a. Is governed by a volunteer board or executive committee of 5 or more members
 - b. Holds an annual general meeting, at which the Board of Directors or executive committee is elected from the general membership through a democratic election process
 - c. May submit only one application per funding in-take period
3. Is based within Town of Prescott and/or provides services to residents of Prescott.
4. Has sources of funding other than this grant
5. Has a bank account registered in the name of the organization or event. Cheques will not be issued to individuals acting on behalf of the organization, project or event.

☐ My organization meets the criteria of the Community Grant and waiver will be handled by staff.

☒ My organization does not meet the criteria of the Community Grant eligibility and will request fee waiver from Council.

Signature: **David Annable**

Digitally signed by David Annable
Date: 2022.02.17 10:01:17 -05'00'

Date: 2/17/22

This form may contain personal information or information that is otherwise confidential and is intended for the exclusive use of the intended recipient. The contents hereof are protected under the rights and privileges of the Municipal Freedom of Information and Protection of Privacy legislation.



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

STAFF REPORT TO COUNCIL

Report No. 18-2022

Date: February 22, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Augusta – Prescott Joint Economic Development Initiatives

Recommendation:

That Council direct staff to inform a package for potential developers to include servicing agreements, planning synchronization, and engineering requirements; and

That Council direct staff to prepare and share an inventory of recreation and tourism assets to facilitate coordination of inventories, and cross promotion of advertising and events; and

That Special Joint Meetings of the Augusta and Prescott Councils be scheduled for March 28, 2022 to be held at a venue in Augusta and May 30, 2022 to be held in a venue in Prescott.

Background:

Following the Special Joint Meeting of Augusta and Prescott Council's on January 31st the Joint Initiatives Task Force met on February 11th to discuss how to proceed with the recommendations outlined in the reports.

The first area of discussion was on the establishment of a framework for managing Joint Economic Development Initiatives. The Task Force discussed a model which will be more fully developed from a membership, terms of reference, and responsibilities perspective and be brought back to Council's for consideration in the near future.

The lands both North of the 401 and West of Prescott were discussed, and it became apparent that work needs to be undertaken that will ultimately provide the basis for a package that can be given to interested developers looking at projects that border Augusta and Prescott. That discussion precipitated the first motion for consideration.



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

Another area that was identified for collaboration was on recreation and tourism initiatives. The first step to this, is to establish an inventory of all recreational and tourism amenities in Augusta and Prescott regardless of ownership. This discussion resulted in the second motion for consideration.

To maintain the momentum and provide an opportunity for both Council's to discuss opportunities and progress on the areas identified in the reports, it was suggested that a Special Joint Meeting of Augusta and Prescott Council's be scheduled for March 28th and May 30th with the venue alternating between Augusta and Prescott.

Alternatives:

Council could decide to modify or decline to approve the recommendations at this time.

Financial Implications:

None

Environmental Implications:

None

Attachments:

- Augusta – Prescott Joint Initiatives Task Force – Meeting Notes

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



Augusta / Prescott Joint Initiatives Task Force
Meeting Notes
February 11th, 2022
Township of Augusta Council Chambers

Attendees:

Township of Augusta – Mayor Doug Malanka
Deputy Mayor Jeff Shaver
Steve McDonald, CAO

Town of Prescott - Mayor Brett Todd
Councillor Gauri Shankar
Matthew Armstrong, CAO

- Mayor Malanka provided opening remarks and welcomed Prescott representatives.
- The creation of a Joint Economic Development Task Force/Advisory Team was discussed. Timing and representation were noted and it was the consensus that there are several components to the Task Force – namely a Steering Committee which is the current Joint Initiatives Task Force, resources including the respective Economic Development Chairs and appropriate staff i.e.. Economic Development, Planning and an Advisory Team made up of industry and business representatives.
- The focus area and study area identified in the Land Needs and Service Delivery Analysis were discussed. Prescott representatives provided an update on the status of Development Drive. There was a fulsome discussion on the area west of Prescott between County Road 2 and Highway 401 to Merwin Lane. It was noted that land in this area is not municipally owned but it is expected that a road map to facilitate its development will be prepared by the municipalities. In this regard, it was recommended;

Moved by Mayor Todd, Seconded by Deputy Mayor Shaver
THAT Councils direct staff to inform a package for potential developers to include servicing agreements, planning synchronization, and engineering requirements.
CARRIED

- Prescott representatives provided an update on the status of water and sewer systems, the current available capacity and process for expansion.
- It was noted that Augusta should commence the process immediately to amend their Official Plan and Zoning By-law to allow for development on full municipal services in the study area.
- The underlying philosophy of fairness regarding development was noted with consensus to study and discuss options for revenue sharing.
- The importance of an inventory of recreation and tourism assets was discussed with a view to cross promoting experiences in the two municipalities.

Moved by Mayor Malanka, Seconded by Councillor Shankar
 THAT Councils direct staff to prepare and share an inventory of recreation and tourism assets to facilitate coordination of inventories, and cross promotion of advertising and events.
 CARRIED

- Prescott representatives provided an update on the River Route. Prescott Council has supported making the River Route permanent. Funding opportunities are being investigated. It was noted that Augusta would be reviewing its involvement as part of the 2022 budget process.
- It was the consensus that the Joint Initiatives Task Force meet bi-monthly with the next meeting to be held February 25th, 2022.
- It was recommended that Joint Council meetings be scheduled for March 28th and May 30th to receive updates and discuss progress on implementing recommendations.

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

STAFF REPORT TO COUNCIL

Report No. 19-2022

Date: February 22, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: River Route Transit – On-Going Municipal Service

Recommendation:

That Council approve establishing the River Route Transit as an on-going municipal service and re-allocate \$31,500 from the annual Fiscal Policy Reserve contribution to the River Route Transit budget; and

That Council direct staff to develop a formalized terms of reference for the participating municipalities outlining the scope, structure, route expectations, measurable outcomes, evaluation methods, financials, and a standardized reporting mechanism.

