



PRESCOTT TOWN COUNCIL
AGENDA

June 5, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of Monday, June 5, 2023 be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 Laughs at the Leo - Cheque Presentation

4.2 Lemonade & Toy Stand Sale License - Billie Davidson

5. Delegations

5.1 Royal Canadian Legion, Branch 97 - Veronica Burchell & Dan Davies 1

6. Minutes of the previous Council meetings

6.1 May 15, 2023 2

RECOMMENDATION

That the Council minutes dated May 15, 2023, be accepted as presented.

6.2 May 25, 2023 - Tri-Council Minutes 15

RECOMMENDATION

That the Tri-Council minutes dated May 25, 2023, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1 Information Package (under separate cover)

9. Committee Reports

9.1 PAC Report 04-2023 - Site Plan Agreement - Quality Inn Hotel 19

RECOMMENDATION

For information.

RECOMMENDATION

That Council adopt a Zoning By-law amendment under Section 34 of the *Planning Act* to change the subject lands discussed from a Highway Commercial C-2 to a General Industrial Zone M-1.

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1 Staff Report 39-2023 - Council Remuneration Working Group Recommendations

39

RECOMMENDATION

That Council direct Staff to prepare the By-law for Council Remuneration based on the recommendations of the Working Group as outlined in Staff Report 39-2023 and that the By-law come to the Council meeting of June 19, 2023, for final discussion and consideration.

12.2 Staff Report 40-2023 - Tri-Council Joint Recreation Committee

54

RECOMMENDATION

That Council approve the Terms of Reference for the Tri-Council Joint Recreation Committee and direct Staff to put forward the following names as representatives from the Town of Prescott.

- Councillor Leanne Burton – Member of Council
- Samantha Joudoin-Miller, Manager of Community Services – Staff Member
- South Grenville Minor Hockey Association – Community Organization
- Prescott Figure Skating Club – Community Organization
- Prescott and District Minor Soccer – Community Organization

12.3 Staff Report 41-2023 - Short Term Rental Licensing

57

RECOMMENDATION

For information.

12.4	Staff Report 42-2023 - Liability & Property Insurance Request for Proposal	59
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RECOMMENDATION

That Council direct Staff to proceed with the issuance of a Request for Proposal for Liability, Property, and Cyber Insurance Coverage through the Broker of Record for the Town of Prescott.

13. Resolutions

14. By-laws

14.1	Noise By-Law	61
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RECOMMENDATION

That By-Law 23-2023, being a by-law to prohibit and regulate noise within the Town of Prescott, be read and passed, signed and sealed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2	Refreshment Vehicle By-Law	74
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RECOMMENDATION

That By-Law 24-2023, being a by-law to licence, regulate, and govern refreshment vehicles in the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.3	By-Law Enforcement Officer Appointments	84
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RECOMMENDATION

That By-Law 25-2023, being a by-law to appoint Municipal By-law Enforcement Officers for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

15.1	Municipality of Waterloo Resolution of Support	86
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15.2	Federation of Municipalities Resolution of Support	88
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15.3	Call2Recycle - Collection Site	89
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16. Notices of Motion

17.	Mayor's Proclamation	
17.1	Longest Day of Smiles	90
17.2	World Ocean Day	91
17.3	Seniors' Month	92

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Approval of Closed Session Minutes (May 15, 2023)

19.2 Approval of Tri-Council Closed Session Minutes (May 25, 2023)

19.3 Litigation

- Under Section 239(2)(c) of the Municipal Act - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;

And that the CAO/Treasurer, Clerk, Economic Development Officer, and Deputy Clerk remain in the room.

20. Rise and Report

21.	Confirming By-Law – 26-2023	93
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RECOMMENDATION

That By-Law 26-2023, being a by-law to confirm the proceedings of the Council meeting held on June 5, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, June 19, 2023. (Time: p.m.)

TOWN OF PRESCOTT

Delegation Request

Town of Prescott 360
Dibble St., Box 160
Prescott, Ontario
K0E 1T0

Please complete the following form. You may submit to the Town of Prescott by EITHER:

Phone: 613-925-2812
Fax: 613-925-4381
www.prescott.ca

* Printing and faxing a copy to 613-925-4381

* Saving this file to your computer and emailing it to lvltkamp@prescott.ca

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	<input type="text" value="05/30/2023"/>	Meeting date	<input type="text" value="06/05/2023"/>
Subject	<input type="text" value="Donation Request"/>		
Name	<input type="text" value="Veronica Burchell"/>		
Address	<input type="text"/>		
Town / City	<input type="text" value="Brockville"/>		
Province	<input type="text" value="ON"/>	Postal Code	<input type="text" value="K6V 6J4"/>
Phone (daytime)	<input type="text"/>	Phone (evening)	<input type="text"/>
Fax number	<input type="text"/>	Email address	<input type="text"/>

Name of group or person(s) being represented, if applicable:

Fort Wellington Legion, Branch 97 - Prescott

Brief statement of issue or purpose of deputation:

• Seeking donation.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Prescott, 360 Dibble Street, Box 160, Prescott, Ontario, K0E 1T0.



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, May 15, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk
Guests	Tim Ruhnke, Brockville Records & Times

1. Call to Order

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

A moment of silence was observed in honour of the passing of O.P.P Officer Eric Mueller.

2. Approval of Agenda

Motion 110-2023

Moved By Young

Seconded By Lockett

That the agenda for the Council meeting of Monday, May 15, 2023, be approved as amended.

Carried

The agenda was amended by removing Item 4.1 - Laughs at the Leo Cheque Presentation.

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

4.1 Laughs at the Leo - Cheque Presentation

Item 4.1 was removed from the agenda.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 May 1, 2023

Motion 111-2023

Moved By Burton

Seconded By Campbell

That the Council minutes dated May 1, 2023, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Relay For Life at South Grenville D.H.S - Event

Motion 112-2023

Moved By Kirkby

Seconded By Burton

That Council approve the sponsorship of the SGDHS Relay for Life Event to a maximum of \$500.00.

Carried

8. Consent Reports

Motion 113-2023

Moved By McConnell

Seconded By Young

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

Carried

8.1 Information Package (under separate cover)

1. Committee of Adjustment Meeting Minutes – December 14, 2022
2. Business Improvement Area Minutes – April 11, 2023
3. Leeds, Grenville & Lanark District Health Unit Media Release re: Language Express Preschool Speech and Language Program - May 4, 2023

4. Leeds, Grenville & Lanark District Health Unit Media Release re: Planet Youth Lanark County – May 5, 2023
5. Leeds, Grenville & Lanark District Health Unit Media Release re: Emergency Preparedness Week – May 8, 2023
6. Township of Armour resolution of support re: Water Aerodrome Legislation
7. County of Prince Edward resolution re: Proposed Provincial Planning Statement

9. Committee Reports

9.1 COA Report 01-2023 - Consent Application SEV 2023-02 194 James Street East

Shawn Merriman, Manager of Building and By-Law, spoke to the consent application received in March. He spoke to the oversized lot and homeowner's desire for severance.

Discussion was held regarding the property lines, the inability to apply for future severances on the property, and that both parties involved agreed to the severance.

9.2 COA Report 02-2023 - Minor Variance Application - 292 Centre Street

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the number of parking spaces, the zoning by-law requirements, and adequate on-street parking.

Discussion was held regarding timelines for the completion of the proposed work.

10. Mayor

Mayor Shankar wished all mothers a Happy Mother's Day.

He spoke to his attendance at the Township of Augusta's Economic Development Business Summit held on May 12 and at an Eastern Ontario Mayor's Caucus meeting held in Belleville.

11. Outside Boards, Committees and Commissions

Councillor Lockett spoke to her attendance at the BIA Meeting held on May 9.

Councillor Young spoke to her attendance at the BIA Meeting held on May 9, and noted the upcoming opening of Prescott Pop-Ups and the RiverWalk promenade.

Councillor Campbell spoke to the Fort Town Night Run event that took place on May 6, and her attendance at a Fire Administration meeting held on May 2.

Councillor McConnell spoke to his attendance at a Prescott Cemetery Board of Management tour of Sandy Hill Cemetery on May 9, and noted a need for new members to join the board.

12. Staff

12.1 Staff Report 34-2023 - Property Standards Committee

Motion 114-2023

Moved By Burton

Seconded By Kirkby

That By-Law 21-2023, be enacted to name the Members of the Committee of Adjustment and the Property Standards Committee.

Carried

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

She spoke to the previous by-laws, and the naming of the Committee of Adjustment Board as a joint board to handle matters pertaining to Property Standards and noted that all members of the Committee of Adjustment were in agreement with the change.

Discussion was held regarding the process for reporting property standards complaints, and Council thanked the Committee for taking on the additional role.

12.2 Staff Report 35-2023 - United Counties of Leeds and Grenville - Climate Change Action Plan

Motion 115-2023

Moved By Campbell

Seconded By Young

That Council direct Staff to undertake the following:

- Submit the Climate Change Survey Initiatives
- Participate in the United Counties of Leeds and Grenville Climate Change Working Group
- Add “Climate Change” to the heading of Environmental Implications on Staff Reports
- Explore the use of the Climate Lens Tool offered by the Clean Air Partnership

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the working group of 13 local municipalities, the opportunity to learn from each other and consider initiatives to use across Leeds & Grenville and implementing a plan for Prescott.

Discussion was held regarding information sharing and the makeup of the committee.

Discussion was also held regarding utilizing a Climate Lens Tool as seen in the City of Brandtford.

12.3 Staff Report 36-2023 - Noise and Refreshment Vehicle By-Law Update Recommendations

Motion 116-2023

Moved By Kirkby

Seconded By Burton

That Council direct Staff to bring the draft Noise By-law and the draft Refreshment Vehicle By-laws attached to Staff Report 36-2023 to the Council meeting of June 5, 2023 for final review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the review of the current noise by-law and refreshment vehicle by-law, and the need for updates.

Discussion was held regarding statutory holidays, and outdoor performances.

Shawn Merriman, Manager of Building and By-Law, spoke to adding the use of AMPS for efficiencies.

Dana Valentyne, Economic Development Officer, spoke to the ability to accommodate a broad range of events.

Further discussion was held regarding transient traders, tradeshow, and changes to the noise prohibition timeframes.

12.4 Staff Report 37-2023 - Capital and Operating Projects Update May 2023

Tim Ruhnke left the meeting at 6:49 p.m.

Nathan Richard, Director of Operations, spoke to the report. He spoke to the new arena construction, the Water Tower replacement tender, the Edward Street overpass work commencement, the replacement of marina docks, the repaving of Centennial Park path and Heritage Trail addition, and the improvements to the crosswalk located at Edward and Irvine.

Discussion was held regarding adding various types of swings for all ages at Centennial Park, the expected date for construction work on the Edward Street overpass and the pedestrian walkway remaining accessible throughout construction.

Further discussion was held regarding upgrades at the marina and amenities for divers, and the FoodCycler Pilot Program registrations to date.

12.5 Staff Report 38-2023 - Closed Circuit Television (CCTV) Grant Program

Motion 117-2023

Moved By Kirkby

Seconded By Lockett

That Council direct Staff to submit an application under the Closed-Circuit Television (CCTV) Grant Program for up to \$100,000.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the grant program, the current camera system used in town and obtaining a more robust system to focus on certain areas.

Discussion was held regarding the potential positive impact the camera system could have on insurance rates, the focus on community hot spots, and obtaining statistics on violent crimes.

Further discussion was held regarding on-going fees and maintenance and the application deadline in June.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 Committee of Adjustment/Property Standards Committee Appointment By-Law

Motion 118-2023

Moved By Burton

Seconded By Kirkby

That By-Law 21-2023, being a by-law to appoint members to the Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

15.1 Municipality of Shuniah - Enbridge Charges

Motion 119-2023

Moved By Kirkby

Seconded By Lockett

That the Council of the Corporation of the Town of Prescott support the Municipality of Shuniah's resolution regarding Enbridge Charges; and

That a copy of this resolution be circulated to the Premier, the MP of Leeds, Grenville Thousand Islands, and Rideau Lakes, the Minister of Public and Business Service Delivery, the Minister of Infrastructure, the Minister of Energy, the Association of Ontario Road Supervisors, the Association of Municipalities of Ontario (AMO) and all municipalities in Leeds and Grenville for their support.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the Municipality of Shuniah's resolution. He spoke to the potential deterrent fees could have to residents to obtaining locates.

Discussion was held regarding fence permits and information sharing from Enbridge.

15.2 City of Stratford Resolution - Use of Long-Term Care Funding to Support Community Care Services

Motion 120-2023

Moved By Burton

Seconded By McConnell

That the Council of the Corporation of the Town of Prescott support the City of Stratford's resolution regarding the Use of Long-Term Care Funding to Support Community Care Services; and

That a copy of this resolution be circulated to the Premier, the MPP for Leeds, Grenville, Thousand Islands and Rideau Lakes, the Association of Municipalities in Ontario (AMO) and all municipalities in Leeds and Grenville for their support.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the City of Stratford's resolution. He referenced repurposing unused long-term care funds for community care support services.

Discussion was held regarding community home care and the distribution of funds to community care services.

15.3 Composition of Council - Deputy Mayor

Discussion was held regarding the position of permanent Deputy Mayor, similar to the Township of Augusta, the Township Edwardsburgh Cardinal, and the Municipality of North Grenville.

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the item. She provided data regarding similar single tier municipalities within Leeds and Grenville and the province of Ontario.

Further discussion was held regarding the financial implication, the current size of neighbouring municipal councils, rotation of the role to gain experience, and the position being an elected position.

15.4 Strategy for Pedestrian Safety

Discussion was held regarding the creation of a strategy for pedestrian safety and yielding to pedestrians to include public education, additional signage, increased police enforcement, and providing notices to local schools.

