



PRESCOTT TOWN COUNCIL
AGENDA

February 1, 2021

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

2. Approval of Agenda

Recommendation

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

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. Council Minutes - January 18, 2021

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Recommendation

That the Council minutes of January 18, 2021, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1. Council Information Package (under separate cover)

8.2. Staff Report 10-2021 - By-Law Enforcement Activity within the Town of Prescott - January 1 through December 31, 2020

9

Recommendation

For information.

8.3. Staff Report 11-2021 - Construction Activity in the Town of Prescott - January through December 2020

13

Recommendation

For information.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 12-2021 - 2021 Census of Population

17

Recommendation

That the Corporation of the Town of Prescott supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community; and

That staff issues a Media Release and promotes the 2021 Census further on the Town's social media outlets.

12.2.	Staff Report 13-2021 - EOLC Commuter Pilot Application Update	20
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Recommendation

That Council direct Staff to submit a proposal to the Eastern Ontario's Leadership Council for a commuter service from Brockville to Cardinal in partnership with the City of Brockville, Township of Augusta, and the Township of Edwardsburgh Cardinal.

12.3.	2021 Budget Presentation: Environmental and Water & Wastewater	51
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13. Resolutions

14. By-laws

14.1.	Animal Control By-Law	76
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Recommendation

That By-Law 05-2021, being a by-law to provide for the licensing and registering of animals and prohibiting their running at large, for regulating kennels and to regulate the keeping of animals in the Town of Prescott be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

Recommendation

That Council move into Closed Session at _____ to address a matter pertaining to:

18.1 Purchase and Sale

- Under Section 239(2)(c) of the *Municipal Act, 2001* - a proposed or pending acquisition or disposition of land by the municipality or local board; and

18.2 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act, 2001* - personal matters about an identifiable individual, including municipal or local board employees; and

18.3 Approval of Closed Session Minutes

That the CAO/Treasurer, Clerk, Deputy Clerk, and Economic Development Officer remain in the room for Item 18.1; and that the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Item 18.2 and 18.3

18.1. Purchase & Sale

18.2. Identifiable Individual

18.3. Approval of Closed Session Minutes

19. Rise and Report

20. Confirming By-Law – 06-2021

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Recommendation

That By-Law 06-2021, being a by-law to confirm the proceedings of the Council meeting held on February 1, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, January 18, 2021
6:00 p.m.
Virtual Meeting**

Present	Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, Barry Moorhouse, Fire Chief, Shawn Merriman, Manager of Building & Bylaw

1. Call to Order

Mayor Todd called the meeting to order at 6:01 p.m.

2. Approval of Agenda

Motion 14-2021: Ostrander, Burton

That the agenda for the Council meeting of January 18, 2021 be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations – None

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Council Minutes - January 4, 2021

Motion 15-2021: McConnell, Shankar

That the Council minutes of January 4, 2021, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Motion 16-2021: Ostrander, Burton

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

Carried

8.1 Council Information Package (under separate cover)

1. Prescott Fire Department Council Report – December 2020
2. Township of Lake of Bays Resolution of Support re: Bill 229 Protect, Support and Recover from COVID-19 Act – Schedule 6 – Conservation Authorities Act
3. Township of Lake of Bays Resolution of Support re: AODA Website C
4. Municipality of Charlton and Dack Resolution of Support re: Municipal Insurance Rates
5. Kingsville Resolution of Support re: Small Business opening
6. Town of Amherstburg Resolution of Support re: Development Approval Requirements for Landfills – Bill 197
7. Township of Huron-Kinloss Resolution of Support re: re: Property Tax Exemptions for Veterans Clubs
8. Township of Larder Lake Resolution of Support re: Municipal Insurance Rates
9. Municipality of West Grey Resolution of Support re: schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act

8.2 Staff Report 04-2021 - Draft Tangible Capital Asset Policy

Recommendation:

That Council provide feedback to staff on the Draft Tangible Capital Asset Policy by February 5th, 2021 and that the final version of the policy be brought to Council on February 15th, 2021 for final review and consideration.

8.3 Staff Report 05-2021 - Draft Wastewater Treatment Plant - Reserve Fund Policy

Recommendation:

That Council provide feedback to staff on the Draft Wastewater Treatment Plant-Reserve Fund Policy by February 5th, 2021 and that the final version of the policy be brought to Council on February 15th, 2021 for final review and consideration.

8.4 Staff Report 06-2021 - Leeds and Grenville Joint Services Committee - Amendment to Joint Operating Agreement

Recommendation:

That the request to remove Section 2.09 and 2.10 from the Joint Services Committee be deferred to allow time for the three separated municipalities to confer on this request and the previously identified issues that exist with the Joint Services Agreement.

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to the upcoming meetings for the Leeds, Grenville and Lanark Board of Health meeting being held on January 21, and the Housing Affordability Task Force.

11. Outside Boards, Committees and Commissions

Councillor Jansman spoke to her attendance at the virtual BIA meeting held on January 12.

Councillor McConnell spoke to recent grant funding received by Walker House and referenced the Prescott Public Library's current hours for curbside pick-up.

Councillor Ostrander spoke to his attendance at the Prescott Fire Department meeting held on January 12 and referenced recent resignations and new hires.

Councillor Young spoke to his attendance at the recent virtual meeting of the St. Lawrence Lodge Committee of Management and referenced budget discussions at the meeting.

12. Staff

12.1 Staff Report 07-2021 - Edward Street Overpass Rehabilitation Project

Motion 17-2021: Young, Shankar

That Council approve the Edward Street Overpass Remediation Project for 2021 with an estimated budget of \$275,000 and proceed with the issuance of the request for proposal.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the deficiencies to be addressed, the project estimate, and the expected timeline.

Discussion was held regarding past work on the overpass and the CN flagmen requirements.

Josh Eamon, EVB, spoke to the requirement of CN flagmen and when flagmen would be required to be onsite during the project.

Further discussion was held regarding the timeline for starting the project and ensuring the sidewalks are complete prior to the start of the school year in September.

12.2 Staff Report 08-2021 - Dibble Street East Road Reconstruction Project

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the current condition of the street and sanitary sewers, the underground infrastructure, and suggested the removal of sidewalk on the south side of Dibble Street.

Discussion was held regarding the removal of the sidewalks, and the costs associated with servicing the Leo Boivin site.

Barry Moorhouse, Fire Chief, joined the meeting at 6:28 p.m.

Further discussion was held regarding accessibility requirements for sidewalks and the size of the street following the reconstruction.

Motion 18-2021: Burton, McConnell

That Council approve the Dibble Street East Reconstruction Project from Boundary Street to Vankoughnet Street for 2021 with an estimated budget of \$2,000,000 and direct staff to investigate the costs for servicing at the Leo Boivin site; and

That staff proceed with the issuance of the request for proposal.

Carried

12.3 2021 Budget Presentation: Transportation, Parks & Recreation

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

Discussion was held regarding the reduction in the infrastructure debt payments, suggested paving projects, and the status of the street lighting project.

Mr. Armstrong, COA/Treasurer, spoke to the Parks & Recreation budget.

Further discussion was held regarding the budgeted amount for training and summer students, and the impact COVID-19 could have on the recreation programming for 2021.

12.4 Staff Report 09-2021 - Animal Control By-Law

Shawn Merriman, Manager of Building & By-law, spoke to the report. He referenced changes in the number of animals per household and the animal tag fees and charges.

Discussion was held regarding the number of pets per household, the on-leash provision requiring all animals to be on-leash if outdoors, and the costing for a microchip reader.

Further discussion was held regarding the licensing of cats, the benefit of an on-leash provision for animal welfare, the scheduled fines, and the number of pets per household.

Motion 19-2021: Ostrander, Shankar

That Council receive this report for information and direct staff to bring forward the revised Animal Control By-law to the Council meeting of February 1, 2021, with the provision that the maximum number of animals per household is increased to 5 (3 dogs, 4 cats, or a maximum overall of 5) for final review and consideration.

Carried

13. Resolutions – None

14. By-laws – None

15. New Business – None

16. Notices of Motion – None

17. Mayor's Proclamation – None

18. Closed Session

18.1 Identifiable Individual

Motion 20-2021: Ostrander, Young

That Council move into Closed Session at 8:07 p.m. to address a matter pertaining to:

18.1 Identifiable Individual

- Municipal Act, 2001 - personal matters about an identifiable individual, including municipal or local board employees; and

That the CAO/Treasurer, Clerk, Deputy Clerk, and Fire Chief remain in the room.

Carried

Motion 21-2021: Shankar, Ostrander

That the meeting reconvene in open session. (Time: 8:39 p.m.)

Carried

19. Rise and Report

During the Closed Session, Council received information and provided direction to staff on item 18.1. The following motion was considered in Open Session during the Rise and Report:

Motion 22-2021: Ostrander, Young

That Council direct staff to proceed with the recruitment and hiring of a Part-Time Fire Chief.

Carried

20. Confirming By-Law – 04-2021

Motion 23-2021: Burton, Ostrander

That By-Law 04-2021, being a by-law to confirm the proceedings of the Council meeting held on January 18, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 24-2021: McConnell, Young

That the meeting be adjourned to Monday, February 1, 2021, at 6:00 p.m.

(Time: 8:45 p.m.)

Carried

Mayor

Clerk



		Date Req'd
Information Purposes	X	Feb. 1 '21
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 10-2021

February 1, 2021

From: Shawn Merriman, Manager of Building and By-law

RE: By-law Enforcement Activity within the Town of Prescott - January 1 through December 31, 2020

Recommendation:

For Information.

Background / Analysis:

In 2020, the total property standards handled by the department is at 145 recorded occurrences. This is a decrease from 2019 which included 175 occurrences.

The number of parking tickets issued decreased from 305 in 2019 to 192 in 2020, which staff believe is due the implementation of the new parking by-law, the changes at the north end preventing the parking of large commercial trucks, the sale of municipal parking permits, and increased awareness regarding winter parking.

Animal control numbers were lower than in previous years. Staff believes this may be a direct result from the COVID-19 pandemic with the cancellation of the rabies clinic, the reduction in By-law patrols, and incoming calls.

Several Provincial Offence charges were issued for littering and failure to clean up after an animal. Few cases have been resolved due to current capacity limitations and delays resulting in the majority of the charges still before the courts.

Financial Implications:

None



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Attachments:

Spreadsheet Charts for the years 2019 and 2020.

Submitted By:

Shawn Merriman
Manager of Building and By-law

By-Law Enforcement Activity till December 31, 2019	2019 Year-to-Date
Property Standards by-law#23-2000	175
Littering By-law 51-1990	22
Noise By-law 45-1981 as amended	2
Animal Control by-law#23-1994	49
Dog Tags Issued	266
Fire by-law#11-2008	4
Sign - by-law#02-1985	3
Taxi - by-law#04-2014	13
Zoning Infractions - by-law#09-2009	2
Fence/Pool - By-law # 07-2000	2
Business Licensing - By-law#02-1995	41
Parking Tags Issued by Municipality	305
Other: Fireworks by-law#22-2011/smoke free Ontario Act/Building Code /	29
Trials	2
Summon / POT's Issued	15
Individual "No Trespass" Letters Issued	1
Stop Work Order	
Order to Remedy	
Order Prohibiting Use of Occupancy of Unsafe Building	
Order to Comply	1
Animal Control Pickups	10 cats 6 dogs 12 raccoon

By-Law Enforcement Activity till December 2020	2020 Year-to-Date
Property Standards by-law#23-2000	145
Littering By-law 51-1990	11
Noise By-law 45-1981 as amended	5
Animal Control by-law#23-1994	40
Dog Tags Issued	224
Fire by-law#11-2008	4
Sign - by-law#02-1985	4
Taxi - by-law#04-2014	20
Zoning Infractions - by-law#09-2009	1
Fence/Pool - By-law # 07-2000	1
Business Licensing - By-law#02-1995	51
Parking Tags Issued by Municipality	192
Other: Fireworks by-law#22-2011/smoke free Ontario Act/Building Code /	24
Trials	1
Summon / POT's Issued	6
Individual "No Trespass" Letters Issued	
Stop Work Order	
Order to Remedy	
Order Prohibiting Use of Occupancy of Unsafe Building	
Order to Comply	
Animal Control Pickups	10 dogs 6 cats 5 raccoon



		Date Req'd
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STAFF REPORT TO COUNCIL

Report No. 11-2021

February 1, 2021

From: Shawn Merriman, Manager of Building and By-law

RE: Construction Activity in the Town of Prescott January through December 2020

Recommendation:

For Information.

