



**PRESCOTT TOWN COUNCIL
AGENDA**

June 6, 2022

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.

Pages

1. Call to Order

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

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

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of June 6, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

4.1. Prescott Fire Department - Year in Review

5.	Delegations	
5.1.	Grenville Condominium Corporation Water Street Food Truck	11
6.	Minutes of the previous Council meetings	
6.1.	May 16, 2022	12
	RECOMMENDATION	
	That the Council minutes dated May 16, 2022, be accepted as presented.	
7.	Communications & Petitions	
8.	Consent Reports	
	<i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i>	
	RECOMMENDATION	
	That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1.	Information Package (under separate cover)	
8.2.	Staff Report 62-2022 - Draft Asset Management Plan	23
	RECOMMENDATION	
	That this report be received for information purposes in preparation for a formal presentation at the June 20 th , 2022 Council Meeting.	
8.3.	Staff Report 63-2022 - Major Intersection - Pedestrian Crossings Evaluation	100
	RECOMMENDATION	
	That this report be received for information purposes in preparation for a formal presentation at the Council meeting of June 20, 2022.	
9.	Committee Reports	
10.	Mayor	

11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1.	Staff Report 64-2022 - Fire Update Report/Q1	141
	RECOMMENDATION	
	For information.	
12.2.	Staff Report 65-2022 - Proposed Community Improvement Plan Amendments	145
	RECOMMENDATION	
	That Council direct Staff to proceed with the scheduling of the Statutory Open House to obtain public feedback to the proposed amendments of the Community Improvement Plan for July 11, 2022.	
12.3.	Staff Report 66-2022 - Edward Street Sidewalk - East side from King Street to Water Street	157
	RECOMMENDATION	
	That Council direct Staff to proceed with improvements to the sidewalk on the east side of Edward Street from King Street to Water Street as outlined in Staff Report 66-2022 with an upset limit of \$14,000 to be funded by the remaining reserve allocation from 2020 that was to be used for accessibility upgrades for sidewalks.	
12.4.	Staff Report 67-2022 - Financial Report - April 2022	161
	RECOMMENDATION	
	For information.	
13.	Resolutions	
14.	By-laws	
14.1.	Fee By-Law - Amendment	164
	RECOMMENDATION	
	That By-Law 26-2022, being a by-law to amend By-Law No. 08-99, being a by-law to amend various license fees and other fees and charges, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
14.2.	Multi-Use Recreation Complex Debenture By-Law	166

RECOMMENDATION

That By-Law 27-2022, being a by-law to authorize certain new Capital Work(s) of the Corporation of the Town of Prescott (Municipality); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such Capital Work(s); and to authorize long-term borrowing for such Capital Work(s) through the issue of debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

17.1. Longest Day of Smiles 172

17.2. Pride Month 173

18. Closed Session

RECOMMENDATION

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

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

18.3 Legal Matter

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

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

19. Rise and Report

20. Confirming By-Law – 28-2022 174

RECOMMENDATION

That By-Law 28-2022, being a by-law to confirm the proceedings of the Council

meeting held on June 6, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, June 20, 2022. (Time: _____ p.m.)

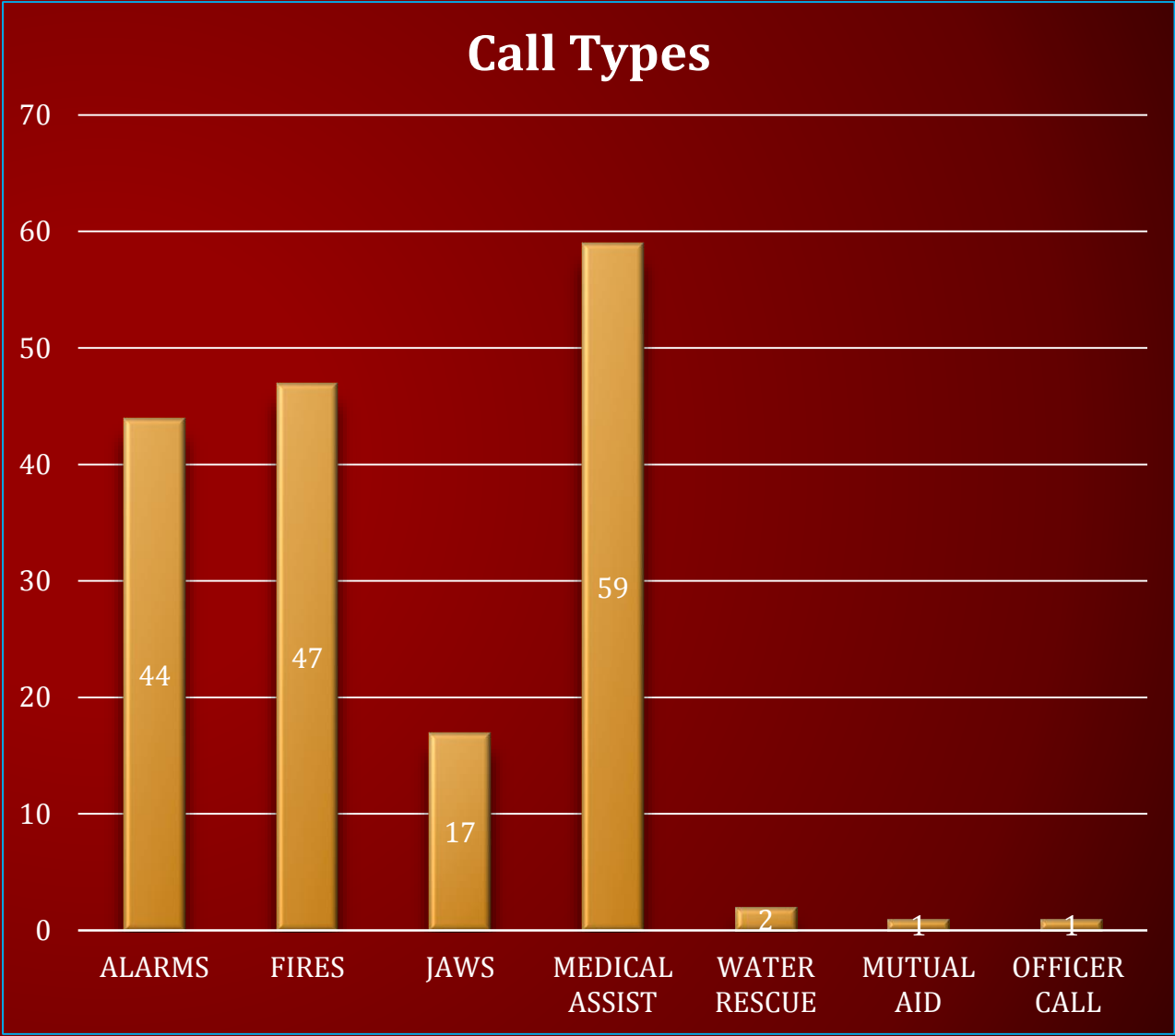


PRESCOTT FIRE DEPARTMENT 2021 YEAR IN REVIEW 2022 LOOKING FORWARD

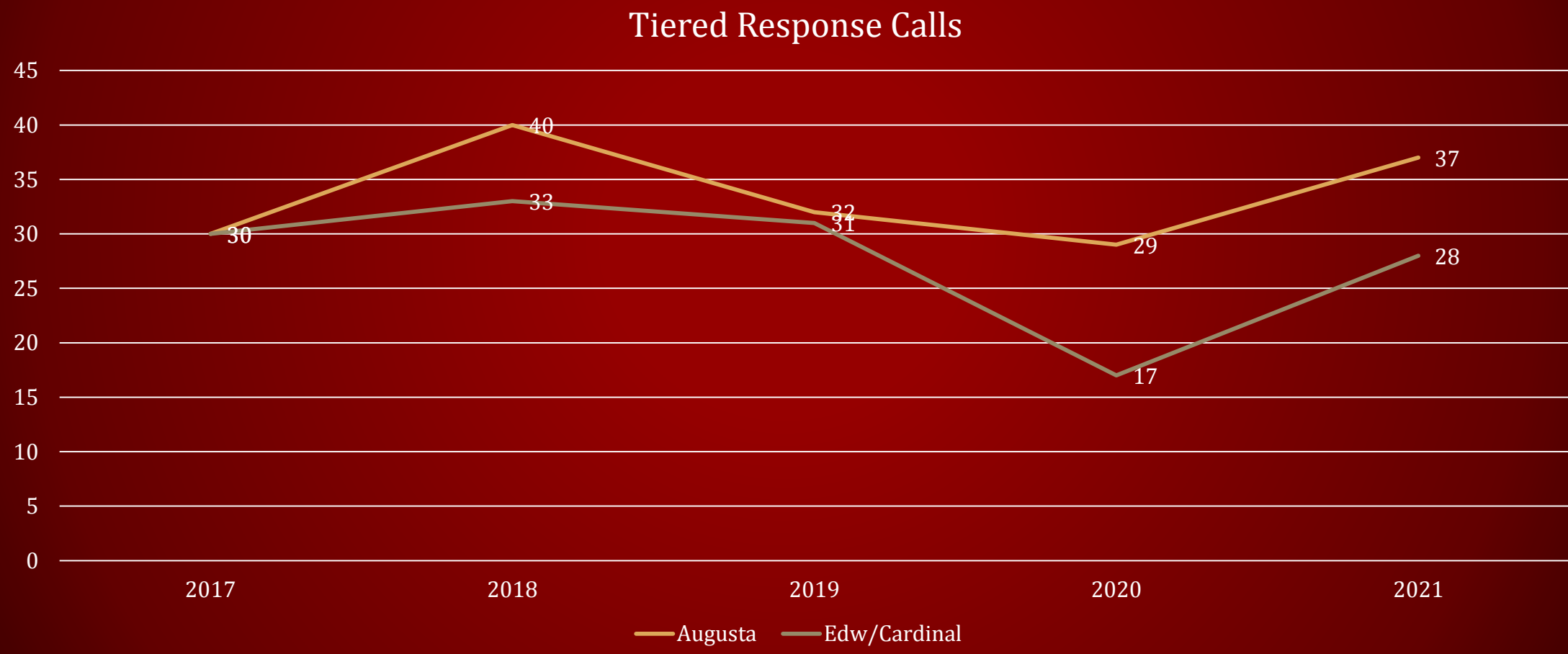
June 6, 2022

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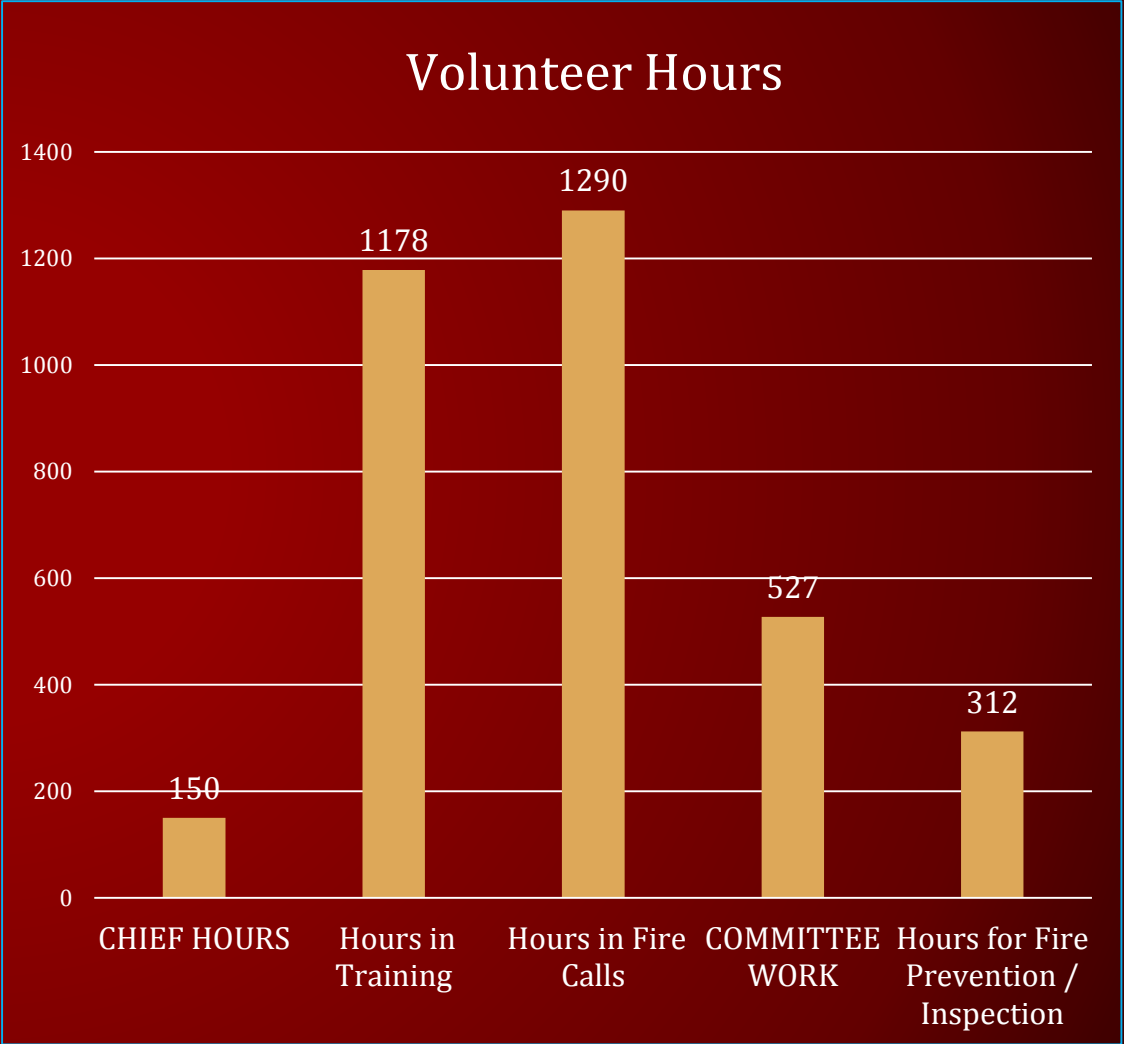
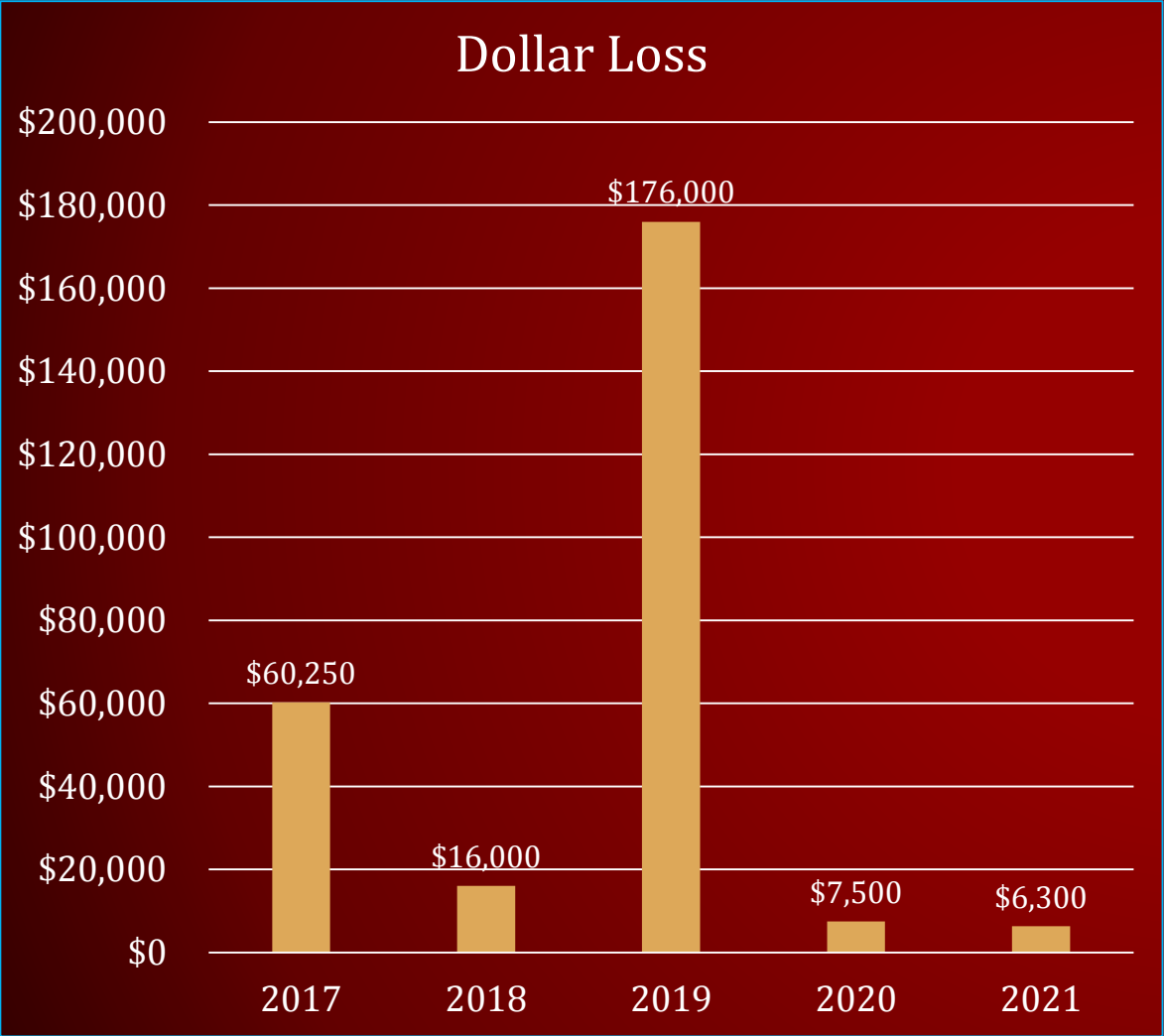
2021 YEAR IN REVIEW



FIRE PROTECTION AGREEMENT



2021 DOLLAR LOSS/HOURS



2021 EVENTS



STAFF

- 6 Retirements/Resignations in 2021
 - Ken Rundle , John Henry, Barry Moorhouse, George Prosser, Tim Markus, Tyler Savage
- 3 New Members in 2021
 - Kevin Barrow, Josh Perrin, Daniel Walker
- 2 Resignations in 2022 and 3 New Members
 - Resigned: Mike Serson, Dave Lockett
 - New Members: Dakota Levac, Daniel Norton, Wyatt Price
- 24 members in total as of May 31st, 2022

NAME	START DATE	YEARS OF PFD SERVICE
Norton, Brent	Feb-81	41
Gilmour, Robert	Jul-85	37
Arcand, Paul	Oct-88	34
Dixon, Bob	Jun-94	28
Houston, John	May-95	27
Crozier, Mike	Oct-08	14
Sobhie, Ryan	Oct-08	14
Veltkamp, Chris	Jan-13	9
Veltkamp, Peter	Apr-14	8
Zhan, Steve	Apr-14	8
Stephenson, Scott	Feb-16	6
Lochtie, George	Sep-17	5
Brooks, Gord	Sep-17	5
Denison, Gavin	Nov-18	4
Gibson, John	Nov-18	4
Joudoin, Richard	Nov-18	4
Scott, Andrew	Feb-16	2
Barrow, Kevin	Jan-21	1
Perrin, Josh	Jan-21	1
Walker, Daniel	Jan-21	1
Rayner, Renny	Apr-21	1
Levac, Dakota	Jan-22	1
Norton, Daniel	Jan-22	1
Price, Wyatt	Jan-22	1

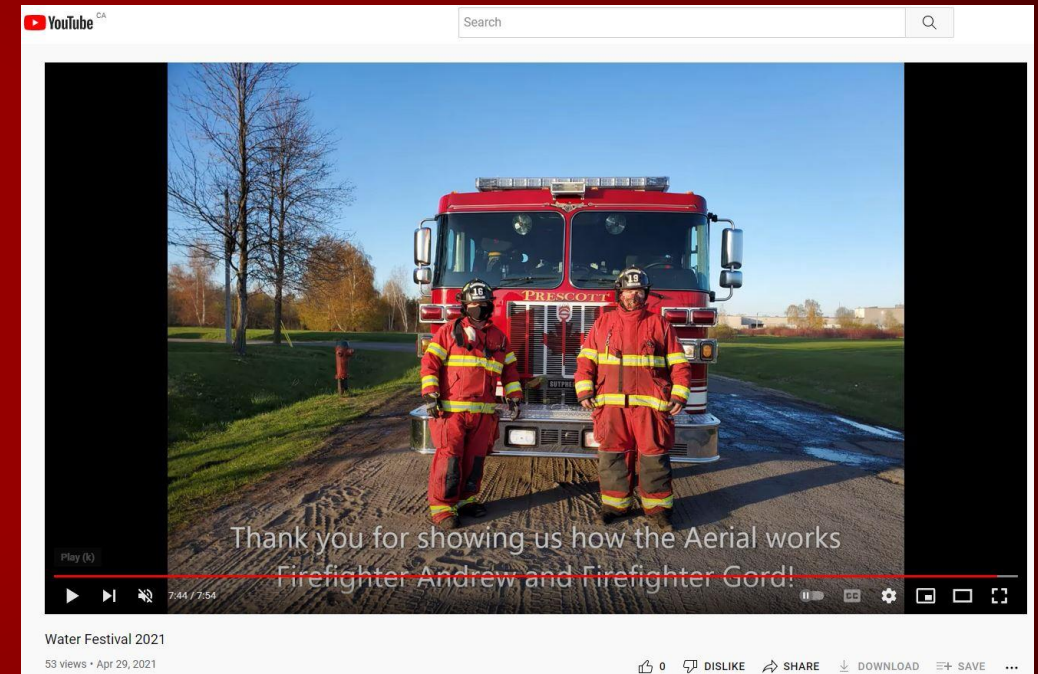
TRAINING

- 2021 – 1178 hours of training
- Highlights:
 - Pumper Operations
 - SCBA Training
 - CN Dangerous Goods Rail Car
 - Live Fire Training at our Seacan
 - Extrication: Full Day Exercise
 - 4 Vehicles



FIRE PREVENTION

- 312 Total volunteer hours
- Inspections
- Vulnerable Occupancies: Mayfield and Wellington House annual inspection and evacuation completed.
 - Continued collaboration with Bldg. Department
- Virtual Public Education events:
 - TSSA CO Campaign (March)
 - Eastern Ontario Children's Water Festival (May)
 - Fire Prevention Week (October)
 - 12 Days of Holiday Fire Safety (December)



2022 GOALS

- Apparatus Committee to design a replacement Rescue Pumper
- NFPA Standards
 - Firefighter 1 Certification
- Ongoing use of live fire training Seacan, addition of second Seacan for Search and Rescue training
- Purchase and installation of repeater to improve radio communications
- Review/Update of Department SOG's
- Continue to Strengthen the Organization for transition
 - Recruitment

QUESTIONS?