Further discussion was held regarding extending the timing of the current flashing lights.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 Pride Month

Mayor Shankar proclaimed June 2023 as Pride Month in the Town of Prescott.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 121-2023

Moved By McConnell

Seconded By Lockett

That Council move into Closed Session at 7:44 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (May 1, 2023)

19.2 Community Awards

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

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

Carried

Motion 122-2023

Moved By McConnell

Seconded By Young

That Council reconvene in Open Session. (Time: 8:02 p.m.)

Carried

20. Rise and Report

During the Closed Session, Council approved the Closed Session minutes dated May 5 under Item 19.1 and provided Staff with direction on Item 19.2 Community Awards.

21. Confirming By-Law – 22-2023

Motion 123-2023

Moved By Campbell

Seconded By Lockett

That By-Law 22-2023, being a by-law to confirm the proceedings of the Council meeting held on May 15, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 124-2023

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned to Monday, June 5, 2023. (Time: 8:04 p.m.)

Carried

Mayor

Clerk



SPECIAL TRI-COUNCIL

MINUTES

May 25, 2023

6:00 p.m.

Maitland Fire Hall

Present

Township of Augusta:

Mayor Jeff Shaver, Councillors Hendrik Pape,
Michele Bowman (joined meeting at 6:40pm)

Township of Edwardsburgh Cardinal:

Mayor Deschamps (joined meeting at 6:12pm) Councillors
Walter Smail, Chris Ward

Town of Prescott:

Mayor Shankar, Councillors Mary Campbell, Tracey Young,
Justin Kirkby, Lee McConnell, Ruth Lockett (joined meeting at
6:15pm)

Staff

Township of Augusta:

Shannon Geraghty, CAO, Annette Simonian, Clerk

Township of Edwardsburgh Cardinal:

Dave Grant, CAO, Rebecca Williams, Clerk

Town of Prescott:

Matthew Armstrong, CAO/Treasurer, Kaitlin Mallory, Deputy
Clerk, Dana Valentyne, Economic Development Officer

1. Welcome and Introductions

Mayor Shaver welcomed everyone to the Tri-Council meeting.

2. Call to Order

Mayor Shaver called the meeting to order at 6:08p.m.

3. Approval of Agenda

Motion: Moved by Mayor Shankar, seconded by Councillor Smail
That the agenda for the Special Tri-Council meeting of the Township of

Augusta, Township of Edwardsburgh Cardinal, and Town of Prescott be approved as amended to add a closed session.

Carried

4. Declarations of Interest

There were no declarations of interest expressed.

5. Opening Statement from Mayor Shaver, Mayor Shankar, and Mayor Deschamps

Mayor Shaver welcomed everyone back.

The Mayors are looking forward to another term working collaboratively together to achieve great things.

6. Delegations & Presentations (in closed)

Motion: Moved by Mayor Shankar, seconded by Councillor Pape
THAT the Tri-Council move into a closed meeting as per the Municipal Act c 25 S.O. 2001 section 239(2)

- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
 - Corridor Economic Development Initiatives Presentation.

Carried

6.1 Economic Development Update Presentation – Charlie Mignault, Corridor Commissioner and Shelley Bacon Corridor Chair

Charlie Mignault provided the Tri-council with an Economic Development Update PowerPoint presentation.

Motion: Moved by Mayor Shankar, seconded by Councillor Ward
THAT the closed session is adjourned at 7:22pm and that the Tri-council resumed the open meeting to report out and that the Tri-Council took no action beyond receiving the information.
carried

7. Focused Discussion

7.1 Task Force Updates, Augusta Secondary Plan/Developer Package

Shannon Geraghty, CAO Township of Augusta, provided the Tri-Council with an update on the Secondary Plan/Develop Package. A copy of the presentation is held on file.

7.2 River Route 2022/2023 Update

Matthew Armstrong, CAO/Treasurer Town of Prescott, provided the Tri-Council with a River Route Update. A copy of the presentation is held on file.

Discussion held on the possibility of addition of a bike rack and extending hours to accommodate workers working 12 hour shifts.

Council suggested approaching the corridor to solicit companies to put money into the River Route to accommodate the needs of their employees and for administration to keep a list of people requesting modifications to gauge the need for a change.

7.3 Recreation Committee – Terms of Reference

Matthew Armstrong, CAO/Treasurer Town of Prescott, provided the Tri-Council with draft Terms of Reference for a Tri-Council Joint Recreation Committee. A copy of the presentation is held on file.

The CAOs recommended formally adopting the draft Terms of Reference presented and confirm membership by June 30, and set a date for the meeting.

7.4 Airbnb's – Regulations & Guidelines

CAO Geraghty, Township of Augusta, provided the Tri-Council with draft Airbnb policy for review and discussion. A copy of the presentation is held on file.

Staff suggested that Councils might consider aligning standard regulation and management of Airbnbs with a collaborative procedure that works for all.

Council discussed how big an issue the Airbnbs were to their respective area and considered the balance between more control and remaining welcoming. Councillors were concerned that overregulating would be too unwelcoming, and management of issues could be an administrative nightmare.

8. Round Table

Mayor Shaver invited Councillors to participate in the roundtable discussion:

- Good that we are sharing different ideas.
- Looking forward to future collaboration.
- Health care, housing, and attracting more residents should be the main focus.
- There needs to be an action plan in place with timelines to follow.
- Good presentation from the Corridor, happy that some information is being shared.
- Larger manufacturing companies should be supporting the river route, to aid their workers transportation instead of municipalities trying to accommodate that.
- Recommend that CAOs and Mayors sit together ahead of the meeting to set the agenda ahead of time.
- We can get a lot of good things to the table; we just need to figure out how to do that.

9. Adjournment

Motion: Moved by Councillor Kirkby, seconded by Councillor Ward

That the meeting be adjourned. (Time: 8:25p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Report No: 04- 2023

STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: May 23, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Site Plan Agreement File SPC 2022-01
Quality Inn Hotel – South Side of Prescott Centre Drive between McDonalds and Dollarama

RECOMMENDATION:

For information.

BACKGROUND/ANALYSIS:

Proposed Development

The following information in italics is provided by the Developers.

The applicant is seeking to develop a 4-storey hotel on the site. The hotel will feature 69 guest rooms with additional ground floor amenity spaces, including an outdoor gazebo. Increased outdoor amenity space located in the southeast corner of the site will serve as a natural buffer from adjacent residential uses. The proposed building is located centrally on the site with parking on all four sides to reflect the various secondary entrances provided to increase accessibility for guests. A total of 76 parking spaces, including 4 accessible parking spaces, and one loading space is to be provided to service the development. A pull-through vestibule will define the main entrance. Enhanced landscaping is proposed in the planting strip along Prescott Centre drive.

Vehicular access to the site is proposed via an extension of an existing driveway from Prescott Centre Drive to the west of the property. The use of an existing driveway will prevent the need to unduly increase entrances along Prescott Centre Drive. A pedestrian entrance is proposed to Prescott Centre Drive to the north of the site which will provide pedestrian access to surrounding commercial uses. Dedicated pedestrian walkways are also proposed around the building to safely connect pedestrians with

[illegible]

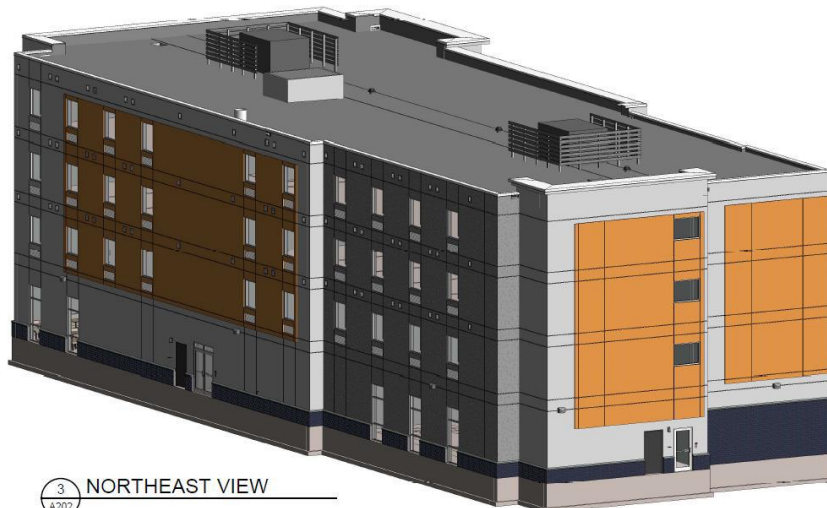
		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		



3
A201 SOUTHWEST VIEW

T/O STEEL
16'-0"

T/O VESTIB
11'-0"



3
A202 NORTHEAST VIEW

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Site Information

The following information in italics is provided by the Developers.

The site is located on the south side of Prescott Centre Drive in the Town of Prescott, south of Provincial Highway 401. The site is bound by commercial uses along Prescott Centre Drive, with residential uses east/southeast of the site. The site has an area of approximately 0.73 hectares with approximately 54 metres of frontage on Prescott Centre Drive. The site is currently vacant with a number of mature trees situated along the south and southeast property boundary.

The site is located south of Provincial Highway 401. The surrounding area is characterized by commercial uses (e.g., gas bar, grab-and-go food establishments, and large format retail) with landscaped open spaces and associated surface parking lots. South of the site are institutional uses, in the form of the South Grenville District High School. East of the site are residential uses, primarily featuring single- and semi-detached dwellings.



The following uses are located immediately adjacent to the subject site:

North: Commercial

East: Residential

South: Institutional

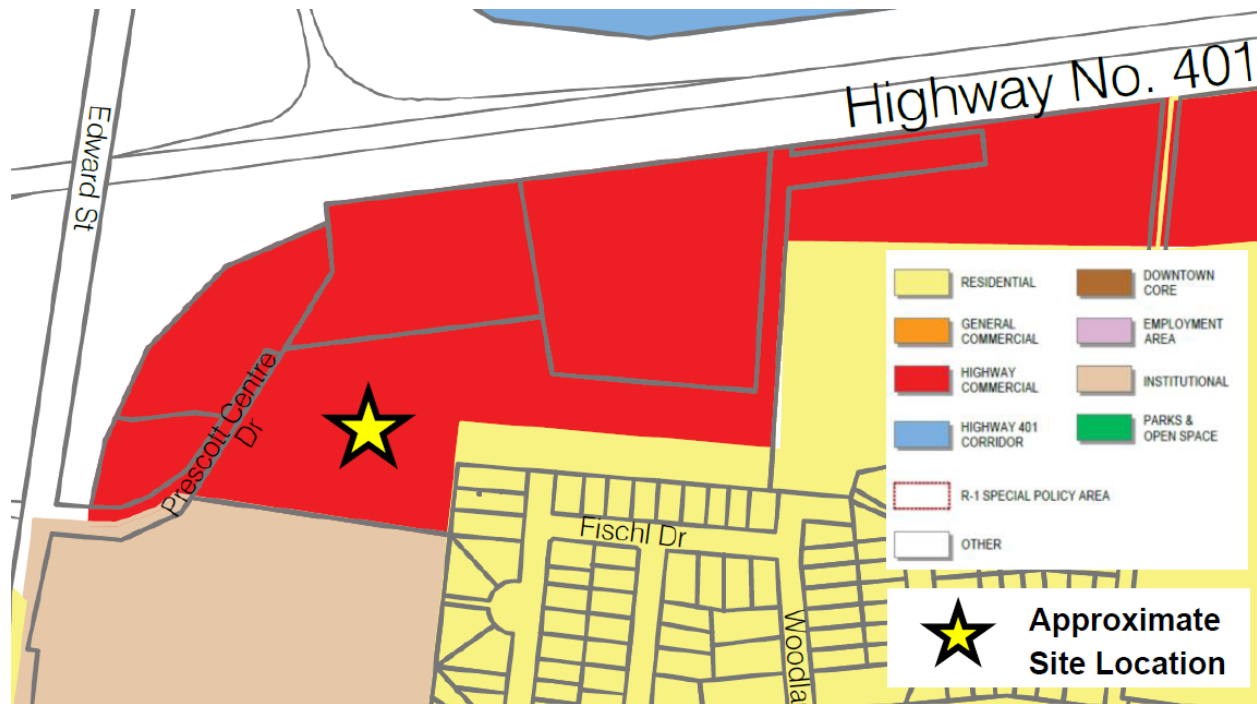
West: Commercial

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Official Plan Policies:

The following information was provided by the Town's Planning Consultants, WSP.

The site is designated Highway Commercial on Schedule "A" of the Town of Prescott Official Plan (OPA 6 – Office Consolidation, May 2018) ("OP")



Section 2.1.4 Highway Commercial Designation

The proposed development conforms with the permitted uses in the Highway Commercial designation in the Town's Official Plan as detailed in Section 2.1.4, which includes hotels. Therefore, the proposed use is permitted by the OP and an Official Plan Amendment is not required.

The Official Plan requires Site Plan Control Approval for all new commercial development in the Commercial designations, including the preparation of a stormwater management plan in accordance with Ministry of the Environment and Climate Change (now the Ministry of the Environment, Conservation and Parks) guidelines, for larger scale development (Policy 2.9.1.7). As such, a Site Plan Control application is required

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

for the proposed development.