Background:

The three South Grenville municipalities and the City of Brockville have partnered to bring together a pilot transit service to the area with a bus route from Brockville to Cardinal along County Road 2, appropriately named the River Route. This was made possible by a grant from the Eastern Ontario Leadership Council

With a generous in-kind donation, the River Route uses a City of Brockville bus starting from the Box Store transfer location (Superstore) at 5:30 a.m. to take commuters to popular workplaces in Prescott, Augusta, and Edwardsburgh Cardinal in a 2-hour loop for 12 hours each weekday. Changes to the route were implemented the week of January 24, 2022, based on feedback received through the public surveys, driver observations, and staff analysis.

The pilot program is slated to end on February 25, 2022. The information contained in this report is being shared between all the partnering municipalities so that they can decide on the willingness to move the pilot program to a permanent service.



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Council received Staff Report 15-2022 at the meeting of February 7, 2022 and directed staff to bring a report to the Council meeting of February 22, 2022, to discuss and consider making the River Route a permanent municipal service.

Analysis:

The general public and business surveys provided insight into the value of the River Route Transit has provided to date.

General Public Survey Results

98.53% of respondents have heard about the River Route

32.84% of respondents had someone in their household use the River Route

86.70% of respondents that hadn't used it to date would consider using the River Route bus in the future.

94.12% of respondents would like to see the River Route become a permanent service

Business Survey Results

100% of respondents have heard about the River Route

10% of respondents had an employee use the River Route to get to or from work

40% of respondents identified that a bus service would help attract new employees

25% of respondents identified that a bus service would help attract new customers

80% of respondents would like to see the River Route become a permanent service

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Ridership Data

Month	Operation Days	Rides	Average per day
August	2	12	6.0
September	21	199	9.5
October	20	245	12.3
November	22	245	11.1
December	21	250	11.9
January	20	141	7.1
February	9	75	8.3

46% of users are picked up and or dropped off in Prescott, with 40% in Edwardsburgh Cardinal Township, and 14% in Augusta Township.

The week of February 7th to 11th had an average of 10.2 rides per day.

Status of Partners

City of Brockville

The City of Brockville discussed the River Route Transit Update at their Finance and Administration Committee Meeting on February 15, 2022. Council will consider the following motion "THAT Council direct staff to establish a long-term operational and capital plan with partner municipalities to continue operation of the River Route as a permanent cross- boundary transit service." on February 22, 2022.

Township of Edwardsburgh Cardinal

The Committee of the Whole – Administration & Finance for the Township of Edwardsburgh Cardinal received the River Route Update report on February 14, 2022. Council is expected to contemplate establishing the service on a permanent basis on February 22, 2022.

Township of Augusta



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Council will be presented with a report of February 22, 2022 that will discuss changes made to the service and seek to understand the level of support for continuing the service past the end of the pilot.

Alternatives:

Council could decide to not make the River Route Transit a permanent service at this time and end the Pilot on February 25, 2022.

Financial Implications:

The following table outlines the expected revenue and expenses to continue the River Route for the 10 months remaining in 2022 and for the full 12 months of 2023.

Provincial Gas Tax funding is made up of two components. 70% of the funding is based on ridership numbers while 30% of the funding is based on the population of the municipalities. Gas tax provides up to 75% of the amount of funds municipalities contribute plus the fare revenue generated up to the amount of the 70/30 calculated amount. Provincial gas tax funds are only available to systems that have been committed to on a permanent basis and not pilot programs. The program is based on several factors which fluctuate year to year (including gasoline sales, ridership, municipal population, and municipal spending).

The Gas Tax program year runs from April 1, 2021 to March 31, 2022. If Prescott and its partner municipalities commit to funding prior to March 31, 2022, Prescott could receive a pro-rated allocation for the fourth quarter of the program year, of an estimated \$17,947 (pro-rated from a total estimate of \$71,786).

It is important to note that this is an estimate of Gas Tax funding for the final quarter of the 2021-22 program year, based on current projections. This amount is not guaranteed for the 2022-23 program year. In addition, Gas Tax funding is typically disbursed early in the calendar year. Funding for the 2022-23 program year will not be disbursed until early 2023.

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	March to December 2022	2023
Revenue		
Fare (12 riders per day)	10,400	12,500
Municipal Contribution	68,170	83,215
Potential Gas Tax Subsidy 75% of (Fare and Municipal Contribution)	58,930	70,715
Total Revenue	137,500	165,000
Expenses		
Salaries (Driver)	89,250	108,000
Fuel	26,700	32,000
Maintenance	20,850	25,000
Total Expenses	137,500	165,000

As noted above the estimated municipal contribution for the remainder of 2022 would be \$68,170 or \$22,725 per municipality if it was to be split three equally ways. The municipal contribution for the full year of 2022 would be \$83,215 or \$27,740 per municipality if it were to be split equally three ways. Other allocation models could be explored.

Each year the Operational Budget includes a contribution of \$101,500 to the Fiscal Policy Reserve to support projects. It is recommended that \$31,500 of this annual allocation be redirected to support the River Route Transit making it a permanent service. This would leave an annual contribution of \$70,000 to the Fiscal Policy Reserve. Any amounts not spent from the \$31,500 River Route Transit allocation will be placed in a River Route Reserve to support future costs.

The River Route Transit will continue to use older buses made available through the replacement of the current fleet of City of Brockville busses.

On February 10, 2021, the Prime Minister, Minister of Infrastructure and Communities, and Minister of Environment and Climate Change announced \$5.9 billion in new funding for public transit and active transportation over 5 years, beginning in 2021-22, with a permanent annual envelope of \$3 billion ongoing beginning in 2026-27. As part of that commitment, \$250 million, (over 5 years, beginning in 2021-22) was identified for the Rural Transit Solutions Fund.



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Infrastructure Canada's Rural Transit Solutions Fund invites eligible organizations to apply for funding in two streams: Planning and Design Projects grants and Capital Projects contributions. For the Capital Projects stream, applications will be accepted until midnight, Pacific time on April 7, 2022.