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:

- * Printing and faxing a copy to 613-925-4381
- * Saving this file to your computer and emailing it to lveltkamp@prescott.ca

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

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

Date	May 30, 2022	Meeting date	June 6, 2022
Subject	Concerns regarding placements of Food Vendors in parking lot next to 235 Water St.		
Name	Juan Sanchez		
Address			
Town / City	Prescott		
Province		Postal Code	K0E 1T0
Phone (daytime)		Phone (evening)	
Fax number		Email address	

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

Grenville Condominium Corp. #4

statement of issue or purpose of deputation:

Challenging the allowance and placement of Food Trucks on Property adjacent to our residential units.
Disregarding existing bylaw rules for similar vendors.
Safety concerns. Obstructing view.
Truck encroaching on neighbouring private property. Trespassing by vehicles and pedestrian traffic.
Garbage. Dumping of grey water.
Installation of Electrical service. Wires above ground and are a safety hazard.
Lack of communication with town and/or owner of property

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 16, 2022

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Brett Todd, Councillor Leanne Burton, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services

1. Call to Order

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

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

He then called the meeting to order at 6:06 p.m.

2. Approval of Agenda

Motion 117-2022

Moved By McConnell

Seconded By Young

That the agenda for the Council meeting of May 16, 2022 be approved as amended.

Carried

The agenda was amended by moving Item 12 - Closed Session and Item 13 - Rise and Report to follow Item 19 - Mayor Proclamation and by moving Item 14.4 - Staff Report 60-2022 - Recreation Complex Field Report to follow Item 13 - Rise and Report.

3. Declarations of Interest

Mayor Todd declared a Conflict of Interest on Item 18.2 - Purchase & Sale, and a potential conflict on Item 14.4 - Staff Report 60-2022 - Recreation Complex Field Report.

4. Presentations

4.1 Dr. Kellam Retirement

Mayor Todd welcomed Doctor George Kellam, thanked him for his years of service and congratulated him on his retirement.

Dr. Kellam expressed his thanks and spoke to his past 44 years of experience, and the Doctor joining the Prescott Family Health Team.

Discussion was held regarding the importance of local physicians and physician recruitment.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 May 2, 2022

Motion 118-2022

Moved By Burton

Seconded By Ostrander

That the Council minutes dated May 2, 2022, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Township of Augusta, Township of Edwardsburgh-Cardinal, Town of Prescott: Press Release - Statement of Intent

Motion 119-2022

Moved By Young

Seconded By Ostrander

That Council endorse the Press Release in principle; and

That Staff be directed to proceed with organizing a Joint Special Council meeting with all three municipalities.

Carried

Mayor Todd spoke to the Press Release. He provided a brief overview of the items listed on the Press Release, with the inclusion of the re-creation of the Municipal Drug Strategy. He spoke to the process, the basic approval Council, the upcoming Joint Special Council meeting to be held on Monday, May 30th and extending an invitation to the Township of Edwardsburgh Cardinal.

Discussion was held regarding past Joint Special Council meetings, the inclusion of the Township of Edwardsburgh Cardinal, and local news articles highlighting the Press Release.

8. Consent Reports

Motion 120-2022

Moved By Ostrander

Seconded By McConnell

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

Carried

8.1 Information Package (under separate cover)

1. Approved Committee of Adjustment Meeting Minutes – March 17, 2022
2. Approved Planning Advisory Committee Meeting Minutes – March 24, 2022
3. Approved BIA Committee Meeting Minutes – April 12, 2022
4. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – April 29, 2022
5. City of Vaughn resolution of support re: Municipal Final Authority for Development Planning

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Todd spoke to upcoming discussions with the Councils of the Township of Augusta and the Township of Edwardsburgh Cardinal.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to the opening of the Splash Pad, the work completed at the beach, upcoming events taking place over the long weekend, and congratulated Doctor Kellam on his retirement.

Councillor Jansman spoke to the Planning Advisory Committee meeting held on May 5, the BIA meeting held on May 10, the current Explore Prescott promotion, and the upcoming BIA AGM to be held on May 31, the approval of the Digital Main Street funding approval, and the Trade Sessions held at South Grenville District High School offered through St. Lawrence College's Mobile Lab.

Councillor McConnell spoke to current school curriculum, available seasonal positions with the St. Lawrence Shakespeare Festival, and commented on the garbage along the waterfront and beach use.

Councillor Ostrander spoke to the Small Halls Ontario event held on May 14 and updated Council on the Ukrainian refugee family.

Councillor Shankar spoke to the Recreation Centre location tour, the updates to G dock at the Sandra S. Lawn Harbour & Marina, his participation in McHappy Day, and stated that he looked forward to working with neighbouring municipalities.

Councillor Young spoke to the condition of the gardens in town.

12. Staff

12.1 Staff Report 57-2022 - 2022 Street Repaving Update

Motion 121-2022

Moved By Young

Seconded By Burton

That Council direct staff to proceed with repaving of the following street sections in 2022:

- Duke Street from Park to Linda to newer paved intersection
- Henry Street west from St. Lawrence Street to West Street
- Centre from Park Street west to James Street
- Complete Intersection at Boundary Street and Churchill Road east

- Intersection Joint at Park Street west and Edward
- Intersection Joints at King Street and Sophia Street (north and south)
- Dibble Street west from Ann Street to Sophia Street

Carried

Nathan Richard, Director of Operations, spoke to the report. He referenced previous discussions regarding the paving options, the suggested locations for repaving, and spoke to the financial implications.

Discussion was held regarding potential fluctuations of costs for repaving, the addition of Dibble Street west from Ann Street to Sophia Street, and the condition of the municipal parking lot located downtown.

Further discussion was held regarding the condition of the pavement between the brick crosswalks on King Street.

12.2 Staff Report 58-2022 - Administrative Fees

Motion 122-2022

Moved By Jansman

Seconded By Ostrander

That Council direct Staff to bring forward an amending by-law to set the Marriage License Fee to \$125.00 and the Civil Marriage Ceremony Fee to \$300.00 + HST during business hours and \$350.00 plus HST for afterhours effective July 1, 2022, to the Council meeting of June 6, 2022, for final review and consideration.

Carried

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

Discussion was held regarding the current numbers of licenses issues, keeping rates lower, and increasing the promotion of civil marriage ceremonies.

12.3 Staff Report 59-2022 - Edward Street Sidewalk - East side from King Street to Water Street

Motion 123-2022

Moved By Jansman

Seconded By Ostrander

That Council select Option 3 as outlined in Staff Report 59-2022 to be brought back to the Council meeting of June 6, 2022, for final review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the options outlined in the report and the financial impact of each option.

Discussion was held regarding the cost associated with the relocation of the trees, the maintenance and costs associated with all the options, and the removal of the sidewalk.

Further discussion was held regarding the benefits of Option 3, current available accessibility funds, and the timelines associated.

12.4 Staff Report 61-2022 - River Route Transit Service Partnership Agreement - Draft

Motion 124-2022

Moved By Jansman

Seconded By Ostrander

That Council provide feedback to staff on the River Route Transit Service Partnership Agreement – Draft by May 24th, 2022: and

That the final agreement return to Council once all partnering municipalities have had an opportunity to review and provide feedback.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the roles and responsibilities outlined , the financial arrangements, and increasing ridership.

Discussion was held regarding the direct costs associated with the transit, the partnership with the City of Brockville, and the current ridership.

Further discussion was held regarding the received gas tax funding, ensuring an annual report is brought back to Council prior to the renewal timeline, and the administrative lead the Town has had for the project.

13. Resolutions

There were no resolutions.

14. By-laws

There were no by-laws for approval.

15. New Business

There was nothing to report under new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 World Oceans Day - June 8, 2022

Mayor Todd Proclaimed June 8th as World Oceans Day in the Town of Prescott.

18. Closed Session

Motion 125-2022

Moved By Burton

Seconded By Ostrander

That Council move into Closed Session at 7:28 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

Carried

Mayor Todd left the meeting at 8:25 p.m.

Motion 126-2022: McConnell, Ostrander

That the meeting be extended. (Time: 9:14 p.m.)

Carried

Motion 127-2022: Young, McConnell

That Council reconvene in Open Session. (Time: 9:14 p.m.).

Carried

19. Rise and Report

During the Closed Session, Council approved item 18.1 – Closed Session minutes and gave staff direction on item 18.2 – Purchase & Sale.

20. Staff Report 60-2022 - Recreation Complex Field Report

Motion 128-2022

Moved By Young

Seconded By Ostrander

That Council direct staff to work on the planning and design of the outdoor activities and amenities as outlined in Staff Report 60-2022 and return to Council for approval of the final layout and design.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the responses received from the public survey, the requests from user groups, the associated fees with securing the use of an amenity, and willingness to travel for facility use.

Samantha Joudoin-Miller, Manager of Community Services, spoke to the outdoor recreation field layout which included some of the requests from user groups.

Nathan Richard, Director of Operations, spoke to the suggested layout based on feedback received from the public survey, and the alternatives for each area.

Mr. Armstrong spoke to ongoing conversations regarding requirements and needs versus wants.

Discussion was held regarding a breakdown of cost for each section, the children's play area, and the locations of storage buildings.

21. Confirming By-Law – 25-2022

Motion 129-2022

Moved By Burton

Seconded By Ostrander

That By-Law 25-2022, being a by-law to confirm the proceedings of the Council meeting held on May 16, 2022, be read and passed, signed by the Deputy Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 130-2022

Moved By McConnell

Seconded By Jansman

That the meeting be adjourned to June 6, 2022. (Time: 9:47 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6 '22
Strategic Plan		

REPORT TO COUNCIL

Date: June 6, 2022

Report No. 62-2021

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

RE: Draft Asset Management Plan

Recommendation:

That this report be received for information purposes in preparation for a formal presentation at the June 20th, 2022 Council Meeting.

Background:

The provincial government has enacted Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure. This regulation has provided municipalities with a timeline to comply with the regulation.

Table 1: O.Reg. 588/17 – Phases and Deadlines

Phase	Deadline	Activity
1	July 1, 2019	Prepare and Publish a Strategic Asset Management Policy – Completed
2	July 1, 2022	Municipalities to develop an asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service – At this step
3	July 1, 2024	Municipalities to develop an asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6 '22
Strategic Plan		

4	July 1, 2025	Municipalities to develop an asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.
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According to the Provincial Regulation an Asset Management Plan shall include the following.

1. Infrastructure asset inventory – Core Assets 2022

Municipalities are required to provide summary-level information on each asset category, if applicable, including:

- asset types (for example, urban arterial road, rural arterial road, watermain) and quantity/extent (for example, length in kilometers for linear assets)
- replacement cost valuation (replacement cost valuation is forward-looking and accounts for expected inflation, changes in technology and other factors)
- average age of the assets in the category
- asset condition, including a description of the municipality's approach to assessing the condition of assets in the category (for example, this could include categorizing the proportion of assets in "good," "fair" and "poor" condition)

The municipality must indicate how the background information and reports used to inform the summary-level information for each asset category will be made available to the public.

2. Levels of service – Core Assets 2022

The levels of service component of an asset management plan describes what people experience from the municipality's infrastructure. For example, bridges without load restrictions can offer a relatively higher level of service compared to bridges that do not allow heavy freight vehicles.

The regulation requires municipalities to determine the levels of service that their infrastructure assets provide using metrics. These metrics will help municipalities

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6 '22
Strategic Plan		

determine, for each asset category, the current levels of service provided by their infrastructure assets and allow them to establish proposed levels of service they want to achieve over time.

Current service levels – Core Assets 2022

When determining the current levels of service, it is important to use data from, at most, the two calendar years prior to the year in which the current levels of service are established.

Proposed service levels – Part of 2025 Plan

When establishing the proposed levels of service for each asset over the next 10 years, the municipality must explain why the proposed levels of service are appropriate.

Metrics – Part of 2025 Plan

Metrics are provided in the regulation for core infrastructure assets. The metrics are focused on the scope and reliability of the service and address:

- community levels of service (a qualitative description or image of the services experienced by the people using the asset)
- technical level metrics (a quantitative figure that describes the level of service provided by the asset, for example, the percentage of bridges in the municipality with loading or dimensional restrictions)

Municipalities are required to establish their own metrics for non-core assets.

3. Lifecycle management and financial strategy – Part of 2025 Plan

By July 1, 2025, the regulation requires municipalities to determine the lifecycle activities that they need to undertake for each asset category over a 10-year period to provide the proposed levels of service.

Lifecycle activities – Part of 2025 Plan

The regulation requires municipalities to identify lifecycle activities based on the options they have considered.

Good asset management planning requires a complete understanding of the range of choices available to municipalities. The analysis must consider:



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6 '22
Strategic Plan		

- the entire lifecycle and associated costs related to the assets;
- risks;
- and the financial viability of the options considered.

Financial considerations – Core Assets 2022

The financial component of the strategy must include the estimated costs of the identified lifecycle activities to achieve the proposed levels of service, and the funding available, for each year of the full 10-year period.

Analysis:

In preparation for the required Asset Management Plan for core assets, the Town has undertaken considerable work to ascertain the current condition of those core assets.

The following work has been completed upon which the Asset Management Plan is based:

- Camera work on all sanitary and storm sewers in the Town of Prescott
- Street pavement condition evaluation
- Sidewalk condition evaluation
- Mapping of all watermains, sanitary, and storm sewers
- Evaluation of water facilities including the water treatment plant and water tower
- Evaluation of wastewater facilities including pumping stations and the wastewater treatment plan

The attached draft Asset Management Plan incorporates a better understanding of the current condition of Core Assets that the Town of Prescott has. Future decisions on what resources will be required and where they need to be allocated will be more informed by relying on the information that has been collected and analyzed as part of the Asset Management Plan.

A presentation on the draft Asset Management Plan will be given at the June 20, 2022 Council Meeting. However, if while reviewing the draft Asset Management Plan in advance of the meeting, any members of Council have questions, they are encouraged to contact Staff so that they can be addressed as part of the presentation to Council.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6 '22
Strategic Plan		

Alternatives

Council could decide not to proceed with the detailed analysis of the Asset Management Plan at this time.

Financial Implications:

None at this time.

Environmental Implications:

None.

Attachments:

- Draft Asset Management Plan

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

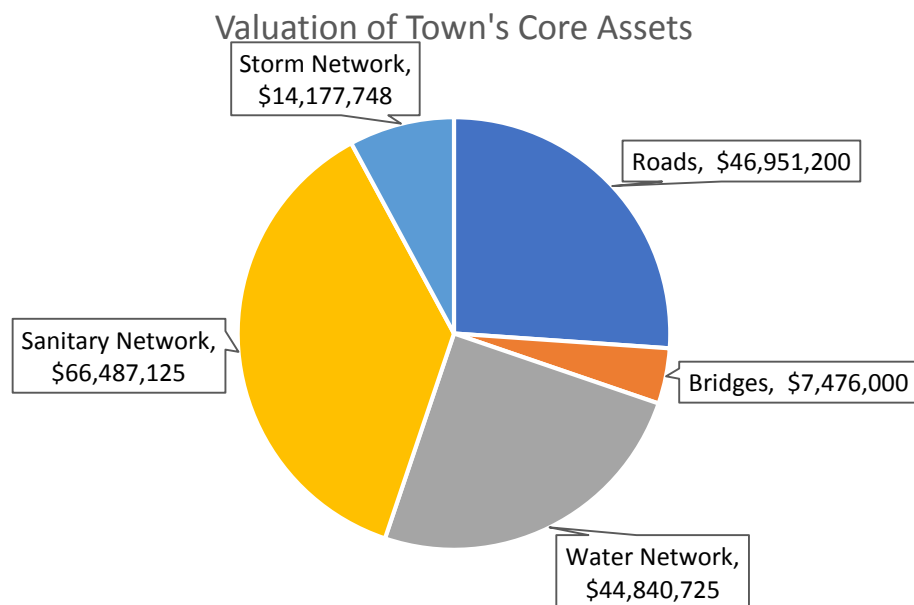
Nathan Richard
Director of Operations

Executive Summary

The Town of Prescott has invested in the preparation of an Asset Management Plan to measure the performance of the community's core infrastructure which provides a foundation for its economic development, competitiveness, prosperity, reputation and the overall quality of life for its residents.

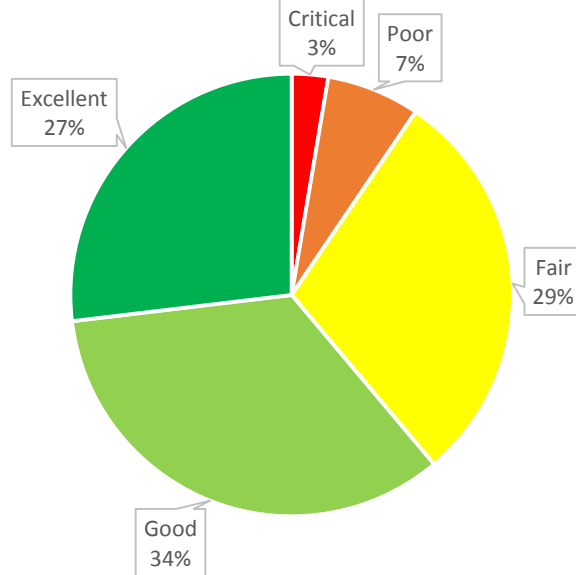
This Asset Management Plan (AMP) meets all of the requirements of Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure. It will serve as a strategic, tactical, and financial tool to ensure that the management of the Town's infrastructure follows sound asset management practices and principles, while optimizing available resources.

The AMP will demonstrate how the value of the Town's core infrastructure has grown from \$111M (2012\$) to \$180M (2021\$), provides a measurement of the current level of service, and a 10-year capital plan to address the Town's immediate infrastructure needs. The following figure illustrates a breakdown of the Town's core infrastructure.



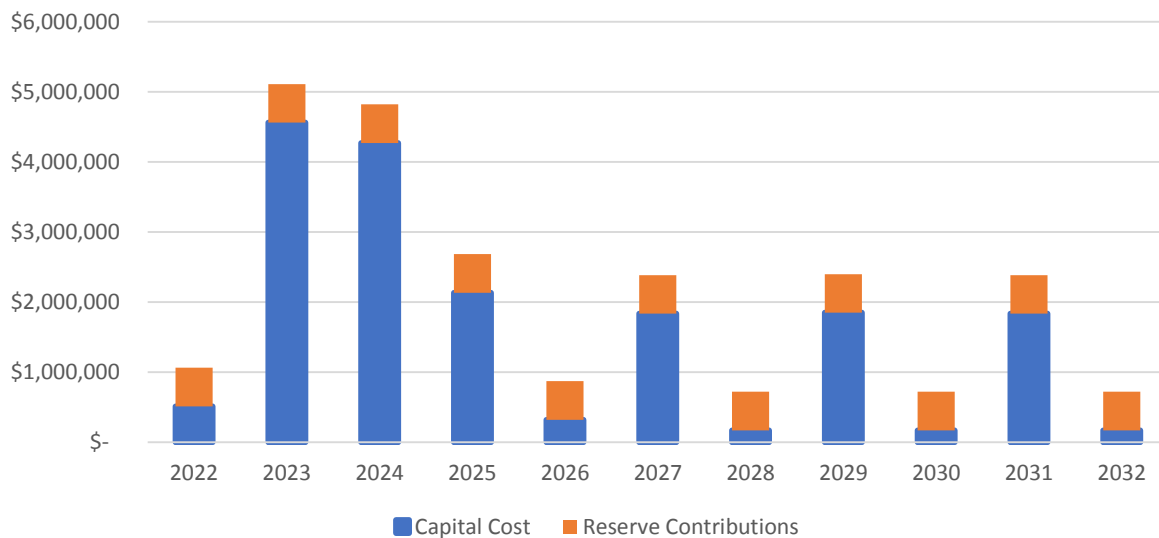
A combination of visual condition assessments and aged based assessments have been used to provide an overall assessment of the Town's core infrastructure as illustrated on the following figure.