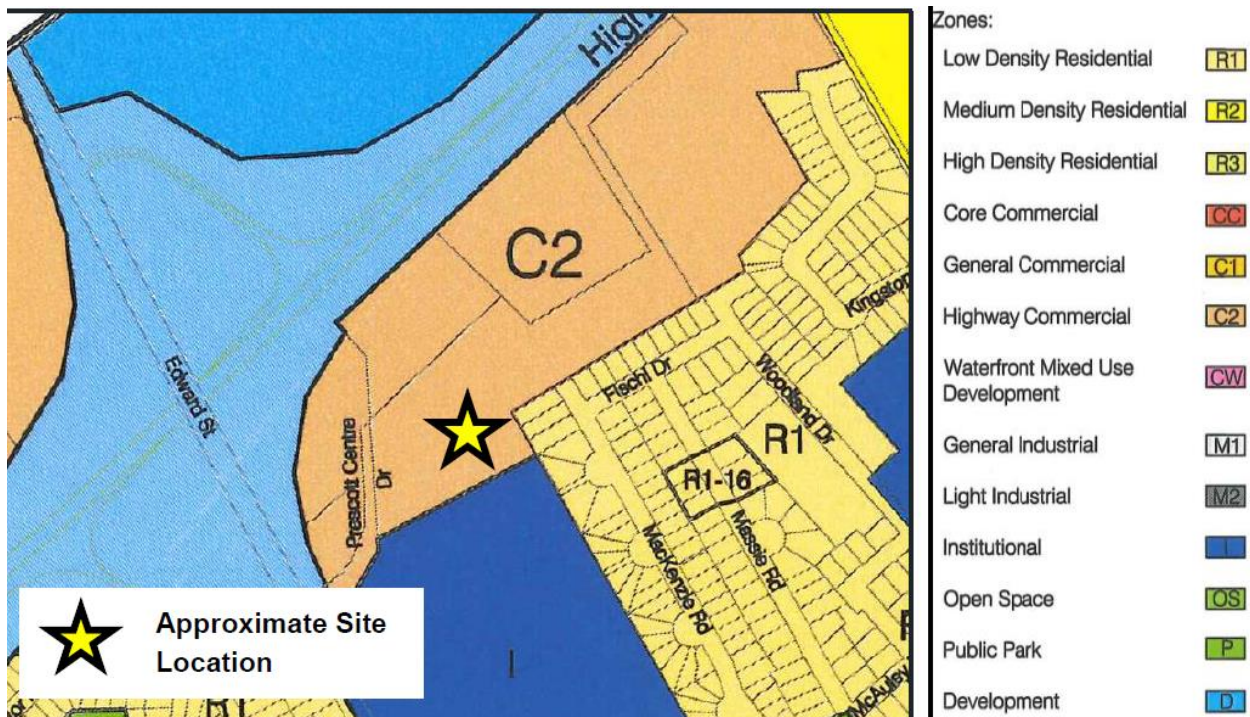
Section 5.2 Land Use Controls

Section 5.2 Land Use Controls contains policies under the heading “Site Plan Control” which designates the entire Town of Prescott as a Site Plan Control area and requires Site Plan Control for all new non-residential development (Policy 5.2.2.15). An application for Site Plan Control must include plans and drawings that show the location of all buildings and structures to be built and all facilities to be provided as part of the proposed development. Criteria for the review of applications include compatibility with adjacent uses; urban design standards; function and efficiency; safety and access; adequacy of servicing; grading and drainage; and landscaping and lighting.

Zoning By-Law Provisions

The following information was provided by the Town’s Planning Consultants WSP.

The site is currently zoned Highway Commercial (C2) in the Town of Prescott’s Zoning By-law #09-2009.



		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Section 5.9.1 Permitted Uses

Permitted uses in the Highway Commercial (C2) are established in Section 5.9.1 of the Zoning By-law and includes a "Hotel". Section 3 of the Zoning By-law provides the following definition for a Hotel:

- "Hotel" Shall mean a building designed or used for the accommodation of the traveling or vacationing public, containing therein ten (10) or more guest rooms served by a common building entrance, and includes a motor hotel. Accessory uses may include accommodation for permanent staff and one or more beverage rooms, dining rooms, meeting rooms, or similar uses.

The proposed use is permitted in the C2 Zone.

Section 5.9.2 Highway Commercial (C2) Zone Requirements

Zone Requirements	Provision	Proposed	Complies
Minimum Lot Area (Section 5.9.2)	2 ha	.73 ha	Yes – Minor variance approved as part of SEV/MV-2022-01
Minimum Lot Frontage (Section 5.9.2)	60 m	54.53 m	Yes – Minor variance approved as part of SEV/MV-2022-01
Minimum Front Yard (Section 5.9.2)	10 m	20 m	Yes
Minimum Rear Yard (Section 5.9.2)	10 m	23 m	Yes
Minimum Exterior Side Yard (Section 5.9.2)	10 m	N/A	Not Applicable
Minimum Interior Side Yard (Section 5.9.2)	6 m	> 19 m	Yes
Maximum Building Height (Section 5.9.2)	12 m	15 m	Yes – Minor Variance Granted December 2022
Maximum Lot Coverage (Section 5.9.2)	60%	13%	Yes

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Minimum Landscaped Open Space (Section 5.9.2)	15%	34%	Yes
Additional Provisions – Minimum distance of building wall from side or rear lot line (Section 5.9.3)	Hotels and Motels Where the exterior wall of a guest room contains a window, such wall shall be located not closer than 7.5 m from any side or rear lot line.	> 19 m	Yes

Other Requirements

Requirements	Provision	Proposed	Complies
Minimum Parking Spaces, Hotel/Motel (Section 4.34(a))	1 space per guest room or suite, plus the required spaces for any adjoining public or restaurant use 69 spaces	76 spaces	Yes
Parking Space Dimensions (Section 4.34(b))	shall be a minimum of 2.7 m [8.9 ft] in width by 6 m [19.7 ft] in length	2.7m x 6m	Yes
Barrier-Free Parking	For 51-75 standard parking spaces, three (3)	4 spaces	Yes

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

	barrier-free parking spaces are required.		
Barrier-Free Parking Dimensions	3.7m x 6m	3.7m x 6m	Yes
Loading Spaces	Commercial Uses - Net Floor Area: over 1,000m ² = 1 plus 1 additional space for each additional 1,000 m ² of net floor area or part thereof Required: 4 spaces	1 space	Yes – Minor Variance Granted December 2022
Loading Spaces Dimensions	3.75m x 9m if situated parallel to the building wall Minimum height clearance: 4.3m	3.75m x 9m	Yes
Landscaped Open Space and Planting Strips	In any Residential, Commercial, Institutional or Industrial zone, any portion of any front yard or side yard which is not used for any other permitted purpose shall be devoted to landscaped open space and shall not be	Included in Landscaping Plan	Yes

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

	used for parking		
Landscaped Open Space and Planting Strips	Where required parking space in a non-residential zone lie adjacent to a Residential zone or lie south of King Street, a continuous 3 m [9.84 ft] wide planting strip shall be required to improve the aesthetics of the parking area.	Included in Landscaping Plan	Yes
Landscaped Open Space and Planting Strips	Where a lot is used for a primarily non-residential use in any zone and: (i) the front, side and/or rear lot line abuts a residential use or undeveloped land in a Residential zone, then a planting strip adjoining such abutting lot line, or portion thereof, shall be	Included in Landscaping Plan	Yes

		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

	provided on the lot in accordance with the provisions of this section. Minimum width of 3 m (9.84 ft) measured perpendicular from the planting strip to the lot line it adjoins.		
--	--	--	--

Engineering Plans and Reports

The following plans have been reviewed and all issues have been addressed.

- Site Plan dated January 23, 2023
- Civil Drawings dated April 6, 2023
 - o Existing Conditions and Erosion Control Plan
 - o Grading Plan
 - o Servicing Plan
 - o Sewer Profiles and Sections
 - o Details
 - o Watermain Relocation and Phasing
- Landscape Drawings dated April 11, 2023
- Stormwater Management Report dated April 10, 2023
- Detailed Noise Study dated September 16, 2022
- Photometric Plan dated November 4, 2022
- Traffic Impact Brief dated September 9, 2022
- Functional Servicing Report dated December 2, 2022
- Ministry of Transport Ontario – Land Use Permit dated October 19, 2022



		Date Req'd
Information Purposes	X	May 23 '23
Policy / Action Req'd		
Strategic Plan		

Staff Conclusion

After reviewing the submitted documentation and working with the applicant to address any concerns noted throughout the process, Staff is satisfied that this site plan application can be brought forward to the Planning Advisory Committee for review and feedback.

With recent changes to the *Planning Act*, Site Plan Control applications are no longer approved by the Planning Advisory Committee or Council but is delegated to Staff. The Planning Advisory Committee and Council are given an opportunity to review the application and provide feedback.

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

None

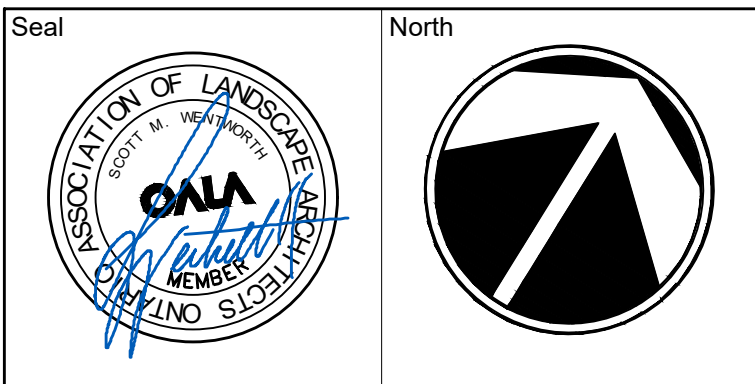
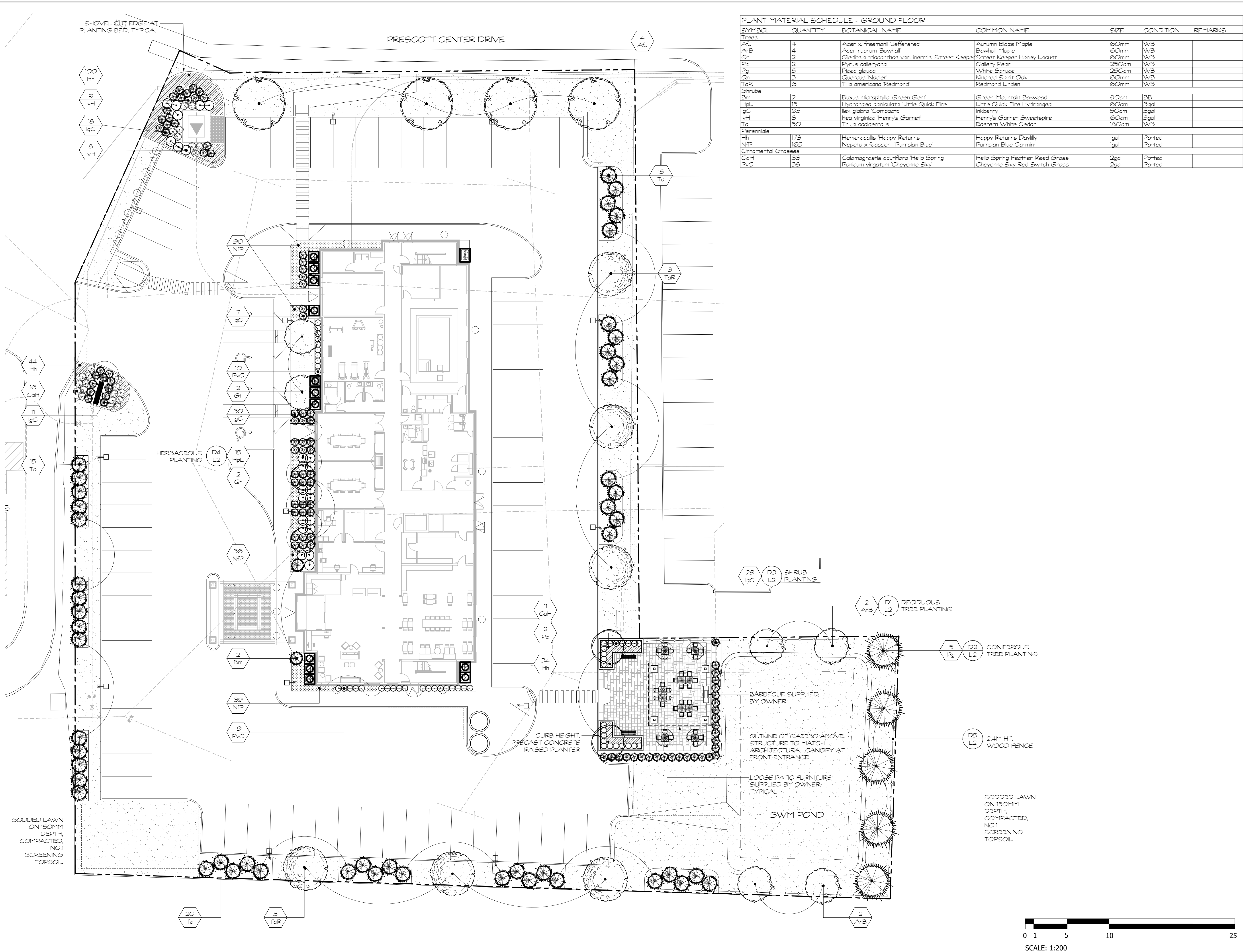
Attachments:

- Site Plan dated January 23, 2023
- Landscape Plan dated April 11, 2023

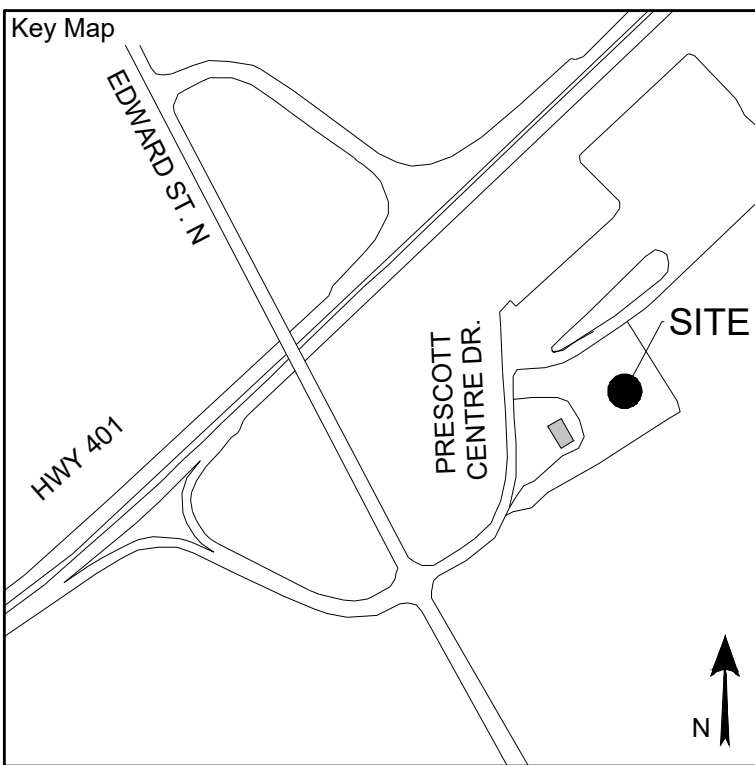
Submitted By:

Matthew Armstrong
Chief Administrative Officer and Treasurer

G:\Shared drives\Commercial Department\01 - PROJECTS\2022\2040-DC - Quality Inn - Prescott - AFSHEET SET\1 Landscape Plan.dwg



No.	Issues and Revisions	Date
1.	ISSUED FOR SPC	2022-11-04
2.	ISSUED FOR SPC	2023-01-23
3.	ISSUED FOR PERMIT	2023-04-11
4.	ISSUED FOR SPC	2023-04-11



Project Notes

This design and drawing are the property of The Scott Wentworth Landscape Group Ltd. and are not to be copied or used for construction purposes without the Landscape Architect's express written consent.