Background / Analysis:

Statistics for the year 2020 resulted in 120 permits being issued for the year. Permit revenues were of \$59,437.26 for the year with \$150.00 worth of fees waved due to construction or special events at a place of worship or for the municipality. Most of the activity to date has been an industrial project and a major residential project. The second half of the year had 212 inspections with a yearly total of 417 inspections.

The Planning Department had a total of 9 applications brought forward to the Planning Advisory Committee and Council. Additional applications which began in 2020 will be brought forward in 2021.

Additional highlights for 2020 include the following:

- Preparation was completed for the implementation of New Software for 2021.
- Completed Units 1 and 2 of the AMCTO Municipal Administrative Program. Administrative Assistant completed the AMCTO Primer on Planning Program successfully. Staff completed Standard First Aid training and other required HR training.



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Financial Implications:

None

Attachments:

Spreadsheet/Chart for time-period of report and previous year.

Submitted By:

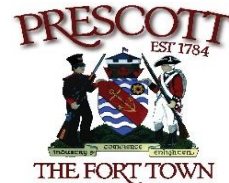
Shawn Merriman
Manager of Building and By-law

THE CORPORATION OF THE TOWN OF PRESCOTT

REPORT TO Committee of the Whole

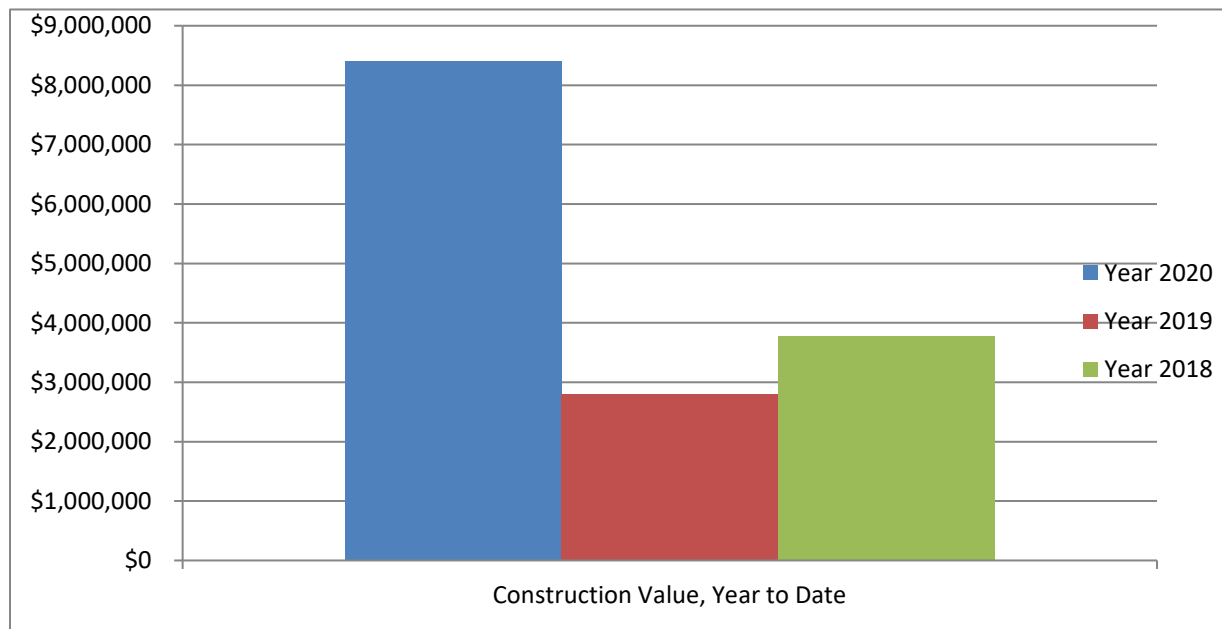
Date of Meeting: Tuesday February 18, 2020

From: Shawn Merriman, Manager of Building and By-law



Re: Construction Details – January through December 2020, 2019 and 2018

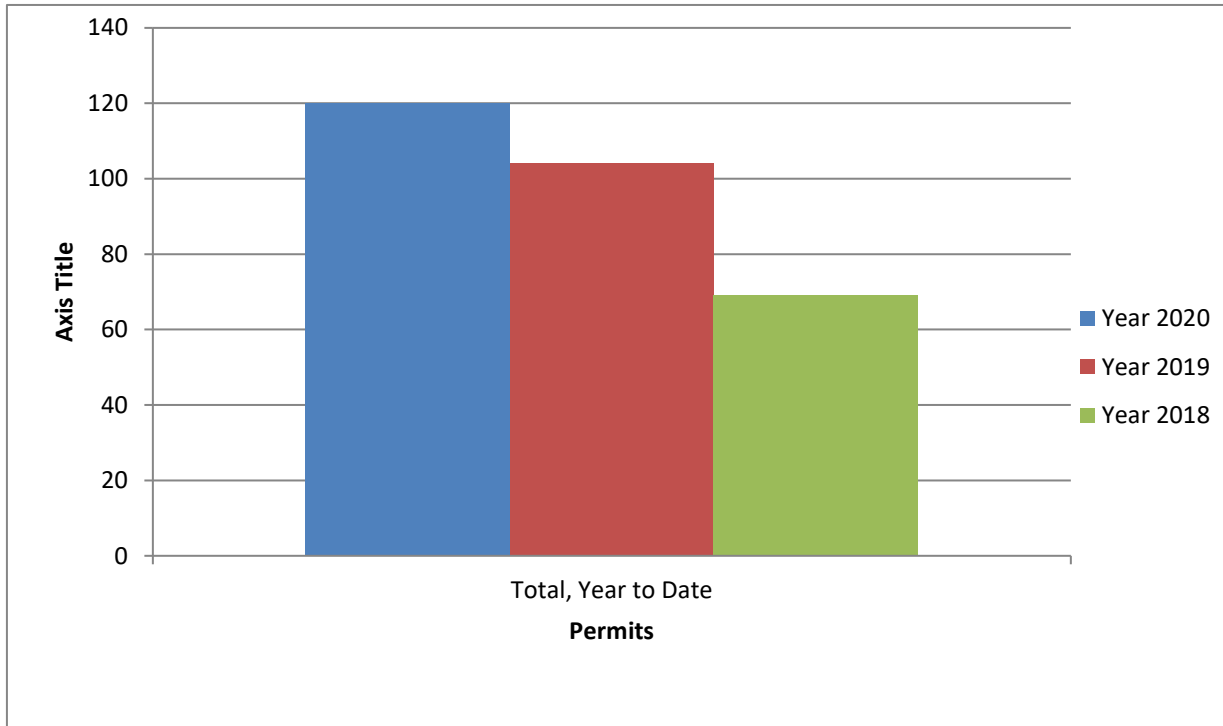
	Year 2020	Year 2019	Year 2018
Construction Value, Year to Date	\$8,398,685	\$2,797,430	\$3,767,680
Permit Fees, Year to Date	\$59,437	\$29,427	\$37,840
Total, Year to Date	120	104	69
New Residential Units, Year to Date	19	9	8
Smaller Residential projects, Year to Date	68	66	36
Permits For Com/Inds/Inst Units, Year to Date	33	29	25



Note: Fees waived till end of December 2020 is \$150.00

Note: Fees waived till end of December 2019 is \$1994.00

Note: Fees waived till end of December 2018 is \$2022.00



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STAFF REPORT TO COUNCIL

Report No. 12-2021

Date: February 1, 2021

From: Lindsey Veltkamp, Director of Administration/Clerk

Re: 2021 Census of Population

Recommendation:

That the Corporation of the Town of Prescott supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community; and

That staff issues a Media Release and promotes the 2021 Census further on the Town's social media outlets.

Background / Analysis:

Statistics Canada is required by law to conduct a Census of Population every 5 years, with the last Census being conducted in 2016. The 2021 Census is scheduled to take place in May of 2021.

The Census provides valuable information for local governments to assist with developing programs and services as well as a key component with emergency preparedness and crisis management.

The 2021 Census has been designed and tested to be accessible and easy to complete online. Statistics Canada has reached out to municipal Mayors requesting support and to assist in increasing awareness in communities.



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Alternatives:

None

Financial Implications:

None

Attachments:

- 2021 Census Population email, Director General, Census Management Office

Submitted by

Lindsey Veltkamp
Director of Administration/Clerk

Subject: 2021 Census of Population / Recensement de la population de 2021

(La version française suit.)

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca.

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada

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STAFF REPORT TO COUNCIL

Report No. 13-2021

Date: February 1, 2021

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Eastern Ontario's Leadership Council – Commuter Strategy Pilot Projects – Request for Applications

Recommendation:

That Council direct Staff to submit a proposal to the Eastern Ontario's Leadership Council for a commuter service from Brockville to Cardinal in partnership with the City of Brockville, Township of Augusta, and the Township of Edwardsburgh Cardinal.

Background:

On November 16, 2020 Council directed staff to work with the City of Brockville, Township of Augusta, and the Township of Edwardsburgh Cardinal to explore and develop a submission to the Eastern Ontario's Leadership Council (EOLC) for a commuter service running from Brockville to Edwardsburgh Cardinal. The application submission was to be brought back to Council for further review and consideration prior to submission.

Analysis:

On January 14, 2021, the Eastern Ontario's Leadership Council (EOLC) released the Request for Application to the Commuter Transportation Services Pilot Projects. The purpose of the pilot projects is as follows.

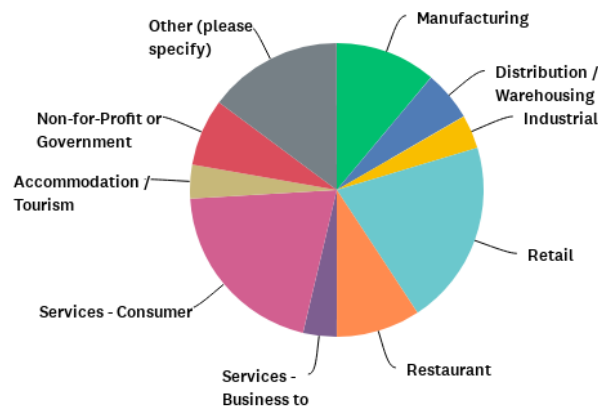
As part of the Commuter Strategy Project (CSP), the Working Group is inviting applications for community-led pilot projects that will design, implement and evaluate solutions to commuter transportation challenges across Eastern Ontario. The EOLC and its Integrated, Intelligent Transportation Systems (i2TS) Working Group anticipates multiple pilot projects to be funded and expects to see different solutions proposed in

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different parts of the region, tailored to meet the needs of current and potential commuters in a financially sustainable way.

To gain a better understanding of the demand for a commuter service a survey was undertaken. This survey was sent to businesses along the County Road 2 route in Augusta, Edwardsburgh Cardinal, and Prescott. The following are highlights from the 54 responses received.

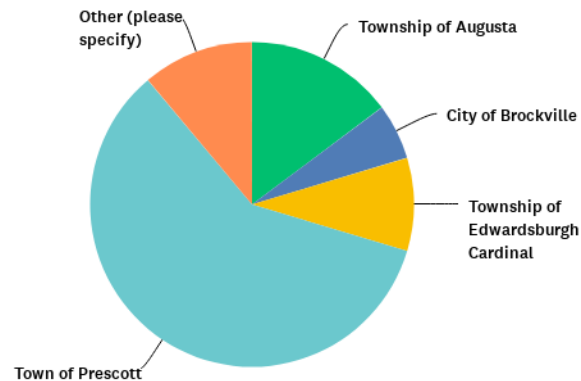
Q1 Please select the category that best describes your business



There was a broad cross section of businesses that responded.