Communities that have a public transit plan in place that would benefit from support toward capital purchases, are invited to apply for a Rural Transit Solution Fund Capital Projects stream contribution of up to \$3,000,000 for conventional solutions, or up to \$5,000,000 if the project incorporates zero-emission transit solutions. These capital projects must be completed within two years of a successful applicant signing a contribution agreement.

Eligible costs include construction or procurement of bus stops and buses. This would cover 80% of the costs of establishing permanent bus stops and to purchase a new bus which would have the potential to decrease maintenance and fuel costs. It would be recommended that the Town of Prescott use modernization funding to support a future application.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 20-2022

Date: February 22, 2022

From: Nathan Richard, Interim Director of Operations

RE: One Ton Regular Cab Truck Purchase

Recommendation:

That Council direct staff to proceed with the procurement of a One (1) Ton Truck with dump box with an upset limit of \$100,000.

Background / Analysis:

The Town has 1 - one ton truck which is utilized for many activities for the Town including brush and leaf removal, periodic waste pick up, snow removal efforts and it is also used for gardening activities such as mulch delivery to garden beds.

The proposed 2022 Capital Budget includes the purchase of a one ton truck with a dump box to replace the current truck. The current one ton truck is a 2008 model, is 14 years old, has 145,000km, and has recently displayed several signs that it is at the end of its' useful, practical life for the Town. Last year, the floorboards were repaired due to excessive rusting and this year the head gasket has failed in which 2 quotes have been received, \$6,527 and \$11,784 due to location of the engine and the extensive labour required to access it to make the change.

The City of Brockville has a requirement this year to purchase a quantity of two (2) one ton trucks and they are anticipating issuing a tender mid-March of this year. The Town of Prescott may ask to jointly procure with Brockville for a single truck.

The current delivery estimated for a new one ton truck is approximately 32 to 38 weeks. The Town may require a rental truck for the spring and summer months or explore alternative options for the spring, summer activities.

Alternatives:

Council could decide not proceed with the purchase of a one ton truck at this time.



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Financial Implications:

The proposed 2022 Capital Budget has \$100,000 allocated for the purchase of a one ton truck with a dump box. This could be funded by two reserve funds. The first would be \$20,000 from the Public Works reserve while the second being \$80,000 from the Infrastructure Reserve.

The market value of the current 2008 GMC Sierra 3500 truck that has 145,000km and a head gasket requiring replacement will be determined and offered for sale following the purchase of a new truck.

Environmental Implications:

None

Attachments:

None

Submitted by:

Nathan Richard
Interim Director of Operations

		Date Req'd
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STAFF REPORT TO COUNCIL

Report No. 21-2022

Date: February 22, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Human Resources Policy – Right to Disconnect Policy

Recommendation:

That Council approve Human Resources Policy HR-600-09 – Right to Disconnect Policy.

Background/Analysis:

Bill 27, Working for Workers Act, 2021 is an act to amend various statutes with respect to employment and labour, and other matters. Schedule 2 Part VII.0.1 outlines the requirements for a written policy on an employee's ability disconnecting from work in non-work hours. The Act states that any employer that employs more than 25 employees shall, before March 1, ensure it has a written policy in place for all employees with respect to disconnecting from work that includes the date the policy was prepared and the date any changes were made to the policy.

Employees may feel obligated or choose to continue to perform their job duties outside their normal working hours due to work-related pressures, the current landscape of work, or an employee's work environment or location.

The intent of Bill 27 was to provide for a mechanism to support work-life balance. This is designed to encourage employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

Alternatives:

Council could choose to modify the policy or decline to approve the policy at this time.



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Financial Implications:

None

Environmental Implications:

None

Attachments:

- Human Resources Policy HR-600-09 – Right to Disconnect Policy

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



Policy Type:

Human Resources

Policy #:

HR-600-09

Approved by Council on:

Right to Disconnect Policy

Policy

The Town of Prescott recognizes that employees may feel obligated or choose to continue to perform their job duties outside their normal working hours due to work-related pressures, the current landscape of work, or an employee's work environment or location.

Objective

The intent of this policy is to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

Legislation

Bill 27, Working for Workers Act, 2021 is an act to amend various statutes with respect to employment and labour and other matters. Schedule 2 Part VII.0.1 outlines the requirements written policy on disconnecting from work. The Act states that any employer that employs more than 25 employees shall, before March 1, ensure it has a written policy in place for all employees with respect to disconnecting from work that includes the date the policy was prepared and the date any changes were made to the policy.

Definitions

"Disconnecting from work" means not engaging in work-related communications, including emails, telephone calls, video calls of the sending or reviewing of other messages, so as to be free from the performance of work.

Procedure

An employee's time outside working hours is meant for employees to recharge and spend time as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Because work is more accessible, employees may end up continuing to work even after their workday is done. Using personal time to work can make an employee feel as though they are "always on" or obligated to continue working or respond to communication.

Employees who do not fully disconnect from their work at the end of the day may experience stress and other mental health issues. Stress and poor mental health are associated with many of the leading causes of disease and disability, can lead to burnout, negatively affect performance, mood, and attendance, and personal and professional relationships.

Employee health and well-being are priorities while working and away from work. Town of Prescott is committed to increasing overall employee health and wellness and providing employees with a better work-life balance.

The Right to Disconnect

Employees have the right to disconnect from their job and any work-related tasks or communication outside of working hours without fear of reprisal.

Employees are encouraged to set clear boundaries between work and their personal lives.

The right to disconnect means that employees:

- Can and should stop performing their job duties and work-related tasks when they are not expected to work;
- Are not required to take work home with them to complete outside of regular working hours;
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- Should take and use all of their scheduled breaks and time off entitlements for non-work-related activities; and
- Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.

Employees must also be respectful of others' right to disconnect and should not expect their co-workers to respond, communicate, or complete work when not working.

Workload and Productivity

The Town of Prescott understands that employees may want or need to work outside their normal hours to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regularly scheduled hours should meet with their direct manager to evaluate the current workload, priorities, and due dates.

Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours or contribute to additional stress and burnout;
- Normal job duties can be completed during working hours; and
- Employees can remain productive and meet company goals and objectives.

Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their workday by using time management tactics, such as:

- Blocking off periods in their schedule and calendar to complete specific tasks or address communication;
- Working with their manager to organize work in order of priority or importance;
- Breaking down projects and tasks into manageable chunks;
- Minimizing interruptions by setting their online status to “busy” or “do not disturb;”
- Trying to have at least one dedicated workday per week without meetings (where possible); and
- Setting goals to work continuously for a specified period before taking a break or responding to communication (for example, the Pomodoro technique).

Communication

Employees may feel obligated to send or respond to messages when not working. The Town of Prescott may on occasion send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation but will do their best to ensure that they are not sending communication that requires an immediate response from employees. Employees are not expected to respond to any company communication when not at work, except for unforeseen circumstances, such as an emergency.

Employees must also respect others and avoid direct communication like sending e-mails, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.

The Town of Prescott understands that it may be necessary to send communication to a group of employees, such as an entire department, or forward important information to an employee who is not working. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or an emergency and requires an immediate response, employees must reach out to their manager.

Employees who do not reply to work-related communications outside normal working hours will not face negative effects on their employment.

Set communication boundaries by:

- Setting clear expectations for e-mail response time;
- Logging off for the day or setting your online status to "away," "out of office," "do not disturb," or "offline" when not working;
- Scheduling any breaks or time off in your calendar; and
- Avoiding using work e-mail for unrelated communication, such as newsletters, coupons, or personal correspondence.

If employees send communication outside working hours, others are more likely to feel obligated to respond or assume the employee sending the communication will be available during those hours. If it is necessary to compose messages or communication outside regular working hours, use a scheduling tool to send the e-mail at a specified time during work hours, such as the start of the next workday.

Breaks and Time Off

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to resume their regular work productively. Employees should take any scheduled or company-provided breaks during their shift. Employees should take time away from their work and refrain from responding or sending communication during breaks.

The Town of Prescott understands the importance for its employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year for rest, relaxation, and personal pursuits. Employees are expected to complete any time-sensitive projects and meet any deadlines before going on vacation. If work can be attended to when the employee returns, they can resume their duties where they left off before taking vacation. Managers will work with employees to delegate job-

specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific time requested.

Overtime

Hours worked outside an employee's standard hours may lead to overtime hours. Town of Prescott allows employees to work overtime. Overtime may be requested or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Overtime will be paid as per the applicable Union Agreement for unionized staff or Town Policy HR 700-13 for non-union staff.

Mental Health Support

The Town of Prescott recognizes that the workplace plays a significant role in managing and supporting mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one's physical and mental condition.

The Town of Prescott will support mental health by:

- Minimizing work-related sources of stress;
- Addressing internal factors that contribute to burnout;
- Assessing workload, productivity, and expectations on an as needed basis;
- Promoting work–life balance;
- Helping employees recognize the signs and symptoms of mental health issues;
- Having an open-door policy for communication and ensure employees are comfortable talking to their manager about mental health concerns;
- Treating mental health with the same level of importance as physical health and safety;
- Conducting annual risk assessments to identify workplace factors that worsen or improve mental health; and
- Providing employees with the assistance and access to resources they need to support their mental health (such as employee assistance programs, accommodations, and so on).

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Strategic Plan		

REPORT TO COUNCIL

Date: February 22, 2022

Report No. 22-2022

From: Dana Valentyne, Economic Development Officer

RE: RiverWalk District Promenade Installation

Recommendation:

That Council approve the closure of Edward St. from King St. to Water St. occurring from June 25^h – July 2nd and July 30th – August 6th during the summer of 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

Background:

As part of Downtown Prescott BIA strategies to support RiverWalk District businesses and placemaking activities; the board of management recently passed a motion directing staff to investigate options and request Council support for the installation of the above noted pedestrian mall, during an extended period from the Victoria Day to Labour Day long weekends during the summer of 2022. Upon further consideration and review on the part of Economic Development Department; staff are recommending Council support a hybrid option to explore a pilot project for a reduced period during the summer of 2022; with future consideration being given to a more permanent installation during the summer of 2023 and beyond, should the pilot be deemed successful.

The installation would provide for a visual and physical gateway to the RiverWalk District, drawing downtown visitors both north to King Street and south into the waterfront area. Further, this space would align with ongoing Economic Development and Tourism efforts including parkette installations, mobile pop-up retail spaces, and cycling friendly tourism options.

It will be activated with a diverse range of entertainment and features during the closure period, including a parkette & bistro tables/umbrellas, planters/greenery, signage, lighting, propane fire pits, cycling amenities, Farmers’ & Crafters’ market/pop-up vendors, musical performances, buskers, and family friendly activities to name a few. This will ensure the RiverWalk District Promenade remains vibrant and serves to engage visitors and the local community, while deterring the space from being used for unintended purposes.

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Furthermore, a pilot approach to this installation will ensure factors such as logistics, planning, business and public communications/impacts, required infrastructure and departmental staff supports, can be thoroughly assessed and adjusted as required to support more permanent installations in the future.

Similar projects have been implemented in other jurisdictions, ranging from one day open street events such as Open Windsor and traditional sidewalk sales to seasonal closures such as those implemented in Downtown Kingston in 2020 and in St. John's (2020-2021) and permanent pedestrian streets such as Sparks Street in Ottawa. The COVID-19 pandemic has led to an increase in pedestrian zone projects as municipalities attempt to activate public spaces in retail areas to encourage safe shopping. In Kingston, this has led the city to partner with the Downtown Kingston BIA to identify streets for lane or complete closure to encourage public use.

This section of Edward Street does not contain active residential units and there are no commercial property entrances on this block that would be impacted by a vehicular closure. This section of Edward Street does abut a pub and patio, leading to potential concerns re: maintaining separation between the commercial space and the potential seasonal public space. Efforts would be required to ensure the commercial property owner recognizes the net benefit of this public space and assists in maintaining the requisite separation. Any event planning would include discussions with the pub to further ensure events in the spaces did not interfere with each other.