The contractor shall check and verify all dimensions and report any discrepancies, error, or omissions to the Landscape Architect prior to commencing work.

Base plan information taken from Site Plan provided by:
Company Name: Eastern Engineering Group
Dated: 2023-01-20

Wentworth Landscapes
13392 Loyalist Parkway R.R.1, Picton ON K0K 2T0
613.547.3772

Consultants



Client 1000244757 ONTARIO INC.	
Project QUALITY INN	
Project Location PRESCOTT CENTRE DRIVE PRESCOTT, ON.	
Drawing Title LANDSCAPE PLAN	
Scale 1:200	
Date 2022-07-25	Plot Date 2023-04-11
Designed By AF	Drawn By EB
Approved By SW	Drawing Number
Project Number 22040-DC	L1

PRESCOTT CENTRE DRIVE

COMMERCIAL

COMMERCIAL

PRESCOTT CENTRE DRIVE

COMMERCIAL

QUALITY INN
HOTEL
4 STOREY
SPRINKLERED
69 ROOMS

GROUND FLOOR AREA =
10,720 SF (996 m²)
GROSS FLOOR AREA =
42,315 SF (3,931 m²)
F.F.E. = 93.05

MAIN
ENTRANCE

TOTAL PARKING
= 76 SPACES

TRANSFORMER ON CONCRETE PAD

ELECTRIC VEHICLE CHARGING
STATIONS, TYP FOR 4
EXISTING FIRE HYDRANT
TO BE RELOCATED, REFER
TO CIVIL DWGS.
EXISTING ACCESS TO
SITE FROM PRESCOTT
CENTRE DRIVE

DEPRESSED CURB C/W
CONTRASTING YELLOW TACTILE
WALKING SURFACE INDICATOR
(TWSIs), TYP AT DEPRESSED
CURBS
ACCESSIBLE PARKING SIGNAGE AS PER
MUNICIPAL REQUIREMENTS

ILLUMINATED
MONUMENT SIGN

PROPOSED LOCATION
OF RELOCATED FIRE
HYDRANT, REFER TO
CIVIL DWGS.

DASHED LINES INDICATE 6m WIDE
FIRE ROUTE C/W 12m CENTRELINE
TURNING RADIUS

HATCHED AREA
INDICATES EXTENT OF
HEAVY-DUTY ASPHALT
LIGHT STANDARD - SEE
ELECTRICAL DWGS

150mm CONCRETE
CURB, TYP.

EXISTING WATERMAIN TO BE
RELOCATED, REFER TO CIVIL
DWGS

PAINTED LINES - TYP AT PEDESTRIAN
CROSSING

LANDSCAPING
TYP.

TOTAL PARKING
= 76 SPACES

MECH/ELEC
ROOM

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DEEP COLLECTION WASTE DISPOSAL
CONTAINERS BY EnviroWix™ 7-YARD
UNIT/ BINS - UNDERGROUND
- 1 WASTE
- 1 RECYCLING
(NOTE: CAN BE PICKED UP BY ANY
HAULER WITH FRONT FORKS)

N60 01' 00"E
97.27

1 SITE PLAN

A001 1 : 250

INSTITUTIONAL

INSTITUTIONAL

INSTITUTIONAL

INSTITUTIONAL

INSTITUTIONAL

KEY PLAN



ZONING INFORMATION

ZONE: C2 HIGHWAY COMMERCIAL		
	REQUIRED	PROVIDED
MINIMUM LOT AREA	2 ha	0.7304 ha
MINIMUM LOT FRONTAGE	60 m	54.3 m
MAXIMUM BUILDING HEIGHT	12 m	14.8 m
MAXIMUM LOT COVERAGE	60 %	13 %
MINIMUM LANDSCAPE OPEN SPACE	15 %	34 %
MINIMUM YARD REQUIREMENTS:		
FRONT YARD	10 m	20.1 m
REAR YARD	10 m	23.4 m
SIDE YARD (EAST)	7.5 m	19.5 m
SIDE YARD (WEST)	7.5 m	26.3 m
PARKING:		
	REQUIRED	PROVIDED
HOTEL: 1 SPACES PER GUEST ROOM	69 SPACES	76 SPACES
ACCESSIBLE PARKING: (NO OF STD PARKING 51-75)	3 SPACES	4 SPACES
LOADING SPACE: OVER 1000m ² 1 PLUS 1 ADDITIONAL FOR EACH ADDITIONAL 1000m ² OR PART THEREOF	4	1
SIZES: STANDARD PARKING SPACE 2.7 x 6.0m MIN BARRIER-FREE PARKING SPACE 3.7 x 6.0m MIN LOADING SPACE 3.75 x 9m & 4.25m HEIGHT CLEARANCE		
MINIMUM DRIVE AISLE FOR 90-DEGREE PARKING = 6.5m		
BIKE SPACES: NOT REQUIRED		

SITE STATISTICS

DESCRIPTION	AREA (SM)	AREA (SF)	PERCENTAGE
BUILDING FOOTPRINT	995.92 m ²	10720 ft ²	13.6%
BUILDING FOOTPRINT	995.92 m ²	10720 ft ²	13.6%
HARD LANDSCAPE			
ASPHALT PAVING	3295.80 m ²	35476 ft ²	45.1%
SIDEWALK	614.39 m ²	6613 ft ²	8.4%
SOFT LANDSCAPE	2233.27 m ²	24039 ft ²	30.6%
LANDSCAPE	164.25 m ²	1768 ft ²	2.2%
PAVERS	2397.52 m ²	25807 ft ²	32.8%
OVERALL SITE	7303.68 m ²	78616 ft ²	100.0%

LEGAL DESCRIPTION

PART OF LOT E
REGISTERED PLAN NO. 19
TOWN OF PRESCOTT
COUNTY OF GRENVILLE

CREDIT NOTES:
THIS SITE PLAN IS BASED UPON AND MUST BE READ IN CONJUNCTION WITH THE
SURVEY PLAN PREPARED BY MELDRUM-JASON SURVEYORS, A DIVISION OF IVAN B
WALLACE O.L.S., DATED APRIL 26, 2022.

CHAMBERLAIN ARCHITECT SERVICES LIMITED ACCEPTS NO RESPONSIBILITY FOR
THE ACCURACY OR COMPLETENESS OF THE DATA SUPPLIED AND SUCH DATA IS
NOT INCLUDED UNDER SEALS OF CERTIFICATION, IF ANY.

SITE PLAN LEGEND

▲ ENTRANCE / EXIT	DEPRESSED CURB
--- BUILDING SETBACK LINE	PEDESTRIAN CROSSING TO CONFORM TO ONTARIO TRAFFIC MANUAL
■ TACTILE STRIP	DESIGNATED BARRIER-FREE PARKING SPACE
SIAMESE CONNECTION	6m WIDE FIRE ROUTE WITH HEAVY DUTY ASPHALT
FIRE HYDRANT	HEAVY DUTY ASPHALT
PROPOSED MECHANICAL CONDENSING UNIT ON CONCRETE HOUSEKEEPING PAD - SEE MECH DWGS	LANDSCAPE / SOD AREA
MH □ MANHOLE	CONCRETE SIDEWALK
CB ○ CATCHBASIN	
EV ELECTRIC VEHICLE CHARGING STATION	
□ LIGHT STANDARD	



Chamberlain Architect
Services Limited

4671 Palladium Way, Unit 1
Burlington, Ontario L7M 0W9
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

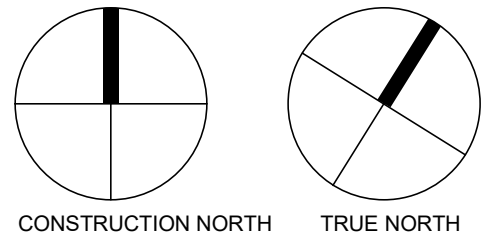
www.chamberlainipd.com

NO.	ISSUED	DATE
1	CLIENT REVIEW	2022.05.31
2	CLIENT REVIEW	2022.06.02
3	CLIENT REVIEW	2022.06.06
4	CLIENT REVIEW	2022.08.03
5	SITE PLAN APPROVAL	2022.11.04
6	TOWN COMMENTS 1	2023.01.23

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS
MARKED "ISSUED FOR CONSTRUCTION". VERIFY
CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE
BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY
OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND
CHAMBERLAIN CONSTRUCTION SERVICES LIMITED
HAVE SIMILAR OWNERSHIP.

CLIENT
1000244757 ONTARIO INC



QUALITY INN

PRESCOTT CENTRE DR.
PRESCOTT, ON

SHEET NAME
SITE PLAN

START DATE
FEB. 2022

DRAWN BY
TP/LG/GP/JA

CHECKED BY
LC

SCALE
As indicated

PROJECT NO.
122005

DRAWING
A001

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 23 '23
Strategic Plan		

PAC Report 05-2023

STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: May 23, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

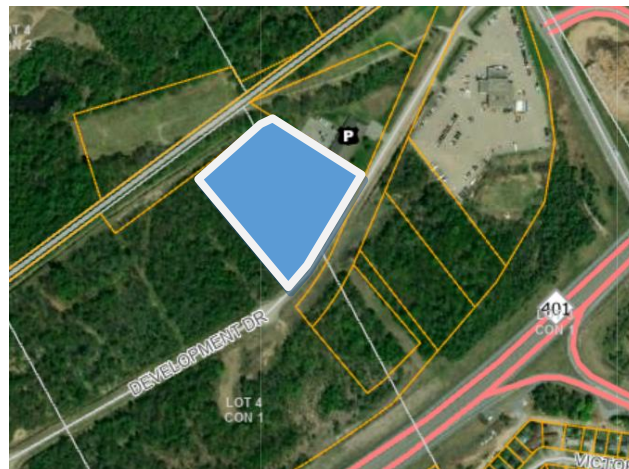
RE: Zoning By-Law Amendment – Development Drive

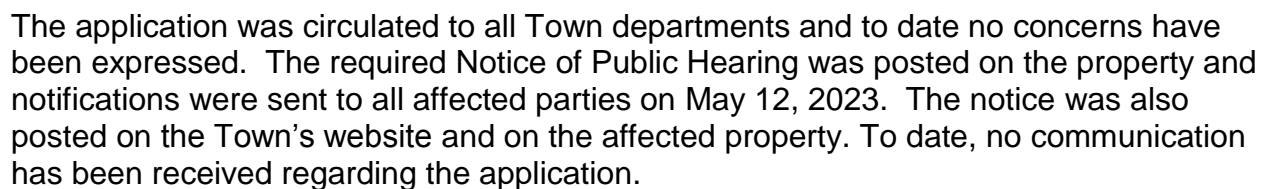
Recommendation:

That the Planning Advisory Committee recommend that Council adopt a Zoning By-law amendment under Section 34 of the *Planning Act* to change the subject lands discussed from a Highway Commercial C-2 to a General Industrial Zone M-1.

Background / Analysis:

A Zoning By-law amendment application was submitted by the Town to meet the condition of sale for the parcel of land. The property is located on the north side of Development Drive directly west of the OPP Station. The area to be rezoned is approximately 4.04 acres (10 acres) as identified on Plan 15R12272 Parts 1 to 4.





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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 23 '23
Strategic Plan		

In this case, the land in question is within the land designated by the Official Plan as Highway 401 Corridor Development. Two of the allowed zones in this area include both the General Commercial C2 and General Industrial M-1 inclusive of the uses within these zones. The following guiding principles in the Official Plan relate to the zoning by-law amendment:

Our Guiding Principles

1. We will value and preserve our built heritage as we provide for appropriate development to generate residential, recreational, environmental, and economic opportunities respectful of private and public property rights.
2. We will ensure that growth and development occur through sustainable and economically viable land use development patterns which will include a broad range of uses and a balanced mix of appropriate residential densities.
3. We will help maintain and increase the Town's employment base through clear and transparent land use policies which support the development of commercial, institutional, and industrial opportunities.
4. We will strive to improve our downtown core while also protecting and enhancing its historical and cultural amenities.
5. We will protect and enhance our natural environment in a manner which is respectful of landowner concerns and recognizes the need for long term sustainability.
6. We will ensure appropriate development which will not pose a danger to public safety or health or result in negative property or environmental impacts.
7. We will ensure that effective infrastructure services will be provided in a cost-efficient manner consistent with our asset management strategy, which recognizes development priorities, and which ensures the protection of private property as well as our economic, cultural, and environmental heritage.

Staff conclude that the proposed rezoning of the 10 acres on the north side of Development Drive fits within the Official Plan and meets the guiding principles when considering rezoning of this parcel of land.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 23 '23
Strategic Plan		

Alternatives:

The Planning Advisory Committee could deny the Town's request for a Zoning By-law amendment which would thereby leave the zoning as Highway Commercial C-2.