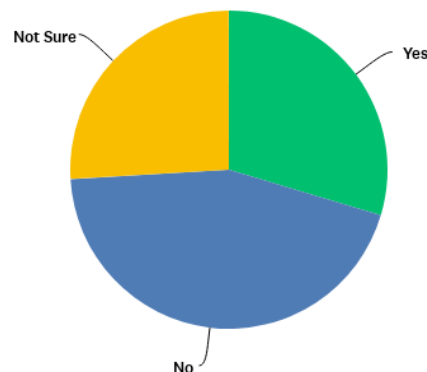
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Q2 Where is your business located?



The majority of businesses that responded were from Prescott, which was expected as there is a larger commercial and industrial sector in Prescott in comparison to Augusta and Edwardsburgh Cardinal.

Q4 Would any of your current employees use a commuter service that runs between Cardinal and Brockville?



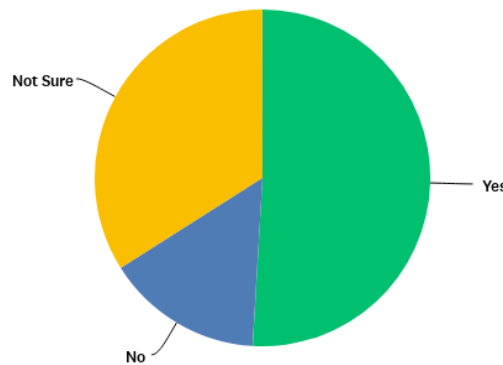
30% of businesses responded that their current employees would use a commuter service while 26% were not sure. 44% of businesses indicated that a commuter service would not be used by its current employees.

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When asked to estimate the number of current employees that would use this service the following was put forward.

Number of Employee Users	Number of Responses	Potential Users
1	7	7
2	8	16
3	4	12
4	2	8
5	2	10
6	1	6
10+	3	30+
Total	27	89+

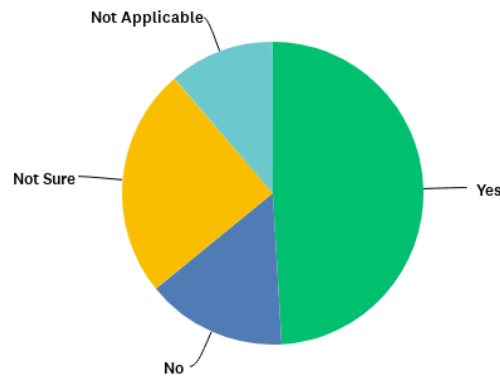
Q8 Would a commuter service that runs between Cardinal and Brockville help you to attract future employees?



51% of businesses identified that having a commuter service would help attract future employees while only 15% said it would not. 34% of businesses were unsure.

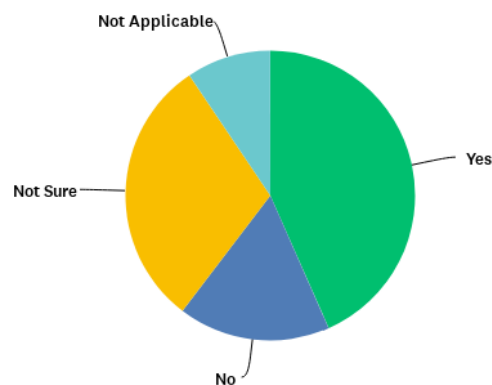
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Q9 Would a commuter service that runs between Cardinal and Brockville be attractive to your current customers?



49% of businesses answered that having a commuter service would be attractive to their current customers.

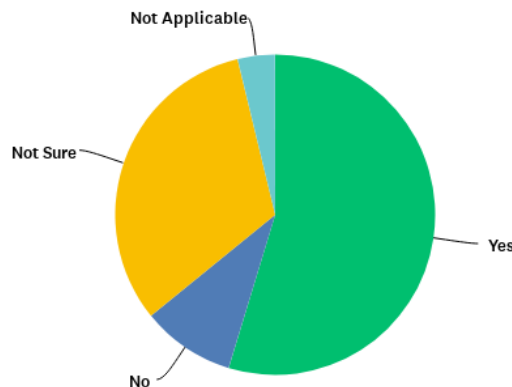
Q10 Would a commuter service that runs between Cardinal and Brockville help to attract new customers?



43% of businesses felt that a commuter service would help attract new customers.

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Q11 Would a commuter service that runs between Cardinal and Brockville help to retain and grow your business in our region?



55% of respondents identified that a commuter service would help retain and grow their business in our region.

Some of the comments and feedback received included the following.

A lot would depend on the frequency of the commuting buses. We have several different shift times that would be possible and they do rotate

Perhaps think of this as part of an integrated strategy to broaden and attract workers to the area. Expect it would take several years for this service to be financially sustainable.

A commuter service between cardinal and Brockville will allow so many more people to be able to conduct their shopping/business/ Dr appointment independently without relying on friends and neighbours

I think routes and times are key

Very proud of our town 🙌 Putting up this effort to gain more business to town and help people to commute

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It's one of the best ideas that has come forward in a long time.

Our organization is just about to launch, and we are planning to run programming at the Maitland Tower site to serve the local community. This would be a TREMENDOUS opportunity to permit students, families, folks without their own cars to take advantage of the work, volunteer and community activities we plan.

This would open up the opportunity for job seekers that we work with, including students, to travel to potential employment opportunities. This is particularly challenging for those living in rural areas.

A very good and environmentally responsible idea

While I like the concept, as a business seasonal with varying workhours (sometimes daily for several employees), it would be hard to define a set bus schedule that would always work. Also more than half of our employees work north of the Cardinal-Brockville corridor so would still have to drive to a pick up/drop off location. In talking to employees along the corridor a few said they would use the service when the schedules align well.

I think this is a wonderful idea and a long time coming. Thank you for working on this plan, hopefully it will be a go. I have worked on transportation issues for the region of L & G and served on working committees four times over 20 years, would be happy to help

We hope this commuter service can start asap

We feel that this could be a wonderful addition to the area especially if and when we can ever do events /weddings again the option of the wellness center

Parking spots for clients that live close by but not on #2 Service to run 3 shifts through the week Cost comparative to driving yourself vs bus

A great for the community. As Maitland Tower activities ramp up and connect to the public, this service would have meaningful benefits including help us employ people who can't afford a car (6++) and more visitors as our parking is limited.

I am not sure there would be enough of a population base to support the initiative. It would be great for rural municipalities to have access to public

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 1 ' 21
Strategic Plan		

transportation but not sure if it can be supported here hence your survey. And we also have to consider the local taxi businesses as well.

Even though this would not benefit my business, I feel it would benefit many others in our community.

This service will help grow our current operation as well as add more consideration for expansion in the Johnstown area. Very excited that this is being looked at.

Multiple runs between Cardinal and Brockville. 7 days a week. Low cost/ passes weekly or monthly. Allowed to have packages/ laundry/ groceries etc.

I feel a commuting bus to Brockville would benefit a lot more as A lot of my clients are from Brockville

Given the numerous taxis a more affordable transit it necessary

Transportation has always been an issue here it feel it could help citizen without transportation. Also a better way to go green.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 1 ' 21
Strategic Plan		

The timelines established by the EOLC for the pilot project are as follows.

Summary of Timeline

Stage/Phase	2021									
Formal Release of Request for Applications	Jan 14									
Final Date for Submission of Proponent Questions About the RFA		Jan 22								
Final Date for Responses to Questions To Be Circulated to All Potential Proponents			Jan 29							
Deadline for Submission of Applications		*		Feb 12						
Deadline for Evaluation of Applications and Notification to Proponents					Feb 26					
Final Date for Approval of Applications with Letters of Agreement Executed						Mar 12				
Target Timeline for Funding Transfers						Mar 19 to April 23				
Timeline for First Six Months of Pilot Projects							Mar 26 to Oct 15			
Evaluation of First Six Months of Pilot Projects								Oct 16 to Nov 19		
Full Evaluation of Commuter Strategy Project										31-Dec

The application is due February 12, 2021. The successful projects will be notified by the end of February. Funding agreements are to be in place by mid-March so that pilot projects can start by April 15, 2021 at the latest.

Based on the feedback received from the survey of the business community, there appears to be a demand for a commuter service that runs between Brockville and Cardinal.

Further work is required to determine the exact details of the service such as hours and days of operation, the exact route, stops along the route, and user fees. These details will be worked on between the four partners as part of the application process and based on feedback from the application to the EOLC.

CSE in Prescott is very supportive of a service such as this being established to help employees looking for work to have access to the services they need to be successful, and for employees to be able get to work at a reasonable cost.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 1 ' 21
Strategic Plan		

Once the outcome of the application is known, a report will come to Council with further details on the commuter model for review and consideration.

Alternatives:

Council could choose not to proceed with an application or pilot project at this this time.

Environmental Implications:

A public commuter service would be environmentally beneficial by reducing the number of vehicles used by employees to commute back and forth to work.

Financial Implications:

The financial implications will be largely based on the frequency of the service. This has yet to be determined however there are several possible concepts which include;

- Monday to Friday service – 3 times per day, morning, noon, afternoon/evening
- Monday to Friday service – Continual service morning to afternoon/evening
- Monday to Friday services plus modified Saturday schedule

As the days and times of the operation are determined, along with the route and stops, the financial model will become clearer.

The EOLC is providing project funding up to \$25,000 for a six-month period. User fees have yet to be determined but will help to defray some of the operating costs while not being too onerous to discourage the population most likely to benefit from this service.

The current model is based on working with the City of Brockville to operate the service using surplus buses and available, experienced bus drivers. Any incremental expenses such as driver salaries and wages, insurance, fuel, and maintenance would be covered by the other municipal partners.

If the pilot project is successful, the municipalities of Augusta, Edwardsburgh Cardinal and Prescott can apply for provincial gas tax funding which is available to municipalities running a bus service and can be used to subsidize the cost.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 1 ' 21
Strategic Plan		

Any additional subsidy required by the municipality could be funded by the modernization grant funding received in 2019.

Attachments:

- EOLC Request for Applications – Commuter Transportation Services Pilot Project – January 14, 2021

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer

REQUEST FOR APPLICATIONS

Commuter Transportation Services Pilot Projects

January 14, 2021

1. Background – Commuter Strategy Project

A significant share of the labour force in Eastern Ontario commutes across municipal boundaries each day, and most do so by private automobile. At the same time as there may be individuals in communities across the region who do not have transportation to get back and forth to work, there are also employers who continue to report real challenges finding employees.

In late 2019, the [Eastern Ontario Leadership Council](#) (EOLC) structured a proposal and sought funding from the Ontario Ministry of Labour, Training and Skills Development (MLTSD) to understand potential demand for commuter-oriented transportation services and support multi-community collaborations to address this type of transportation need. The project includes a component through which multiple stakeholder groups could submit applications for funding support to undertake pilot projects across the region. These pilots would be jointly evaluated by the EOLC and proponents to extract lessons learned and gain insight into ways to improve services for ongoing operation.

2. Purpose of Pilot Projects

As part of the *Commuter Strategy Project* (CSP), the Working Group is inviting applications for community-led pilot projects that will design, implement and evaluate solutions to commuter transportation challenges across Eastern Ontario. The EOLC and its Integrated, *Intelligent Transportation Systems* (i2TS) Working Group anticipates multiple pilot projects to be funded and expects to see different solutions proposed in different parts of the region, tailored to meet the needs of current and potential commuters in a financially sustainable way. The EOLC also encourages applications for commuter transportation services that particularly support essential workers, especially in areas where there are currently no alternatives for those workers (and their employers) other than private automobile.