Similar Project Examples

- [City of Kingston moves forward on creating downtown pedestrian spaces \(kingstonist.com\)](https://www.kingstonist.com/news/city-of-kingston-moves-forward-on-creating-downtown-pedestrian-spaces/)
<https://www.kingstonist.com/news/city-of-kingston-moves-forward-on-creating-downtown-pedestrian-spaces/>
- [Home \(citywindsor.ca\)](https://www.citywindsor.ca/residents/Recreation/Special-Events/open-streets-windsor/Pages/default.aspx)
<https://www.citywindsor.ca/residents/Recreation/Special-Events/open-streets-windsor/Pages/default.aspx>
- [Yonge Street Is Being Transformed Into A Pedestrian-Only Zone \(PHOTOS\) - Narcity](https://www.narcity.com/toronto/yonge-street-is-being-transformed-into-a-pedestrianonly-zone-photos)
<https://www.narcity.com/toronto/yonge-street-is-being-transformed-into-a-pedestrianonly-zone-photos>
- [Sparks Street | Pedestrian | Downtown | BIA | LRT \(sparkslive.com\)](https://www.sparkslive.com/mall-authority)
<https://www.sparkslive.com/mall-authority>
- [Water Street pedestrian mall gets green light for 7 days a week starting in July | CBC News](https://www.cbc.ca/news/canada/newfoundland-labrador/water-street-pedestrian-mall-approved-1.5615363)
<https://www.cbc.ca/news/canada/newfoundland-labrador/water-street-pedestrian-mall-approved-1.5615363>
- [St. John's pedestrian mall wraps up 2nd year, but some say fall market could work | CBC News](#)

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<https://www.cbc.ca/news/canada/newfoundland-labrador/pedestrian-mall-year-two-closure-1.6166511>

Alternatives:

Council could select any of the following alternatives:

- Approve the recommendation with modified dates/terms
- Direct staff to provide supporting research to facilitate a Council decision at a later date
- Decline the recommendation at this time

Financial Implications:

Preliminary cost estimates are included with a detailed budget to be prepared as per the terms of project, should it be approved by Council.

The majority of infrastructure costs will be supported through the Canada Community Revitalization Fund (CCRF) program; application pending approval. Marketing/communication expenses are estimated to be \$1,000-\$1,500, with additional infrastructure supports ranging from \$1,500 - \$2,500. The internal labour supports needed from departmental staff including Operations, By-Law, Fire, Community Services and Economic Development/Tourism, would account for the majority of project expenses.

Additionally, the BIA will be approached to support the project financially, to offset the municipal budget allocation required for this project.

Environmental Implications:

None

Attachments:

- RiverWalk District Promenade Concept Rendering

Submitted by:

Dana Valentyne,
Economic Development Officer





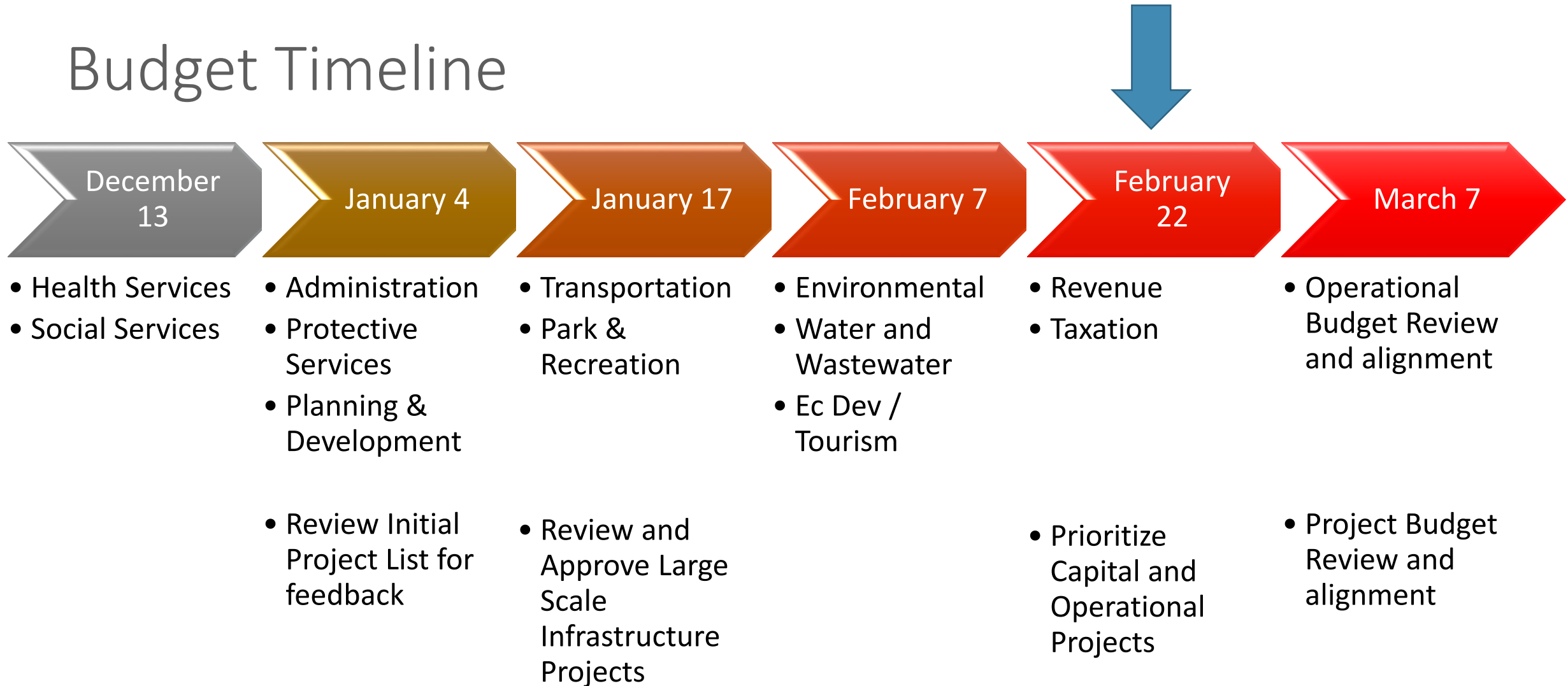
2022 Operational Budget – February 22, 2022