Financial Implications:

None

Attachments:

- Survey Plan 15R-12272 Parts 1 to 4

Submitted By:

Matthew Armstrong,
Chief Administrative Officer and Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 39-2023

Date: June 5, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Council Remuneration Working Group Recommendations

Recommendation:

That Council direct Staff to prepare the By-law for Council Remuneration based on the recommendations of the Working Group as outlined in Staff Report 39-2023 and that the By-law come to the Council meeting of June 19, 2023, for final discussion and consideration.

Background / Analysis:

At the Council meeting held on January 3, 2023, Council received Staff Report 03-2023 reviewing the Operational Budget focusing on the Administrative and Protective Services Budgets. Part of the Administrative Budget includes the Council Budget.

Following an overview, Council expressed an interest in amending the Council Remuneration By-law to remove the increase amount based on the Consumer Price Index and change it to mirror the annual increase in the current Canadian Union of Public Employees (CUPE) agreement. Non-unionized staff annual increases currently match the approved CUPE agreement.

Subsequently, at the direction of Council, a draft By-law that would change the annual Council Remuneration increase to mirror the percentage increase as outlined in the CUPE Agreement was brought forward to the Council meeting of February 6, 2023.

After some additional discussion, Council decided to put any changes to the Council Remuneration By-law on hold, along with the annual increase that was to be implemented on January 1, 2023, until a Working Group made up of community

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

members was able to review Council Remuneration and develop a set of recommendations.

The Council Remuneration Working Group consisted of Jim Hutton, current member of the Committee of Adjustment and past member of the Planning Advisory Committee, Bonnie Pigeon, Executive Director of the South Grenville Food Bank, and Kevin Spencer, the Chair of the South Grenville Chamber of Commerce. The Working Group met on May 24, 2023 and reviewed the current Council Remuneration methodology and how the 2022 rates compared with other municipalities in the United Counties of Leeds and Grenville. A more focused discussion occurred on methodology currently used by the Town of Gananoque, Township of Augusta, and the Township of Edwardsburgh Cardinal.

Prescott is most similar to Gananoque as a comparator when it comes to the following factors:

- Population
- Community Services Offered
- Both single tier municipalities

The Townships of Augusta and Edwardsburgh Cardinal are Prescott's closest neighbours and partners. However, the three municipalities differ slightly as outlined below.

- Rural versus urban
- Land size and population
- Two Tier versus Single Tier
- Mayors of two-tier municipalities receive an additional \$27,491 in remuneration from the United Counties which single Tier Mayors do not.

The following options were reviewed by the Working Group:

1. Remuneration rates remain the same with annual increases tied to the Consumer Price Index.

Pro: It matches what was budgeted
Con: Councillor pay is under average

2. Move to the 2022 average with a cost-of-living increase based on Consumer Price Index, OMERS Pension Increase, Staff Salary Increase.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

Pro: Moves to average

Con: Mayor remuneration is complicated by Single Tier versus Two Tier System

Con: Could require regular review of average

3. Move to Gananoque Remuneration Model.

Pro: Local municipality most like Prescott

Con: Would cost an additional \$19,876 above budgeted amount for 2023

Could be implemented over two years 2023 and 2024

4. Create an entirely new model with either base rates or base rates plus meeting and out of town stipends.

The Working Group recognized the need to address the disparity in Council Remuneration, particularly for Councillors. Given the similarities between Gananoque and Prescott, and the use of the Gananoque methodology as the basis for changes the last time Council Remuneration was reviewed and revised in 2016, it made sense to do so again.

The Working Group was also sensitive to the financial impact that the change would result in and as such recommended that the changes be implemented over two fiscal years with 50% of the difference in 2023 and the remainder in 2024. These changes would be effective January 1, 2023, and January 1, 2024. The Gananoque methodology also uses the Consumer Price Index as a basis for an annual increase which would be included for the Prescott model in 2024.

Alternatives:

Council could decide not to proceed with the Working Group Recommendations as outlined in this report. This would result in either proceeding with the Consumer Price Index increase as outlined in the current By-law retroactive to January 1, 2023, or some other course of action as deemed appropriate by Council.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

Financial Implications:

Based on the phased implementation of the Gananoque Council Remuneration methodology, recommended by the Working Group, the financial implications are shown in the following table.

	2022	2023 – By-law	2023 – Gan	2023 - Phased
Mayor Base	23,195	24,795	29,418	26,685
Mayor – County & Regional Meetings	8,078	8,636	7,321	7,321
Mayor – Total	31,273	33,431	36,739	34,006
Councillor	11,821	12,636	15,397	13,609
No other compensation for attending meetings or conferences beyond travel and expenses.				

The revised phased in amount is approximately \$7,470 higher than what was budgeted for in 2023. However, this increase can be absorbed by the Operational Budget by finding savings and efficiencies elsewhere.

Environmental Implications:

None

Attachments:

- Working Group – Council Remuneration Review

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

The background of the slide is a dense field of three-dimensional numbers in various shades of blue. The numbers are of different sizes and are scattered across the entire page, creating a textured, data-like appearance. Some numbers are more prominent than others, while others are partially obscured by the perspective.

Town of Prescott

Council Remuneration
Review – May 2023

Council Remuneration

- ◆ By-law 40-2016 currently determines Council Remuneration
- ◆ Increased Mayor and Councillor remuneration to align with Town of Gananoque
- ◆ Since 2018 the base rates have increased each year by the Consumer Price Index for all items in Ontario
- ◆ Council Remuneration should be reviewed once per term of Council

Council Remuneration – Current Model

Town of Prescott Council Remuneration										
	Old Rate 2016	New Rate 2016	2017	2018	2019	2020	2021	2022	Using CPI 2023	Using Staff 2023
Mayor										
Base Rate	10,810.80	16,999.00	19,221.90	21,069.65	21,448.90	21,856.43	22,090.29	23,194.81	24,795.25	23,658.70
County and Regional Meetings	-	7,206.00	7,350.12	7,337.87	7,469.95	7,611.88	7,693.33	8,077.99	8,635.38	8,239.55
Mayor Total	10,810.80	24,205.00	26,572.02	28,407.52	28,918.85	29,468.31	29,783.62	31,272.80	33,430.62	31,898.26
Councillor										
	8,399.00	9,700.00	10,544.82	10,737.32	10,931.02	11,138.21	11,257.67	11,820.64	12,636.26	12,057.05
CPI Increase at January 1st			2.00%	1.83%	1.80%	1.90%	1.07%	5.00%	6.90%	2.00%
Staff Increase at January 1st			1.50%	1.50%	1.75%	2.00%	1.50%	2.00%	2.00%	2.00%
Council Remuneration *										
	61,204.80	82,405.00	89,840.94	92,831.44	94,504.97	96,297.57	97,329.64	102,196.64	109,248.21	104,240.57
* Note differs from total expense as CPP and WSIB premiums are not included in the above										

Council Remuneration – 2022 Comparisons

Municipality	Type	Population	Mayor 2022	Councillor 2022
Prescott	Single-Tier	4,078	31,273	11,821
Gananoque	Single-Tier	5,383	34,866	14,417
Augusta	Two-Tier	7,386	25,811	14,948
Edwardsburgh Cardinal	Two-Tier	7,505	15,850	10,566
Athens	Two-Tier	3,042	6,946	5,241
Brockville	Single-Tier	22,116	43,485	19,182
Elizabethtown-Kitley	Two-Tier	9,545	18,344	12,660
Front of Young	Two-Tier	2,595	12,516	9,198
Leeds and the 1000 Islands	Two-Tier	9,804	24,578	18,906
Merrickville-Wolford	Two-Tier	3,135	13,846	10,549
North Grenville	Two-Tier	17,964	34,050	20,429
Rideau Lakes	Two-Tier	10,883	26,000	14,841
Westport	Two-Tier	634	11,552	8,728
Average			23,009	13,191
Two-Tier Mayors receive \$27,491 to sit on Counties Council				

Council Remuneration – Focused Comparison

- ◆ Prescott is most similar to Gananoque as a comparator when it comes to
 - ◆ Population
 - ◆ Community Services Offered
 - ◆ Both single tier municipalities

- ◆ Townships of Augusta and Edwardsburgh Cardinal are our closest neighbours and partners. However, we differ slightly when it comes to
 - ◆ Rural versus urban
 - ◆ Land size and population
 - ◆ Two Tier versus Single Tier

Council Remuneration – 2022 Focused Comparison Gananoque Augusta Edwardsburgh- Cardinal

Municipality	Type	Population	Mayor 2022	Councillor 2022
Prescott	Single-Tier	4,078	31,273	11,821
Gananoque	Single-Tier	5,383	34,866	14,417
Augusta	Two-Tier	7,386	25,811	14,948
Edwardsburgh Cardinal	Two-Tier	7,505	15,850	10,566

Gananoque Council Remuneration Model 2023 - 2026

	2022	2023 (2022 + CPI 2022 6.8%)	2024 (2023 +CPI 2023)	2025 (2024 + CPI 2024)	2026 (2025 + CPI 2025)
Mayor – base	\$27,545	\$29,418	\$29,418 + CPI 2023	2024 + CPI 2024	2025 + CPI 2025
Mayor – Joint Services	7,321	7,321	7,321	7,321	7,321
Total Mayor	\$34,866	\$36,739			
Councillor	\$14,417	\$15,397	\$15,397 + CPI 2023	2024 + CPI 2024	2025 + CPI 2025
No other compensation for attending meetings or conferences beyond travel and expenses					
Note: Gananoque Mayor brought forward a motion to decrease Mayor Remuneration for 2023 to					

Augusta Council Remuneration Model

	2022	2023 (2022 + CPI 2022 6.8%)	2024 (2023 +CPI 2023)	2025 (2024 + CPI 2024)	2026 (2025 + CPI 2025)
Mayor – Base	\$25,811	\$29,418	\$29,418 + CPI 2023	2024 + CPI 2024	2025 + CPI 2025
Mayor – Counties	27,491	2022 +CPI	2023 +CPI	2024 +CPI	2025 +CPI
Mayor Total	\$53,302				
Councillor	\$14,948	2022 +CPI	2023 +CPI	2024 +CPI	2025 +CPI

\$150.00 per day to attend conferences, seminars, workshops, courses, forums and meetings chosen and approved by Council for municipal purposes when away from the municipality for a period of at least 8 hours

Township paid health and dental benefits

Edwardsburgh Cardinal Council Remuneration Model

	2022	2023 (2022 + OMERS Increase 6.0%)	2024 (2023 + OMERS Increase)	2025 (2024 + OMERS 2024)	2026 (2025 + OMERS 2025)
Mayor – Base	\$15,850	\$16,801	\$16,801 + OMERS 2023	2024 + OMERS 2024	2025 + OMERS 2025
Mayor – Counties	27,491	2022 +CPI	2023 +CPI	2024 +CPI	2025 +CPI
Mayor Total	\$43,341				
Councillor	\$10,566	\$11,200	\$11,200 + OMERS 2023	2024 + OMERS 2024	2025 + OMERS 2025
\$30 to attending Special Council Meetings					
No compensation to attend conferences beyond travel and expenses					

Council Remuneration – Options

- ◆ Leave it how it is with annual increases tied to the Consumer Price Index
 - ◆ Pro: It matches what was budgeted
 - ◆ Con: Councillor pay is under average
- ◆ Move to the 2022 average with a cost-of-living increase based on Consumer Price Index, OMERS Pension Increase, Staff Salary Increase
 - ◆ Pro: Moves to average
 - ◆ Con: Mayor remuneration is complicated by Single Tier versus Two Tier System
 - ◆ Con: Could require regular review of average
- ◆ Move to Gananoque Remuneration Model
 - ◆ Pro: Local municipality most like Prescott
 - ◆ Con: Would cost an additional \$19,876 above budgeted amount for 2023
 - ◆ Could be implemented over two years 2023 and 2024
- ◆ Create an entirely new model with either base rates or base rates plus meeting and out of town stipends

Council Remuneration – Recommendation

- ◇ Move to Gananoque Remuneration Model
- ◇ Implement the changes over 2 years
 - ◇ 2023 – implement 50% of the difference
 - ◇ 2024 – implement the remaining 50%

	2022	2023 - Bylaw	2023 - Gan	2023 - Phased
Mayor – Base	23,195	24,795	29,418	26,685
Mayor – County & Regional Meetings	8,078	8,636	7,321	7,321
Mayor – Total	31,273	33,431	36,739	34,006
Councillor	11,821	12,636	15,397	13,609
No other compensation for attending meetings or conferences beyond travel and expenses				



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

REPORT TO COUNCIL

Date June 5, 2023

Report No. 40-2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Tri-Council Joint Recreation Committee

Recommendation:

That Council approve the Terms of Reference for the Tri-Council Joint Recreation Committee and direct Staff to put forward the following names as representatives from the Town of Prescott.

- Councillor Leanne Burton – Member of Council
- Samantha Joudoin-Miller, Manager of Community Services – Staff Member
- South Grenville Minor Hockey Association – Community Organization
- Prescott Figure Skating Club – Community Organization
- Prescott and District Minor Soccer – Community Organization

Background/Analysis

Through the Joint Council meetings that occurred in 2022, the opportunity for collaboration in the area of Recreation between the three municipalities was identified. In April of 2022, the following draft Terms of Reference for the Joint Recreation Committee were developed.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

Joint Recreation Committee Terms of Reference

Committee Mandate

- To explore areas of collaboration between the participating municipalities in relation to recreational activities

Committee Membership

- 1 elected Member of Council from each participating municipality who has the responsibility for recreation
- 1 Member of Staff from each participating municipality
- 3 community members from each municipality from recreational organizations

Committee Quorum

- Quorum for the purpose of meetings, will be 50% of the committee members plus 1 member

Committee Resources

- Staff from participating municipalities shall act as a resource to the Committee

Committee Recommendations

- The Joint Recreational Committee will make recommendations that will be brought back to each participating municipality for consideration

At the Tri-Council meeting held on May 25, 2023 Staff presented the draft Terms of Reference and recommended each municipality proceed with the approval of the Terms of Reference and put forward the names of Committee Members.