While the EOLC hopes that proponents will come forward with applications for services that will operate for an extended period of time, there will be an in-region evaluation of all funded projects after six months, to begin the learning process from the pilots. Data and best practices from the evaluation will be shared with pilot project proponents, the EOLC and its funder (MLTSD) as well as with external stakeholders across Ontario and beyond.

3. Total Funding Available

The Commuter Strategy Project has total funding for all projects of between \$100,000 and \$150,000, proposed to be allocated among six to eight projects that are assessed as a) **being operationally viable now** ('developmental' projects will not be considered), with b) **prospects of longer-term financial viability**. Commuter Strategy funding is intended to offset some **upfront costs** (ex. Insurance, marketing costs or minor capital expenditures) or **early operating costs** (before revenues rise to at least breakeven status). Major capital expenditures, such as purchase of vehicles or buildings are ineligible costs).

Proponents should understand from the foregoing that the Commuter Strategy will not likely cover 100 per cent of six-month costs for pilot projects and that the clarity of pilot project budgets will be important to the Evaluation Committee's review of applications. The Evaluation Committee will not use a fixed percentage contribution 'rule' (ex. 20% of total budget) but will consider how best to support upfront costs and/or early operating costs. Proponents are encouraged to highlight these expenses in their budget documentation.

The EOLC also reserves the right to fund projects at different levels based on project specifics. Proponents might expect per project funding to be within a certain range (i.e. \$15,000 to \$25,000) but this range may change based on the EOLC's internal work to maximize the amount of available funds available for pilot project purposes, and the total number of viable project applications. The minimum amount of total funding available for all approved projects is \$100,000.

4. Timeline for Submission of Applications for Pilot Projects

Release of Formal Request for Applications – January 14, 2021

- **Final date for submission of proponent questions about the Request for Applications (RFA) – 5:00 pm EST on January 22, 2021** Questions with respect to individual applications are permitted after the 22nd. The January 22, 2021 deadline is just for questions about this Request for Applications (e.g. clarification on content, deadlines, process). This first phase is to help proponents decide if they wish to participate in the process and if so, understand the types of proposals that are likely to meet with success. Questions should be submitted by email to contact@eolc.info.

Note: By sending a brief email to contact@eolc.info, potential proponents are asked to signal their request for inclusion on circulation of responses to RFA questions. This request is to ensure that all proponents are included in any circulated information and to give the Evaluation Committee an idea of how many potential applicants there might be for pilot project support.

- **Final date for responses to questions to be circulated to all potential proponents – January 29, 2021.** Note that the Evaluation Committee reserves the right to hold an information meeting for any/all interested applicants, by Zoom, at approximately the same time as responses are circulated. This would provide an extra opportunity for proponents to ask questions.
- **Deadline for submission of applications – 4:30 pm on February 12, 2021.** Applications must be received by 4:30 pm EST on Friday, February 12, 2021. Applications should be provided by email to contact@eolc.info and should be in PDF form. One or more PDFs as attachments is acceptable. The Evaluation Committee will confirm receipt of all applications to the email address from which the application was received. Proponents are strongly encouraged to send proposals well before the 4:30 pm deadline to avoid difficulties due to internet outages or other technical issues. A 'heads-up' email to contact@eolc.info, a few hours before the application is actually sent, is encouraged so that the Evaluation Committee will be alerted to any transmittal issues.

5. Timelines for Evaluation, Notification and Funding Transfers for Pilot Projects:

- **Deadline for evaluation of applications and notification to proponents – February 26, 2021.** The Evaluation Committee will review and assess all applications, prepare and present recommendations to the EOLC's I2TS Working Group, secure funding decisions from the Working Group, and notify all applicants of the outcome of their applications no later than Friday, February 26, 2021. In the interests of time, the Evaluation Committee reserves the right to use either email or telephone (or both) for providing notifications.
- **Target Final Date for approval of applications with Letters of Agreement executed – March 12, 2021.** On the Working Group's behalf, the Evaluation Committee will follow up on the communication of funding notification to discuss and execute a Letter of Agreement (LOA) with proponents. The target date of March 12, 2021 has been established to allow for negotiations specific to each successful application. Note that not all LOAs must be concluded at the same time. The Working Group reserves the right to 'stagger' completion of the LOAs (not as a batch) to allow applicants to proceed on an individualized timeline.
- **Target Timeframe for funding transfers – March 19 to April 23, 2021.** The Working Group anticipates that transfer of pilot project funds will begin no earlier than March 19 and will be completed no later than April 23, 2021. Funding transfers will be tied to successful completion of LOAs, proposed start dates for specific pilot project, and any other terms and conditions negotiated in the LOA.

6. Timelines for Operation and Evaluation of Pilot Projects (Summary Chart at End of This Section)

- **Timeframe for First Six Months of Pilot Projects – March 26 to October 15, 2021.** The Working Group anticipates that all funded pilot projects will begin no earlier than March 26, 2021 and no later than April 15, 2021 to allow for a staggered start to pilot projects and ensure that each project will operate for at least six months before any evaluation begins. The latest end date for the six- month pilot period is expected to be October 15, 2021.

- **Timeframe for Evaluation of First Six Months Evaluation of Pilot Projects – October 16 to November 19, 2021.** The Working Group will carry out collaborative evaluations of each pilot project within the October 16 to November 19, 2021 timeframe. Collaborative means that proponents will be active participants in the evaluation process. The Working Group anticipates that the pilot projects that are the first to begin operation will be the first to be evaluated but the timing will be addressed with individual proponents. Note that the Working Group anticipates regular but not burdensome interaction with pilot project proponents as the pilot project progresses. This may reduce the intensity of evaluation activity at the end of the six-month pilot period and will provide an opportunity for pilot project proponents to show how the EOLC funding was/is being utilized.

Note: the EOLC will be carrying out a separate evaluation of the entire Commuter Strategy project (including but not limited to the pilot project phase), before the end of 2021. This must be submitted to the funder by mid-December of 2021 at the latest.

See summary of pilot project process on the following page...

Summary of Timeline

Stage/Phase	2021									
Formal Release of Request for Applications	Jan 14									
Final Date for Submission of Proponent Questions About the RFA		Jan 22								
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Evaluation of First Six Months of Pilot Projects								Oct 16 to Nov 19		
Full Evaluation of Commuter Strategy Project										31-Dec

7. Evaluation of Applications for Pilot Projects

To be considered for pilot project support, the EOLC requires all candidates to submit an application (as outlined in a later stage of this RFA). Applicants will see that this application is similar --- but not identical --- to a Request for Proposal (RFP). The major difference between an RFP and this RFA is that the EOLC anticipates multiple successful pilot projects rather than just one RFP “winner”. Note that the Evaluation Committee will also be looking for a range of different types of solutions (e.g. “models”) reflecting the specific conditions/needs in different parts of the region. In addition, the Evaluation Committee will be looking to support pilot projects in multiple parts of the region.

If there are proposals that are similar in geographic location(s) served or in the type of proposed solution, the Committee reserves the right to select only one application from that group. The Evaluation Committee expressly wishes to maximize the extent of learning through the pilot projects --- for other stakeholders in the region as well as for the EOLC and its funder.

Applications received by the deadline will be assessed by consensus using the scoring system outlined on the following page. Subject to the notations in the scoring chart, all criteria will be weighted equally. A minimum score of 50 must be obtained to be considered for funding.

After the application deadline has passed, all submissions will be reviewed and evaluated by an Evaluation Committee so designated by the EOLC’s I2TS Working Group. Recommendations will be made to the Working Group regarding which applications should be funded and for what amount. The Evaluation Committee will also advise the Working Group if there are applications that are not of sufficient quality to warrant funding support. The Working Group will be advised of any and all applications received by the deadline, regardless of evaluation and recommendation.

Criteria (all criteria will be weighted equally but the Evaluation Committee reserves the right to disqualify applications that do not address criteria 1 or 2.)	Assessment (0 to 10 where 0 is the lowest and 10 is the highest)
1. Description of the commuter transportation challenge to be addressed by the proposed pilot project (target groups and geographic areas; impact of challenge on economy and labour market. <i>Note: the proposed project must cross municipal boundaries (ex. City-county; two counties)</i>)	
2. Quality and extent of evidence to substantiate the existence of the challenge and for demand and service design analysis	
3. Explanation and depth of understanding provided for the proposed service model, and how the proposed model meets the needs of the identified target groups	
4. Depth of relevant experience in similar projects, or in transportation services generally and/or in addressing labour market issues	
5. Description of operational plan (ex. Who will provide the service, key characteristics describing service plan, specific service targets, service areas and routes if applicable)	
6. Quality of marketing and promotional plan	
7. Quality of financial plan and first-year budget	
8. Evidence of operational and financial partnerships and other types of cross-boundary collaborations (including associated governance expertise)	
9. Overall quality and clarity of the application	
Total	
Check box to indicate that mandatory requirements page is complete and attached/submitted	

Once the Working Group has considered and made decision(s) on the Evaluation Committee's recommendations, proponents for all pilot project proposals will be notified --- successful or otherwise. Successful proponents will be required to sign a Letter of Agreement before funding can be released. Note that the proponent's proposal will be attached to the Letter of Agreement as an appendix. The Letter of Agreement will also include a set of mandatory conditions (outlined in this RFA); these conditions include a waiver releasing the Eastern Ontario Leadership Council and their agents from any liability associated with the pilot project.

Commuter Transportation Services Pilot Project Application

Proponents making application to the EOLC for pilot project funding support are strongly encouraged to include the following content in their submission. While there is no maximum number of pages for the submission, proponents are encouraged to be as succinct and clear as possible with additional detail/supporting documentation included as appendices.

Proponents are encouraged to avoid thinking that extensive detail "in the application boxes" enhances prospects for success. Instead refer to the Guidance descriptions following each 'box' and focus on providing clear succinct responses to each section and put supporting detail in the appendices.

The actual application form starts on the following page...

A. Summary of Project and Name

Project Name _____

Lead Proponent _____

Contact Person _____

Contact Person Email Address _____

Summary of Project (four or five sentences maximum; this is just to give the Evaluation Committee the context of your submission):

Guidance for completing this section of the application:

Provide a description and overview of your proposed project. Include details such as the name of the company/companies and other organizations involved, the location of the places of work, the number of employees that could potentially use the service. Add any other details to provide a context for the project.

You may delete the preceding guidance before submitting your application.

B. Description of Commuter Transportation Challenge to Be Addressed

Commuter Transportation Challenge to Be Addressed

Transportation Infrastructure and Services

Impacts of Challenge on Employers, Local Regional Economy and on Commuters

Guidance for completing this section of the application:

Outline the commuting challenges faced by employers, the workforce or other members of the labour force who are seeking work. Describe the existing network for transportation (existing roads or highways, rail or air infrastructure available in the target geographic area as well as any transportation services currently available.

Provide a description how inadequate commuter transportation might be impacting both employers and members of the workforce. Examples: impacts on recruitment/talent attraction and/or retention, costs of recruitment and/or replacement, intensity of recruitment and time to fill positions, inability to maintain staffing for production levels, inability to get back and forth to work for which workers are qualified. Provide information on any employer or employee surveys or expressions of support for the proposed pilot project.

Outline how these transportation challenges translate into business impacts for the employers as well as economic impacts for the community. Describe how the solution will contribute to the local or regional economy and/or provide a catalyst for both short-term economic recovery and ongoing economic benefits for the area.

You may delete the preceding guidance before submitting your application.

C. Evidence that Commuter Transportation is a Barrier to Efficient Labour Market Operation

Evidence Supporting Challenge Description and Solution Options

Sources of Information, Data or Solution Ideas

Guidance for completing this section of the application:

Provide an overview of the research that has been undertaken to arrive at the proposed solution, and any data or other information (evidence) that suggests the proposed solution is a good one and that there is some prospect for medium-long term success.

Note anyone, including transportation services experts/consultants, operators, employers/associations with whom you have been in touch to gather information and/or discuss possible solutions. Outline any articles, studies or other research that has been reviewed to help arrive at the proposed solution.

You may delete the preceding guidance before submitting your application.