Topics

- Budget Timelines
- Fees & Revenue
- Taxation
- Budget Overview

Budget Timeline



Fees & Revenue

- Administration
- Protective Services
- Transportation & Environmental
- Health & Social Services
- Parks & Recreation
- Planning & Development

Administration Revenue

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
OMPF	1,588,400	1,588,400	1,588,400	-	-	As per notice	
Marriage	2,100	3,200	6,000	3,900	2,800		
Lottery	2,900	4,358	5,000	2,100	642		
Admin Fees	2,000	3,626	8,950	6,950	5,324		
Dividends	57,100	55,247	57,100	-	1,853		
Short Term Int.	10,000	23,560	60,000	50,000	36,440	Interest rate increases expected in 2022	
Ceremonies	3,400	3,518	5,000	1,600	1,482		
Death Cert.	1,700	1,160	1,500	(200)	340		
Oaths	300	800	1,000	700	200		
Interest Taxes	90,000	76,840	80,000	(10,000)	3,160		
Tax Cert.	2,400	2,950	3,000	600	50		
COVID Funding	159,900	159,900	-	(159,900)	(159,900)		
Total	1,920,200	1,923,559	1,815,950	(104,250)	(107,609)		-
Election	-	-	20,000	20,000	20,000		20,000

Protective Services Revenue

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Fire	100,600	110,329	124,500	23,900	14,171		30,000
Police	32,700	32,563	39,700	7,000	6,595		-
Protective	17,325	29,229	48,925	31,600	19,696	Shared Bylaw Officer	-
Building	47,400	145,272	115,827	68,427	(29,445)	One time cost recovery	-
Provincial Off	20,655	15,037	37,381	16,726	22,344		-
Total	218,680	332,973	366,333	147,653	33,360		30,000

Transportation & Environmental Services Revenue

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Roads - Paved	272,026	267,026	553,790	281,764	286,764	OCIF Funding Allocation	-
Traffic	100	70,030	200	100	(69,830)	One time sale of equip	-
Sidewalks	-	-	22,000	22,000	22,000	Replacement work 2021	22,000
Parking Lots	4,500	2,877	3,000	(1,500)	123	Parking Permit sales	-
Waste Collect	183,100	188,855	188,000	4,900	(855)	Increase in volume	-
Waste Divert	35,820	36,759	41,712	5,892	4,953	Provincial Grant	-
Total	495,546	565,547	808,702	313,156	243,155		22,000

Health & Social Services Revenue

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Health Centre	1,650	3,675	-	(1,650)	(3,675)	Sold in 2021	
St. Law Lodge	81,500	80,457	80,500	(1,000)	43		
Total	83,150	84,132	80,500	(2,650)	(3,632)		-

Parks & Recreation Revenues

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Walker House	64,000	61,365	64,000	-	2,635		-
Rec – Programs	-	2,575	10,000	10,000	7,425		-
Marina	355,570	377,088	370,200	14,630	(6,888)		-
Pool	14,100	13,648	14,100	-	452		-
Community Ctr	-	170	10,000	10,000	9,831		-
Library	177,918	163,788	178,690	772	3,931		-
Total	611,588	629,605	646,990	35,402	17,385		-

Planning & Development Revenues

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Plan & Develop	6,500	8,000	8,000	1,500	-		-
Cmt of Adjust	3,750	2,250	2,500	(1,250)	250		-
Ec Dev	45,255	45,077	42,000	(3,255)	(3,077)		-
Total	60,250	49,577	52,005	(3,005)	(2,827)		-

Total Operations Revenues not including Property Taxes

	2021 Budget	2021 Projection	2022 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Administration	1,920,200	1,923,559	1,815,950	(104,250)	(107,609)		-
Election	-	-	20,000	20,000	20,000		20,000
Protective	218,680	332,973	366,333	147,653	33,360		30,000
Trans & Enviro	495,546	565,547	808,702	313,156	243,155		22,000
Health & Social	83,150	84,132	80,500	(2,650)	(3,632)		-
Parks & Rec	611,588	629,605	646,990	35,402	17,385		-
Planning & Dev	60,250	49,577	52,005	(3,005)	(2,827)		-
Total	3,384,669	3,591,142	3,790,975	406,306	199,833		72,000

Property Taxation

- Assessment Changes Year over Year
- Tax Ratios
- Taxes by Property Class

Assessment Change

- 2013-2016 Property Taxes were based on the 2012 Current Value Assessment
- 2017-2021 Property Taxes are based on the 2016 Current Value Assessment – Planned reassessment for 2022 was deferred by province, therefore no growth in assessment values from 2021 to 2022

Total Assessment

	2021	2022
Residential	266,855,200	266,855,200
Multi-Res	21,351,700	21,351,700
New Multi-Res	2,239,000	2,239,000
Com – Occupied	47,327,800	47,327,800
Com – Exc Land	485,300	485,300
Com – Vac Land	1,068,300	1,068,300
Ind – Occupied	6,076,800	6,076,800
Ind – Exc Land	112,400	112,400
Ind – Vac Land	479,800	479,800
Pipelines	1,198,000	1,198,000
Payment-In-Lieu	9,506,400	9,506,400
Total	356,700,700	356,700,700

Tax Ratios

Tax Class	2020 Tax Ratios	Assessment Change	Revenue Neutral	Recommendation
Residential	1.000000	-	1.000000	1.000000
Multi-Residential	1.504757	-	1.504757	1.504757
New Multi-Residential	1.100000	-	1.100000	1.100000
Commercial	1.894162	-	1.894162	1.894162
Industrial*	2.630000	-	2.630000	2.630000
Pipelines	1.377180	-	1.377180	1.377180