The Terms of Reference note that the appointed Member of Council should be the Councillor assigned to the Recreation portfolio, which for the Town of Prescott is Councillor Burton. Samantha Joudoin-Miller, Manager of Community Services would be the Staff participant.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

The following Community Organizations are being suggested as members of the Committee due to their extensive network of individuals participating. Working with those organizations would allow feedback from a wide variety of users, parents, and partners.

- Prescott & District Soccer Association
- South Grenville Minor Hockey Association
- Prescott Figure Skating Club

Alternatives:

Council could decide to choose other Members of the Committee as they see fit.

Financial Implications:

None

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 41-2023

Date: June 5, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Short-Term Rental Licensing

Recommendation:

For information.

Background / Analysis:

At the Tri-Council Meeting held on May 25, 2023, the Township of Augusta noted a pressing need to implement a by-law to regulate short term rentals which have cropped out throughout the municipality. They invited both the Township of Edwardsburgh Cardinal and the Town of Prescott to participate in the creation of a by-law to find areas of commonality. From a Prescott and Augusta perspective, both municipalities share a By-law Enforcement Officer and where by-law commonality is possible, it is both efficient and effective.

Staff have reviewed the need for a Short-Term Rental By-law and believe it would be advantageous to conduct inspections from a health and safety perspective to review compliance with the following.

- Ontario Fire Code
- Ontario Building Code
- Smoke and Carbon Monoxide Detection
- Fire Extinguishers
- Parking Management
- Municipal By-Laws

It would also provide an avenue for short-term renters to have complaints addressed as they pertain to health and safety matters.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

Any appeals of the issuance or revocation of a license could go to the Police Services Board as a function of the Board includes reviewing concerns in relation to Taxi License and Refreshment Vehicle Licenses.

Appeals of Administrative Monetary Penalties have a separate process which does not involve Council.

Alternatives:

Council could direct Staff to work with the Township of Augusta on a draft Short-Term Rental By-law that would be used to ensure that the appropriate health and safety measures are in place.

Council could also decide not to proceed with creating a draft short-term rentals by-law at this time.

Financial Implications:

None

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 42-2023

Date: June 5, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Liability & Property Insurance Request for Proposal

Recommendation:

That Council direct Staff to proceed with the issuance of a Request for Proposal for Liability, Property, and Cyber Insurance Coverage through the Broker of Record for the Town of Prescott.

Background / Analysis:

The last several years of Liability and Property Insurance renewals have seen double digit percentage increases. While the Town of Prescott has fared better than most other municipalities, due to a relatively good claims record, the fact remains that the municipality is paying nearly \$150,000 more for insurance premiums than it did seven years ago. Over that period of time, insurance protection for flood, earthquake, cyber, and an increase in the liability limit have been added to the policy, however they account for approximately a third of the increase.

It was recommended by the Town's Broker of Record, Greg Kenney, and Staff concur that undertaking a Request for Proposal to insurance companies to offer coverage for the range of liability and property insurance products we currently have is prudent from time to time to determine if there are other providers that are willing to offer better rates.

At the last renewal our Broker identified several ways in which we could decrease the current premiums which can be implemented upon renewal this year.

Alternatives:

Council could decide not to proceed with a Liability and Property Insurance Request for Proposal at this time.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 5, 2023
Strategic Plan		

Financial Implications:

As noted above, the Town has experienced annual renewals that have put strain on the Operational Budget across all departments. The Town has a relatively good claims record, which has lessened the yearly increases experienced by other municipalities across Ontario and Canada. Going to market by issuing a Request for Proposal from time to time, is a prudent fiduciary undertaking, but can also result in risk if only one insurance company responds. The Municipal Liability and Property Insurance market has relatively few choices.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 23-2023

**A BY-LAW TO PROHIBIT AND REGULATE NOISE WITHIN THE TOWN OF
PRESCOTT**

Being a by-law to prohibit and regulate noise within the Town of Prescott.

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 Section 128 of the *Municipal Act, 2001*, provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; and

WHEREAS Section 129 of the *Municipal Act, 2001*, provides that a municipality may pass by-laws to prohibit and regulate noise; and

WHEREAS Section 425 of the *Municipal Act, 2001*, provides that a municipality may create offences for the contravention of by-laws; and

WHEREAS Section 429 of the *Municipal Act, 2001*, provides that a municipality may establish a system of fines for offences; and

WHEREAS Council of the Town of Prescott deems it advisable to prohibit and regulate the making of noise within the town.

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

1. DEFINITIONS

"Administrative Monetary Penalty System" means the Administrative Monetary Penalties System By-Law as approved by Council.

"Community Event" means an event open to the public, including a public fair, public exhibition, public celebration, public sporting event, public concert, or school event.

"Construction" means erection, alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth-moving, grading, excavating, laying of pipe and conduit whether above or below ground level, street and highway building, application of concrete, equipment installation and alteration and the structural installation of construction

components and materials in any form or for any purpose, and includes any work in connection therewith.

“Construction Equipment” means any equipment or device designed and intended for use in construction or material handling, including but not limited to: hand tools, power tools, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, forklifts, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks ditchers, compactors or rollers, pumps, concrete mixers, graders, and any other material handling equipment.

“Council” means the Council of the Corporation of the Town of Prescott.

“Electronic Device” means a device intended primarily for the production, reproduction or amplification of sound, including, but not limited to, any musical instrument, radio receiver, television receiver, recorder, phonograph, loudspeakers, amplifiers, microphones or reproducers or any combination of such equipment, including devices used in the reproduction of music, speech or other sounds.

“Enforcement Officer” means a municipal by-law enforcement officer authorized by the Council of the Corporation of the Town of Prescott, any member of the Ontario Provincial Police, and any Provincial Offences Officer pursuant to the Provincial Offences Act.

“Highway” means any common and public highway, street, avenue, parkway, driveway, square, place, drive, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Inhabitant” means a person that live in or occupies a place.

“Motor Vehicle” means any private or commercial automobile, motorcycle, motorized assisted bicycle, all-terrain vehicles, extreme terrain vehicle, multi-purpose off-road vehicle, any vehicle propelled or driven otherwise that requires a motor or engine to be movable.

“Noise” means unwanted sound that is generated within the Town and is likely to disturb inhabitant or neighbouring municipality.

“Outdoor Performance” means any artistic or cultural performance that is conducted in an outdoor venue on public or private property where the amplification of sound carries beyond the confines of the property.

“Persistent” means noise that is heard continuously or intermittently heard for a period of fifteen (15) minutes or more over a period of one (1) hour.

“Person” means a person, firm, organization, agency, association, corporation, or partnership used in the normal context of the word.

“Point of Reception” means any point on a premises where sound originating from some other premises is received.

“Zoning By-Law” means the Council approved by-law governing zoning in accordance with the *Planning Act*, as amended.

2. GENERAL PROHIBITIONS

2.1. No person shall within the Town of Prescott emit, cause or permit to be emitted or caused any noise to disturb inhabitants of the Town, as set out in Schedule A, attached hereto, that is clearly audible at a point of reception.

3. PROHIBITIONS BY TIME

3.1. No person shall, within the prohibited time shown in Schedule B, attached hereto, emit, cause or permit the emission of noise which is clearly audible at a point of reception resulting from an act or emanating from a device listed in Schedule B.

4. GENERAL EXEMPTIONS

4.1. This by-law shall not apply to a person who emits, causes or permits the emission of noise in connection with any of the activities listed in Schedule C, attached hereto, of this by-law.

5. EXEMPTION APPLICATION

5.1. Notwithstanding anything in this by-law, any person may make an application, in a form as approved by the Town, to request an exemption to any provision of this by-law on Commercial or Industrial Properties. The Town may refuse to grant any such exemption or may grant the exemption applied for or any exemption of lesser effect, and any exemption granted shall be in the form, attached hereto, as Schedule E.

5.2. Exemption applications related to outdoor performances shall only extended to 01:00, on Friday, Saturday, or Statutory Holiday's.

5.3. A breach of any of the terms or conditions of any exemption granted by the Town shall render the exemption null and void.

5.4. If the Town refuses to grant an exemption application, it may be appealed to Council for consideration.

6. OUTDOOR PERFORMANCE

- 6.1. Organizers of all outdoor performances must submit an application and be approved by the Town so that the coordination of performances can occur and not result in an overlap. Approved outdoor performances shall be in the form, attached hereto, as Schedule F.

7. ENTRY AND INSPECTION

- 7.1. An enforcement officer or their designate may at any time, enter onto a property to determine whether this by-law is being complied with.

8. VALIDITY AND SEVERABILITY

- 8.1. If any section, subsection, clause, paragraph or provision of this by-law or parts thereof are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Municipal Council to enact, such a section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not effect the validity or enforceability of any other provisions of the by-law as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent there from and enacted as such.
- 8.2. Whenever any reference is made under this by-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

9. ENFORCEMENT & PENALTIES

- 9.1. This by-law shall be enforced by any Enforcement Officer having jurisdiction in the Town.
- 9.2. No person shall obstruct or hinder or attempt to obstruct or hinder an Enforcement Officer, or other authorized employee or agent of the Town in the exercise of a power or the performance of a duty under this by-law.
- 9.3. In addition to any other provision of this By-law or other remedies or recoveries available at law, any person who contravenes any provision of this By-law is guilty of an offense and on conviction is liable to a fine of the maximum allowable fine under Administrative Monetary Penalty System of the Town.
- 9.4. In addition to any other remedy and to any penalty imposed by this by-law, the Town may make an order prohibiting the continuation or repetition of the offence by the person offender, pursuant to Section 431 of the *Municipal Act, 2001*, as

amended.

- 9.5. Where a person fails or defaults to carry out any direction or action required by the Town as authorized by this by-law, upon reasonable and written notice, the Town may proceed to do such things or carry out such actions as directed at the expense of the person and such expenses may be recovered by the Town in a like manner as taxes in accordance with the provision of Section 326 of the *Municipal Act, 2001*, as amended.

10. GENERAL

- 10.1. That Schedules "A", "B", "C", "D", "E", and "F" shall constitute part of this by-law.

- 10.2. That By-law 45-81 as amended, and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed in their entirety.

- 10.3. That this by-law shall come into force and take effect on its passing.

READ AND PASSED, SIGNED AND SEALED THE 5th DAY OF JUNE 2023.

Mayor

Clerk

By-Law 23-2023

Schedule A

GENERAL PROHIBITIONS

No person shall emit, cause or permit the emission of noise resulting from an act listed below, which is clearly audible at point of reception:

1. The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers, and intended for the production, reproduction or amplification of sound;
2. The operation of any construction equipment, combustion engine or pneumatic device without an original equipment manufacturer specification exhaust or intake muffling device in good working order and in constant operation;
3. Revving of any motor vehicle engine except as required for by a licensed mechanic at a place of business for automotive repair;
4. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
5. Residential domestic activities that produce sound of such nature that is unwanted, on-going, persistent, unusual, repetitive, a public nuisance that disturbs a person at a point of reception.
6. Persistent barking, calling, or whining of any domestic pet or any animal.

By-Law 23-2023

Schedule B

PROHIBITIONS BY TIME

Item	Prohibition	Monday to Friday	Saturday and Sunday and Statutory Holidays
1	The operation of any construction equipment in connection with construction.	23:00 to 07:00	23:00 to 09:00
2	The operation of any powered or non-powered tool for domestic purpose other than snow removal.	23:00 to 07:00	23:00 to 09:00
3	Racing of motor vehicles other than in a racing event regulated by by-law		
4	The operation of a motor vehicle in such a way that the tires squeal		
5	The operation of any combustion engine, pneumatic device or construction equipment without an effective exhaust or intake muffling device in good working order and in constant operation		
6	The operation of a motor vehicle resulting in banging, clanking, squealing or other like sounds		
7	<p>The operation of an engine or motor, or on, any motor vehicle or time of attached auxiliary equipment for a continuous period exceeding five (5) minutes, while such vehicle station in a residential area unless:</p> <ul style="list-style-type: none"> i. The original equipment manufacturer specifically recommends a longer idling period of normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; ii. The operation of such engine or motor is essential to a basic function of the vehicle or equipment including but not limited to operation of a ready mix concrete truck, lift platforms. Or refuse compactors and heat exchange systems normal operation; iii. Weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo; iv. Prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine. v. The idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal 		
		At any time	At any time

	change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.		
8	The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception.		
9	The sound of any bell, steam or air whistle, horn, siren or signal device on or off a vehicle.		
10	The selling or advertising by shouting or loud speaking		
11	The sounds of keeping of any animal or bird		
12	Persistent yelling and shouting, whistling, and singing.		

By-Law 23-2023

Schedule C

GENERAL EXEMPTIONS

The emission of noise in connection with the following activities are considered exempt from the provisions of this by-law:

1. Emergency measures undertaken for the immediate health, safety or welfare of the inhabitants for the preservation or restoration of property.
2. Sirens or noise associated with emergency services, essential services, and all other activities conducted by the Town, the Province of Ontario, Government of Canada, any utility provider or their agents associated with the provisions of maintenance of essential services.
3. The operation of vehicles, equipment and construction equipment when utilized for, the clearing of snow from public and private property, street sweeping and line painting.
4. Audible pedestrian signals.
5. The performance of any use permitted in a Commercial or Industrial zone, and further that the noise generated is pursuant to work done in the normal manner or in order to maintain continuous operation, and that the work does not contravene any federal, provincial or municipal laws or regulations.
6. The use of church bells, chimes or carillons normally associated with religious, traditional and festive activities and the ringing of bells, blowing or sounding of any horn, yelling, shouting, hooting or hollering at a sanctioned sporting event during permitted times.
7. Noise related to activities permitted under a Town approved exemption application.
8. Aircraft, airports, trains and railways subject to regulation by the Government of Canada.
9. Activities and noise as part of a community event.
10. Approved outdoor performances.
11. Town sanctioned events and activities.
12. The operation of excavation equipment when used in a cemetery in conjunction with interment services.