D. Demand and Service Design Analysis

Analysis Undertaken to Determine Potential Demand

Analysis in Support of Commuter Transportation Service Design

Guidance for completing this section of the application:

In this section, describe the data/information gathered and analysis completed to support the solution proposed in this application. This includes but may not be limited to:

- a) place of work/place of residence analysis of commuters;*
- b) indications of the number of commuters/persons accessing employment who will use the service; or*
- c) survey results.*

Presentation of data in either chart or map form is acceptable.

You may delete the preceding guidance before submitting your application.

E. Transportation Services and/or Labour Market Experience

Experience Designing, Operating or Funding Transportation Services

Experience in/Understanding of Labour Market Issues

Other Experience Deemed Relevant to Pilot Project Success

Guidance for completing this section of the application:

Provide a description of experience that the lead **proponent or partners** may have with a similar project in the past. This experience can be either directly or indirectly related to a transportation service, to the efficient operation of labour market(s) or to the importance of labour markets to local economies and/or employer success. Examples could be operational experience with a municipal transit service, operating job fairs for employers, direct roles in Human Resources functions.

This section could also include ways in which the proponent(s) may have engaged with employers or employees on projects to address workplace issues (ex. Internal training or development programs, support for employee health and wellness) Interorganizational partnerships and transportation planning and/or operational experience.

You may delete the preceding guidance before submitting your application.

F. Proposed Solution to Commuter Transportation Needs

Description of Model/Solution and Services to Be Offered

Operator(s) or Other Third Parties Engaged

Service Design and Logistics

Guidance for completing this section of the application:

Describe the proposed model or solution to the specific commuter transportation challenge identified, including the mode(s) of travel to be used singly or in combination, whether new services will connect to/extend existing services to address currently unmet needs.

Describe the design of the service (routes, timing, on demand/scheduled etc) and explain why this is the best design for the challenge being addressed. Demonstrate how the particular target groups or geographic areas will be served by the proposed solution.

Identify any third parties that will be part of the service and the role(s) they will play. Identify any other infrastructure required to make the solution work and note if these project components have been confirmed. Explain how commuters will access the proposed service.

You may delete the preceding guidance before submitting your application.

G. Proposed Financial Plan and First-Year Budget

Description of Operating Costs and any Capital Costs for the First Year of Service

(indicate which costs that EOLC financial support might be used to address)

Description of Anticipated Revenue Source(s) and Other Financial Contributors

Projection of Time to Breakeven

Identify Ridership Segments to Contribute to Revenues

Financial Host/Sponsor

Guidance for completing this section of the application:

Provide a description of the proposed financial plan for the pilot project, including operating costs --- leasing, fuel, salaries, insurance, maintenance etc.--- (and how they were determined), as well as capital costs (and how they will be covered) Describe any other upfront costs for the solution, including how they will be covered.

Describe the revenue model for the proposed pilot project (what sources of revenue, assumptions behind projections, revenue amounts from each source). Describe any other **identified** opportunities for funding including grants or user fees; and indicate if any are confirmed at the time of application submission. Describe how the revenues are expected to change over the next several years and at what point the proposed service would be operating on at least a breakeven basis or be financially sustainable. Consolidating financial information in an Excel attachment would be appreciated.

Provide the name of the organization that will serve as the financial host/sponsor and/or provide financial oversight.

You may delete the preceding guidance before submitting your application.

H. Marketing and Promotion

Profiles of Anticipated Service Users

Marketing Outreach and Promotion Tactics

Timing and Duration of Marketing Efforts

Handling Enquiries and Signing Up Clients

Customer Satisfaction Tracking

Guidance for completing this section of the application:

Describe the most likely users of the proposed service --- whether commuters themselves or employers --- and how the service design has been tailored to address their needs.

Lay out the tactics (media, techniques) to be used to bring the pilot project to the attention of these users.

Explain the pricing model(s) to be used (ex. Per trip fare, subscription, per trip subsidy etc.)

Describe when and for how long particular marketing efforts will take place and how the operations team will handle enquiries and encourage potential employers and riders/users to sign up.

Note any plans to monitor 'customer' satisfaction, identify and enact improvements within the first six months of the proposed service.

You may delete the preceding guidance before submitting your application.

I. Pilot Project Management

Description of Governance Structure

Partnerships, Collaborations and Senior Management Support

Description of Operational Management, Roles and Responsibilities

Guidance for completing this section of the application:

Provide an overview of the governance structure for the project (ex. Lead organization, integrated into existing organization, financial management, project accountability and evaluation), and how the pilot project will be managed both during and after the pilot phase and after the pilot project. If the pilot project has multiple partners, explain how partners participate and the composition of any committee/forum for shared decision-making.

Outline the support for this project from senior levels of the lead organization including potentially the CEO/CAO or General Manager/Executive Director. Provide a letter or email confirming that this support includes management resources to be dedicated to this pilot project during the pilot project. In addition, note any partnerships, collaborations or subcontracting arrangements that may be in place to deliver a successful project. Letters of support may be included as an appendix to the submission or attached to the transmittal email.

Describe how day-to-day operational management will be handled, including pilot project leadership, and major operational roles (ex. operational oversight, marketing and promotion, customer relations, financial management, ongoing evaluation and making any necessary changes to the system.)

You may delete the preceding guidance before submitting your application.

Mandatory Requirements:

(include a completed copy of this page with your application)

Proponents should check the boxes beside each mandatory requirement and initial each one to signify understanding of and agreement with these requirements. The completed mandatory requirements form (this page) must be included in/attached to the formal application.

- ☐ **Ability and willingness to sign a waiver releasing the EOLC from liability for any/all risks associated with the pilot project**

Initial: _____

- ☐ **Ability and willingness to implement required protocols related to COVID-19 health and safety**

Initial: _____

- ☐ **Ability and willingness to ensure that any and all services offered will be provided by qualified personnel and within the legal and other regulations associated with provision of passenger transportation services in the Province of Ontario**

Initial: _____

- ☐ **Ability and willingness to participate in an evaluation of the pilot project (first six months)**

Initial: _____

Initialed by: _____

Organization: _____

Role/Title/Position _____

Additional Background:

Ability and Willingness to Participate in Pilot Project Evaluation

All funded pilot projects will be evaluated by the EOLC as part of the funding agreement with the Ministry of Labour, Training and Skills Development (MLTSD). Acting as a representative of the EOLC, the Project Coordinator will be in touch with funded projects, to track pilot projects' progress, at the beginning of the pilot phase (six months) and no less frequently than every 60 days as the pilot unfolds,

After six (6) months, the Project Coordinator will work with project proponents to undertake a formal (written) evaluation. The formal evaluation will be shared with the funder (MLTSD) with a summary posted in the public domain for the purpose of helping other communities learn from Eastern Ontario's efforts. Proponents will be required to share basic statistics associated with their pilot project and will be able to view and comment on the formal evaluation and summary before they are shared with others.

The evaluation of the pilot project at the six-month mark will include but may not be limited to these criteria:

- ☐ Ridership/User volumes, as compared to pre-launch targets and growth projections
- ☐ Stakeholder satisfaction information (from employers, riders/commuters and potentially other stakeholders with direct involvement in the pilot project)
- ☐ Evidence of pilot project's contribution to addressing a commuter transportation challenge, economic recovery and/or efficient operation of the local/regional labour market
- ☐ Overall financial performance over the first six months, in comparison to projection
- ☐ Degree to which proponents learned and adapted (if required) throughout the six-month pilot period
- ☐ Quality of governance, operational and financial management, including being able to sustain partnerships or collaborations that were the basis for pilot project design
- ☐ Ability to articulate lessons learned and/or best practices that would be useful to others seeking to address commuter transportation services.

Note that the EOLC will be responsible for providing the funder with a consolidated report on all pilot projects, as part of a comprehensive project report.

Page 20 of 20

Request for Applications - EOLC Commuter Transportation Services Pilot Projects

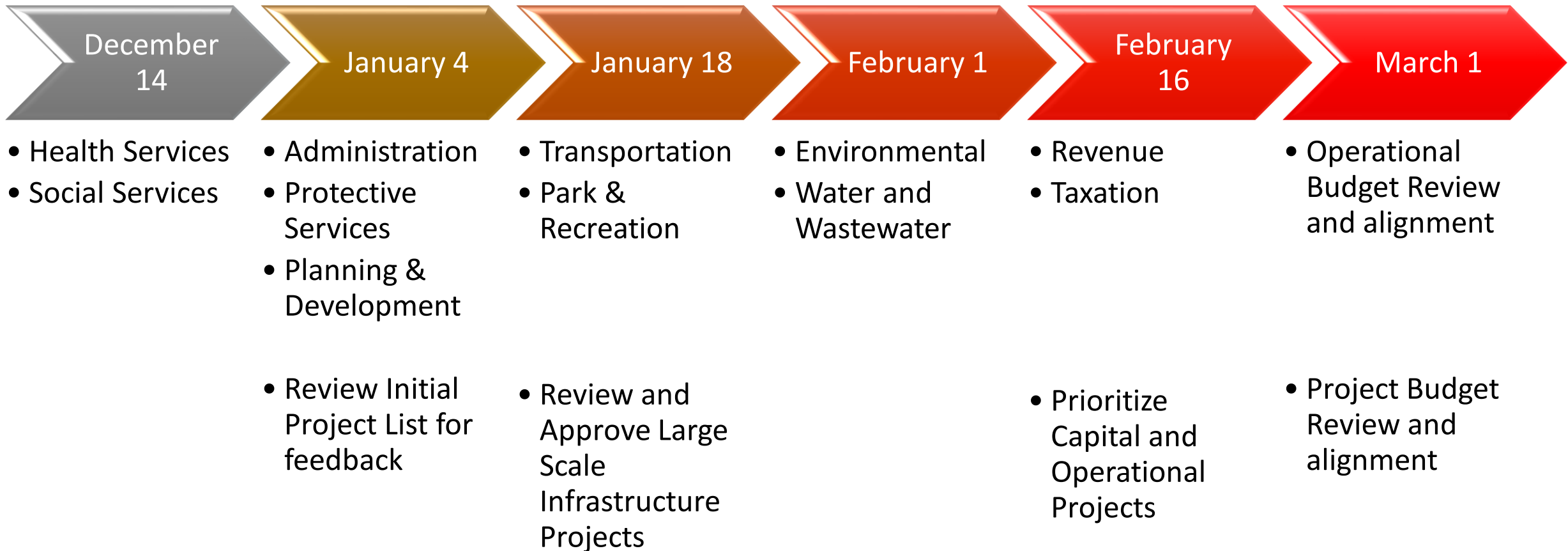
2021 Operational Budget – February 1, 2021



Topics

- Budget Timeline
- Environmental
- Water & Wastewater

Budget Timeline



Environmental Services

- Storm Sewers
- Waste Collection
- Waste Disposal
- Waste Diversion

Environmental Expenses

	2020 Budget	2020 Projection	2021 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Storm Sewers	69,300	60,577	69,300	-	8,723		1,000
Waste Collection	108,000	108,683	111,700	3,700	3,017		2,000
Waste Disposal	46,000	76,768	82,500	36,500	5,732	Cost per tonne increase	-
Waste Diversion	84,200	106,932	112,700	28,500	5,768	Compost attendant & cost to put recycling into recycling stream	4,700
Total	307,500	352,960	376,200	68,700	23,240		7,700
% Change				+22.3%	+6.6%		

Water and Wastewater

- Wastewater Collection
- Wastewater Treatment Plant
- Water Treatment Plant
- Water Distribution

Water Budget

- The Water Budget is made up of two components
 - Water Treatment – starts at the water intake pipe in the St. Lawrence through the water treatment plant and stops at the treated water leaving the treatment plant
 - Water Distribution – starts the pipes receiving the treated water leaving the water treatment plant, includes the watermains in the roads, water tower and water hydrants
 - Water revenues are required to cover the cost of operating and replacement of the of the water system without property tax subsidization