Condition of Town's Core Assets

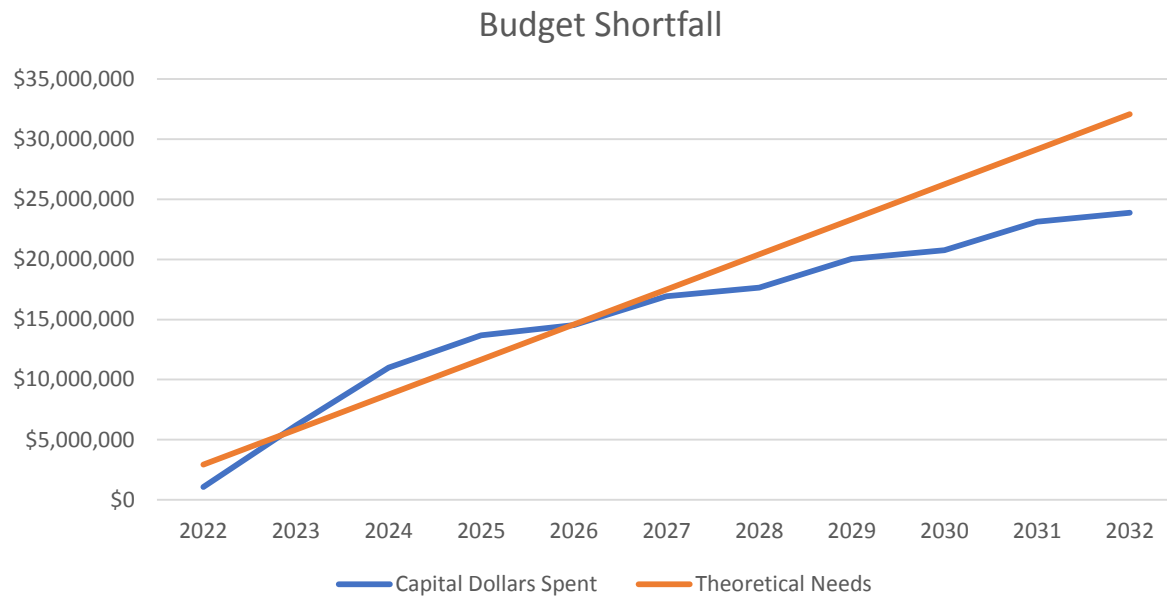


The Town has planned capital costs for the next ten years which includes the replacement of the Prescott Water Tower, road projects, capital projects at the water treatment plant and water pollution control plant, and engineering studies for the improvement of the Town's infrastructure. In addition to the planned capital expenditures the Town places a total of \$550,000 in reserves to offset future water and wastewater projects.

Planned Capital Cost



A comparison of the planned capital expenditures plus the capital reserve contributions to the theoretical replacement cost for all of the Town's core infrastructure identified a shortfall of approximately \$8M over the next ten years as illustrated by the following figure.



Please note the evaluation does not take into consideration funding possibilities which will assist in reducing the burden of paying for the capital projects.

Key Statistics

\$180 million

Value of infrastructure as of 2021

90%

Percentage of Town's core infrastructure
in fair condition or better

3%

Percentage of Town's core infrastructure
in critical condition (in needs of
replacement)

\$200

Estimated annual infrastructure deficit
per capita

74%

Percentage of annual infrastructure
funding needs currently being met

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1. Introductions

Municipalities throughout Ontario, own, operate and maintain a diverse portfolio of infrastructure assets that in turn provide a varied number of services to their residents. The infrastructure, in essence, is a conduit for the various public services the municipality provides, e.g. the roads supply transportation network service, the water infrastructure supplies safe potable water service, etc. The goal of asset management is to minimize the costs for providing these services over their lifetime, while offering a plan to manage risks.

1.1. Relationship to Other Plans

An asset management plan (AMP) is a key component of the municipality's planning process linking with multiple other corporate plans and documents. For example:

- The Official Plan – The AMP should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan.
- Long Term Financial Plan – The AMP should both utilize and conversely influence the financial forecasts within the long-term financial plan.
- Capital Budget – The decision framework and infrastructure needs identified in the AMP form the basis on which future capital budgets are prepared.
- Infrastructure Master Plans & Growth Management Plan. The AMP will utilize goals and will influence projections from infrastructure master plans and growth management plan.
- By-Laws, standards, and policies – The AMP will influence and utilize policies and by-laws related to infrastructure management practices and standards.
- Regulations – The AMP must recognize and abide by industry and senior government regulations.
- Business Plans – The service levels, policies, processes, and budgets defined in the AMP are incorporated into business plans as activity budgets, management strategies, and performance measures.

1.2. Overview

This Asset Management Plan meets all provincial requirements as outlined in Asset Management Planning for Municipal Infrastructure - Ontario Regulation 588/17. As such, the following key sections and content are included:

1. Executive Summary
2. Asset Management Policy and Strategies
3. Inventory of the Assets (Core Infrastructure – Complete, Non-Core Infrastructure to follow)
4. Current Levels of Service (Core Infrastructure – Complete, Non-Core Infrastructure to follow)
5. Desired Levels of Service (To be Completed by July 2024)
6. Lifecycle Management Strategy (Core Infrastructure – Complete, Non-Core Infrastructure to follow)

7. Financial Strategy (To be Completed by July 2024)

The following asset classes are included in core infrastructure:

- Roads
- Bridges
- Water Network
- Sanitary Sewer Network
- Storm Sewer Network

The following asset classes are included in non-core infrastructure:

- Buildings
- Vehicles and Equipment

1.3. Objectives

The Asset Management Plan provides structure and guidance for the Town of Prescott, for the life cycle planning of their infrastructure to meet the desired level of service for the residence of the Town.

1.4. Limitations and Constraints

The inventory of the assets provides a summary of all core assets. Where possible the current condition of those assets was established based on physical inspection of the assets. Parts of some of the system's conditions have been assumed based on the age of the inventory until the asset has been inspected. Additionally, the Town is constantly working to improve the data quality as part of the desired level of service to be provided.

1.5. Compliance with O.Reg. 588/17 – Asset Management Planning for Municipal Infrastructure

The Town of Prescott is developing their Asset Management Plan in lines with the requirements of Asset Management Planning for Municipal Infrastructure, Ontario Regulation 588/17 (The Regulation). The Regulation has a phased in approach which is summarized in the following tables.

Table 1: O.Reg. 588/17 – Phases and Deadlines

Phase	Deadline ¹	Activity
1	July 1, 2019	Prepare and Publish a Strategic Asset Management Policy
2	July 1, 2022	Develop an Asset Management Plan for Core municipal Infrastructure Assets.
3	July 1, 2024	Develop an Asset Management Plan for all other municipal infrastructure

4	July 1, 2025	Develop an Expanded Asset Management Plan for all infrastructure Assets
---	--------------	---

1 Deadlines were extended by the Province of Ontario as a result of the impacts on COVID-19 pandemic.

The compliance deadline for Asset Management Plans for the various municipal assets is provided in the table below.

Table 2: Town's Asset Inventory and Associated Deadlines

Phase	Deadline	Town's Asset
2	July 1, 2022	Road Network Bridges and Culverts Prescott Water Treatment Plant Prescott Water Tower Wastewater Collection System Five Sewage Pumping Stations Prescott Wastewater Treatment Plant Storm Sewer System
3	July 1, 2024	Buildings Leo Boivin Community Centre Firehall Grenville County Historical Society Building Lighthouse Maintenance Building Marina Tennis Building Town Hall Walker House Vehicles Equipment

1.6. Structure

The Town's Asset Management Plan is structured as follows:

Table 3: Components of an Asset Management Plan

Section	Description
Executive Summary	Overview of the Asset Management Plan
Introduction and Content	• Objectives of Asset Management • Principles of Asset Management • Data and Methodology (Condition and Financial) • Infrastructure Report Card Description
State of Local Infrastructure	• Provides full inventory, condition rating, useful life consumption data, and the backlog and upcoming infrastructure needs for each asset class
Level of Service	• Describes Key Performance Indicators for the various Town assets • Identifies factors that can impact the level of service provided by the Town
Lifecycle Management Strategy	• Defines actions to be taken by the Town to maintain their asset inventory up-to-date • Describes how the information from the Town's asset management plan is used to generate the 10-year financial needs forecast • Describe the Town's approach to risk management for potential failures of the various assets
Financial Strategy	• Provide Current Funding Position • Provide Financial Profile for Rate Funded Assets • Forecast annual revenues and capital needs to identify funding shortfalls

1.7. Supporting Documentation

The Asset Management Plan is to be read with the Town of Prescott's planning and budget documents. Supporting documents include:

- Town of Prescott Strategic Asset Management Policy
- The 2018 Official Plan
- The 2020 Town of Prescott Strategic Plan
- Development Charge
- Community Improvement Program
- Other related by-laws and economic plans

2. Asset Management Policies and Strategies

On June 24, 2019, the Council of the Town of Prescott approved the Town's Asset Management Policy, Policy #: FN-200-01 (Appendix A). The policy sets the following vision and goal for asset management within the Town:

The Town will proactively manage its assets to achieve:

- Effective delivery of service
- Supporting sustainability and economic development
- Employing prudent financial planning and decision-making methodologies

The goals of this of this policy are to:

- Provide a framework for implementing asset management to enable a consistent and strategic approach at all levels of the organization
- Provide guidance to staff responsible for the asset management program

In addition, the Policy defines the roles and responsibilities for Council and individuals within the Town for the management of the Town's infrastructure assets.

3. Levels of Service

3.1. Background

The level of service (LOS) is a measurement of the quality of service that the Town is providing to the community. O.Reg. 588/17 establishes two categories for LOS:

- Community Level of Service: a description of how customers expect to receive the service. As the customer's expectations may vary from customer to customer this group of matrixes are subjective and difficult to directly measure.
- Technical Level of Service: a measurable attribute that reflects the assets' ability to achieve the desired community level of service.

This update to the Town's Asset Management Plan concentrates on developing an understanding of the current level of service for the Town's core assets. Following the development of this plan, the Town will work towards identifying the proposed level of service which will meet the community's expectation with a full understanding of the financial implications of striving for the proposed level of service.

3.2. Objective

The approach was based on the following key industry state of the infrastructure documents:

- A Guide to Asset Management for Municipalities in Ontario, Municipal Finance Officers' Association of Ontario, 2018
- Developing an Asset Register, AMONTario
- Other Ontario Municipal State of the Infrastructure reports

3.3. Scope

Through the implementation of various condition assessment techniques an inventory of the current assets and their condition has been compiled for the following asset classes:

1. Road Network: Urban and rural paved
2. Bridges: Bridges with a span greater than 3m
3. Water Network: Water mains, hydrants, valves, facilities
4. Sanitary Sewer Network: Sanitary sewer mains, manholes, facilities
5. Storm Sewer Network: Storm sewer mains, catch basins, manholes

3.4. Approach

The following subsections provide a description of how each asset category's inventory and condition was established to support the plan.

3.5. Deriving Asset Condition

Asset condition is a measurement of the physical state of an asset. The establishment of the condition of an asset forms the basis of the Asset Management Plan. An incomplete or incorrect representation of the condition of an asset will mislead the long-term financial planning and decision making regarding the asset.

The method in which establishes the condition of each asset category will be different, however, the rating system on which it is based will be as follows:

Table 4: Condition Grading Scale

Colour Indicator	Description
	Excellent: No noticeable defects
	Good: Minor Deterioration
	Fair: Deterioration evident, function is affected
	Poor: Serious deterioration, function is inadequate
	Critical: No longer functional. General or complete failure

The Town utilizes a combination of both formal (I.e. Road Needs Studies, OSIM Reports, etc.) and informal condition assessment techniques (I.e. CCTV, watermain break records, etc.) to determine the existing condition of its assets.

3.6. Deriving Replacement Costs

The valuation of all assets is based on the replacement cost or reconstruction of an asset which results in the maximization of the useful service life of the asset. Where possible a unit cost will be applied to the asset which has been determined based on recent construction projects in Eastern Ontario. Where

unit costs cannot be established, replacement costs will be based on inflation indexes for non-residential building construction in Eastern Ontario, as provided by Statistics Canada.

3.7. Estimating Expected Service Life

The estimated useful life of an asset is the period of time over which the Town expects the asset to be available for use and remain in service before requiring replacement. The estimated expected service life of all assets was assigned according to the experience of the Town with similar assets and/or existing industry standards.

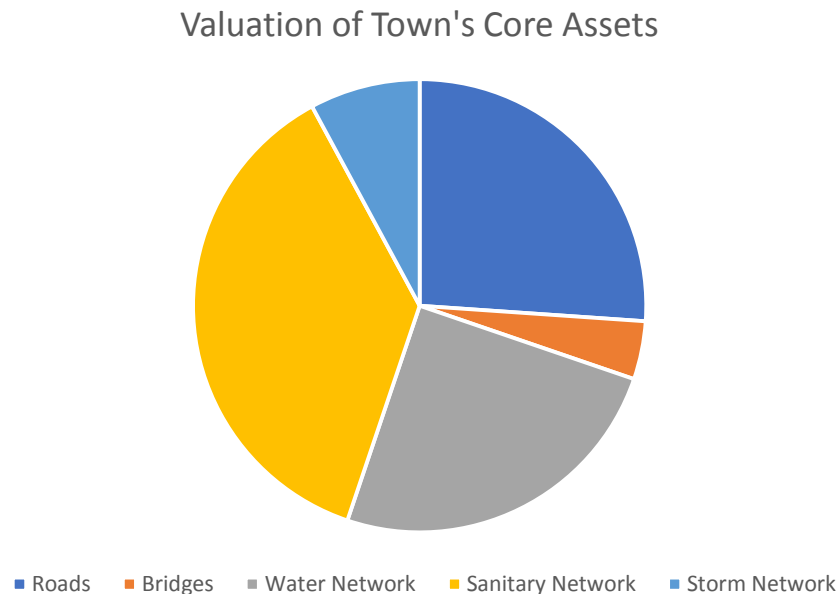
3.8. Core-Asset Overview

The Town of Prescott's core-infrastructure is composed of a road network, bridge structure, water network, sanitary network, and storm network. The following figures represents the total replacement value of the Town's core assets.

3.9. Overview of Total Replacement Cost of Town's Core Assets

This version of the Town's Asset Management Plan focuses on the core asset categories: road network, bridges, water network, sanitary network, and storm network. The Town owns core assets totaling a replacement value of approximately \$180M. The breakdown of these assets by core asset category is as follows:

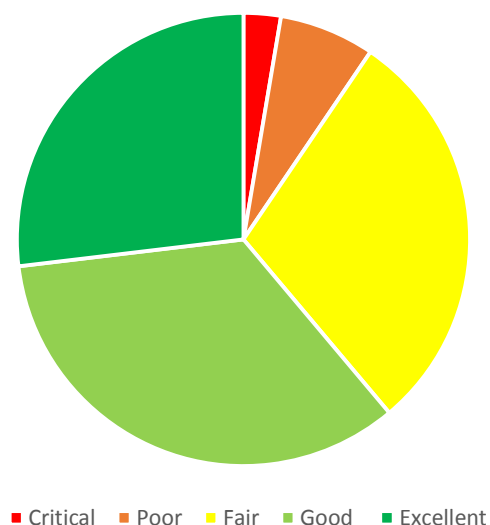
Figure 1 – Town's Total Core Infrastructure Replacement Value



The following sections provide supporting information for the condition of the core assets, based on the grading scale presented in Section 4.4, and summarized in the following figure.

Figure 2 – Town's Core Infrastructure Consolidated Condition

Condition of Town's Core Assets



3.10. Roads Network

3.10.1. What do we Own?

The Town owns three classes of road and one class of sidewalks.

Table 5: Road Classes

Asset Type	Description
Municipal Road	9.0m wide, 150mm GA, 300mm GB, 50mm HL4 asphalt
Local Street	9.0m wide, 150mm GA, 300mm GB, 50mm HL4 asphalt
Arterial Street	15m wide, 150mm GA, 300mm GB. 2 lifts of asphalt
Sidewalks	1.2m side concrete sidewalk

As shown in the following table, the entire road network is comprised of approximately 32 km of road, based on the information extracted from Streetlogix.

Table 6: Road Network Inventory

Asset Type	Asset Component	Quantity (m)
Road Network	Municipal Roads	1,475
	Local Street	26,726
	Arterial Street	4,175
	Traffic Lights	14 sets
	Streetlights	676 poles
Sidewalks	Combination of Concrete and Brick	40,617 m ²

3.10.2. Expected Useful Service Life

“Useful Service Life” is the industries best estimate of the expected period of time an asset can be used for their intended purpose. Depending on the maintenance and rehabilitation efforts over the course of the life span of an asset, the useful service life can be extended. The useful service life is used to determine replacement needs of individual assets.

The following table provides a comparison of the expected service life compared to the actual average age of the Town’s road network.

Table 7: Road Network – Useful Service Life

Asset Component	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Municipal Roads	60	18	42
Local Streets	60	30	30
Arterial Streets	80	28	54
Streetlights	30	12	18
Sidewalks	60	30	30

3.10.3. What is it Worth?

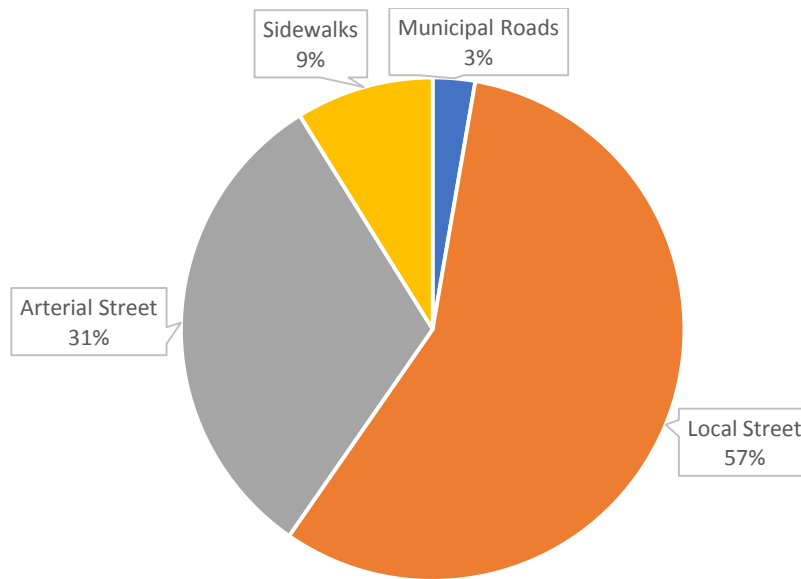
The estimated replacement value of the road network, in 2021 dollars, is approximately \$47M.

Table 8: Valuation of Road Network

Asset Type	Asset Component	Quantity (m)	Replacement Cost
Road Network	Municipal Roads	1,475	\$1,245,000
	Local Street	26,726	\$26,111,000
	Arterial Street	4,175	\$14,434,000
	Streetlights	676 (ea)	\$811,200
	Traffic Light	14 sets	\$288,000
	Sidewalks	40,617 m ²	\$4,062,000
	NET REPLACEMENT VALUE		\$46,951,000

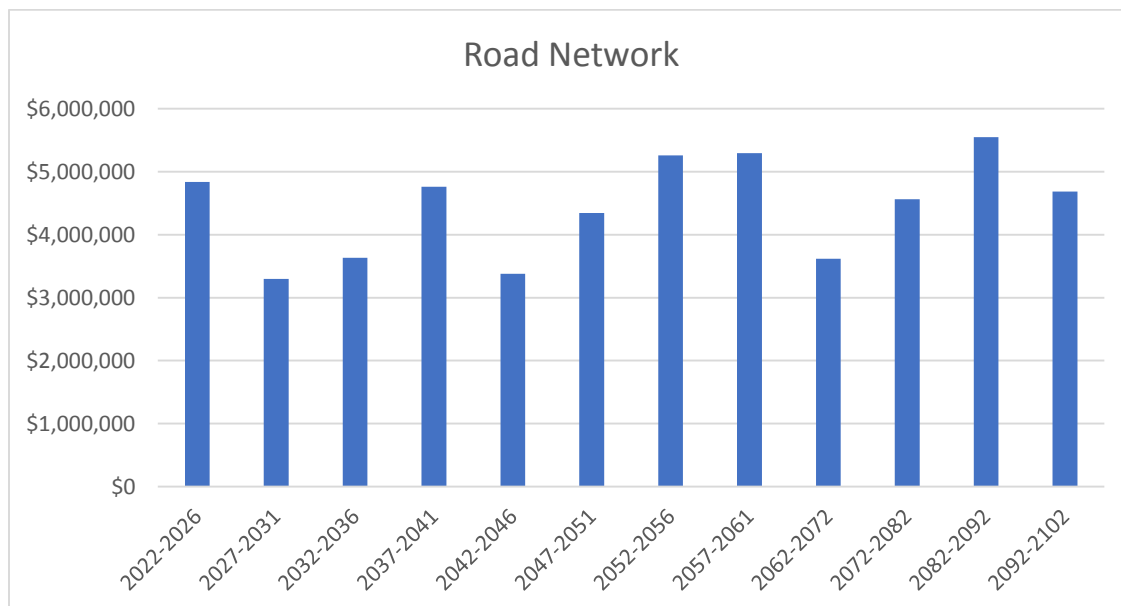
The pie chart below provides a breakdown of each of the network components to the overall system value.

Figure 3 – Road Network Components



Based on the PCI for the roads, the following chart demonstrates the future replacement requirements for the Prescott Road Network. Considerations for the needs of the underground infrastructure are to be taken when planning the road network capital projects.

Figure 4 – Estimated Future Capital Costs for Town's Road Network



Current funding levels for the road infrastructure is approximately \$1M per year and the current Town allocated funds are sufficient to meet the road network needs.

3.10.4. What Condition is it in?

To establish the condition of the road network, the Town undertakes daily road patrols in which staff collects information on conditions of the road network. In addition, the Town undertakes a comprehensive road needs study every five years, in which the paved roads are scanned, and a Pavement Condition Index (PCI) is generated. The last road needs study was completed in 2020.

Overall, the roads are in good condition with each road class having the following average pavement condition index rating: local Streets (PCI average 68.5), Arterial Street (PCI average 70.9) and municipal road (PCI average 72.5). A summary of the PCI index for each road class is provided below.