By-Law 23-2023

Schedule D

Fees and Penalties

Fees

Outdoor Performance Application	Free
Exemption Application – Per Event	\$25.00
Exemption Application – Season	\$150.00

Administrative Monetary Penalties

Item	Description	Provision Creating or Defining Offence	1 st Offence	2 nd Offence	3 rd and Subsequent Offence(s)
1	Obstructing or hinder an officer	s 7.1	\$200.00	\$400.00	\$600.00
2	Emit, cause or permit noise from an electronic device	s 2.1, Sch. A (1)	\$150.00	\$300.00	\$450.00
3	Emit, cause or permit noise from any construction equipment, engine or device without exhaust or intake muffling device	s 2.1, Sch. A (2)	\$150.00	\$300.00	\$450.00
4	Emit, cause or permit noise from a motor vehicle in such a way to rev the engine	s 2.1, Sch. A (3)	\$150.00	\$300.00	\$450.00
5	Emit, cause or permit noise from a horn or other warning device	s 2.1, Sch. A (4)	\$150.00	\$300.00	\$450.00
6	Emit, cause or permit noise from residential domestic activity	s 2.1, Sch. A (5)	\$150.00	\$300.00	\$450.00
7	Cause or permit the continuous barking, calling or whining of an animal	s 2.1, Sch. A (6)	\$150.00	\$300.00	\$450.00
8	Emit, cause or permit noise from construction equipment during prohibited time	s 3.1, Sch. B (1)	\$150.00	\$300.00	\$450.00
9	Emit, cause or permit noise from any tool, equipment or appliance during prohibited time	s 3.1, Sch. B (2)	\$150.00	\$300.00	\$450.00
10	Emit, cause, or permit noise by racing of a motor vehicle	s 3.1, Sch. B (3)	\$150.00	\$300.00	\$450.00

11	Emit, cause, or permit noise by operation of a motor vehicle in such a way that tires squeal	s 3.1, Sch. B (4)	\$150.00	\$300.00	\$450.00
12	Emit/cause permit noise by operation of combustion engine, pneumatic device or construction equipment without and effective exhaust or intake muffling device in good working order and in constant operation.	s 3.1, Sch. B (5)	\$150.00	\$300.00	\$450.00
13	Emit/cause permit noise by operation of a motor vehicle resulting in banging, clanking, squealing and other like sounds.	s 3.1, Sch. B (6)	\$150.00	\$300.00	\$450.00
14	Emit/cause permit noise by the operation of an engine or motor exceeding five minutes when vehicle is stationary.	s 3.1, Sch. B (7)	\$150.00	\$300.00	\$450.00
15	Emit/cause permit the operation of any electronic device incorporating one or more loudspeakers intended for the production, reproduction or amplification of sound.	s 3.1, Sch. B (8)	\$150.00	\$300.00	\$450.00
16	Emit/cause/permit the sound of bell, steam or air whistle, horn, siren or signal device on or off vehicle.	s 3.1, Sch. B (9)	\$150.00	\$300.00	\$450.00
17	Emit/cause permit noise by selling / advertising by shouting.	s 3.1, Sch. B (10)	\$150.00	\$300.00	\$450.00
18	Persistent noise making by any animal or bird.	s 3.1, Sch. B (11)	\$150.00	\$300.00	\$450.00
19	Persistent yelling and shouting, whistling, singing.	s 3.1, Sch. B (12)	\$150.00	\$300.00	\$450.00

By-Law 23-2023

Schedule E

EXEMPTION APPLICATION

Application for temporary exemption permit to the Noise By-Law

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Group or Organization: _____

Event Type: _____

Date & Time of Event: _____

Description of Event – Include the source of sound in respect of which the exemption is being requested:

By-Law 23-2023

Schedule F

OUTDOOR PERFORMANCE APPLICATION

Application for temporary exemption permit for Outdoor Performance to the Noise By-Law.

Organization's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Event Type: _____

Date & Time of Event: _____

Description of Event – Include the source of sound in respect of which the exemption is being requested:

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 24-2023

**A BY-LAW TO LICENCE, REGULATE, AND GOVERN REFRESHMENT
VEHICLES IN THE TOWN OF PRESCOTT**

Being a by-law to licence, regulate, and govern refreshment vehicles in the Town of Prescott.

WHEREAS, Part IV of the *Municipal Act, 2001* authorizes the council of every local municipality to pass by-laws for licensing, regulating and governing any business carried on within the municipality.

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

1. DEFINITIONS

The following definitions shall apply for the purposes of this by-law:

- (a) “Administrative Monetary Penalty System” means the Administrative Monetary Penalties System as approved by Council.
- (b) “Clerk” shall mean the Clerk or Deputy Clerk of the Town of Prescott.
- (c) “Corporation” shall mean the Corporation of the Town of Prescott.
- (d) “Council” shall mean the Council of the Town of Prescott.
- (e) “Food Wagon” shall mean a motor vehicle or trailer equipped for the cartage, storage, and preparation of refreshments which is used only for the sale of such refreshments intended for the consumption of the general public. A Food Wagon shall be permitted to locate at one designated site and shall be included in the definition of “Refreshment Vehicle”.
- (f) “Licence” shall mean a licence issued under the provisions of this by-law.
- (g) “Medical Officer of Health” shall mean the Medical Officer of Health for Leeds, Grenville and Lanark District Health Unit or their duly authorized delegate.
- (h) “Mobile Canteen” shall mean a motor vehicle equipped for the cartage, storage and preparation of refreshments from which said motor vehicle refreshments are

offered for sale for consumption primarily by person at their place of employment or by persons attending a private function including auction sales or other special sales where the Mobile Canteen operator has been invited or authorized by the person holding the sale to dispense refreshments. A Mobile Canteen shall be included in the definition of "Refreshment Vehicle."

- (i) "Operate" shall mean the act of selling, offering for sale, or otherwise dispensing of refreshments and "Operator" shall have a like meaning.
- (j) "Police Services Board" shall mean the Police Services Board for the Town of Prescott.
- (k) "Refreshment" shall mean all food stuffs or beverages either prepared on site or pre-packaged and intended for consumption by the public. Refreshments shall include but not be limited to french fries, hamburgers, onion rings, pogos, hotdogs, sausages, sandwiches, popcorn, ice cream, gelato, candy, confections, and fresh or frozen produce.
- (l) "Refreshment Cart" shall mean a mobile vehicle propelled by human muscle power from which refreshments are sold for consumption by the general public and may include a barbeque. The main body of the Refreshment Cart shall not exceed the following dimensions: 96 inches in length, 44 inches in width and 48 inches in height, measured from the ground upward.
- (m) "Refreshment Vehicle" shall include a Food Wagon, Mobile Canteen, and Refreshment Cart as defined in this by-law.
- (n) "Roadworthy" shall mean that the vehicle complies with the requirements of the Highway Traffic Act and in the case of the Food Wagon and Mobile Canteen is licensed by the Ministry of Transportation for operation on Public Highway. The applicant for a licence shall produce such vehicle licence information prior to issuance of a licence.

2. LICENSING

- (a) No person shall operate a Refreshment Vehicle within the limits of the Town of Prescott unless and until the operator has obtained a separate licence for each refreshment vehicle, as issued under the provisions of this by-law.
- (b) The annual licence fees for each Refreshment Vehicle shall be as listed in Schedule "A" of this By-law.
- (c) The term of each licence shall be from the first (1) day of January to the thirty-first (31) day of December in each year and no licence shall be issued except on payment of the full amount of the prescribed fee, provided that where an applicant

for a Food Wagon or Mobile Canteen, who has not at any time in the previous two (2) calendar years held such a licence applies after the thirty first (31) day of July, a licence may be issued for the balance of that year on payment of one-half the licence fee set out herein.

- (d) A licence may be transferred from one vehicle to another or from one operator to another upon application and payment of the fee detailed in Schedule "A" provided always that the new vehicle and/or operator comply with the provisions contained in this by-law. A transfer application may not be granted if the nature of the business has changed from that detailed in the licence application.
- (e) An annual renewal licence may be issued to the previous holder of the licence for a previously approved location provided all other application requirements, including the payment of the prescribed fee, permission of the landowner, proof of valid vehicle licence and compliance approval from the Medical Officer of Health, Fire Chief and Chief Building Official, are submitted on an annual basis.
- (f) A Refreshment Vehicle shall have in the vehicle at all times, the refreshment vehicle license granted for the vehicle. The vehicle operator shall present said license upon request of a Law or By-law Enforcement Officer.
- (g) The Operator of a Refreshment Vehicle shall accept liability for all or any claims for injury or damage to any person or property caused or created by the operation of the Refreshment Vehicle.
- (h) The Corporation may refuse to grant a license or revoke or suspend a license.
- (i) The Corporation may impose conditions as a requirement of obtaining, continuing to hold or renewing a license at any time during the term of the license.
- (j) No person shall enjoy a vested right in the continuance of a licence, except as provided in this by-law, and, whether issued, renewed, expired, revoked, or otherwise terminated, the licence, and any value of such licence, shall continue to be the property of the Corporation.
- (k) Every person who holds a licence shall ensure compliance with this by-law and all other applicable law by all persons involved in the carrying on of such business, and no such person shall permit any person employed by such person or otherwise involved in the carrying on the business, to do so other than in compliance with this by-law. No licence issued under this by-law shall authorize any person to do anything in contravention of any other law.
- (l) No licence shall be issued if the applicant owes any monies, including taxes, permit fees or outstanding work orders to the Corporation of the Town of Prescott.

- (m) The Corporation reserves the right to investigate any business or individual who applies for a licence under this by-law. Such an investigation shall be conducted by the Town and reported to the licence issuer.
- (n) The issuance of any licence shall be subject to the written approval of the Town of Prescott Fire Department, Town of Prescott Building & By-law Department, and The Medical Officer of Health/Health Unit.
- (o) Consideration to public interest, non-compliance with this by-law, imposed conditions or any other law is a factor relevant to the consideration of whether or not a licence may be granted, renewed, refused, or revoked, notwithstanding that the holder of the licence has not been prosecuted or convicted for contravention of such law.
- (p) The applicant must permit ample and reasonable time from the time of initial application (providing it is complete) to a response whether the licence shall be permitted or not.
- (q) If the Town refuses to grant or revokes a licence pursuant to this by-law, the applicant may request a hearing of the Prescott Police Service Board in accordance with the *Statutory Powers Procedure Act*.
- (r) The Licensing Officer shall carry out the administrative functions of administering, applying and enforcing this by-law.
- (s) All applications shall be accompanied by the required fee.

3. GENERAL REGULATIONS - ALL REFRESHMENT VEHICLES

- (a) Nothing in this by-law, including the issuance of a licence, conveys the right to enter upon or conduct business from any private, public, or Crown property. Written evidence of the landowner's permission to locate the refreshment vehicle on property shall be produced prior to the issuance of a license.
- (b) The operator of every Refreshment Vehicle shall at all times comply with the requirements of the District Health Unit of Leeds, Grenville and Lanark with respect to sanitation, cleanliness, washroom facilities, refuse, and all other matters under this jurisdiction and every application for a licence shall submit written confirmation from the Health Unit of compliance in that regard.
- (c) The Operator of every Refreshment Vehicle shall at all times comply with the requirements of the Fire Chief of the Town of Prescott with respect to matters of fire prevention and fire safety. Every applicant for a licence shall submit written confirmation from the Fire Chief of compliance in that regard.

- (d) Every Refreshment Vehicle shall at all times be roadworthy and in proper operating condition. When in motion on a public highway, shall be subject to the provisions of the *Highway Traffic Act*. Refreshment vehicles are not exempt from parking by-laws of the Corporation.
- (e) All Refreshment Vehicles shall be kept in a clean and presentable condition and be painted in a manner satisfactory to the Corporation and such shall include approved sign appurtenant thereto. The property on which the Refreshment Vehicle is located shall be maintained in a neat and tidy condition and all refuse shall be deposited in proper containers and disposed of by the operator.
- (f) Exemptions from certain provisions of this by-law may be granted for Refreshment Vehicles to be operated in parks, or other lands in the control of the Corporation for specific special events or Town sponsored initiatives but only, during the time times and at the locations designated by the Clerk in writing.

4. FOOD WAGONS

- (a) The property on which a Food Wagon is to be located shall be zoned Commercial or Industrial as set out in the current Zoning By-Law. The location shall be approved by the Building and By-law Department of the Corporation. Every application submitted for approval shall include a site plan drawn to scale showing the proposed vehicle location, proposed structures, adjacent structures, entrance and exit from adjacent streets, proposed additions to the vehicle, signs, required parking spaces and set back distances from the street, and setback distances from properties with residential units, all as required by the provisions of this by-law.
- (b) The Food Wagon shall be located at least 10 metres from the front line of the property on which it is located.
- (c) The Food Wagon shall be located at least 10 metres from any public roadway measured as the shortest distance regardless of elevation change or access to the public roadway.
- (d) The Food Wagon shall be located at least 10 metres from the lot line of a property that has any residential unit on it.
- (e) The Food Wagon shall be located at least 15 metres from any fuel dispensing equipment or tanks.
- (f) The site for a Food Wagon shall provide a minimum of four automobile parking spaces for use by the Food Wagon's patrons.
- (g) All structures or additions to the Food Wagon site, including signs and structures designed to protect the public from the elements while being served at the servicing window, are subject to approval by the Chief Building Official. The

changes shall be shown on the site plan required pursuant to Section 4 (a). Such structures or additions shall be designed and constructed in a neat and tidy fashion such that they do not detract from the general appearance of the site nor inhibit the ability to move the vehicle on short notice. The maximum area of all additions, in total, shall not exceed 1/3 of the area occupied by the Food Wagon itself.

5. MOBILE CANTEEN

- (a) The operator of a Mobile Canteen shall conduct business only while parked and not on a public highway, street, road, lane, park, boulevard or other public land unless a special exemption to do so has been granted in writing by the Clerk under Section 3(f) herein.