2021 Water Budget

	Total	Water Treatment	Water Distribution	Transfer to Reserves
Revenue		48%	52%	
Water Charges	1,216,550	583,945	632,605	
Interest	10,000	3,075	6,925	
Occupancy Changes	1,850	-	1,850	
Total Revenue	1,228,400	587,020	641,380	
Expenses				
Salaries / Allocation	271,833	65,519	206,314	
Supplies	227,550	135,800	91,750	
Services	464,961	267,561	197,400	
Debt Payments	16,965	-	16,965	
Reserves Contribution	247,091	118,140	128,951	247,091
Total Expenses	1,228,400	587,020	641,380	247,091

Wastewater Budget

- The Wastewater Budget is made up of two components
 - Wastewater Collection – the lot line of each property and includes the sanitary sewer pipes in the ground, wastewater pumping stations, and the sanitary sewer manholes
 - Wastewater Treatment Plant – starts at the end of the wastewater collection lines enter the plant and ends with the pipe leading into the St. Lawrence River that discharges treated wastewater
 - Wastewater revenues are required to cover the cost of operating and replacement of the of the wastewater system without property tax subsidization

2021 Wastewater Budget

	Total	Wastewater Treatment	Wastewater Collection	Transfer to Reserves
Revenue		68.75%	31.25%	
Water Charges	1,546,750	1,063,389	483,361	
Interest	82,593	82,593	-	
EC Share	71,329	71,329	-	
Occupancy Changes	1,950	-	1,950	
Total Revenue	1,702,622	1,217,311	485,311	
Expenses				
Salaries / Allocation	136,125	66,829	69,296	
Supplies	453,633	383,733	69,900	
Services	423,340	316,110	107,230	
Debt Payments	384,977	343,827	41,150	
Reserves Contribution	304,547	106,812	197,735	304,547
Total Expenses	1,707,622	1,217,311	485,311	304,547

Water and Wastewater Budgets

	2020 Budget	2020 Projection	2021 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Revenue							
Wastewater	1,689,129	1,655,084	1,702,622	13,493	47,538	No increase included	
Water	1,230,440	1,235,080	1,228,400	(2,040)	(6,680)	No increase included	
Total	2,919,569	2,890,164	2,931,022	11,453	40,858		
Expenses							
WW Collect	484,448	492,924	485,311	864	(7,613)		197,735
WW Treat	1,204,681	1,162,160	1,217,311	12,630	55,151		106,812
W Treatment	590,610	592,930	587,020	(3,591)	(5,910)		118,140
W Distribute	639,830	642,150	641,380	1,550	(770)		128,951
Total	2,919,569	2,890,164	2,931,022	11,453	40,858		551,538

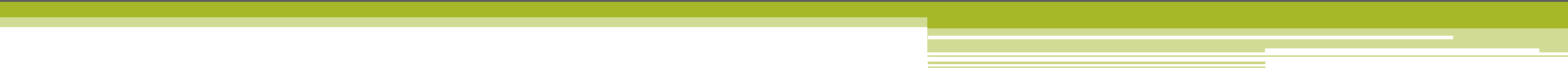
Summary to Date Expenses

	2020 Budget	2020 Projection	2021 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Health Services	350,088	342,210	332,368	(17,720)	(9,842)		-
Social Services	752,821	718,789	763,072	10,251	44,283		-
Administration	1,294,773	1,249,636	1,296,514	1,741	46,878		255,517
Protective Services	2,187,833	2,106,708	2,190,772	2,939	84,064		300,000
Planning	66,824	65,445	72,840	6,016	7,395		-
Transportation	2,259,691	2,124,780	2,278,325	18,634	153,545		37,500
Parks & Recreation	1,573,507	1,373,591	1,592,280	18,773	218,690		367,485
Environmental	307,500	352,960	376,200	68,700	23,240		7,700
Joint Services Adjustment	-	-	(25,039)	(25,039)	(25,039)	Based on Draft Budget	-
Total	8,793,037	8,334,119	8,877,333	84,296	543,214		968,202
% Change				+1.0%	+6.5%		
Water & Wastewater	2,919,569	2,890,164	2,931,022	11,453	40,858		551,538
Total	11,712,606	11,224,283	11,808,355				

Next Budget Meeting – February 16, 2021

Topics

- Revenue & Taxation
- Economic Development & Tourism Expenses
- Project Prioritization





Departmental Statement
Storm Sewers

Fund 00
Dept 421

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Expenses								
Contracted Services	21,667	11,295	10,371	17,503	26,000	26,000	-	
Debenture Payments	35,250	35,062	188	42,075	42,300	10,575	(31,725)	
Transfer to Reserves	833	833	0	1,000	1,000	32,725	31,725	
Total	57,750	47,191	10,559	60,577	69,300	69,300	-	

Departmental Statement Waste Collection

Fund 00
Dept 440

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Expenses								
Garbage Bags	16,667	20,466	(3,799)	20,466	20,000	23,000	3,000	
Waste Collection	70,833	76,946	(6,113)	85,124	85,000	85,600	600	
Other	833	1,093	(259)	1,093	1,000	1,100	100	
Transfer to Reserves	1,667	1,667	(0)	2,000	2,000	2,000	-	
Total	90,000	100,172	(10,172)	108,683	108,000	111,700	3,700	



**Departmental Statement
Waste Disposal**

Fund 00
Dept 450

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2020	2020	2021	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Waste Disposal Contracts	38,333	56,248	(17,915)	76,768	46,000	82,500	36,500	
Total	38,333	56,248	(17,915)	76,768	46,000	82,500	36,500	

**Departmental Statement
Waste Diversion**

Fund 00
Dept 460

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Revenue								
Grants Operating	31,250	27,457	(3,793)	36,609	37,500	35,570	(1,930)	
Waste Diversion	208	255	47	255	250	180	(70)	
Waste Diversion	-	-	-	-	-	-	-	
Total	31,458	27,712	(3,746)	36,864	37,750	35,750	(2,000)	
Expenses								
Salaries & Benefits	-		-	12,582	-	15,000	15,000	Compost Site
External Printing Costs	-	536	(536)	536	-	600	600	
Other	-	1	(1)	1	-	-	-	
Advertising Community	2,083	985	1,099	1,198	2,500	1,200	(1,300)	
Other expenses	833	-	833	-	1,000	-	(1,000)	
Diversion Contract	63,333	62,690	643	75,228	76,000	74,200	(1,800)	
Drop Off Fees	-	-	-	12,686	-	17,000	17,000	
Transfer to Reserve	3,917	3,917	(0)	4,700	4,700	4,700	-	
Total	70,167	68,129	2,038	106,932	84,200	112,700	28,500	

Departmental Statement Water Revenue

Fund 00
Dept 432

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Revenue								
Water Residential	690,271	561,041	(129,230)	838,865	828,325	838,900	10,575	
Water Commercial	133,627	113,028	(20,598)	176,319	160,352	176,300	15,948	
Owner Occupancy Change	1,750	1,065	(685)	1,836	2,100	1,850	(250)	
Water Sprinklers	6,922	5,243	(1,679)	7,864	8,306	7,850	(456)	
Interest Earned on Investments	33,667	-	(33,667)	15,792	40,400	10,000	(30,400)	
Water Other Municipalities	74,632	60,224	(14,408)	90,852	89,558	90,800	1,242	
Water Garden Taps	84,499	68,979	(15,520)	102,738	101,399	102,700	1,301	
Recovered Cost	-	814	814	814	-	-	-	
Total	1,025,367	810,393	(214,973)	1,235,080	1,230,440	1,228,400	(2,040)	

**Departmental Statement
Water Treatment**

Fund 00
Dept 431

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Expenses								
Administrative Allocation	46,997	46,997	(0)	56,396	56,396	65,519	9,123	
Repairs	8,333	1,046	7,288	1,255	10,000	10,000	-	
Hydro	75,000	70,529	4,471	84,635	90,000	90,000	-	
Heat	5,417	9,059	(3,642)	10,870	6,500	12,000	5,500	
Liability Insurance	7,917	7,425	492	10,691	9,500	11,400	1,900	
Data Communications	3,167	3,288	(122)	3,946	3,800	4,000	200	
Building & Contents Insurance	6,625	6,609	16	7,931	7,950	8,400	450	
Contracted Services	25,833	4,620	21,214	5,544	31,000	30,000	(1,000)	
Security Services	250	-	250	-	300	-	(300)	
Transfer to Reserves	118,552	118,551	1	179,444	142,262	118,140	(24,122)	
Water Treatment Contract	194,086	193,515	571	232,218	232,903	237,561	4,658	
Total	492,176	461,638	30,538	592,930	590,611	587,020	(3,591)	

**Departmental Statement
Water Distribution**

Fund 00
Dept 432

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Revenue								
Water Residential	690,271	561,041	(129,230)	838,865	828,325	838,900	10,575	
Water Commercial	133,627	113,028	(20,598)	176,319	160,352	176,300	15,948	
Owner Occupancy Change	1,750	1,065	(685)	1,836	2,100	1,850	(250)	
Water Sprinklers	6,922	5,243	(1,679)	7,864	8,306	7,850	(456)	
Interest Earned on Investments	33,667	-	(33,667)	15,792	40,400	10,000	(30,400)	
Water Other Municipalities	74,632	60,224	(14,408)	90,852	89,558	90,800	1,242	
Water Garden Taps	84,499	68,979	(15,520)	102,738	101,399	102,700	1,301	
Recovered Cost	-	814	814	814	-	-	-	
Total	1,025,367	810,393	(214,973)	1,235,080	1,230,440	1,228,400	(2,040)	
Expenses								
Salaries & Benefits	163,876	185,498	(21,623)	222,598	196,651	206,314	9,663	
Training Mileage	4,333	-	4,333	-	5,200	5,200	-	
Training Accommodation	3,250	-	3,250	-	3,900	3,900	-	
Training Meals	750	-	750	-	900	900	-	
Training Fees	6,083	878	5,206	1,053	7,300	7,300	-	
Conference Fees	625	668	(43)	802	750	800	50	
Membership Fees	583	290	293	348	700	650	(50)	
Health & Safety Supplies	417	221	196	265	500	500	-	
Insurance	2,583	2,403	180	2,884	3,100	4,200	1,100	
Other Expenses	83	29	55	34	100	100	-	
Advertising Community	333	87	246	104	400	400	-	
Maintenance Supplies	15,833	3,542	12,291	4,250	19,000	19,000	-	
Hydro	917	1,109	(192)	1,331	1,100	1,400	300	
Telephone	333	346	(13)	415	400	400	-	
Cellular Service	1,292	1,089	203	1,307	1,550	1,400	(150)	
Data	333	254	79	305	400	400	-	
Tools	-	1,114	(1,114)	1,337	-	1,500	1,500	
Equipment Tools	8,333	-	8,333	-	10,000	10,000	-	
Parts	833	-	833	-	1,000	1,000	-	
Building & Contents Insurance	1,667	1,545	-	1,854	2,000	1,900	(100)	
Pipe Fittings	25,000	2,613	22,387	3,136	30,000	30,000	-	
Uniforms / Clothing	667	-	667	-	800	800	-	
Contracted Services	83,333	14,290	69,044	57,148	100,000	100,000	-	
Legal Fees	4,167	-	4,167	-	5,000	5,000	-	
Engineering Fees	8,333	5,943	2,390	7,132	10,000	10,000	-	
Contracts	2,000	-	2,000	-	2,400	2,400	-	
Water Distribution Contracts	62,500	19,468	43,032	43,361	75,000	75,000	-	

Departmental Statement Water Distribution

Fund 00
Dept 432

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Bad Debts	4,167	2,334	1,832	2,801	5,000	5,000	-	
Transfer to Reserves	74,016	74,012	4	222,166	88,819	128,951	40,132	
Debenture Payments	56,550	56,266	284	67,519	67,860	16,965	(50,895)	
Total	533,192	373,999	159,071	642,150	639,830	641,380	1,550	
						-		
						641,380.00		