Table 9: Road Network Condition Rating

Colour Indicator	Pavement Condition Index	
	Greater than 85%	Requires regular maintenance
	70% < PCI < 85%	Minor local improvements
	55% < PCI 70%	Requires rehabilitation and continued maintenance
	25% < PCI < 55%	Requires major rehabilitation or reconstruction
	Less than 25%	Requires Reconstruction

Figure 5 – Road Network Condition by Road Class

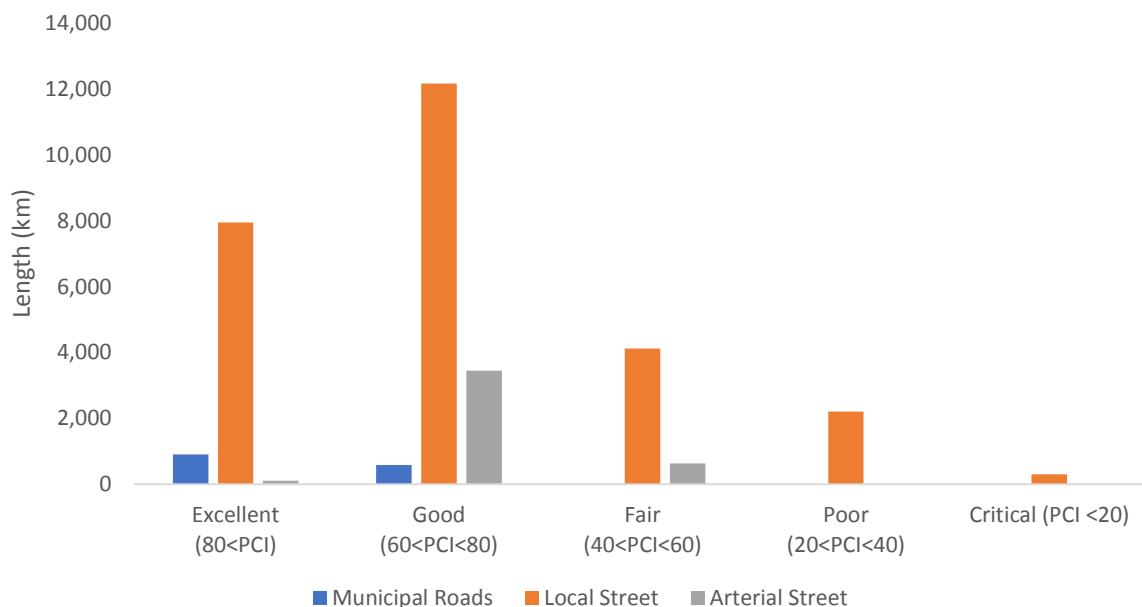
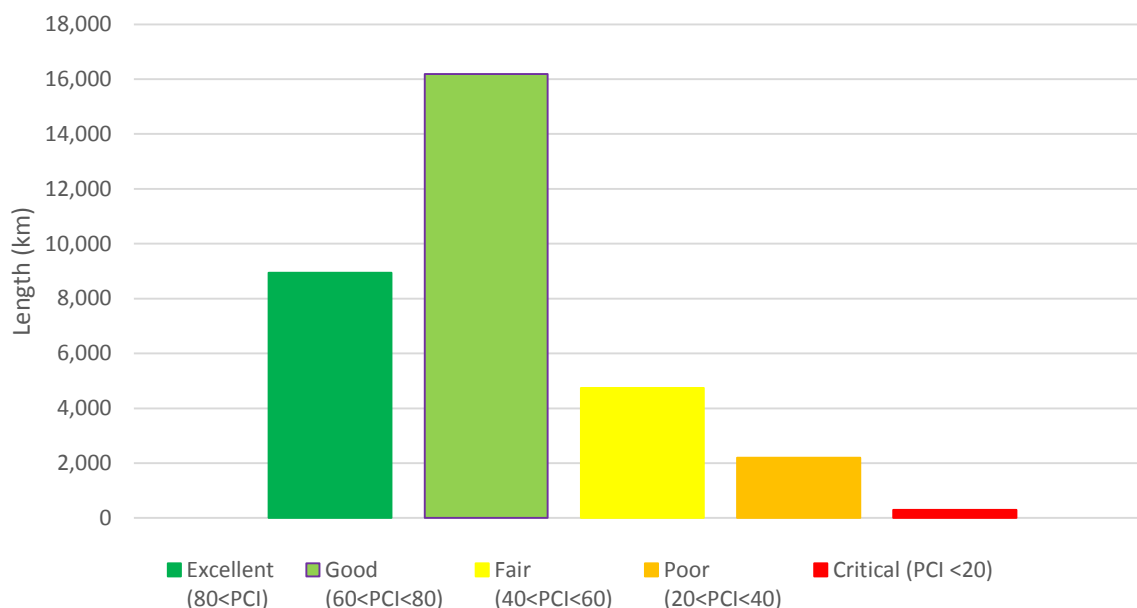


Figure 6 – Road Condition by Rating

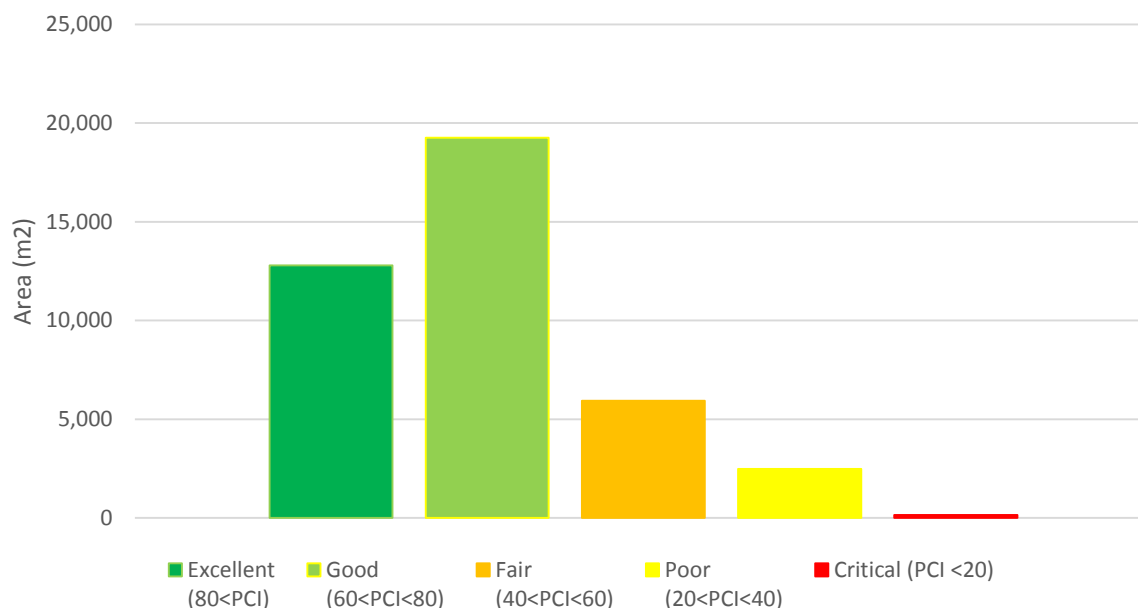


Similar to the road network, in 2020, the Town had completed a condition survey of the sidewalks, by Safesidewalks Canada. The sidewalk surface condition was assessed based on the following criteria:

Table 10: Sidewalk Surface Condition

Colour Indicator	Condition
	Minor defect and evidence of some damage and deterioration; no immediate repair required.
	Moderate defect with further deterioration expected to result in repair beginning requirement in the future.
	Significant walkway deficiency; repairs when convenient
	Severe walkway deficiency: prompt attention required.
	Extreme walkway deficiency: immediate attention required.

Figure 7 – Sidewalk Condition by Rating



3.10.5. Current Level of Service

Based on the asset inventory compiled for the road network, the Town has identified the current level of service being provided to the community. The Community and Technical Level of Service is reflected in the following table meeting the requirements of O.Reg. 588/17.

Table 11: Current Level of Service - Road Network

Level of Service Category	Matrix	Current Level of Service
Community LOS	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Refer to Appendix B
	Description or images that illustrate the different levels of road class pavement condition.	Road network condition rating system is defined in Section 3.10.1
Technical LOS	Lane-km of Municipal Roads per land area ¹	0.01 km / km ²
	Lane-km of Collector Roads per land area ¹	0.24 km / km ²
	Lane-km of Collector Roads per land area ¹	0.06 km / km ²
	For paved roads in the municipality, the average pavement condition index value.	72.5 (good)
	Maintain an up-to-date Road Needs Study	Every Five Years
	Maintain a condition assessment of sidewalks	Every Five Years

1 based on 3.11 km²

3.10.6. Lifecycle Management

The Town has two levels of budgeting for the upkeep of their road network:

- Annual Operation and Maintenance Budget (Operating Budget)
 - Summer Activities including pavement patching, line painting, roadside mowing, tree trimming, road sign maintenance, street light maintenance, sidewalk repairs, etc.
 - Winter Activities including snow plowing, sanding/salting, sidewalk clearing, etc.
- Planned Rehabilitation and Replacement Budget (Capital Budget)
 - Paved road rehabilitation and replacement is scheduled based on the PCI of the road infrastructure as well as the condition of the underground infrastructure.

The current strategy is to maintain roads that are in good condition in good condition and concentrate road rehabilitation works in the areas where the underground infrastructure is in poor condition or is composed of pipe materials (i.e. clay and/or asbestosis concrete) that are fragile in nature.

3.11. Bridges

3.11.1. What do we Own?

The Town of Prescott owns a single bridge structure with a span greater than 3m: the Edward Street Bridge. It is a four-lane structure constructed as a slab on steel girder bridge with an approximate deck length of 52m and an overall width of approximately 18m.

Table 12: Bridge Inventory

Asset Type	Asset Component	Quantity (m ²)
Bridges	Bridge	917 m ²

The Edward Street Bridge has a posted speed limit of 60 km/hr. There are currently no load restrictions on the bridge or restrictions on the types of vehicles that can utilize the bridge.

3.11.2. Expected Useful Service Life

“Useful Service Life” is the industries best estimate of the expected period of time an asset can be used for their intended purpose. Depending on the maintenance and rehabilitation efforts over the course of the life span of an asset, the useful service life can be extended. The useful service life is used to determine replacement needs of individual assets.

The following table provides a comparison of the expected service life compared to the actual average age of the Town’s bridge network

Table 13: Bridge – Useful Service Life

Asset Component	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Bridge	70	27	43

3.11.3. What is it Worth?

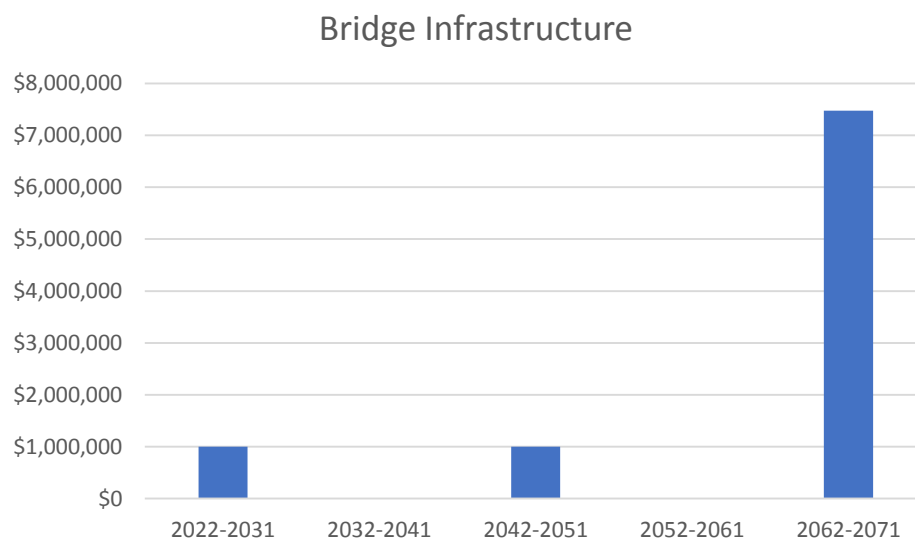
The estimated replacement value of the bridge infrastructure, in 2021 dollars, is approximately \$7.5M.

Table 14: Valuation of Bridges

Asset Type	Asset Component	Quantity (m)	Replacement Cost
Bridges	Bridge	917 m ²	\$7,476,000
	NET REPLACEMENT VALUE		\$7,476,000

Based on the history of bridge repair and the remaining useful life of the Edward Street bridge, the following chart demonstrates the future replacement requirements for the Prescott Bridge Infrastructure.

Figure 8 – Future Capital Expenses for Bridge Infrastructure



3.11.4. What Condition is it in?

The Ministry of Transportation (MTO) requires bi-annual inspections for all bridge structures in Ontario. The inspection of these structures are to follow the MTO guidelines that are contained in the Ontario's Structure Inspection Manual (OSIM). Through the use of OSIM a Bridge Condition Index is determined for each structure. The Bridge Condition Index relates to the bridge condition in the following manner:

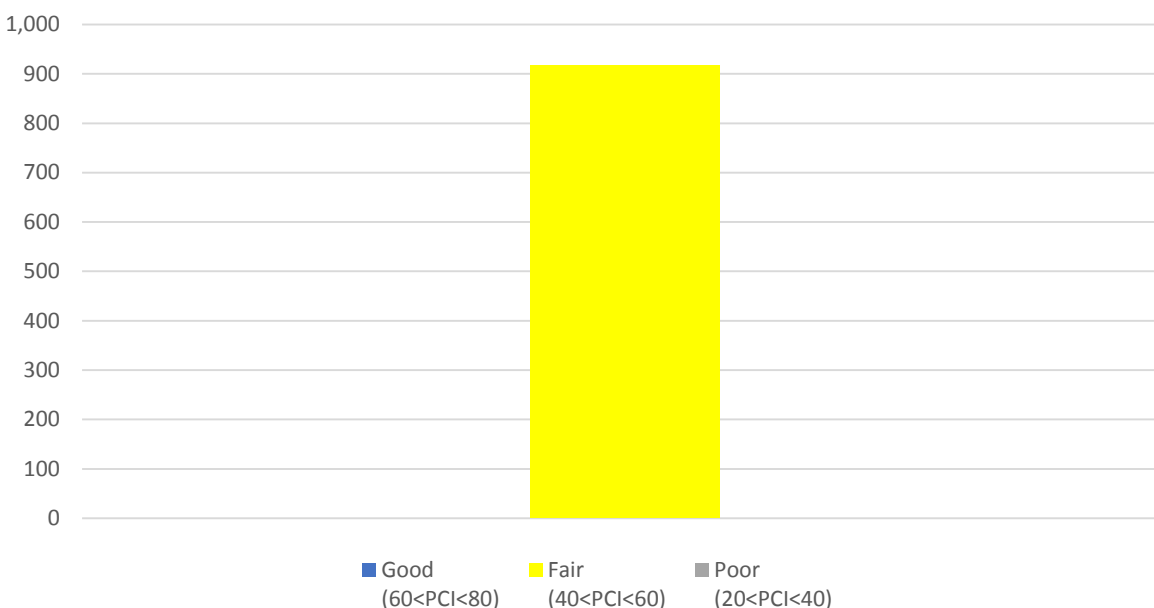
Table 15: OSIM Bridge Condition Index

Rating	Maintenance Schedule
Good: BCI: 70-100	Maintenance is not usually required within the next five years
Fair: BCI: 60-70	Maintenance work is usually scheduled within the next five years. This is the ideal time to schedule major bridge repairs to get the most out of bridge spending.

Poor: BCI: <60	Maintenance work is usually scheduled within one year.
-------------------	--

The Town had an OSIM report completed in 2019 for the Edward Street Bridge. The rating produced from this report was 66.2, meaning that the bridge is in fair condition.

Figure 9 – Bridge Condition by Rating



3.11.5. Current Level of Service

Based on the asset inventory compiled for the bridge network, the Town has identified the current level of service being provided to the community. The Community and Technical Level of Service is reflected in the following table meeting the requirements of O.Reg. 588/17.

Table 16: Current Level of Service - Bridges

Level of Service Category	Matrix	Current Level of Service
Community LOS	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	No Restrictions
	Description or images of the condition of bridges and how this would affect use of the bridges.	Refer to OSIM Report
Technical LOS	Percentage of bridges in the municipality with loading or dimensional restrictions	0%
	For bridges in the municipality, the average bridge condition index value.	66.2 (Fair)
	Completion of OSIM Report	Every Two Years

3.11.6. Lifecycle Management

The Town has two levels of budgeting for the upkeep of their bridge infrastructure:

- Annual Operation and Maintenance Budget (Operating Budget)
 - Summer Activities including pavement patching, line painting, sign maintenance, , power-washing, sidewalk repairs, etc.
 - Winter Activities including snow plowing, sanding/salting, sidewalk clearing, etc.
- Planned Rehabilitation and Replacement Budget (Capital Budget)
 - Capital items are identified in the OSIM report and integrated into the 10-year capital plan to ensure the structure is maintained in good condition.

The Town has budgeted to undertake the following work in 2023:

- Abutment bearing replacements
- Expansion joint replacements
- Structural steel repairs
- Structural steel re-coating
- Guiderail repairs
- Sidewalk repairs
- Asphalt replacement (Churchill Road to Wood Street)

This work will improve the overall bridge condition index for the structure, with the next planned large rehabilitation work to be schedule for 2048.

3.12. Water Network

3.12.1. What do we Own?

Prescott is the owner of the Prescott Drinking Water System, which includes approximately 31 km of watermains, a water treatment plant, and an elevated tower.

Table 17: Water Network Asset Inventory

Asset Type	Asset Component	Quantity
Water Network	Watermain (15mm)	45
	Watermain (25mm)	136
	Watermain (100mm)	820
	Watermain (150mm)	14,174
	Watermain (200mm)	7,121
	Watermain (250mm)	2,115
	Watermain (300mm)	5,960
	Watermain (400mm)	703
	Services	2,153
	Fire Hydrants	206
	Valves	419
	Water Treatment Plant	1
	Water Tower	1

3.12.2. Expected Useful Service Life

“Useful Service Life” is the industries best estimate of the expected period of time an asset can be used for their intended purpose. Depending on the maintenance and rehabilitation efforts over the course of the life span of an asset, the useful service life can be extended. The useful service life is used to determine replacement needs of individual assets.

The following table provides a comparison of the expected service life compared to the actual average age of the Town’s water network.

Table 18: Water Network – Useful Service Life

Asset Type	Asset Component	Useful Life in Years
Water Network	Watermains	80
	House Services	60
	Fire Hydrants	50
	Valves	50
	Elevated Water Storage	60
	Water Treatment Facilities – Mechanical Systems	25
	Water Treatment Facilities – Electrical Systems	40
	Water Treatment Facilities – Piping Networks	80
	Water Treatment Facilities – Concrete Works	100

3.12.3. What is it Worth?

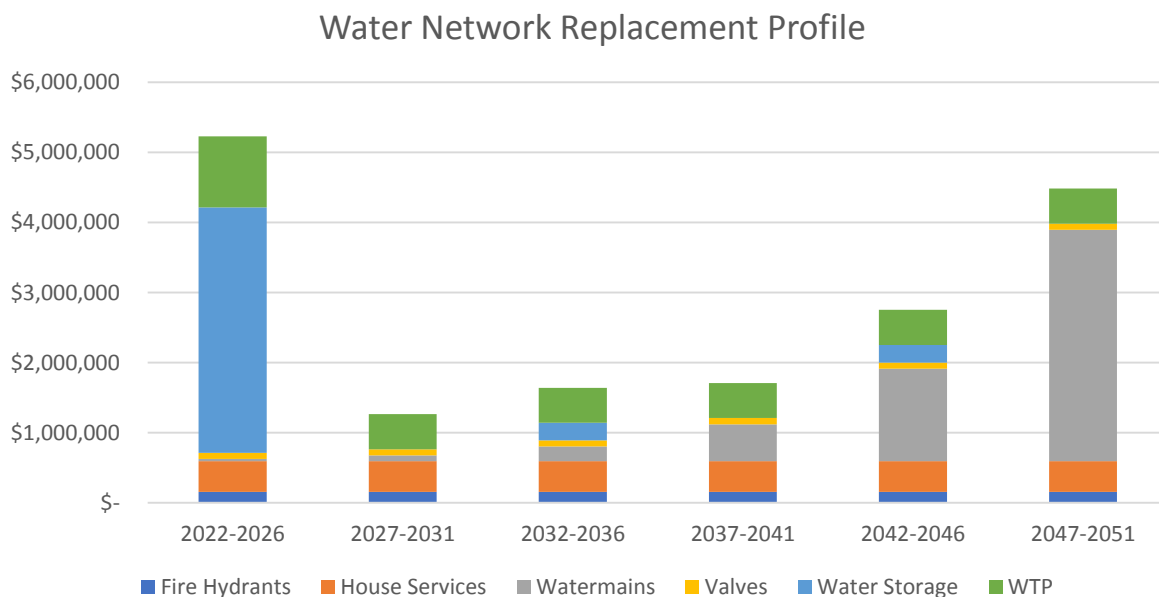
The estimated replacement value of the water network, in 2021 dollars, is approximately \$44,840,725.

Table 19: Valuation of Water Network

Asset Type	Asset Component	Quantity	2021	2012
Water Network	Watermain (15mm)	45	\$7,875	\$7,751
	Watermain (25mm)	136	\$23,800	\$26,847
	Watermain (100mm)	820	\$164,000	\$62,629
	Watermain (150mm)	14174	\$3,897,850	\$2,592,979
	Watermain (200mm)	7121	\$2,670,375	\$2,720,102
	Watermain (250mm)	2115	\$951,750	\$522,915
	Watermain (300mm)	5960	\$3,129,000	\$2,038,320
	Watermain (400mm)	703	\$439,375	\$252,105
	Services	2153	\$6,459,000	\$5,094,166
	Fire Hydrants	211	\$1,582,500	\$1,158,250
	Valves	419	\$879,200	\$1,482,675
	Water Treatment Plant	1	\$21,136,000	\$12,619,164
	Water Tower	1	\$3,500,000	\$2,000,000

Based on age for the water treatment facilities, the following chart demonstrates the future replacement requirements for the Prescott Water Network.