*If the Industrial Tax Ratio is higher than 2.630000 then capping is required

Municipal Taxes by Property Class based on 2.85% Increase on Municipal Portion, no change in Education Tax Rates

	2021 Municipal	2021 Mun & Ed	2022 Municipal	2022 Mun & Ed	Change	% Change	Tax Ratio
Residential	3,678,540	4,086,829	3,783,380	4,191,688	104,840	2.57%	1.000000
Multi-Res	442,893	475,561	455,515	488,184	12,623	2.65%	1.504757
New Multi-Res	33,951	37,376	34,918	38,344	968	2.59%	1.100000
Com – Occupied	1,235,758	1,654,362	1,270,977	1,689,582	35,219	2.13%	1.894162
Com – Exc Land	8,870	13,141	9,123	13,393	253	1.92%	1.325913
Com – Vac Land	19,526	28,927	20,082	29,483	557	1.92%	1.325913
Ind – Occupied	220,308	274,100	226,587	280,379	6,279	2.29%	2.630000
Ind – Exc Land	2,649	3,638	2,724	3,713	75	2.07%	1.709500
Ind – Vac Land	11,307	15,529	11,629	15,851	322	2.08%	1.709500
Pipelines	22,743	33,285	23,391	33,934	648	1.95%	1.377180
Total	5,676,543	6,622,748	5,838,327	6,784,531	161,783	2.44%	

Property Tax Change by Class including Education Taxes based on a 2.85% increase

Rollnum	Description	Prop Count	2021 CVA	2022 CVA	% CVA Change	2021 Total CVA Taxes	2022 Total CVA Taxes	\$ Tax Change	% Tax Change
0708040045040010000	Single Family Home	1,085	153,000	153,000	0.00%	2,343.16	2,403.27	60.11	2.57%
0708020020007580000	Residential Condominium Unit	95	152,000	152,000	0.00%	2,327.85	2,387.56	59.71	2.57%
0708040040043009801	Apartment Building	15	849,000	849,000	0.00%	18,909.56	19,411.47	501.91	2.65%
0708020020038029801	Small Office Building	6	76,000	76,000	0.00%	2,653.21	2,709.76	56.55	2.13%
0708020020039009801	Small Retail Commercial Property	17	200,000	200,000	0.00%	6,982.12	7,130.95	148.83	2.13%
0708030035073009801	Standard Industrial Property	8	405,000	405,000	0.00%	18,246.86	18,665.32	418.46	2.29%

The median or typical property in each group represents a property with an assessed value at or near the midpoint or median for the group and a per cent change in assessment for the year at or near the median for the group.

Education Rates for 2022 are remaining the same of 2021



Budget Overview and Updates

Budget Overview and Updates

	2021 Budget	Notes	Reserves
Revenues			
Fees and Revenue	3,770,975		72,000
Property Taxation	5,838,327	Assumes 2.85% increase inclusive of 1% dedicated to infrastructure reserve contribution	-
Payments in Lieu and Supplemental	412,733		-
River Route Transit	31,500	Partial re-allocation of annual contribution to Fiscal Policy	-
Election	20,000		-
Subtotal Revenue	10,073,535		72,000
Expenses			
As of Feb 7 th Presentation	9,937,712		1,129,699
1% Property Tax Increase dedicated to Infrastructure Reserve	56,765	Annual contribution dedicated infrastructure reserve \$279,064 for 2022	56,765
Joint Services	20,184	Based on Draft Budget	-
New Animal Control Provider	(10,000)		-
Integrity Commissioner	(10,000)	Move \$10,000 unspent amount from 2021 budget to reserve	-
Community Policing Grant Offset	14,000	Increase to grant offset by increase to program cost	-
St. Lawrence Lodge	13,374	Based on budget	-
River Route Transit	31,500		(31,500)
Election	20,000	Funded by Reserve	-
Subtotal Expenses	10,073,535		1,154,964
Net	-		1,082,964
Water and Sewer Revenue	2,939,397	Page 62 of 75	-
Water and Sewer Expense	2,939,397		528,352
Net	-		528,352

Next Budget Meeting – March 7, 2022

Topics

- Operational Budget Alignment with Strategic Plan and Service Delivery Review
- Project Budget Alignment with Strategic Plan and Service Delivery Review



2022 Project Prioritization – February 22, 2022



Capital Projects Previously Approved

Description	Estimated Cost	Funding Source	Notes
Recreation Complex	19,100,000	Grant, Fundraising, Reserves, Debt	Scheduled completion in 2023
Dibble Street East - Vankoughnet to Edward	1,200,000	Gas Tax Funding, Reserves	Scheduled completion in 2022
Town Hall 2 nd Floor Renovations	255,000	Infrastructure Reserve	Drawings working towards completion
Break Wall at Water Treatment Plant	250,000	Water Treatment Plant Reserve	Reviewing options for repairs
Solar Light Installation on Heritage Path	45,000	COVID Grant and Reserves	Scheduled completion in 2022
Digital Signage	30,000	Fiscal Policy Reserve	Pending outcome of wayfinding study
Roofing Structure between Seacans	25,000	Public Works Reserve	Scheduled completion in 2022
Break Wall stone areas	25,000	Infrastructure Reserve	Scheduled completion in 2022
Total	20,930,000		

Operational Projects Previously Approved

Description	Estimated Cost	Funding Source	Notes
Downtown Beautification Plan	50,000	Modernization Funding	Plan to be completed in 2022
Official Plan Review	55,000	Planning Reserve	Scheduled for completion in 2022
Replacement of sidewalk on south side of King Street on west end of Coast Guard Base	25,000	Fiscal policy reserve	Scheduled for completion in 2022
Fix Parking Area at base of Centre Street by the deep-water dock at waterfront	20,000	Fiscal Policy	Scheduled for completion in 2022
Waterfront Prescott Sign	15,000	Fiscal Policy Reserve	Reviewing options
Town Signage and Wayfinding	15,000	Planning Reserve	Study to be completed in 2022
Accessible Sidewalk South End of George Street to link waterfront trail with street	15,000	Infrastructure Reserve	Scheduled for completion in 2022
Trees for Riverwalk and Downtown	7,500	Fiscal Policy Reserve	Pending Downtown Plan
Total	202,500		