6. REFRESHMENT CART

- (a) Refreshment Carts may operate on private property zoned Commercial or Industrial as set out in the current Zoning By-Law. The location of the cart on site shall be approved by the Manager of Building and Bylaw for the Corporation. Every application shall include a site plan drawn to scale showing the proposed cart location, adjacent structures, entrance and exit from adjacent streets, garbage receptacle location, and other requested information, all as required by the provisions of this by-law and the Corporation.
- (b) The Food Wagon shall be located at least 10 metres from the front line of the property on which it is located.
- (c) The Refreshment Cart shall be located at least 10 metres from any public roadway measured as the shortest distance regardless of elevation change or access to the public roadway.
- (d) The Refreshment Cart shall be located at least 10 metres from the lot line of a property that has any residential unit on it.
- (e) The Refreshment Cart shall be located at least 15 metres from any fuel dispensing equipment or tanks.
- (f) Refreshment Carts shall be self-contained units capable of being removed from the site immediately upon the request of any Law or By-law Enforcement Officer of the Town of Prescott.
- (g) Placement of any articles such as signs, chairs, benches and umbrellas, excluding waste receptacles is prohibited.

7. FESTIVALS/CHARITABLE EVENTS/TRADESHOWS

- (a) A single license may be issued for multiple refreshment sales at festivals and tradeshow upon application by the festival/tradeshow organizing body. Every application shall include a site plan drawn to scale showing the proposed refreshment vehicle types, their location, adjacent structures, entrance and exit from adjacent streets, garbage receptacle locations, and other requested information. Sufficient notice shall be provided to ensure fire and/or building inspections can be provided prior to/at the event.
- (b) The fee for charitable refreshment sales events, festivals and/or tradeshow of a broad community nature may be waived at the discretion of the Clerk. To qualify for charitable status exemption the proceeds must serve local needs.
- (c) All other provisions of this by-law shall apply.

8. REVOCATION OF LICENCE

- (a) A licence issued under the provisions of this by-law may be revoked by the Corporation when:
 - (1) Written notice has been received from the Medical Officer of Health, Fire Chief, or Chief Building Official stating that the Refreshment Vehicle is operating contrary to required standards; or
 - (2) The licensee has been served notice of non-compliance with the terms of this by-law by the Corporation and the licensee has failed to take such action as necessary within five (5) working days of receipt of the notice; or
 - (3) The licensee has been served, by the Corporation, with three (3) notices of non-compliance with the terms of this by-law during the period for which the licence was issued.
- (b) The Corporation shall service notice to the licensee of an impending revocation of a licence and the licensee or his representative shall have ten (10) days to request a hearing before the Police Service Board. Failure to request a hearing within the ten (10) day period shall result in revocation of the licence immediately thereafter.
- (c) Any licence granted under this by-law may be revoked by the Town at any time by reason of the breach or failure to fulfill any of the provisions of this by-law. The Town may revoke any licence issued under this by-law, on the basis of any one or more the following grounds:
 - (1) There are reasonable grounds for belief that any application or any other document or information provided by or on behalf of the licensee contains a false statement or provides false information;

- (2) There are reasonable grounds for belief that the carrying on of the said business has resulted or will result in a breach of this by-law or any other law, including a breach of any condition imposed on a licence under this by-law;
- (3) There are reasonable grounds for belief that the building, premises or equipment used in carrying on the business does not comply with the provisions of this by-law or any other law;
- (4) Information contained in the original application form, or any other information provided to the Clerk by or on behalf of the applicant, has ceased to be accurate, the licensee has not provided up-to-date accurate information to the Clerk sufficient to allow the Clerk to conclude that the licence should be maintained as valid and subsisting;
- (5) The fee payable in respect of the licence has not been paid.
- (6) No licence shall be revoked under this by-law, except after a hearing by the Police Services Board or after the licensee has been given the opportunity for such a hearing, in accordance with the Statutory Powers Procedure Act.
- (7) Failure to comply within thirty (30) days to the provisions of this by-law shall result in the revocation of the licence. The Police Services Board may grant a reasonable extension of time to the holder of the licence in order to comply with the provisions of this by-law.
- (8) If the licence is revoked, all licence fees are nonrefundable based on the costs associated with administering the application.
- (9) Once issued there shall be no return of any license fee.

9. CONTRAVENTION

Any person violating any of the provisions of this by-law is guilty of an offence and on conviction shall be liable to a penalty pursuant to the Administrative Monetary Penalties By-law as approved by Council. Set fines may be established for certain offences contained in this by-law.

10. ULTRA VIRES

Should any sections of this by-law be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

11. GENERAL

- (a) That Schedule "A" shall constitute part of this by-law.

- (b) That Section 3 of By-law 2-95 and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed in its entirety.
- (c) The provisions of this by-law shall come into force and take effect upon the passing thereof. Holders of a Valid 2023 Refreshment Vehicle license, on the date of passing this by-law, may continue to operate until December 31, 2023.

READ AND PASSED, SEALED AND SIGNED THE 5th DAY OF JUNE 2023.

Mayor

Clerk

SCHEDULE “A” to BY-LAW 24-2023

Schedule of Fees and Penalties

Refreshment Vehicle Licensing By-Law

The fees listed herein shall be the annual licence fees (January 1 to December 31) for refreshment vehicles unless otherwise provided herein or detailed in Section 2 b) the by-law.

Refreshment Vehicle Annual	\$600.00/vehicle
Refreshment Vehicle Temporary	\$150.00/vehicle to a maximum of three (3) consecutive days
Food Wagon Structure Modification	\$50.00/request
Festival/Tradeshow Event*	\$600.00 per Festival/Tradeshow Event to maximum of 6 consecutive days
Administrative Monetary Penalties	\$100.00 for 1 st failure to comply with any part of the licensing system
	\$200.00 for 2 nd failure to comply with any part of the licensing system
	\$400.00 for 3 rd and subsequent failure(s) to comply with any part of the licensing system

* In accordance with the provisions of this by-law, fees may be waived for charitable refreshment sales, festivals or tradeshows of a broad community nature. However, license(s) must still be obtained, and the events must comply with provisions of this by-law.

If the licence is revoked, all licence fees are non-refundable based on the costs associated with the administering the application. Once issued there shall be no return of any license fee.

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 25-2023

A BY-LAW TO APPOINT MUNICIPAL BY-LAW ENFORCEMENT OFFICERS FOR THE CORPORATION OF THE TOWN OF PRESCOTT

Being a by-law to appoint Municipal By-law Enforcement Officers for the Corporation of the Town of Prescott.

WHEREAS the *Municipal Act*, S. O. 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by its council; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25 as amended, governs the authority of municipalities to enforce by-laws; and

WHEREAS Section 15 of the *Police Services Act*, S.O. 1990, as amended, authorizes a municipal council to appoint persons to enforce the by-laws of the municipality; and

WHEREAS Section 227 of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes Councils to pass by-laws for appointing such Officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council; and

WHEREAS Section 1.1 of the *Building Code Act*, 1992, Chapter 23 as amended permits Councils of a Corporation to appoint such inspectors as necessary for the enforcement of this Act; and

WHEREAS Council of the Corporation of the Town of Prescott deems it expedient to confirm and consolidate the appointment of all Municipal By-law Enforcement Officers under one by-law.

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

1. That the following individuals are hereby appointed as a Municipal By-Law Enforcement Officer with the authority to enforce all by-laws in the Town of Prescott which relate to parking matters, traffic matters, animal control matters, property standards matters, and matters relating to by-laws passed under the *Municipal Act*, *Building Code Act*, and *Planning Act*.
 - a) Shawn Merriman
 - b) Samantha Hansen
 - c) Nathan Richard

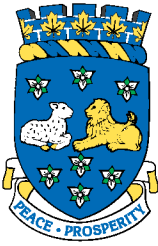
d) Joann Perry

2. That this by-law shall take effect on the date of final passing thereof.
3. That the following by-laws be repealed:
 - By-Law 32-2018
 - By-Law 33-2021
 - By-Law 34-2021
 - By-Law 35-2021
4. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 5th DAY OF JUNE, 2023.

Mayor

Clerk



April 24, 2023

Area Members of Provincial Parliament
Sent via email

Dear Area Members of Provincial Parliament:

Re: Councillor J. Erb Notice of Motion

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on April 19, 2023, approved the following motion:

WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;

AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;

AND WHEREAS Form 1 requires candidates to provide their qualifying address;

AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00

AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;

AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;

AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from

engaging in the democratic process to elect municipal and school board politicians.

THEREFORE, BE RESOVLED THAT the Regional Municipality of Waterloo calls on the Minister of Municipal Affairs and Housing for the Province of Ontario to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.

AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.

AND FINALLY, that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Rebekah Harris, Research/Administrative Assistant to Council, at RHarris@regionofwaterloo.ca or 519-575-4581.

Regards,



William Short

Regional Clerk/Director, Council and Administrative Services

WS/hk

cc: Association of Municipalities of Ontario
Association of Municipal Clerks and Treasurers of Ontario
Ontario Public School Boards' Association
Ontario Catholic School Trustees' Association
Ontario municipalities

Bail Reform Resolution

WHEREAS the cost of Policing and Emergency Services in Northern Communities is harming a community's ability to support local Social and Health issues

WHEREAS a small percentage of those affected by an Addiction in the communities of Northern Ontario are committing crimes

WHEREAS many of those committing crimes are not housed in the correctional system, therefore, remain in our communities, often those that do require treatment for their Addiction issue receive none.

WHEREAS some committing crimes become violent, but are released back into the community, due to the negative impacts Federal Bill C75

WHEREAS the Federation of Northern Ontario Municipalities (FONOM) believes that more must be done by the Federal Government on Bail Reform

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities (FONOM) requests the Federal Government make these Legislative changes

1. Create a Designation of a chronic persistent offender.
2. Allow community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister, Federal Justice Minister, Premier of Ontario, The Attorney General, the Solicitor General, Minister of Infrastructure, Minister of Municipal Affairs, Northeastern MPs and MPPs, Leaders of the Opposition, the Association of Municipalities of Ontario, and the Federation of Northern Ontario Municipalities.

Call2recycle – Leading the charge for recycling – www.call2recycle.ca

Who Participates?

Over 60,000 U.S. and Canadian retailers, businesses, communities and public agencies participate in the Call2Recycle® program

What are the Benefits?:

- Rechargeable batteries are properly and safely recycled at no charge to you
- An easy and free way to keep toxic waste from entering landfills and give reclaimed materials a second life
- Free collection kits and marketing materials to promote your sustainability efforts
- Free shipping (Collection Kit or Bulk – Not sure what is right for you? [Use our interactive Shipping Wizard](#))
- Choice to collect from the public to increase foot traffic
- Free recycling reporting and certification

How Do I Get Started?

Collecting rechargeable batteries is easy as 1-2-3 and it's free!

STEP 1: [Enroll online with our Sign Up Form](#)

Once your location is setup, you will receive a Call2Recycle collection kit with a pre-paid, pre-addressed shipping label, plastic bags, kit guidelines and poster. If your location generates large quantities, we also offer [bulk shipping](#). Public collection sites will have their contact information listed on our toll-free helpline, 877.2.RECYCLE, and our website, call2recycle.ca.

STEP 2: Start Collecting!

Every collection kit comes with [program guidelines](#) to assist you in setting up the

STEP 3: Ship Your Batteries

Once your collection kit or bulk container is full, ship it to the recycling facility. Please reference our [shipping tips](#) to ensure that batteries are safely and properly packed.

Bulk shippers, or those using their own containers, should contact our Customer Service Team (888.224.9764) for shipping reimbursement information.



program at your location.





**PROCLAMATION
LONGEST DAY OF SMILES
June 18, 2023**

WHEREAS Operation Smile Canada is a global medical charity providing free, life-changing surgeries and medical care to children born with cleft conditions around the world; and

WHEREAS Every 3 minutes, a child is born with a cleft condition, and lack of access to safe, effective surgery means that easily treatable conditions like cleft lip and cleft palate can become fatal. Operation Smile Canada believes every child born with a cleft condition deserves exceptional surgical care; and

WHEREAS The Longest Day of SMILES® is an annual smile movement where we challenge you to take action, get creative, and fundraise to spread smiles with family, friends, school mates, peers, work colleagues, and pets; and

WHEREAS On June 18th, 2023, the community of the Town of Prescott is encouraged to celebrate the Longest day of SMILES® by sharing #longestdayofsmiles on social media.

THEREFORE , the Council of the Corporaiton of the Town of Prescott does hereby proclaim June 18, 2023, as The Longest day of SMILES® and commend its thoughtful observance to all citizens of our municipality.

Dated this 5th day of June 2023.

Gauri Shankar, Mayor



**Proclamation
June 8, 2023
World Ocean Day**

WHEREAS Thursday, June 8, 2023, is World Ocean Day. World Ocean Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it; and

WHEREAS Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine line; and

WHEREAS the Ocean is home to hundreds of species at risk, vulnerable ecosystems, and is crucial carbon sink shielding us from the worst of climate change; and

WHEREAS the ocean produces over half of the world's oxygen and absorbs fifty times more carbon dioxide than our atmosphere. Therefore, protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future; and

WHEREAS it is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protection areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial; and

WHEREAS it is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance; and

WHEREAS in celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

THEREFORE the Corporation of the Town of Prescott does hereby proclaim June 8, 2023, as World Ocean Day and supports national and international efforts to protect 30% of the ocean by 2030.

Dated this 5th day of June 2023.

Gauri Shankar, Mayor



**Proclamation
June 2023
Seniors' Month**

WHEREAS Seniors' Month is an annual province-wide celebration; and

WHEREAS seniors' have contributed and continue to contribute immensely to the life and vibrancy of this community; and

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all.

THEREFORE , the Council of the Corporation of the Town of Prescott does hereby proclaim the month of June as Seniors' Month in the Town of Prescott and encourages all citizens to recognize and celebrate the accomplishments of our seniors.

Dated this 5th day of June 2023.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 26-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JUNE 5, 2023**

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 5th DAY OF JUNE 2023.

Mayor

Clerk