Figure 10 – Capital Forecast for Water Network



The Town has planned on replacing the Prescott Elevated Water Storage Tank in 2023. The Town was also successful in obtaining funding through the Investing in Canada Infrastructure Program to help offset this cost to the users of the system.

Current funding levels for the water infrastructure is approximately \$0.2M per year and the current Town allocated funds will need to increase within time to address the aging water network needs.

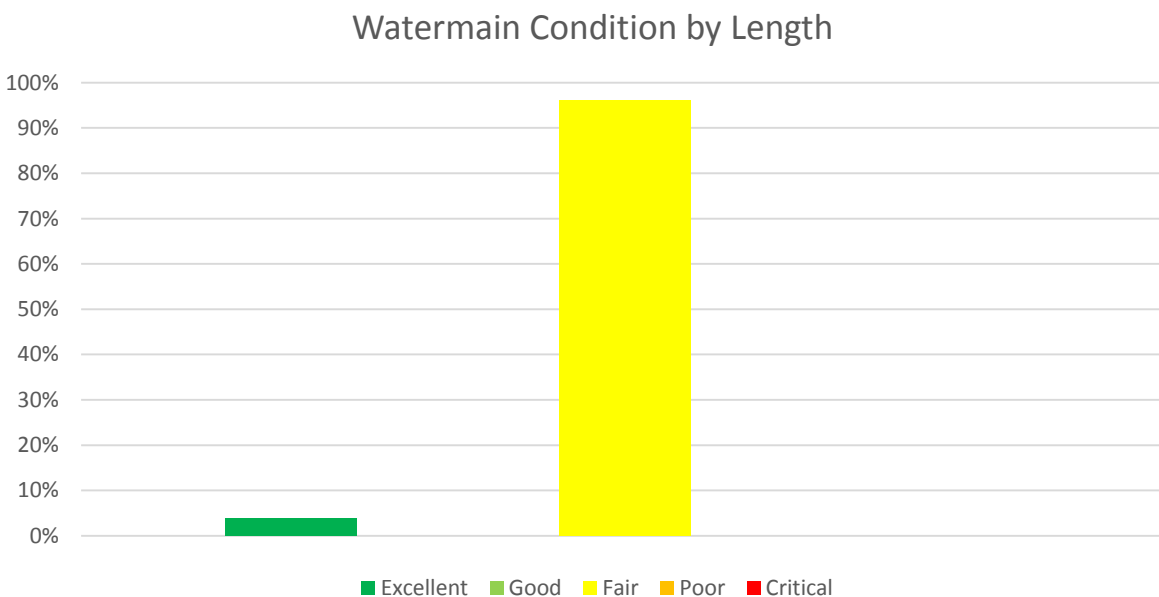
3.12.4. What Condition is it in?

The Town does not utilize a formal condition assessment process for the establishment of the condition of the water distribution network. The Town may utilize acoustic leak detection contractors to assist with maintenance strategies but only on an as needed basis. The Town has used the age of the pipe, material of the pipe, and the history of watermain breaks to help establish the condition of the water distribution system.

Condition assessments of the Prescott Water Treatment Plant and Prescott Water Tower have been undertaken and integrated into the asset management plan.

Utilizing the year of installation for the watermains and their appurtenances, and assigning a 100 years service life for watermains, we have assessed the condition of the watermains based solely on a straight line depreciation: 0-19 years of age: excellent, 20-39 years of age: good, 40-59 years of age: fair, 60-79 years of age: poor, >79 years of age: critical.

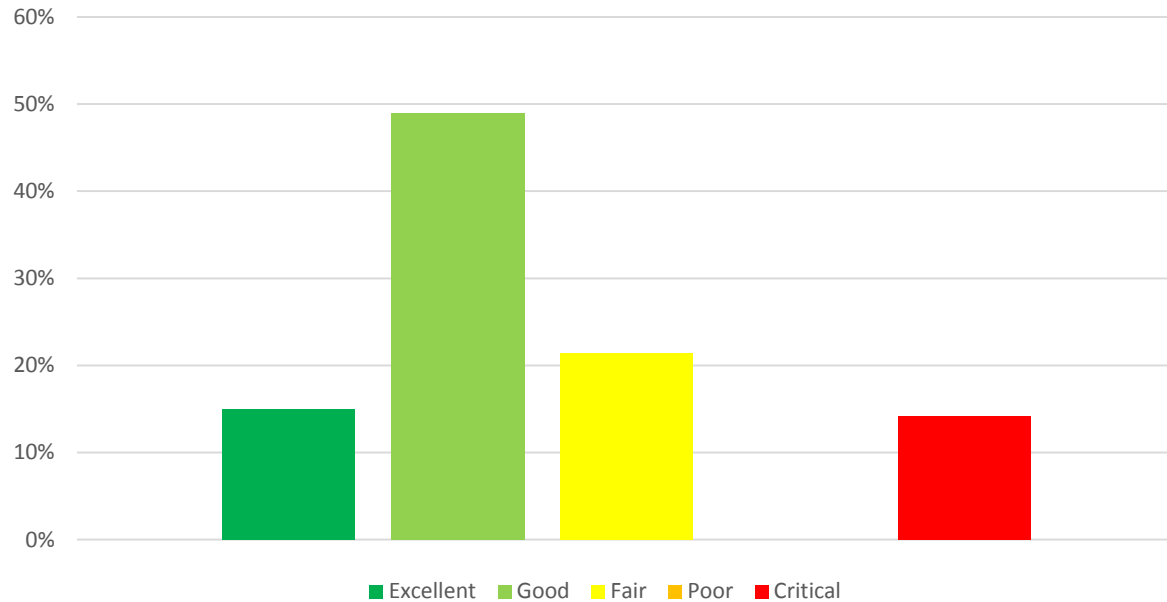
Figure 11 – Water Main Condition Assessment



In 2017, the Town completed a condition assessment of the Prescott Water Treatment Plant and the Prescott Water Tower. The water tower is in critical condition, as identified below, and the Prescott WTP has components in fair to excellent condition. Additionally, it was determined that there is inadequate water storage requirements to comply with the minimum level of water storage required by

the Ministry of the Environment, Conservation and Parks (MECP) Design Guidelines for Water Supply Systems.

Figure 12 – Water Facilities Condition Assessment



3.12.1. Current Level of Service

Based on the asset inventory compiled for the water network, the Town has identified the current level of service being provided to the community. The Community and Technical Level of Service is reflected in the following table meeting the requirements of O.Reg. 588/17.

Table 20: Current Level of Service – Water Network

Level of Service Category	Matrix	Current Level of Service
Community LOS	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system.	Refer to Appendix C
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	Modelling in development
	Description of boil water advisories and service interruptions.	In the past five (5) years (2016-2020), there has been zero (0) boil water adversary issued.
Technical LOS	Percentage of properties connected to the municipal water system.	100%
	Percentage of properties where fire flow is available.	Modeling in development
	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system.	In the past five (5) years (2016-2020), there has been zero (0) connection-days per year in which there was a boil water adversary in place.
	The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.	2016 – 3 days 2017 – 0 days 2018 – 6 days 2019 – 9 days 2020 – 2 days

3.12.2. Lifecycle Management

The Town has two levels of budgeting for the upkeep of their water infrastructure:

- Annual Operation and Maintenance Budget (Operating Budget)
 - Summer Activities including flushing, pressure regulator valve testing, valve exercising, etc.
 - Winter Activities including winterization of hydrants, etc.
- Planned Rehabilitation and Replacement Budget (Capital Budget)
 - Capital items are identified through the tracking of watermain breaks, and leak detection surveys and then coordinated with the road network capital projects.

3.13. Sanitary Sewer Network

3.13.1. What do we Own?

The Town's sanitary sewer network is composed of approximately 28 km of sanitary sewers, 4 sewage pumping stations and a wastewater treatment plant.

Table 21: Sanitary Network Inventory

Asset Type	Asset Component	Quantity
Sanitary Network	Sanitary Sewer (150mm)	817.2
	Sanitary Sewer (200mm)	6370.2
	Sanitary Sewer (250mm)	12313.6
	Sanitary Sewer (300mm)	5710.1
	Sanitary Sewer (350mm)	457
	Sanitary Sewer (400mm)	2240
	Sanitary Sewer (450mm)	120
	Sanitary Sewer (600mm)	505
	Sanitary Sewer (675mm)	354.6
	Sanitary Sewer (750mm)	1423.1
	Sanitary Sewer (900mm)	448
	Manholes	356
	Services	2153
	SPS	4
	Water Pollution Control Plant	1

3.13.2. Expected Useful Service Life

"Useful Service Life" is the industries best estimate of the expected period of time an asset can be used for their intended purpose. Depending on the maintenance and rehabilitation efforts over the course of the life span of an asset, the useful service life can be extended. The useful service life is used to determine replacement needs of individual assets.

The following table provides a comparison of the expected service life compared to the actual average age of the Town's sanitary network.

Table 22: Sanitary Network – Useful Service Life

Asset Type	Asset Component	Useful Life in Years
Sanitary Network	Sewers	75
	Manholes	60
	Service Connections	60
	WWTP/SPS – Mechanical	25
	WWTP/SPS – Electrical	40
	WWTP/SPS – Civil	75

3.13.3. What is it Worth?

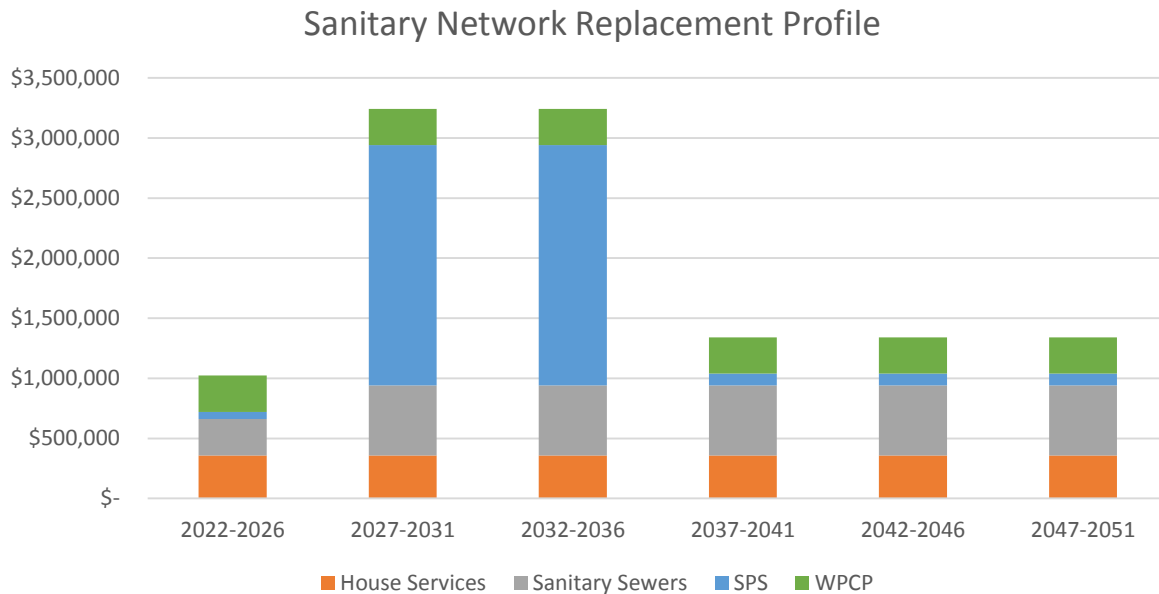
The estimated replacement value of the sanitary network, in 2021 dollars, is approximately \$66M.

Table 23: Valuation of Sanitary Network

Asset Type	Asset Component	2021	2012
Sanitary Network	Sanitary Sewer (150mm)	\$265,590	\$123,226
	Sanitary Sewer (200mm)	\$2,388,825	\$1,438,267
	Sanitary Sewer (250mm)	\$4,925,440	\$5,684,776
	Sanitary Sewer (300mm)	\$2,569,545	\$970,717
	Sanitary Sewer (350mm)	\$194,225	\$93,621
	Sanitary Sewer (400mm)	\$1,008,000	\$546,934
	Sanitary Sewer (450mm)	\$60,000	\$38,591
	Sanitary Sewer (600mm)	\$277,750	\$464,892
	Sanitary Sewer (675mm)	\$221,625	\$143,466
	Sanitary Sewer (750mm)	\$1,067,325	\$916,823
	Sanitary Sewer (900mm)	\$380,800	\$511,230
	Manholes	\$4,272,000	\$3,866,160
	Services	\$4,306,000	
	SPS	\$6,400,000	\$4,800,000
	Water Pollution Control Plant	\$38,150,000	\$23,484,081

Based on the current condition of the sanitary network, the following chart demonstrates the future replacement requirements for the Prescott Sanitary Network.

Figure 13 – Capital Forecast for Sanitary Network



Current funding levels for the sanitary infrastructure is approximately \$0.25M per year and the current Town allocated funds will need to increase within time to address the aging sanitary network needs. This capital plan includes major renovations at Sewage Pumping Station No. 5, in the years 2027-2031, and Sewage Pumping Station No. 4, in the years 2032-2036.

3.13.4. What Condition is it in?

The Town has adopted the following Key Performance Indicators (KPIs) for the evaluation of the condition of the Town's sanitary sewers. THE KPIs are based on the closed-circuit television (CCTV) inspection of the Town's infrastructure.

Table 24: Key Performance Factors for Assessing Condition of Sanitary Sewers

Baseline

All Pipe less than 20 years old	1	Excellent
All pipe older than 20 years old	2	Good

Pipe Material

AC	+1
Steel Pipe	+1

Structural Performance Factors

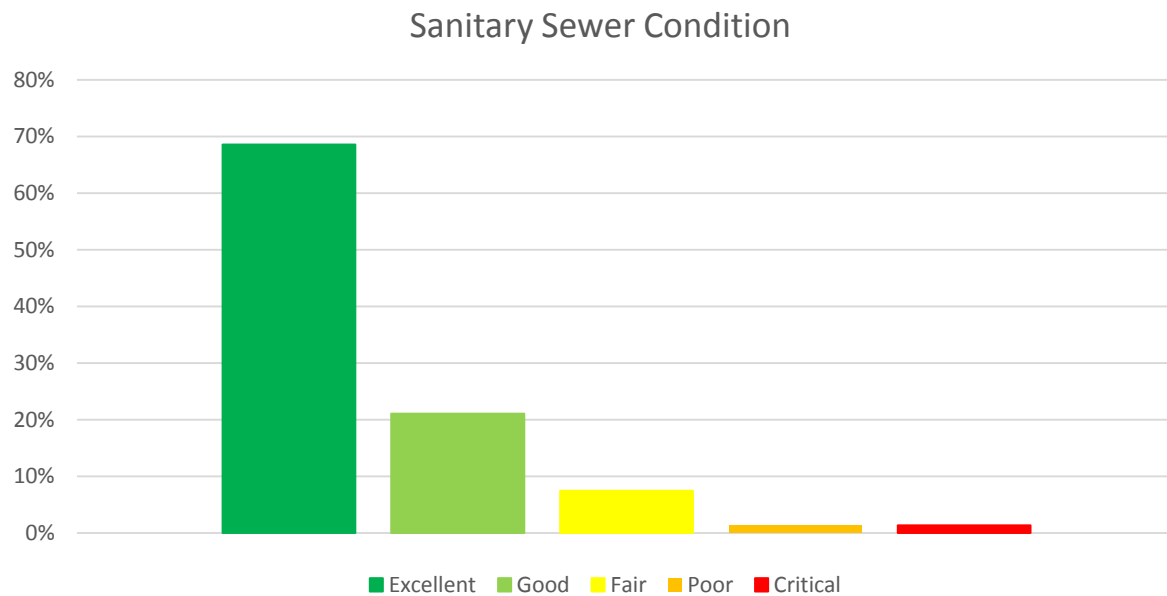
Broken Soil Visible	+3
Deformed Rigid (10%)	+3
Deformed Flexible Bulging Round (25%)	+3
Joint Offset Large	+2
Joint Separated Large	+2
Deformed Flexible Bulging Round (5%)	+2
Fracture Multiple	+2
Broken	+1
Joint Offset Medium	+1
Crack Multiple	+1
Deformed Flexible Elliptical (15%)	+1
Joint Separated Medium	+1
Deformed Flexible Bulging Round (2%)	+1
Miscellaneous Water Level Sag (5%)	+1
Deposits Attached Encrustation (5%)	+1

Inflow and Infiltration Factors

Multiple Gushers in same length of Pipe	+3
Single Medium-Large Gusher	+2
Single Small Gusher	+1

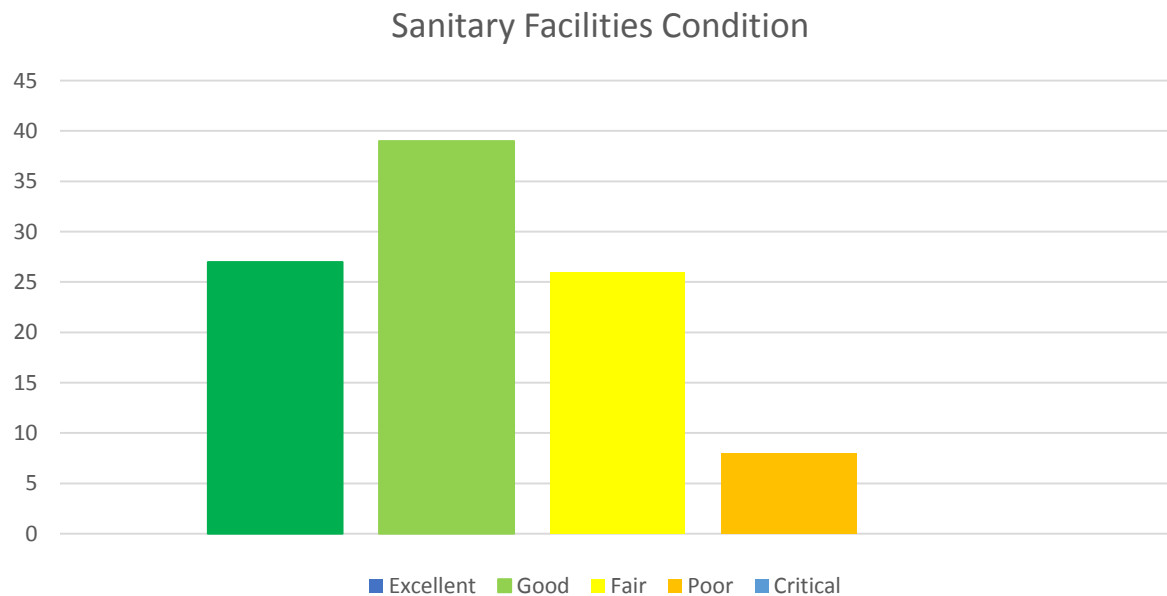
Based on the KPI and the available CCTV footage and reports for the sanitary collection system, the condition of the Town's sanitary sewers is reflected in the following figure.

Figure 14 – Sanitary Sewer Condition Assessment



In 2017, the Town completed a condition assessment of the Prescott Water Pollution Control Plant and sewage pumping stations. Most of the infrastructure is in good to fair condition.

Figure 15 – Sanitary Facilities Condition Assessment



3.13.5. Current Level of Service

Based on the asset inventory compiled for the sanitary network, the Town has identified the current level of service being provided to the community. The Community and Technical Level of Service is reflected in the following table meeting the requirements of O.Reg. 588/17.

Table 25: Current Level of Service – Sanitary Network

Level of Service Category	Matrix	Current Level of Service
Community LOS	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.	Appendix D
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.	Over the past five years they have been a total of 24 bypass events occurring at the SPS, for a total duration of 111 hours with a total discharge of 23,618 m3, representing a release of 0.37% of all wastewater treated at the Prescott WPCP. Refer to Table 20 for additional details.
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.	All overflows occurred at the sewage pumping stations.
	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes.	Stormwater can enter the sanitary network through inflow (i.e. sump pumps, footing drains, rain leader connections, etc.) or infiltration (i.e. seepage through cracks in sewers or manholes, loose joints, etc.)
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described above.	The Town has a comprehensive design manual to ensure that new sewers and connections comply with the highest standards.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system.	Final effluent from the Prescott Water Pollution Control Plant discharges by gravity to the St. Lawrence River, in accordance with the requirements of the ECA.
Technical LOS	Percentage of properties connected to the municipal wastewater system.	100%

	The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system.	0
	The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.	One (1) exceedence of <i>E.coli</i> in 2018.

Table 26: Sanitary Bypass Events

Bypasses	Units	2016	2017	2018	2019	2020
# of Events		0	11	2	10	1
Duration	hours	0	74.93333	3	29.9	3.33
Volume	m3	0	18266	565	4572.36	215

3.13.6. Lifecycle Management

The Town has two levels of budgeting for the upkeep of their water infrastructure:

- Annual Operation and Maintenance Budget (Operating Budget)
 - Summer Activities including flushing, CCTV inspection, etc.
 - Winter Activities including winterization of hydrants, etc.
- Planned Rehabilitation and Replacement Budget (Capital Budget)
 - Capital items are identified through prioritizing replacement of pipe made from fragile materials (i.e. clay and/or asbestosis concrete) and CCTV surveys and then coordinated with the road network capital projects.

3.14. Storm Sewer Network

3.14.1. What do we Own?

The inventory components of the storm sewer collection network are outlined in the table below. The entire network consists of approximately 18km of storm sewers.