2022 Capital Projects – Approved

Description	Estimated Cost	Notes	Funding Source
Edward Street Overpass Rehabilitation Project	1,087,356	Design and Tender 2022 completion 2023	OCIF funding and Infrastructure Reserve
Purchase of Rescue Pumper	900,000	Specification Development arrival in 2023	Debt
Replacement of G & H Dock	251,000	Scheduled completion in 2022	Marina/Infrastructure Reserve
Total	2,238,356		

2022 Capital Projects

Description	Estimated Cost	Notes	Funding Source
1 Ton Truck with dump box	100,000	Current 1 Ton end of life	Public Works Reserve and Infrastructure Reserve
Lighthouse Pop-Up Shop and improvements, Outdoor Patio Structure for Downtown, Pop-Up Shop Sheds for Riverwalk Village	100,000	Application submitted should hear in 2022	Canada Community Revitalization Fund (CCRF) Grant
Fire Department Replacement Gear	30,000	On-going requirement	Fire Department Reserve
Swing Blade of new plow	20,000	Would enhance functionality	Public Works Reserve
Total Capital Projects	250,000		

2022 Operational Projects

Description	Estimated Cost	Notes	Possible Funding Source
Downtown Seasonal Parkettes, Banner along Coast Guard Property/Beach, Development of Smartphone App, Lighting decorations along major arteries, Pedestrian Counter	80,000	Application has been submitted will find out in 2022	MyMainStreet Community Activator Funding Program
Recreational lending library from Centennial Park and/or Marina	10,000		Splash Pad / Dog Park Reserve Fund
Play Structure deficiency fixes	20,000	On-going requirement	Parks Reserve
CB Radios for Operations Equipment	6,000	Provides for better communication	Public Works Reserve
Brockville General Hospital Donation	30,000		
Economic Development Initiatives	60,000		Remainder of Modernization Funding
Total	206,000		

2022 Project Funding

2022 Priority Projects	2,694,356
OCIF Funding Bridge	507,580
Canada Community Revitalization Fund (CCRF) Grant	80,000
MyMainStreet Community Activator Funding Program	80,000
Debt	900,000
Reserves	1,126,776
Total Funding for 2022 Priority Projects	2,694,356
Capital Project Previously Approved	20,930,000
Operational Projects Previously Approved	202,500
Total	23,826,856

Reserves

	2020 Ending	2021 Budget	2021 Est.	2021 Est	2022 Budget	2022	2022 Est
	Balance	Contributions	Usage	Balance	Contributions	Projects	Balance
Working Funds Reserve	880,000	-	-	880,000	-	-	880,000
Fiscal Policy Reserve	178,107	101,500	(183,000)	96,607	70,000	(72,000)	94,607
Election Reserve	12,023	5,100	-	17,123	5,100	(20,000)	2,223
Building Reserve	29,695	24,550	-	54,245	24,550	-	78,795
Emergency Management Reserve	2,011	-	-	2,011	-	-	2,011
Community Centre Reserve	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning Reserve	55,354	-	(20,000)	35,354	-	-	35,354
Community Improvement Plan Reserve	116,793	75,000	(120,000)	71,793	25,000	-	96,793
PSB Sponsored Programs Reserve	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment Reserve	50,455	30,000	(30,000)	50,455	30,000	(30,000)	50,455
Infrastructure Reserve	91,542	-	-	91,542	-	-	91,542
Public Works Vehicle/Equipment Reserve	26,537	20,200	(42,500)	4,237	45,675	(46,000)	3,912
Heritage Reserve	2,068	-	-	2,068	-	-	2,068
Splash Pad/Dog Park	-	25,000	(15,000)	10,000	25,000	(10,000)	25,000
Library Reserve	42,605	-	-	42,605	-	-	42,605
Library E-Learning Reserve	1,050	-	-	1,050	-	-	1,050
Kinsmen Reserve	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport Reserve	1,328	-	-	1,328	-	-	1,328
Walker House Reserve	-	1,750	-	1,750	1,750	-	3,500
Museum Reserve	94,447	-	(84,000)	10,447	-	-	10,447
Marina Reserve	100,834	79,435	(35,000)	145,269	79,435	(201,000)	23,704
Business Improvement Area Reserve	39,642	-	-	39,642	-	-	39,642
Health Centre Reserve	4,170	-	(4,170)	-	-	-	-
Parks Reserve	12,624	12,600	(13,000)	12,224	12,600	(20,000)	4,824
Water Fountain Reserve	9,276	3,000	-	12,276	3,000	-	15,276
Cemetery Board Reserve	18,654	-	-	18,654	-	-	18,654
Dedicated Infrastructure Reserve	227,051	222,299	(295,000)	154,350	279,064	(282,388)	151,026
Bridge Project Reserve	-	275,000	-	275,000	406,178	-	681,178
Municipal Modernization Reserve	572,483	-	(450,000)	122,483	-	(122,483)	-
Sanitary Sewer Reserve	200,509	197,735	(250,000)	148,244	223,403	(150,000)	221,647
Wastewater Plant Reserve	2,862,124	106,812	(70,000)	2,898,936	174,129	-	3,073,065
Water Department Reserve	1,575,272	128,951	(800,000)	904,223	103,242	(600,000)	407,465
Water Treatment Plant Reserve	773,208	6,140	-	891,348	27,578	-	918,926
	7,984,446	1,727,072	(2,711,670)	6,999,849	1,835,704	(1,853,871)	6,981,682

Next Step – March 7, 2022

Topics

- Project Budget Alignment with Strategic Plan and Service Delivery Review



**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 08-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON FEBRUARY 22, 2022**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 22nd DAY OF FEBRUARY, 2022.

Mayor

Clerk