Departmental Statement
Wastewater Revenue

Fund 00
Dept 412

	Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2020 Projection	2020 Budget	2021 Budget	(Lower)	
Revenue								
Waste Water	1,284,148	1,039,785	(244,363)	1,546,745	1,540,977	1,546,750	5,773	
ED/C Charge	52,883	-	(52,883)	63,458	63,459	71,329	7,870	
Owner Occupancy Change	1,750	1,530	(220)	1,836	2,100	1,950	(150)	
Interest	68,828	(82,579)	(151,407)	43,045	82,593	82,593	-	
Total	1,407,608	958,736	(448,872)	1,655,084	1,689,129	1,702,622	13,493	

**Departmental Statement
Waste Water Collection**

Fund 00
Dept 411

	Year-to-Date			Total 2020 Projection	Total 2020 Budget	Total 2021 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Allocation	57,747	55,565	2,182	69,296	69,296	69,296	-	
Insurance	6,750	6,352	398	8,384	8,100	8,800	700	
Staff Training	4,583	-	4,583	-	5,500	5,500	-	
Repairs	15,833	-	15,833	-	19,000	19,000	-	
Hydro	27,500	27,908	(408)	33,490	33,000	35,200	2,200	
Heat	583	524	59	629	700	700	-	
Building Insurance	583	558	25	670	700	700	-	
Contracted Services	70,833	69,316	1,517	83,179	85,000	85,000	-	
Property Taxes	1,750	-	1,750	2,208	2,100	2,230	130	
Debenture Payments	137,142	136,451	691	163,741	164,570	41,150	(123,420)	
Transfer to Reserves	63,735	63,820	(85)	131,327	76,482	197,735	121,253	
Insurance Claims	16,667	-	16,667	-	20,000	20,000	-	
Total	403,707	360,494	43,213	492,924	484,448	485,311	863	

**Departmental Statement
Waste Water Treatment**

Fund 00
Dept 412

	Year-to-Date			Total 2020 Projection	Total 2020 Budget	Total 2021 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Revenue								
Waste Water	1,284,148	1,039,785	(244,363)	1,546,745	1,540,977	1,546,750	5,773	
ED/C Charge	52,883	-	(52,883)	63,458	63,459	71,329	7,870	
Owner Occupancy Change	1,750	1,530	(220)	1,836	2,100	1,950	(150)	
Interest	68,828	(82,579)	(151,407)	43,045	82,593	82,593	-	
Total	1,407,608	958,736	(448,872)	1,655,084	1,689,129	1,702,622	13,493	
Expenses								
Liability Insurance	4,986	4,699	286	5,581	5,983	5,861	(122)	
Repairs	125,967	1,315	124,651	151,160	151,160	180,440	29,280	
Hydro	132,990	103,574	29,416	139,098	159,588	142,241	(17,347)	
Heat	7,657	6,736	920	8,084	9,188	8,326	(862)	
Water	625	1,239	(614)	1,332	750	750	-	
Telephone	1,788	1,784	5	2,140	2,146	2,183	37	
Property Tax	9,648	9,978	(331)	11,104	11,577	11,215	(362)	
Building - Insurance	13,022	12,274	747	14,989	15,626	15,738	112	
Service Fees	13,913	14,991	(1,078)	16,646	16,695	16,979	284	
Contracted Services	54,599	65,483	(10,884)	65,519	65,519	66,829	1,310	
Engineering Fees	4,663	862	3,801	5,595	5,595	5,495	(100)	
Water Treatment Contract	254,521	273,238	(18,717)	304,524	305,425	310,615	5,190	
Debenture Payments	286,523	343,827	(57,305)	343,827	343,827	343,827	-	
Transfer to Reserves	93,002	92,999	2	92,561	111,602	106,812	(4,790)	
Total	1,003,901	933,000	70,901	1,162,160	1,204,681	1,217,311	12,630	

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 05-2021

A BY-LAW TO PROVIDE FOR THE LICENSING AND REGISTERING OF ANIMALS AND PROHIBITING THEIR RUNNING AT LARGE, FOR REGULATING KENNELS AND TO REGULATE THE KEEPING OF ANIMALS IN THE TOWN OF PRESCOTT

Being a by-law to provide for the licensing and registering of animals and prohibiting their running at large, for regulating kennels, and to regulate the keeping of animals in the Town of Prescott.

WHEREAS the *Municipal Act*, R.S.O. 2001, c. M25, Section 11, authorized the Councils of municipalities to pass by-laws with respect to animals;

AND WHEREAS the Council of the Corporation of the Town of Prescott deems it necessary to pass such a by-law.

AND WHEREAS the Council of the Corporation of the Town of Prescott passed By-law 23-94 that was last amended by By-law 01-2006 being a By-law to provide for the control of animals within Prescott;

AND WHEREAS Council wishes to update the by-law and deems it expedient to enact a new animal control by-law.

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

DEFINITIONS

For the purpose of the By-law,

"Animal" means any living non-human species that is kept as regardless of whether it is domesticated, raised for commercial purposes, used for work or hobby such as breeding, showing, sporting or as a pet.

"Animal Care" means a home occupation which meets the requirements of the Zoning By-law of Prescott in which a residence is used to provide services to animals including grooming, walking or supervising in which the control of the animal is not the owner of the animal but the animals involved shall never exceed the numbers allowed under the animal control by-law.

"Animal Control Officer" shall mean a person or person appointed by the Corporation of the Town of Prescott to enforce the By-law provisions.

"Animal Hospital" shall mean a building or part of a building that is used solely by veterinarians, their staff and their patients for the purpose of consultation, diagnosis and office treatment.

"Cat" means a male / female cat of this species felis catus,

"Clerk" shall mean the Clerk for the Corporation of the Town of Prescott.

"Control" shall include care and custody, and having at all times the ability to manage, direct, restrict and restrain the movements of the animal.

"Dog" means a male / female dog of this species canis familiaris.

"Dwelling Unit" means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

"General Fees and Rates By-law" means the current General Fees and Rates for Various Services provided by the Municipality By-law as adopted by the Council of the Town of Prescott.

"Guide Dog" shall mean a dog trained and certified as a guide for the blind, hearing impaired or other handicap, and used as such.

"Keep" means to have temporary or permanent custody or control of an animal and **"keeps"** and **"kept"** have corresponding meanings.

"Kennel" shall mean:

- i. A place or confine where purebred dogs are bred and raised and recorded in the Register for the Canadian Kennel Club Incorporated, or;
- ii. A place or confine where dogs are bred or raised as a recognized class, or as a class designated as "purebred" in the Regulations of the aforesaid Club, or;
- iii. A place where Working Dogs are kept, or;
- iv. An establishment or premises other than a Veterinary Hospital or pet shop where four (4) or more dogs are kept for commercial purposes including, but not limited to, boarding, propagation and treatment.

"Licence" for the purpose of this By-law shall be deemed to be the receipt issued by the Town or its authorized agent on payment of the appropriate licence fee.

"Livestock" for the purpose of this By-law shall be cattle, goats, swine, mink, fox, sheep, nutria, horses, donkeys, ponies, mules, chickens, llamas and other similar animals.

"Minor" means a person who has not attained the age of eighteen years.

"Muzzle" means to place a humane fastening or covering device over the mouth of a dog that is of adequate strength to prevent it from biting, and **"muzzled"** has corresponding meanings.

"Owner" shall include any person, organization or corporation who possesses or harbours a pet and where the owner is a minor, shall include the person responsible for the custody of the minor. Owns or owned shall have a corresponding meaning and shall include a person or persons who are temporarily the keeper of pets through animal care use.

"Outside Dog" shall mean a dog which is kept as a pet on residential property and is regularly kept outside the residence and associated out buildings on a full-time basis.

"Person" shall mean any individual, firm, incorporated group, business entity or club to whom the context can apply.

"Pet Enclosure" a place, confine, or structure, constructed of appropriate material to prevent the pet from running at large.

"Police Work Dog" shall mean a dog trained to aid law enforcement officers and is actually being used for Police work purposes for the protection of the public and can mean the investigation of crime and the apprehension of law violators.

"Pound" shall mean such premises and facilities designated by the Town for the keeping and impounding of animals.

"Pound Keeper" shall mean a person, persons, Association or Society appointed by the Town to maintain and administer the pound.

"Purebred" shall mean

- i. Registered or eligible for registration in the register of The Canadian Kennel Club Incorporated, or;
- ii. Of a class designated as purebred in the regulations.

"Running At Large" is an animal found in any place other than the premises of the owner of the animal and not under control of any person.

"Society or Humane Society" means the Branch or Affiliate of the Ontario Humane Society (Ontario Society for the Prevention of Cruelty to Animals (OSPCA)).

"Tag" means a metal disc bearing a registration number for the animal for which it has been issued by the Town.

"Town" means The Corporation of the Town of Prescott.

"Under Control" an animal is not under control of a person unless it is on a leash or lead.

"Vicious Dog" means any dog known to have a propensity, tendency, or disposition to attack domestic animals or humans, without provocation, or any dog which has bitten another domestic animal or human without provocation.

"Wild Animal" means a living creature that is not a plant, and is untamed or domesticated, in a natural state.

1. SUPERVISION

- a. Not more than a total of three (3) dogs or four (4) cats with a combined household maximum of five (5) dogs and cats, shall be kept in or about any dwelling unit in an urban area. This section does not apply to:
 - i. The operation of a kennel for the purpose of breeding or boarding animals which complies with the Municipal Zoning By-law;

- ii. An animal Hospital owned and operated by a Veterinarian licensed by the Ontario Veterinarian Association;
 - iii. Pet Store;
 - iv. An Ontario Humane Society Shelter, or a Pound, which complies with the Town's Zoning By-laws;
 - v. This Section does not apply to animals under the age of three (3) months.
- b. Any person who is so required by the Town, or its authorized agent, shall forthwith deliver to the Town, or its authorized agent, a statement in writing showing the number of dogs and cats owned by such person or habitually kept upon the premises for which such person is assessed as owner or otherwise.
 - c. Any concerns in regards to any dog or cats health and care shall be referred to the Town.

2. ANIMAL LICENSING RESTRICTIONS AND REGULATIONS

- a. The Owner of any dog or cat shall, on the first day of January in each year, or as soon thereafter as such dog or cat shall attain the age of three (3) months, cause the dog or cat to be registered, numbered, described and licensed by the Municipal Offices in the Town or at such other place as Council may from time to time designate.
- b. Any owner of another domestic pet can purchase a pet tag for their animal which will be sold to them at the same rate.
- c. Guide Dogs and Police Working Dogs are exempt from the fees as outlined in this bylaw, but must be registered.
- d. Each Owner, upon the registration of a dog or cat and application for a dog or cat licence, shall be furnished with a tag. The tag shall be kept securely fixed on the pet at all times until the tag is replaced.
- e. A licence fee per dog or cat, as detailed in this By-law, shall be paid regardless of the number owned.
- f. Each tag shall bear a registration number for/and in the year in which it was issued. A record shall be kept by the Animal Control Officer for the purpose of showing the name and address of the owner and the registration number of the tag. The replacement fee for lost tag is as set out in the Town's General Fees and Rates By-law to this By-law.
- g. All dogs, cats or pets shall be scanned for micro-chips. However, this does not eliminate the requirement for a required "tag" by an owner.

3. KENNEL / COMMERCIAL KENNEL LICENCE AND REGULATIONS

- a. Any new applicant for a Kennel Licence for a Kennel / Commercial Kennel not previously licenced must first obtain confirmation that the property location of such Kennel complies with the requirements of the Town's Zoning By-laws. Failure to obtain a Kennel Licence will result in a charge under the *Provincial Offences Act*.