Table 27: Storm Sewer Network Inventory

Asset Type	Asset Component	Quantity (m)
Storm Network	Storm Sewer (200mm)	126
	Storm Sewer (2250mm)	131.5
	Storm Sewer (250mm)	1403.7
	Storm Sewer (300mm)	3576.2
	Storm Sewer (350mm)	279
	Storm Sewer (375mm)	1894.7
	Storm Sewer (400mm)	478.1
	Storm Sewer (450mm)	3808.9
	Storm Sewer (525mm)	720.7
	Storm Sewer (600mm)	984.9
	Storm Sewer (675mm)	346
	Storm Sewer (750mm)	941.9
	Storm Sewer (825mm)	282
	Storm Sewer (900mm)	1459.8
	Storm Sewer (1050mm)	1023.8
	Storm Sewer (1200mm)	112.7
	Storm Sewer (1220mm)	138.7
	Manholes	246
	Stormwater Ponds	2
	Catchbasins	493

3.14.2. Expected Useful Service Life

“Useful Service Life” is the industries best estimate of the expected period of time an asset can be used for their intended purpose. Depending on the maintenance and rehabilitation efforts over the course of the life span of an asset, the useful service life can be extended. The useful service life is used to determine replacement needs of individual assets.

The following table provides a comparison of the expected service life compared to the actual average age of the Town’s storm network.

Table 28: Storm Sewer Network – Useful Service Life

Asset Type	Asset Component	Useful Life in Years
Storm Network	Catch Basins	60
	Manholes	60
	Stormwater Ponds	50
	Storm Sewers	75

3.14.3. What is it Worth?

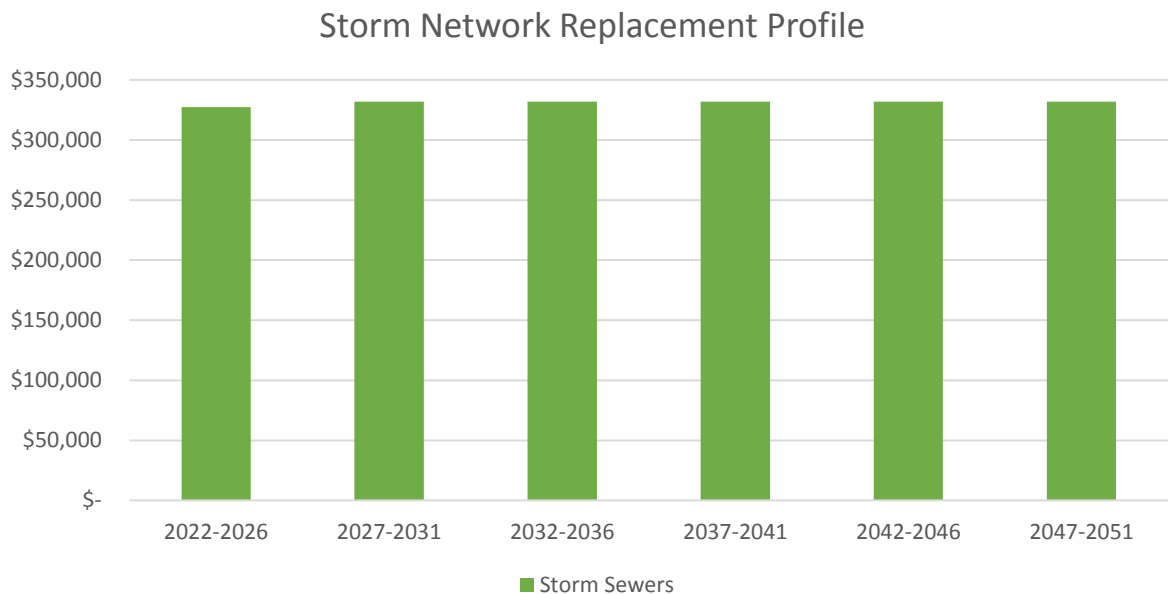
The estimated replacement value of the storm sewer network is approximately \$XXM.

Table 29: Valuation of Storm Sewer Network

Asset Type	Asset Component	Quantity	2021	2012
Storm Network	Storm Sewer (200mm)	126	\$47,250	\$47,696
	Storm Sewer (2250mm)	131.5	\$52,600	\$26,918
	Storm Sewer (250mm)	1403.7	\$561,480	\$339,684
	Storm Sewer (300mm)	3576.2	\$1,430,480	\$572,192
	Storm Sewer (350mm)	279	\$118,575	\$57,621
	Storm Sewer (375mm)	1894.7	\$852,615	\$466,096
	Storm Sewer (400mm)	478.1	\$227,098	\$118,096
	Storm Sewer (450mm)	3808.9	\$1,904,450	\$773,207
	Storm Sewer (525mm)	720.7	\$396,385	\$453,077
	Storm Sewer (600mm)	984.9	\$615,563	\$655,724
	Storm Sewer (675mm)	346	\$233,550	\$291,363
	Storm Sewer (750mm)	941.9	\$706,425	\$336,258
	Storm Sewer (825mm)	282	\$225,600	\$264,758
	Storm Sewer (900mm)	1459.8	\$1,240,830	\$1,191,680
	Storm Sewer (1050mm)	1023.8	\$1,023,800	\$2,289,439
	Storm Sewer (1200mm)	112.7	\$135,240	\$179,299
	Storm Sewer (1220mm)	138.7	\$169,908	\$343,255
	Manholes	246	\$2,952,000	\$2,280,125
	Stormwater Ponds	2	\$150,000	
	Catchbasins	493	\$ 1,133,900	\$ 1,608,840

Based on the current condition of the storm network, the following chart demonstrates the future replacement requirements for the Prescott Storm Network.

Figure 16 – Capital Forecast for Storm Network



Current funding levels for the storm infrastructure is approximately \$0.06M per year and the current Town allocated funds will need to increase within time to address the aging storm network needs.

3.14.4. What Condition is it in?

The Town has adopted the following Key Performance Indicators for the evaluation of the condition of the Town’s storm sewers.

Table 30: Key Performance Factors for Assessing Condition of Stormwater Sewers

Baseline		
All Pipe less than 20 years old	1	Excellent
All pipe older than 20 years old	2	Good

Pipe Material		
AC	+1	
Steel Pipe	+1	

Structural Performance Factors		
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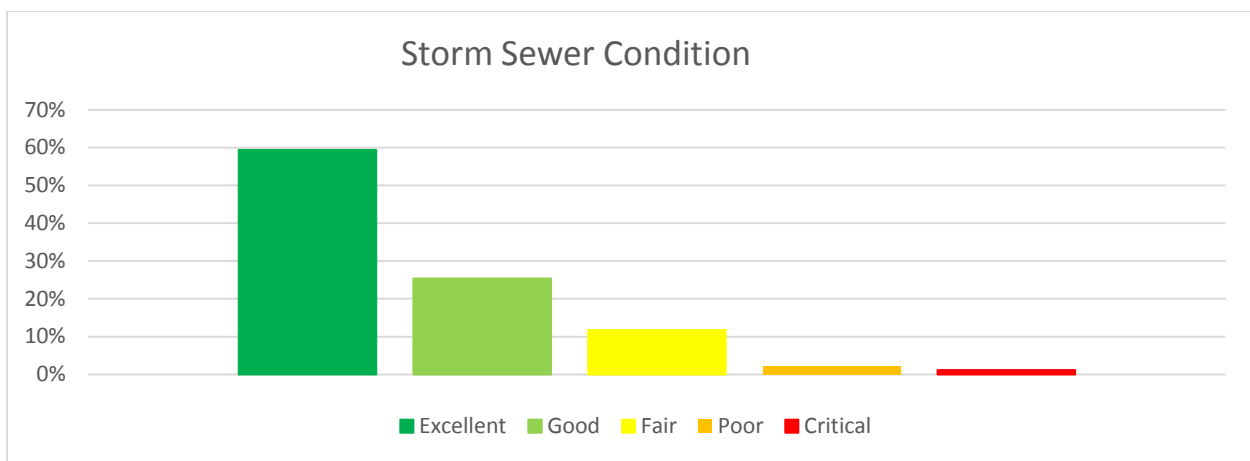
Broken Soil Visible	+3
Deformed Rigid (10%)	+3
Deformed Flexible Bulging Round (25%)	+3
Joint Offset Large	+2
Joint Separated Large	+2
Deformed Flexible Bulging Round (5%)	+2
Fracture Multiple	+2
Broken	+1
Joint Offset Medium	+1
Crack Multiple	+1
Deformed Flexible Elliptical (15%)	+1
Joint Separated Medium	+1
Deformed Flexible Bulging Round (2%)	+1
Miscellaneous Water Level Sag (5%)	+1
Deposits Attached Encrustation (5%)	+1

Inflow and Infiltration Factors

Multiple Gushers in same length of Pipe	+3
Single Medium-Large Gusher	+2
Single Small Gusher	+1

Based on the KPI and the available CCTV footage and reports for the stormwater collection system, the condition of the Town's storm sewers is reflected in the following figure.

Figure 17 – Storm Sewer Condition Assessment



3.14.5. Current Level of Service

Based on the asset inventory compiled for the storm sewer network, the Town has identified the current level of service being provided to the community. The Community and Technical Level of Service is reflected in the following table meeting the requirements of O.Reg. 588/17.

Table 31: Current Level of Service – Storm Sewer Network

Level of Service Category	Matrix	Current Level of Service
Community LOS	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	Appendix E
Technical LOS	Percentage of properties in municipality resilient to a 100-year storm.	Model being developed
	Percentage of the municipal stormwater management system resilient to a 5-year storm.	Model being developed

3.14.6. Lifecycle Management

The Town has two levels of budgeting for the upkeep of their stormwater infrastructure:

- Annual Operation and Maintenance Budget (Operating Budget)
 - Summer Activities including cathbasin cleanouts, stormwater pond maintenance and outlet cleaning.
- Planned Rehabilitation and Replacement Budget (Capital Budget)
 - Capital items are identified through prioritizing replacement of pipe made from fragile materials (i.e. clay and/or asbestosis concrete) and CCTV surveys and then coordinated with the road network capital projects.

4. Desired Level of Service

*To be part of 2025 Asset Management Plan Update

5. Lifecycle Management Strategy

5.1. Lifecycle Management Strategies

The purpose of developing a lifecycle strategy, for each of the asset categories, is to assist the Town staff with planning for various activities requires for the upkeep of the Town's assets. The strategy should address which activity should be performed and when the activity should be performed in order to maximize and/or extend the useful life of an asset. The lifecycle management activities can be grouped into one of three event types:

Table 32: Life Cycle Management Strategies

Event Type	Description	Cost
Maintenance	Activities that prevent defects and/or the deterioration of assets	\$
Rehabilitation	Activities that rectify defects and/or deficiencies that are already present and reducing the useful service life of the asset.	\$\$
Replacement	The removal of an existing asset with a new asset.	\$\$\$

5.2. Current Funding Levels

To identify the state of the municipality's infrastructure today and the projected state in the future if current funding levels and management practices remain status quo.

The analysis and subsequent communication tools will outline future asset requirements, will start the development of tactical implementation plans, and ultimately assist the organization to provide cost effective sustainable services to the current and future community.

5.2.1. Planned Capital Expenses

The Town has prepared the following 10-year capital plan to identify both replacement and rehabilitation needs for their core infrastructure.

Table 33: 10 Year Capital Plan

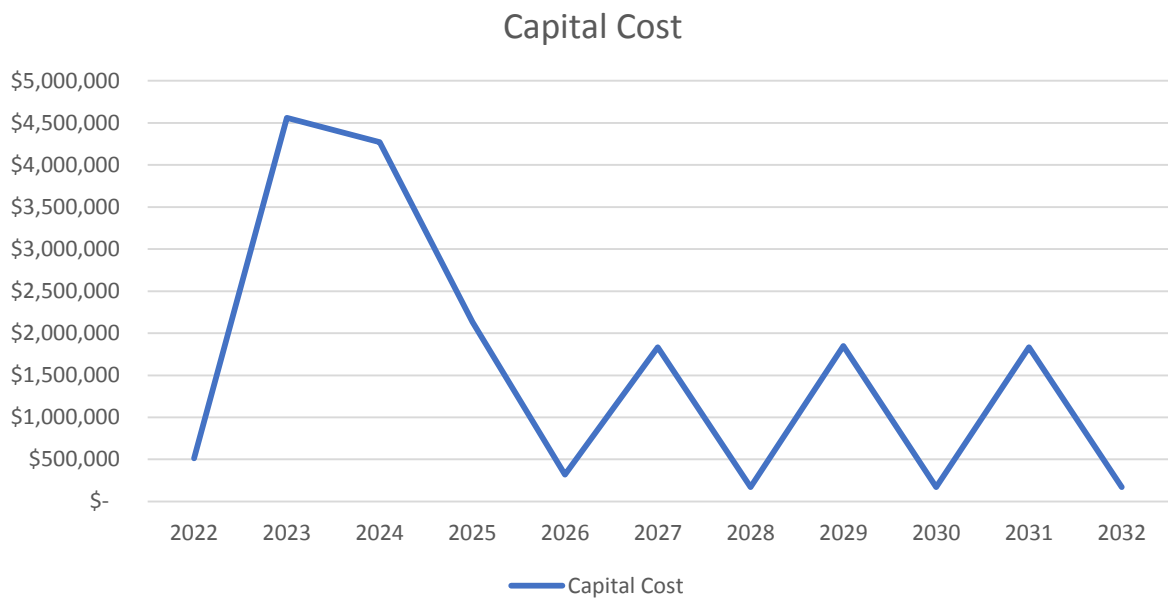
Project Name	Asset Category	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Dibble Street East Renovation	E	Design Engineer Services	\$170,000										
	R	Construction Component	\$494,000										
	W	Construction Component	\$338,000										
	S	Construction Component	\$295,000										
	ST	Construction Component	\$320,000										
	G	Construction Component	\$255,000										
	E	Contract Administration Services	\$128,000										
Prescott Water Tower	E	Design Engineer Services	\$87,000										
	W	Construction Component		\$100,000	\$2,000,000								
	G	Construction Component		\$900,000	\$1,800,000								
	E	Contract Administration Services		\$30,000	\$60,000								
Edward Street Bridge	E	Design Engineer Services	\$59,000										
	R	Construction Component		\$850,000									
	G	Construction Component		\$150,000									
	E	Contract Administration Services		\$47,000									
East Street Reconstruction	E	Design Engineer Services			\$170,000								
	R	Construction Component				\$494,000							
	W	Construction Component				\$338,000							
	S	Construction Component				\$295,000							
	ST	Construction Component				\$320,000							
	G	Construction Component				\$255,000							
	E	Contract Administration Services				\$128,000							
Park and Duke Street Reconstruction	E	Design Engineer Services					\$170,000						
	R	Construction Component						\$494,000					
	W	Construction Component						\$338,000					
	S	Construction Component						\$295,000					
	ST	Construction Component						\$320,000					
	G	Construction Component						\$255,000					
	E	Contract Administration Services						\$128,000					
Henry Street Reconstruction	E	Design Engineer Services							\$170,000				
	R	Construction Component								\$494,000			
	W	Construction Component								\$338,000			
	S	Construction Component								\$295,000			
	ST	Construction Component								\$320,000			
	G	Construction Component								\$255,000			
	E	Contract Administration Services								\$128,000			
King Street (Phase 1) Reconstruction	E	Design Engineer Services									\$170,000		
	R	Construction Component										\$494,000	
	W	Construction Component										\$338,000	

	S	Construction Component										\$295,000	
	ST	Construction Component										\$320,000	
	G	Construction Component										\$255,000	
	E	Contract Administration Services										\$128,000	
King Street (Phase 2) Reconstruction	E	Design Engineer Services											\$170,000
	R	Construction Component											
	W	Construction Component											
	S	Construction Component											
	ST	Construction Component											
	G	Construction Component											
	E	Contract Administration Services											
Water Network	W	WTP - Filter surface wash replacement # 1, 2 & 3		\$650,000									
	W	WTP - PLC CPU											
	W	WTP - SCADA - HMI	\$60,000										
Sanitary Network	SA	WWTP - SCADA - HMI	\$100,000										
	SA	WWTP - Sludge Cover			\$100,000								
	SA	WWTP - Equalization Tank Cover			\$65,000								
	SA	WWTP - Grease Dewatering	\$36,000										
	SA	Pump Station Communications / Integration			\$60,000								
Engineering Studies	E	Road Needs Study			\$45,000					\$45,000			
	E	Safe Sidewalks Study			\$20,000					\$20,000			
	E	OSIM Reporting		\$3,000		\$3,000		\$3,000		\$3,000		\$3,000	
	E	Schedule "C" EA for Prescott WPCP				\$150,000							
	E	Schedule "C" EA for Prescott WTP					\$150,000						
	E	Transportation Master Plan				\$150,000							

Abbreviations: (E) Engineering, (R) Road Network, (B) Bridge, (W) Water Network, (SA) Sanitary Network, (ST) Storm Network, (G) General Construction

The 10 Year Capital Plan spending is summarized in the following table.

Table 34: 10 Year Annual Capital Spending Summary



5.3. Desired Funding Levels

*To be part of 2025 Asset Management Plan Update

6. Financing Strategy

*To be part of 2025 Asset Management Plan Update

Appendix A

Town of Prescott's Strategic Asset Management Planning Policy

Appendix B

Road Network Figures

Appendix C

Water Network Figures

Appendix D

Sanitary Network Figures

Appendix E

Storm Network Figures



Policy Type:	Finance
Policy #:	FN-200-01
Approved by Council:	June 2019

Finance – Asset Management Policy

Policy

The Corporation of the Town of Prescott is committed to providing services to residents in a fiscally responsible manner that support a healthy and vibrant community. With this commitment in mind, assets must be managed in a way that allows the Town to achieve its goals, plans and policies.

The asset management plans and progress made on the plans will be considered annually in the development of the Town's capital budgets, operating budgets, and long-term financial plans.

Staff will reference the asset management plan to determine forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, based on the gaps identified in the plan and recent developments, for the year to be budgeted for.

Asset management planning will be aligned with the Town's Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. The Town will achieve this by consulting with those responsible for managing the assets to analyze the future costs and viability of projected changes. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Climate change and environmental impact will be considered as part of the Town's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. The decision making process will also consider the environmental impact of choosing particular materials or assets and seek to reduce the overall environmental impact over the life and disposal of the asset. A balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Town will continue to work with our partners in regard to climate change mitigation and adaptation.

The Town recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.



Policy Type: Finance
Policy #: FN-200-01
Approved by Council: June 2019

Finance – Asset Management Policy cont'd

Definitions

In this policy the following definitions are used:

Asset management Plan - Means a strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

Capitalization Thresholds – The Town's Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Town. The Service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

Infrastructure - Means municipal tangible capital assets primarily for public use or benefit in Ontario.

Purpose

The purpose of this policy is to establish consistent standards and guidelines for management of the Town's assets applying sound technical, social, and economic principles that consider present and future needs of users, and the service expected from the assets. This means balancing the total lifecycle cost of ownership and service levels that best meet the needs of the community while being cognizant of the risk of failure that is acceptable. The standards and guidelines must adhere to the following:



Policy Type:	Finance
Policy #:	FN-200-01
Approved by Council:	June 2019

Finance – Asset Management Policy cont'd

Vision and Goals

The Town will proactively manage its assets to achieve:

- Effective delivery of service
- Supporting sustainability and economic development
- Employing prudent financial planning and decision making methodologies

The goals of this of this policy are to:

- Provide a framework for implementing asset management to enable a consistent and strategic approach at all levels of the organization
- Provide guidance to staff responsible for the asset management program

Statutory Requirements

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Town of Prescott will strive to incorporate the following principles whenever possible into the day to day operation of the Town.

Forward looking: The Towns shall take a long-term view while considering demographic and economic trends in the Region.

Budgeting and planning: The Town shall take into account any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Transparency and Accountability Act, 2004 and Budgets adopted under Part VII of the Municipal Act, 2001.

Customer Focused: The Town will have clearly defined levels of service and apply asset management practices to maintain the confidence of customer in how the Town's assets are managed.

Service Focused: The Town will consider all the assets in a service context and take into account a coordinated approach to optimizing those assets.



Policy Type: Finance
Policy #: FN-200-01
Approved by Council: June 2019

Finance – Asset Management Policy cont'd

Risk Based: The Town will manage the risks associated with attaining the desired level of service by focusing resources, expenditures, and priorities based upon risk assessments, and the corresponding cost/benefit, recognizing that public safety is paramount.

Prioritizing: The Town shall clearly identify infrastructure priorities which will drive investment decisions.

Economic Development: The Town shall promote economic competitiveness, productivity, job creation, and training opportunities.

Transparency: The Town shall be evidence-based and transparent. Additionally, subject to any prohibition under an Act or otherwise by law on the collection, use, or disclosure of information, the Town shall make decisions with respect to infrastructure based on information that is publicly available or made available to the public and share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.

Consistency: The Town shall ensure the continued provision of core public services.

Environmental conscious; the Town shall minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, by augmenting resilience to effects of climate change and by endeavouring to make use of acceptable recycled aggregates.

Health and safety: The Town shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

Community focused: The Town shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.

Value Based Affordability: The Town will chose practices, interventions, and operations that aim at reducing the total life cycle costs of an asset, while maintaining the acceptable



Policy Type:	Finance
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Finance – Asset Management Policy cont'd

level of service. Decisions are based on balancing the level of service, with risks, and costs.

Innovation: the Town shall create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

In addition the Town must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force and any other legislation specific to the Municipality.

Existing Plans and Policies

The Town has developed and adopted an Official Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, a Community Improvement Plan, an Asset Management Plan, and Recreation Master Plan. These plans were designed to meet the legislative requirements and work together to achieve the Town's mission of providing innovation and excellence in service delivery. These plans will be reviewed regularly by staff and annual spending requirements in support of the plans' objectives will be incorporated into the budgeting process. All of the Town's plans rely to some extent on the physical assets owned by the Town and the commitment of staff to ensure their strategic use. This includes the long term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs in the Town.