- b. The owner of a Kennel / Commercial Kennel, shall pay the annual licence fee as detailed in the General Fees and Rates By-law to the Town as a licence for all dogs composing such Kennel provided that the owner of such Kennel / Commercial Kennel holds a current Kennel licence issued by the Clerk of the Town. Failure to renew a Kennel Licence while continuing to operate a Kennel will result in a charge under the *Provincial Offences Act*.
- c. All Kennel Licences shall be due on the first day of January in each year. The deadline for renewing a licence shall be as per the Town's General Fees and Rates By-law.
- d. Where the owner of a Kennel keeps dogs outside of a commercial unit, they shall be kept in a pet enclosure.
- e. It shall be unlawful for any person to keep, use or maintain within the Town any Kennel / Commercial Kennel in such a manner that the same is found by the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) to be nauseous, foul or offensive or a public nuisance, and upon such a finding any licence therefore may be revoked by the Municipal Council.
- f. If, in the opinion of the Manager of By-law of the Town, a Kennel becomes a public nuisance then the Kennel / Commercial Kennel licence may be revoked.

4. PET ENCLOSURES

- a. A pet enclosure shall be constructed in such a manner as to prevent a dog or cat from running at large.
- b. The location of a pet enclosure shall comply with the accessory structure requirements of the Town's Zoning By-law.

5. ANIMALS THAT ARE A PUBLIC NUISANCE AND / OR RUNNING AT LARGE

- a. No person who owns, harbours or possesses any animal shall allow the animal to run at large.
- b. No person who owns, harbours or possesses any animal shall allow the animal to trespass on private property even when on a leash.
- c. Any person who owns, harbours or possess any animal shall maintain the animal under control and on a leash at all times when not on the owner's property.
- d. Section 5 a. & c. above, do not apply to Guide Dogs, Police Work Dogs and Working Dogs while lawfully engaged in their work.
- e. In addition, no owner, possessor or harbourer of a vicious animal shall permit the animal to be on any streets or in any public place or any other place that is not owned or controlled by that person unless the animal is muzzled to prevent it from biting another animal or human. This shall not apply to a vicious dog while that dog in attendance at an event sanctioned by the Canadian Kennel Club.
- f. No person(s) shall permit an animal to become a public nuisance

- g. An animal shall be considered a public nuisance if,
 - i. the animal persistently barks or howls, screams or meows to the point that the animal interferes with the normal enjoyment of another person's property, or;
 - ii. the animal causes damage to public or private property, including injury to humans, other domestic pets, wildlife, or;
 - iii. the animal interferes with or dumps or scatters garbage, or;
 - iv. the animal persistently attacks at or chases persons(s) using public or private property, or;
 - v. the animal swims at a public beach, or;
 - iv. the animal is in a public park and is not on a leash.
- h. Every owner, possessor or harbourer of a vicious animal shall, at all times while the animal is on the premises owned or controlled by such person, keep the animal securely confined either indoors or in an enclosed pen or other structure capable of preventing the entry of any children and adequately constructed to prevent the animal from escaping.
- i. An Animal Control Officer may issue an Order to Muzzle to an owner whose dog is alleged to have bitten or attacked a person or animal, requiring the owner to muzzle the dog when off the owner's property. A cat may be ordered to be caged when off owner's property if it is alleged to have bitten or attacked a person or animal, requiring the owner to cage the cat when off the owner's property.
- j. An owner may appeal an Order to Muzzle his or her dog or to cage his or her cat to the Chief Administrative Officer, but an appeal shall not act as a stay of the muzzling or caging order.
- k. Where a proceeding has been commenced by the Town under the Dog Owner's Liability Act against an owner whose dog is alleged to have bitten or attacked a person or domestic animal, the owner shall be required to muzzle the dog until a determination of the matter has been made by the court.
- l. No owner shall allow their animal to defecate on any property, including a public park, other than the property of its owner or other private property by permission, UNLESS the droppings are forthwith cleaned up.
- m. An Animal Control Officer or other duly appointed officer may enter on private property for the purpose of catching any animal running at large contrary to the provisions of the By-law.
- n. An animal which is found running at large may be seized and impounded or returned to its owner by the Animal Control Officer.
- o. The Animal Control/By-law Officer is hereby authorized, in the course of his/her duties of seizing and impounding animals running at large contrary to this Bylaw, to

use such reasonable means at their disposal to seize and impound such animals as may be required by the circumstances.

- p. Where, in the opinion of the Animal Control/By-Law Officer, an animal seized, is injured or should be destroyed without delay for humane reasons, the Animal Control Officer/By-Law Officer may have the animal euthanized by a qualified veterinarian as soon after seizure as they think fit and; no damages or compensation shall be recovered on account of its killing.
- q. Any person may capture any animal running at large and trespassing on their property and deliver the same to the Animal Control/By-law Officer, who shall impound said animal.

6. ANIMALS SEIZED AND IMPOUNDED

- a. A pound shall be established for the impounding of all animals, pursuant to the provisions of this By-law. The establishment, maintenance and operation of a pound shall comply with the *Animals for Research Act* R.S.O. 1990 Chapter A. 22, and the regulations made thereunder.
- b. Where an animal is impounded pursuant to the provisions of the By-law, the operator of the pound may and shall confine the animal subject to the provisions of the *Animals for Research Act* R.S.O. 1990 Chapter A. 22.
- c. Where an animal is seized and impounded and bears a tag issued by the Town, the Animal Control/By-law Officer shall search the register kept for that purpose and notify the registered owner thereof within a reasonable amount of time and cite the section or sections of this By-law, which have been violated and shall indicate the location of the animal pound. Notwithstanding any other provisions of this By-law no animal shall be sold or adopted out until all reasonable actions have been taken by the town to notify the owner.
- d. Where an animal is seized under the provisions of this By-law is called for within five (5) clear days from the time of being seized and impounded, the animal shall be released to the owner upon payment of an animal licence as required in Section 2 a., and pound fees.
- e. Any animal seized and impounded and not called for by the owner thereof within five (5) clear days from the time of acknowledged notification, may be sold or adopted through the pound keeper or through a rescue shelter.
- f. Any animal sold as referred to in subsection 6 e., shall be properly licenced and registered, the licence fee paid and the tag securely fixed on the animal. A bill of sale and receipt for payment of same shall vest title of any such animal to the new owner.

7. PROHIBITION — WILD ANIMALS/EXOTIC ANIMALS

No person shall keep any wild or exotic animals within the limits of the Town of Prescott.

8. DOMESTIC FOWL, PIGEONS AND OTHER SPECIES OF BIRDS

No domestic fowl or pigeons shall be kept within the Town of Prescott. All domestic pet birds shall be kept in enclosed and ventilated cages within a dwelling unit. The Animal Control/By-law Officer may, upon the complaint of the owner or occupant of any premises, enter upon such dwelling premises to inspect such conditions.

9. LIVESTOCK

- a. Livestock shall not be kept in the Town unless part of a licensed special event.
- b. Notwithstanding Section 9 a., livestock shall not apply to dogs, cats, rabbits, domestic pet birds, chinchillas, mice, rats, gerbils, guinea pigs, potbellied pigs, hamsters, indigenous non-venomous snakes or fish kept as pets.

10. ENFORCEMENT

- a. The Town shall be responsible for the administration and enforcement of this By-law, and any person(s) appointed by the Town, under an Agreement for Services as Animal Control Officer(s)/By-law officer, shall be designated as a Provincial Offences Officer for the enforcement of this By-law and for the enforcement of the Town of Prescott By-laws, as it relates to animals within the Town of Prescott.
- b. Fees and Rates this By-law may be changed by the Corporation of the Town of Prescott, by Council resolution at any time, after the appropriate public meeting and notices have been published in accordance with the *Municipal Act* 2001, Chapter 25, Section 150(4).

11. DESIGNATED PUBLIC OFF LEASH DOG PARK

- a. A designated public dog park location(s) maybe set by the Town of Prescott.
- b. Notwithstanding Subsection 5 a. and c., any dog may run at large without a leash within a designated public off leash dog park.
- c. The rules and regulations of a public dog park shall also apply, as per Schedule B.

12. If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that on or more provisions thereof shall have been declared to be invalid.

13. That By-law No. 23-94 and By-Law 01-2006 is hereby repealed.

14. That any person who contravenes a section of this By-law shall be guilty of an offence, and upon conviction be liable to a penalty as provided for under the *Provincial Offences Act*, 1990.

15. The Set Fines to this By-law shall come into force and take effect on the date of the approval by the Senior Justice, Ontario Court of Justice, Province of Ontario.

The Corporation of the Town of Prescott

BY-LAW NO. 05-2021

ORDER TO MUZZLE OR CAGE

Date:		
Order Issued to:		
Address 1:		
Address 2:		
Town/Postal Code:		
Description of Dog/Cat:		
Name of Dog/Cat:		
Breed:		
Colouring:		
Tag Number:	Year of Tag Issued:	
Rabies Tag Number: (include the year and veterinary's office)	Tattoo Number:	
Microchip Number:		

_____, being the Animal Control Officer declare the following:

1. The above dog/cat described did on the _____ day of _____, 20____
_____ bit and punctured the skin of a person or a domestic animal.
2. That in accordance with Section 5 i., of By-law No. 05-2021, you are hereby ordered to restrain your dog/cat as follows:

--

Date

By-law Enforcement Officer

This Order to Muzzle or Cage will be on file at the Municipal Offices of the Corporation of the Town of Prescott.

THE CORPORATION OF THE TOWN OF PRESCOTT

Part I *Provincial Offences Act*

BY-LAW NO. 05-2021: Dogs and Kennels

Schedule of Set Fines

Item	Short Form Wording	Provision Creating	Set Fine
1.	Keeping more than the stipulated number of cats and/or dogs per household	1(a)	\$110.00
2.	Failure to provide information on the number of dog and cats at a premise	1(b)	\$110.00
3.	Failure to obtain a licence	2(a)	\$110.00
4.	Failure to maintain tag on a dog or cat	2(d)	\$110.00
5.	Operating a Kennel without permission	3(b)	\$210.00
6.	Permitting an animal to run at large	5(a)	\$110.00
7.	Failure to meet other By-law Provisions		\$110.00
8.	Failure to provide adequate protection while harbouring a vicious dog/cat	5(h)	\$210.00
9.	Permitting an animal to become a public nuisance	5(f)	\$210.00
10.	Animal defecating on other than the owners private property	5(l)	\$210.00

**Set Fine Orders for By-law No. 05-2021
effective on passage of this By-law**

PART I

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 05-2021 of the Corporation of the Town of Prescott Ontario, attached hereto is the set fine for that offence. This Order is to take effect _____, 2021.

THE CORPORATION OF THE TOWN OF PRESCOTT
BY-LAW NO. 05-2021

SCHEDULE OF ANIMAL LICENSE AND TAG FEES

	Dog Mandatory	Cat Mandatory	Other Optional
First Time License and Tag	\$20.00	\$20.00	\$20.00
2 nd and subsequent License (no tag)	\$18.00	\$18.00	\$18.00
Replacement Tags	\$5.00	\$5.00	\$5.00
Frequency of License	Yearly	Yearly	Yearly

SCHEDULE B TO BY-LAW NO. 05-2021
RULES OF A PUBLIC DOG PARK

- a. Dog waste clean-up by the owner is mandatory.
- b. Dog park use is at your own risk, owners assume all risks related to off-leash area usage.
- c. Hours of operation 8:00 am — sunset.
- d. Dogs must be licenced, vaccinated for rabies and wear appropriate collar with tags.
- e. Dogs must be leashed coming in and out of the park.
- f. Dogs must be removed from the park at the first sign of aggression.
- g. Dogs in heat are not permitted.
- h. Excessive barking is not permitted.
- i. No more than two (2) dogs may be brought into the off-leash dog area by any individual at the same time.
- j. All children under 12 years of age must be supervised by an adult attendant while inside the off-leash dog area; Children under the age of 6 are not permitted.
- k. No food (including dog treats) is permitted in the off-leash dog area.
- l. Off-leash areas are smoke-free areas.
- m. Owners must remain with their dogs at all times.
- n. Non-compliance with the rules can result in fines and/or banning from the park.
- o. Dog owners are subject to Ontario Dog Owner's Liability Act and the Town of Prescott's Animal Control By-law.

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 06-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON FEBRUARY 1, 2021**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 1st DAY OF FEBRUARY, 2021.

Mayor

Clerk