In addition, the existing Town policies complement the planning documents by providing details for the implementation of strategic objectives.



Policy Type:	Finance
Policy #:	FN-200-01
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Finance – Asset Management Policy cont'd

Guiding Principles

The policy requires the commitment of key stakeholders within the Town's organization to ensure the policy contains a clear plan that can be implemented, reviewed and updated.

Council, on behalf of the citizens, are entrusted with the responsibility of overseeing the management of the assets. They will approve the Asset Management Planning documents and required updates every five years. They will review management's implementation of the plan as part of the annual budget process. They will support efforts to improve the plan and ensure it includes changes necessitated by updates to other Town strategic documents.

Staff will oversee the policy implementation and ensure both the Asset Management Plan and the Asset Management Policy are in compliance with Provincial Asset Management regulations. Management will ensure that current year and long range asset requirements are incorporated into the budget presented to Council annually. Management will update the Policy and Plan to reflect changes as needed and present them for Council approval at least every five years. These changes will include those reflected in the updates to the Development Charges Study, Roads Needs Study, Structural assessment reports, and all other condition assessments commissioned for assets covered by the plan.

Roles and Responsibilities

The Town's Asset Management Program requires a wide range of participation to ensure that it is executed and used effectively for the management of Town assets. The following parties have duties and responsibilities in the asset management program:

Council

- Approve the Asset Management Policy and direction of the Asset Management Program.
- Maintain adequate organization and financial resources to support the core practices of the Asset Management Program.



Policy Type: Finance
Policy #: FN-200-01
Approved by Council: June 2019

Finance – Asset Management Policy cont'd

- Prioritize effective stewardship of assets in relation to establishing Township policies and plans and future budgets.
- Establish and monitor levels of service.

Senior Management Team

- Develop policy and update as required.
- Provide corporate oversight to goals and provide direction in support of the Asset Management Program.
- Provide departmental staff coordination
- Develop and monitor levels of service and make recommendations to Council.
- Track, analyze and report on the Asset Management Program's progress and results.

Chief Administrative Officer / Treasurer

- Provide organization-wide leadership in Asset Management practices and concepts.
- Ensure senior management team staff coordination and participation.
- Manage policy and policy updates.
- Coordinate, data management, and track Asset Management program implementation and progress.



Policy Type: Finance
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Finance – Asset Management Policy cont'd

Director of Operations

- Provide leadership in Asset Management practices and concepts of municipal infrastructure assets.
- Develop the Asset Management Program component for assessing existing infrastructure and planning requirements for the lifecycle evaluation of these assets.
- Monitor levels of service.
- Coordinate, data management, and track Asset Management program implementation and progress.
- Coordinate and track Asset Management program for assets.

Departmental Staff

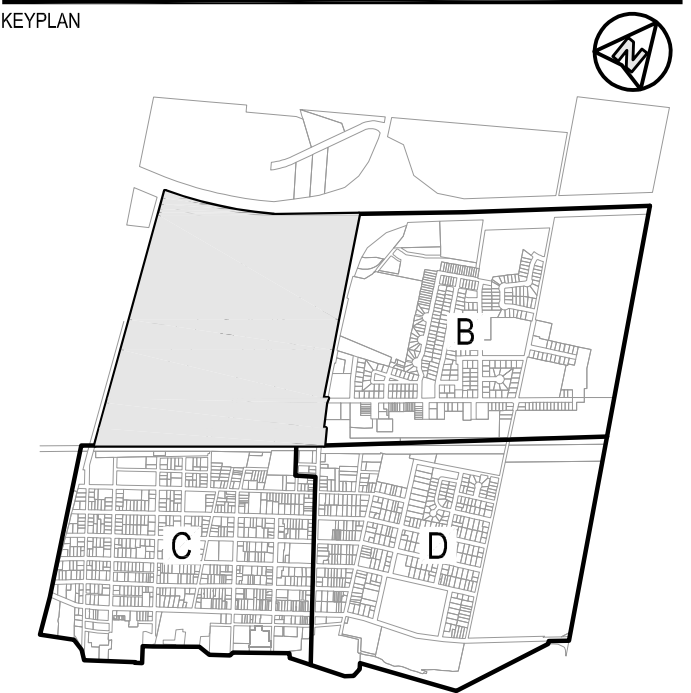
- Utilize the new business processes and technology tools developed as part of the Asset Management Program.
- Participate in implementation task teams to carry-out Asset Management activities.
- Implement and maintain the desired level of service.



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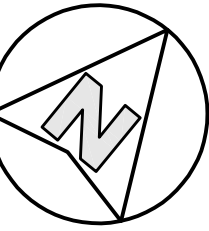


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 - ⊕ EXISTING HYDRANT
 - EXISTING VALVE
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 - CU EXISTING COPPER PIPE
 - CI EXISTING CAST IRON PIPE
 - DI EXISTING DUCTILE IRON PIPE
 - PVC EXISTING POLYVINYL CHLORIDE PIPE



2020/07/13	1	UPDATED WATERMAIN LAYOUT
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PRESCOTT
EST. 1784
THE FORT TOWN

PROJECT:

PRESCOTT WATER AND SEWER ATLAS

TITLE:

WATERMAIN ATLAS

SCALE: 1:2000	JOB NO: 17158
DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO.
CHECKED BY: M.M.	C3.1

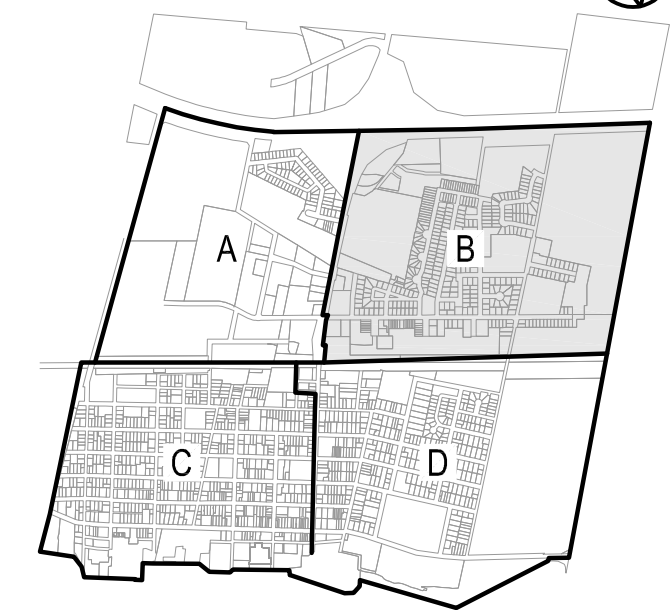
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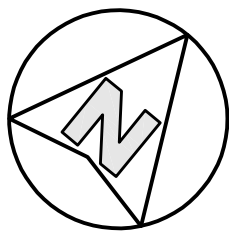
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- EXISTING POLYVINYL CHLORIDE PIPE

KEYPLAN



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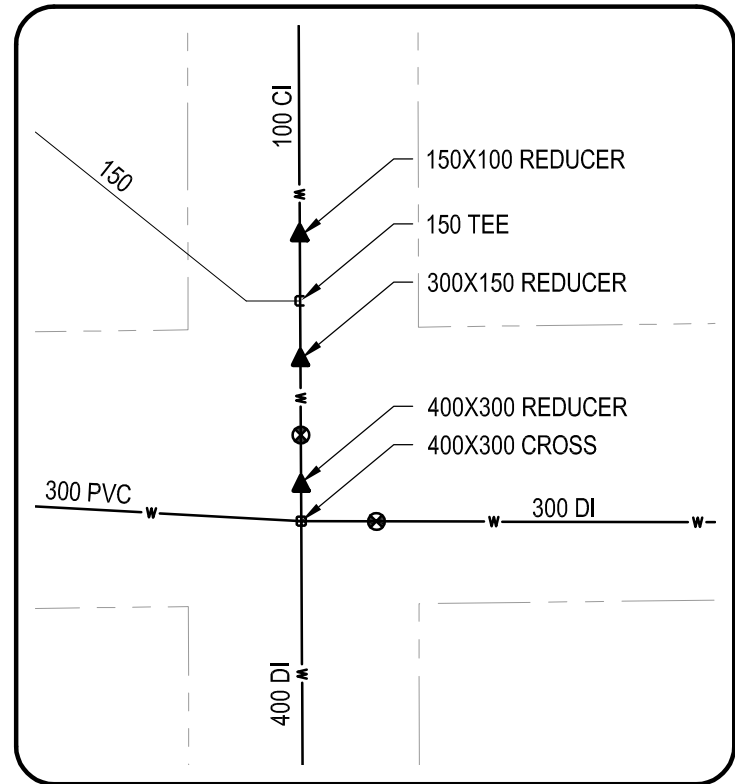
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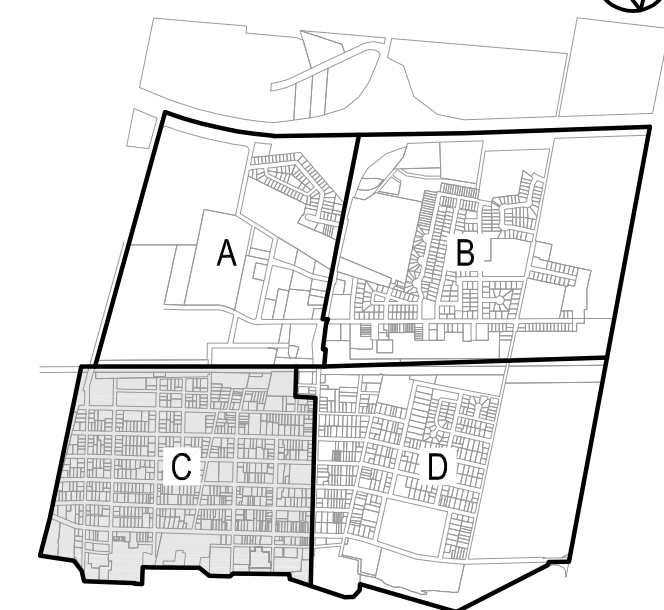
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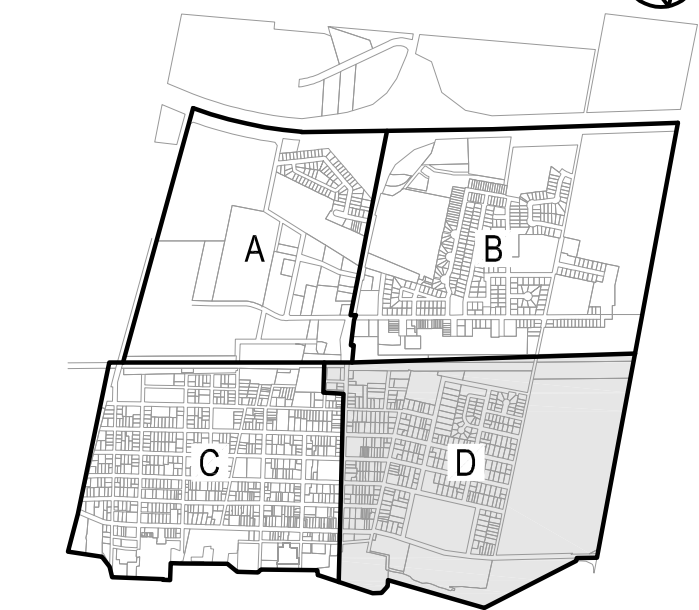
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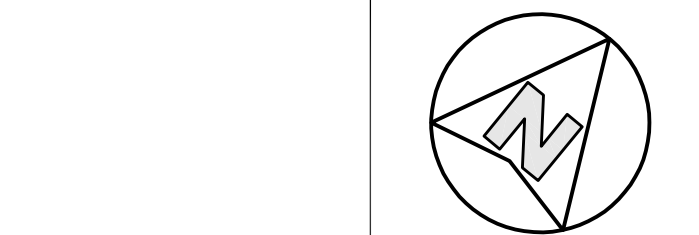
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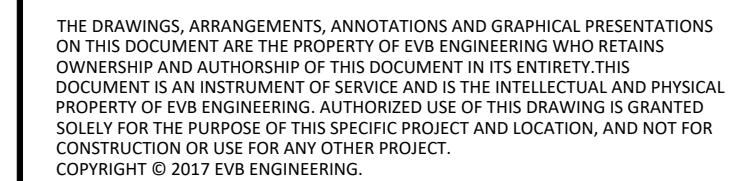
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	EXISTING SANITARY SEWER
	EXISTING SANITARY FORCEMAIN
	EXISTING SANITARY MANHOLE
	DIRECTION OF FLOW
200	PIPE SIZE DIAMETER
A2700	MANHOLE NUMBER

PIPE CONDITION FROM CAMERA INSPECTION ASSESSMENT:

	INSPECTED/NO COMMENTS
	EXCELLENT
	GOOD
	FAIR
	POOR
	IMMEDIATE ACTION REQUIRED



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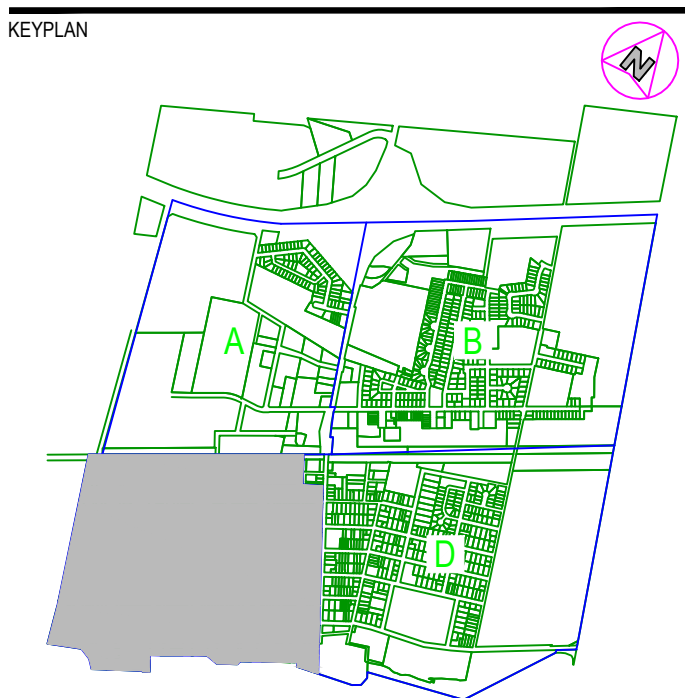
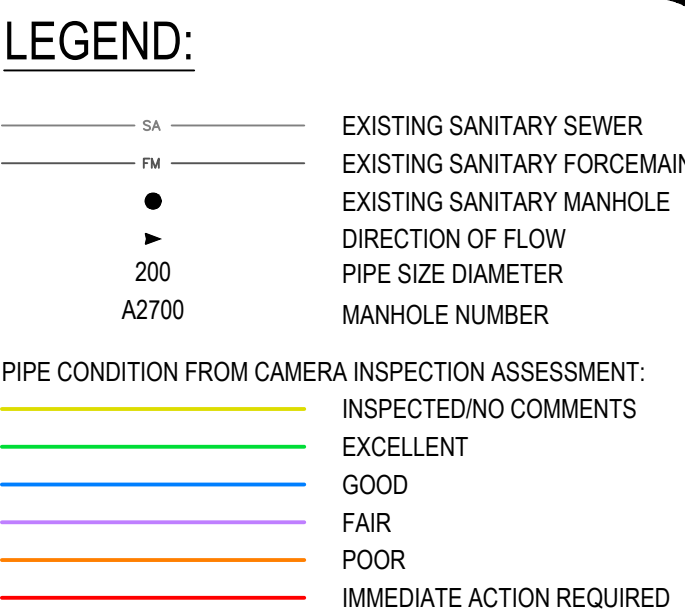
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PRESCOTT WATER
AND SEWER ATLAS

SANITARY SEWER ATLAS

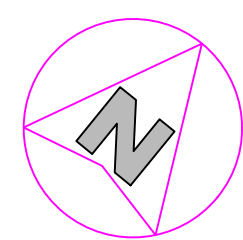
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DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO.
CHECKED BY: M.M.	C1.2

MANHOLE No.	BINDER ID	T/G (m)	NORTH INVERT (m)	SOUTH INVERT (m)	WEST INVERT (m)	EAST INVERT (m)
C2150	3100	93.93				91.27
C2155	3103	93.31	89.16		89.14	88.25
C2160	3104	93.39		90.48	91.31	90.49
C2165	3105	93.24	90.58		90.56	90.97
C2170	3106	94.50			91.77	91.88
C2175	3125	94.92			92.94	
C2180	3116	93.00	90.98	90.95		
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SANITARY SEWER ATLAS

SCALE:

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E.M.

DRAWN BY:
E M / K B W

CHECKED BY:

JOB NO:

DATE:

2017/08/16

DRAWING NO.

C1.3

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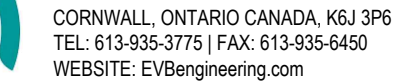
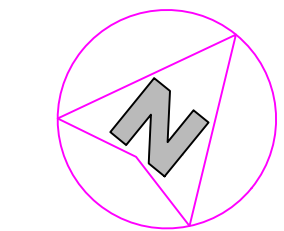
SA	EXISTING SANITARY SEWER
FM	EXISTING SANITARY FORCEMAIN
●	EXISTING SANITARY MANHOLE
►	DIRECTION OF FLOW
200	PIPE SIZE DIAMETER
A2700	MANHOLE NUMBER

PIPE CONDITION FROM CAMERA INSPECTION ASSESSMENT:

Yellow	INSPECTED/NO COMMENTS
Green	EXCELLENT
Blue	GOOD
Purple	FAIR
Orange	POOR
Red	IMMEDIATE ACTION REQUIRED

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PRESCOTT
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PRESCOTT WATER AND SEWER ATLAS

SANITARY SEWER ATLAS

C1.4

New Manhole No.	Old Manhole No.	T/G (m)	North Invert (m)	South Invert (m)	West Invert (m)	East Invert (m)
A6075	ST5115					
A6080	ST5117					
A6085	ST5118					
A6090	ST5116					
A6095	ST5102					
A6100	ST5103					
A6105	ST5206					
A6110	ST5119					
A6115	ST801					
A6120	ST5201					
A6125	ST5202					
A6130	ST5203					
A6135	ST5204					
A6140	ST803					
A6145	ST804					
A6150	ST5107					
A6155						
A6160	ST5108					
	ST5109					
	ST5110					

LEGEND:

- ST

EXISTING STORM SEWER
- O

EXISTING STORM MANHOLE
- ▣

EXISTING CATCHBASIN
- EXISTING CATCHBASIN MANHOLE
- ▶

DIRECTION OF FLOW
- 200

PIPE SIZE DIAMETER
- D5120

MANHOLE NUMBER
- PIPE CONDITION FROM CAMERA INSPECTION ASSESSMENT:

INSPECTED/NO COMMENTS

EXCELLENT

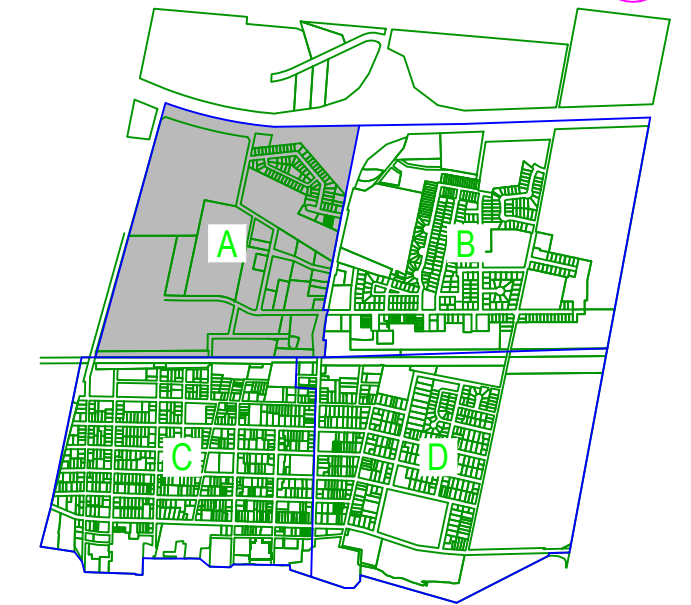
GOOD

FAIR

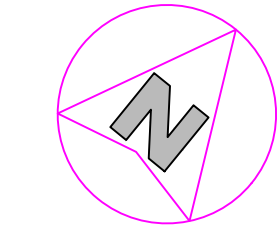
POOR

IMMEDIATE ACTION REQUIRED

KEYPLAN



YYMMDD	-	-
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CLIENT:

PRESCOTT
EST. 1784
THE FORT TOWN

PROJECT:

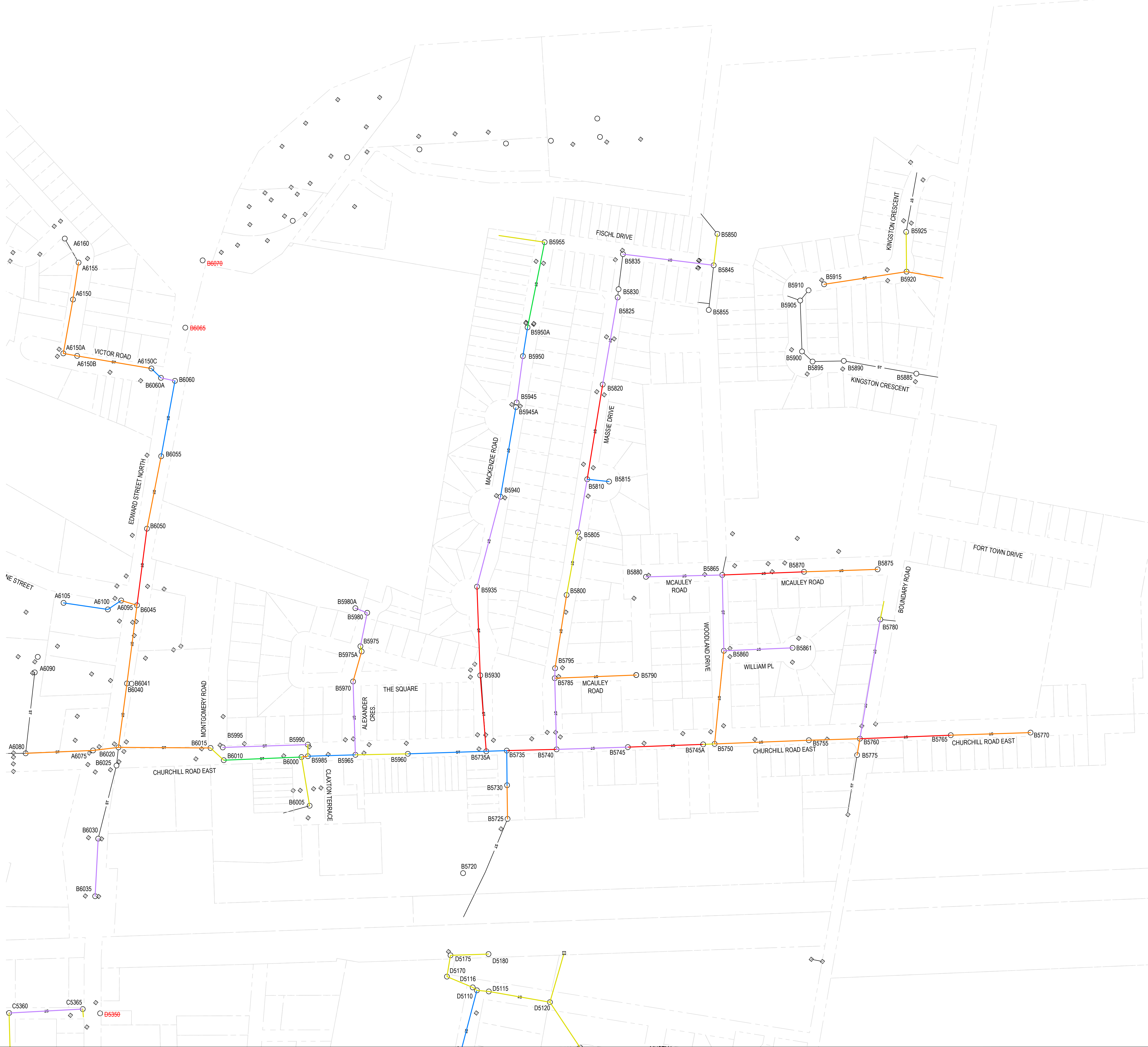
**PRESCOTT WATER
AND SEWER ATLAS**

TITLE:

STORM SEWER ATLAS

SCALE: 1:2000	JOB NO: 17158
DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO.
CHECKED BY: M.M.	C2.1

New Manhole No.	Old Manhole No.	T/G (m)	North Invert (m)	South Invert (m)	West Invert (m)	East Invert (m)
B5720	ST5051					
B5725	ST5050					
B5730	ST5065/5066					
B5735	ST5067					
B5740	ST5075					
B5745	ST5087					
B5750	ST5088					
B5755	ST5093					
B5760	ST5094					
B5765	ST5095					
B5770	ST5096					
B5775	ST5041					
B5780	ST5098					
B5785	ST5076					
B5790	ST5078					
B5795	ST5077					
B5800	ST5080					
B5805	ST5081					
B5810	ST5083					
B5815	ST5082					
B5820	ST5084					
B5825	ST5085					
B5830	ST5086					
B5835	-					
B5840	-					
B5845	-					
B5850	-					
B5855	-					
B5860	ST5089					
B5861	ST5090					
B5865	ST5091					
B5870	ST5206					
B5875	ST5092					
B5880	ST5079					
B5885	ST771					
B5890	ST702					
B5895	ST703					
B5900	ST704					
B5905	ST705					
B5910	ST706					
B5915	ST707					
B5920	ST708					
B5925	ST709					
B5930	ST5071					
B5935	ST5072					
B5940	ST5073					
B5945	ST5074					
B5950	-					
B5955	-					
B5960	ST5064					
B5965	ST5063					
B5970	ST5068					
B5975	ST5069					
B5980	ST5070					
B5985	ST5055					
B5990	ST5056					
B5995	ST5057					
B6000	ST5054					
B6005	ST5053					
B6010	ST5059					
B6015	ST5058					
B6020	ST5099					
B6025	ST5114					
B6030	ST5113					
B6035	ST5112					
B6040	ST5100					
B6041	-					
B6045	ST5101					
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B6060	ST5105					
B6065	ST5103					
B6070	ST5207					

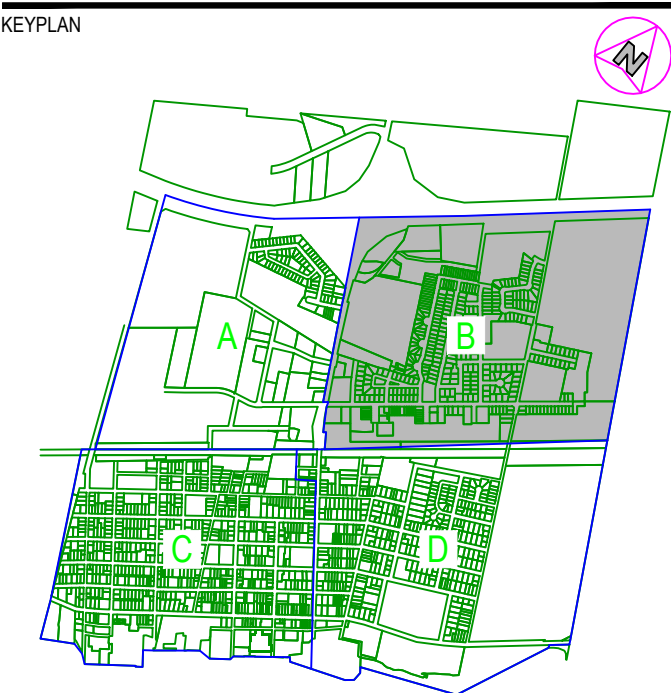


LEGEND:

- ST ——— EXISTING STORM SEWER
- EXISTING STORM MANHOLE
- EXISTING CATCHBASIN
- EXISTING CATCHBASIN MANHOLE
- ▶ DIRECTION OF FLOW
- 200 PIPE SIZE DIAMETER
- D5120 MANHOLE NUMBER

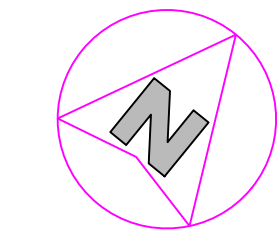
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- INSPECTED/NO COMMENTS
- EXCELLENT
- GOOD
- FAIR
- POOR
- IMMEDIATE ACTION REQUIRED



YYMMDD	-	-
DATE	No.	REVISION

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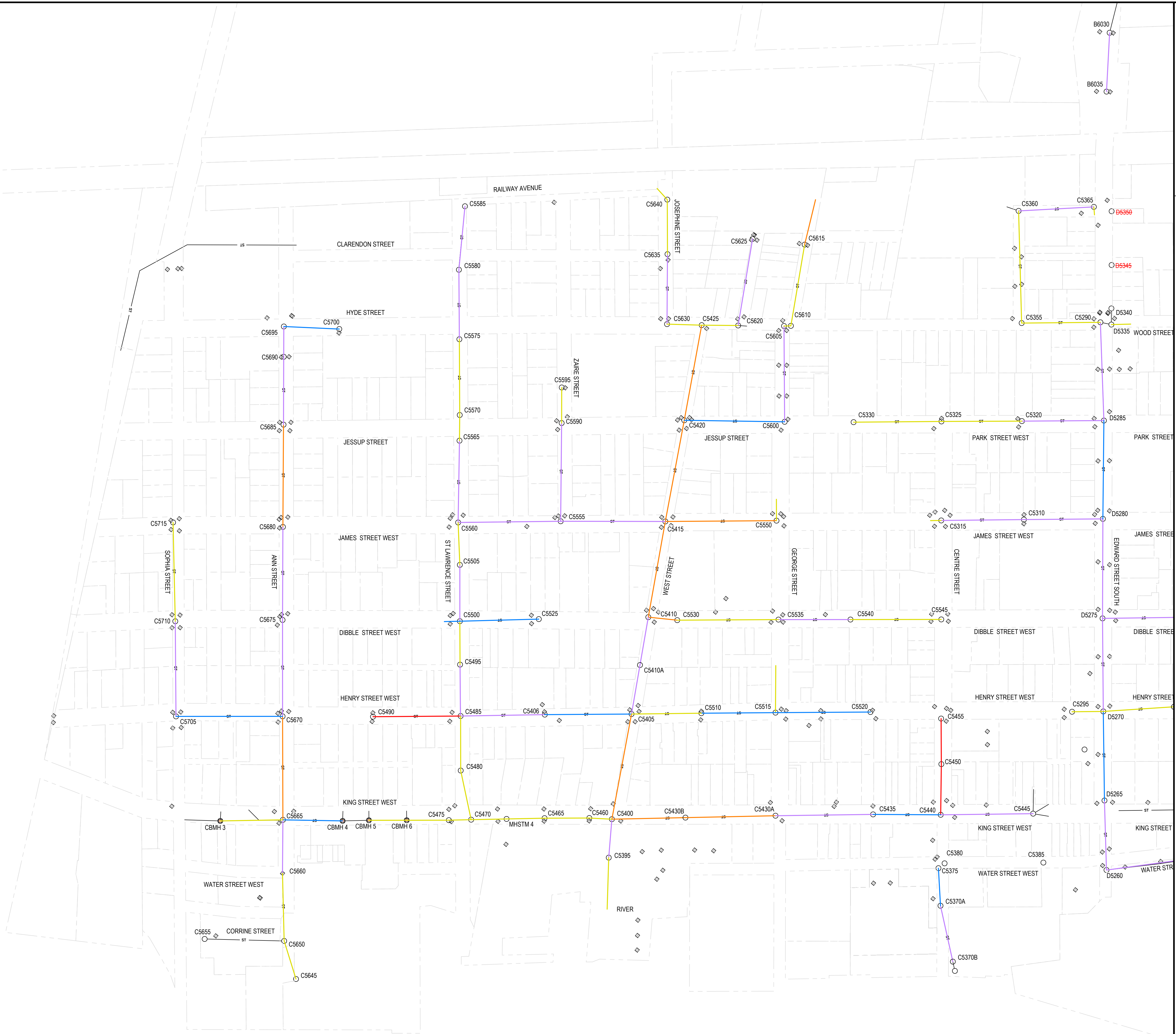
PRESCOTT WATER AND SEWER ATLAS

TITLE:

STORM SEWER ATLAS

SCALE: 1:2000	JOB NO: 17158
DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO.
CHECKED BY: M.M.	C2.2

New Manhole No.	Old Manhole No.	T/G (m)	North Invert (m)	South Invert (m)	West Invert (m)	East Invert (m)
C5295	ST408					
C5310	ST415					
C5315	ST426					
C5320	ST417					
C5325	ST418					
C5330	ST419					
C5335	ST423					
C5360	ST424					
C5365	ST425					
C5370	ST301					
C5375	ST302					
C5380	ST303					
C5385	ST304					
C5390	-					
C5395	ST201					
C5400	ST202					
C5405	ST214					
C5410	ST224					
C5415	ST231					
C5420	ST235					
C5425	ST239					
C5430	ST209					
C5435	ST210					
C5440	ST211					
C5445	ST212					
C5450	ST213					
C5455	-					
C5460	ST203					
C5465	ST204					
C5470	ST106	80.75	78.34		78.22	78.22
C5475	ST118					
C5480	-	81.67	79.53	79.45		
C5485	ST216	82.73	81.08	81.09	80.74	80.55
C5490	ST217					
C5495	ST435	84.25	82.22	82.18		
C5500	ST428	86.23	83.24	83.13	83.32	83.33
C5505	ST427	89.32	89.61	86.73		
C5510	ST219					
C5515	ST220					
C5520	ST221					
C5525	ST225					
C5530	ST227					
C5535	ST228					
C5540	ST229					
C5545	ST230					
C5550	ST234					
C5555	ST232					
C5560	ST233	91.90	89.54	89.63	89.47	89.43
C5565	ST429	95.78	94.12	93.00		
C5570	ST430	96.71	94.44	94.37		
C5575	ST431	97.23	95.49	95.23		
C5580	ST432	96.50	94.74	94.77		
C5585	ST433	95.23		94.06	93.88	93.87
C5590	ST236					
C5595	ST237					
C5600	ST238					
C5605	ST245					
C5610	ST246					
C5615	ST248					
C5620	ST243					
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C5630	ST240					
C5635	ST241					
C5640	ST242					
C5645	OUTLET					
C5650	ST101					
C5655	ST117					
C5660	ST102					
C5665	ST103					
C5670	ST107					
C5675	ST109					
C5680	ST111					
C5685	ST113					
C5690	ST114					
C5695	ST115					
C5700	ST116					
C5705	ST108					
C5710	ST110					
C5715	ST112					



LEGEND:

ST

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●

200

D5120

EXISTING STORM SEWER

EXISTING STORM MANHOLE

EXISTING CATCHBASIN

EXISTING CATCHBASIN MANHOLE

DIRECTION OF FLOW

PIPE SIZE DIAMETER

MANHOLE NUMBER

PIPE CONDITION FROM CAMERA INSPECTION ASSESSMENT:

INSPECTED/NO COMMENTS

EXCELLENT

GOOD

FAIR

POOR

IMMEDIATE ACTION REQUIRED

KEYPLAN

DATE	No.	REVISION

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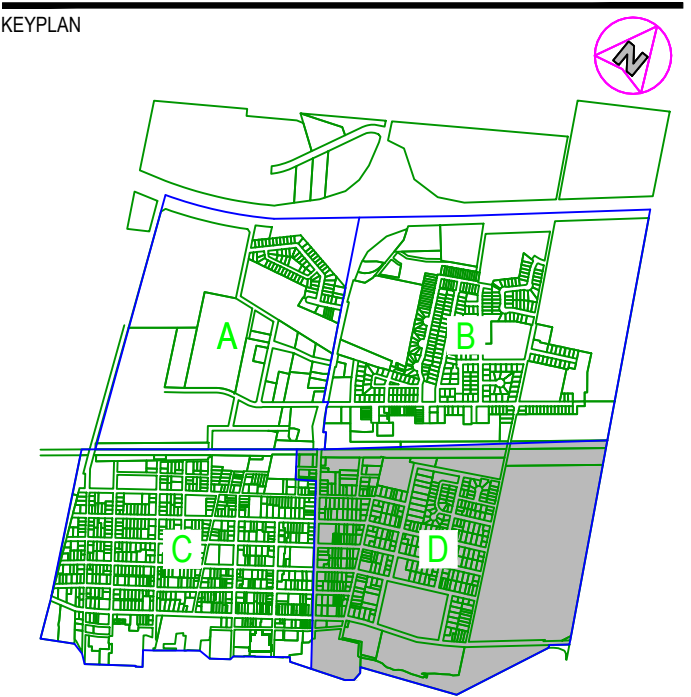
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SCALE: 1:2000	JOB NO: 17158
DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO.
CHECKED BY: M.M.	C2.3



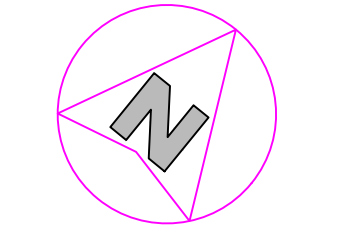
PIPE CONDITION FROM CAMERA INSPECTION ASSESSMENT:

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PRESCOTT WATER AND SEWER ATLAS

TITLE:

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SCALE: 1:2000	JOB NO: 17158
DESIGNED BY: E.M.	DATE: 2017/08/16
DRAWN BY: E.M./K.B.W.	DRAWING NO. C2.4
CHECKED BY: M.M.	

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6' 22
Strategic Plan		

REPORT TO COUNCIL

Date: June 6, 2022

Report No. 63-2022

From: Nathan Richard, Director of Operations

RE: Major Intersection - Pedestrian Crossings Evaluation

Recommendation:

That this report be received for information purposes in preparation for a formal presentation at the Council meeting of June 20, 2022.

Background:

At the Prescott Police Services Board meeting in October 2021 a request was made for additional information on the pedestrian crossings in Prescott due to a recent incident at Edward Street and Victor Road.

In November 2021, Council approved a staff recommendation that major intersections - pedestrian crossings on King Street and Edward Street be undertaken by a Transportation and Traffic Engineering Firm to develop recommendations on improvements.

The cost to evaluate the pedestrian-controlled crosswalks at seven (7) major intersections was \$12,500 plus applicable taxes. This cost was supported by the Municipal Modernization funding that was received from the Province of Ontario in 2019.

Analysis:

The Town of Prescott retained Parsons, a transportation and traffic engineering firm, to undertake a review of seven (7) intersections to perform a high-level site review and assessment to identify any deficiencies and provide recommendations for mitigation measures for the Town for how to best improve the overall functionality and user experience.

The following seven (7) major intersections were analyzed by Parsons:

1. Edward at Victor

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6' 22
Strategic Plan		

2. Edward at Irvine
3. Edward at Park
4. Edward at King
5. King at Centre
6. King at George
7. King at St. Lawrence

The evaluation of the traffic light configuration at King Street and Edward was included in the scope to understand the future requirements needed for this intersection which connects our two main arterial streets.

The Memorandum from Parsons is attached to this report. The memorandum provides an assessment with reference to several Ontario Traffic Manuals and industry best practices. Three (3) levels of improvement options for each of the intersections were reviewed, with options ranging from Minimal, Moderate to Complete Intervention all having varying cost implications.

Figure 1 – Major intersections reviewed





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	June 6' 22
Strategic Plan		

A more detailed staff report along with the final version of the engineering memorandum will be presented to Council at the meeting on June 20th with a detailed analysis of the options and recommendations.

Alternatives

Council could decide not to proceed with the detailed analysis of the Intersection Review at this time.

Financial Implications:

None at this time.

Environmental Implications:

None.

Attachments:

- Intersection Review Memorandum from Parsons – Dated May 10, 2022

Submitted by;

Nathan Richard
Director of Operations

Memorandum

To: Mr. Matthew Armstrong
From: Chris Redden, P.Eng.
Subject: Town of Prescott
Intersection Review Program

Date: May 10, 2022
Project No.: 477176-01000

1.0 Background and Scope

The Town of Prescott has retained Parsons to undertake a review of seven (7) intersections, perform a high-level assessment identifying deficiencies and provide recommendations for mitigation measures for the Town for how best to improve the overall functionality and user-experience.

The assessment will be with respect to current industry best practices, and the following applicable references:

- Ontario Traffic Manual (OTM) Book 5 – Regulatory Signs (March 2000)
- Ontario Traffic Manual (OTM) Book 6 – Warning Signs (July 2001)
- Ontario Traffic Manual (OTM) Book 12 – Traffic Signals (March 2012)
- Ontario Traffic Manual (OTM) Book 15 – Pedestrian Crossing Treatments (June 2016)
- O. Reg. 191/11: Integrated Accessibility Standards, Part IV.1 Design of Public Spaces Standards (Accessibility Standards for the Built Environment) (July 2016)



Figure 1: Key Plan

The seven locations are shown in **Figure 1**.

2.0 List of Abbreviation

The following abbreviations are used in this memo:

APS – Accessible Pedestrian Signals

AODA – Accessibility for Ontarians with Disabilities Act

HTA – Highway Traffic Act

IPS – Intersection Pedestrian Signals

MPS – Mid-block Pedestrian Signals

OTM – Ontario Traffic Manual

O. REG – Ontario Regulation

PXO – Pedestrian Cross-Over

RRFB – Rectangular Rapid Flashing Beacon

TWSI – Tactile Walking Surface Indicators

3.0 Overview of Crossing Types and their Requirements

In Ontario, there are several types of pedestrian crossings:

- Uncontrolled (vehicle priority)
- School crossing
- Unsignalized intersection crosswalk
- Pedestrian Cross-Over (PXO)
- Traffic signal crosswalk

It is informative to review the types of crossings and their features to provide context to the intersection review.

Uncontrolled crossings have depressed curbs for pedestrians to access the road, but no regulatory signage for vehicles. At uncontrolled crossings, vehicles have priority and pedestrians must yield. Common examples of uncontrolled crossings in Ontario include those across free flow freeway ramps and those across the legs of some roundabouts. Pavement markings and warning signs can be added to increase driver awareness of the potential for crossing pedestrians; however, this is not recommended because it can mislead some pedestrians into thinking they have right-of-way.



Figure 2: Uncontrolled crossing across a Highway 417 ramp at Woodroffe Avenue in Ottawa

School crossings are uncontrolled except for when a crossing guard is present, typically around school arrival and dismissal times. They are supplemented with mandatory warning signs and pavement markings to conform to regulations and to increase driver awareness of the potential for a crossing guard and school aged pedestrians. Pedestrians must still yield to vehicles except when a crossing guard stops traffic. OTM Book 6 states that “signed school crossings must not be located at pedestrian crossovers, at intersections with traffic signals or at intersections with pedestrian signals”. Despite the signage prohibition, crossing guards may still assist pedestrians at these locations.



Figure 3: School crossing on Alta Vista Dr in Ottawa

Unsignalized intersection crosswalks occur at roadway intersections without traffic signals, where regulatory signs (i.e., yield or stop signs) are used. These must include crosswalk lines, and vehicles must yield to crossing pedestrian traffic.

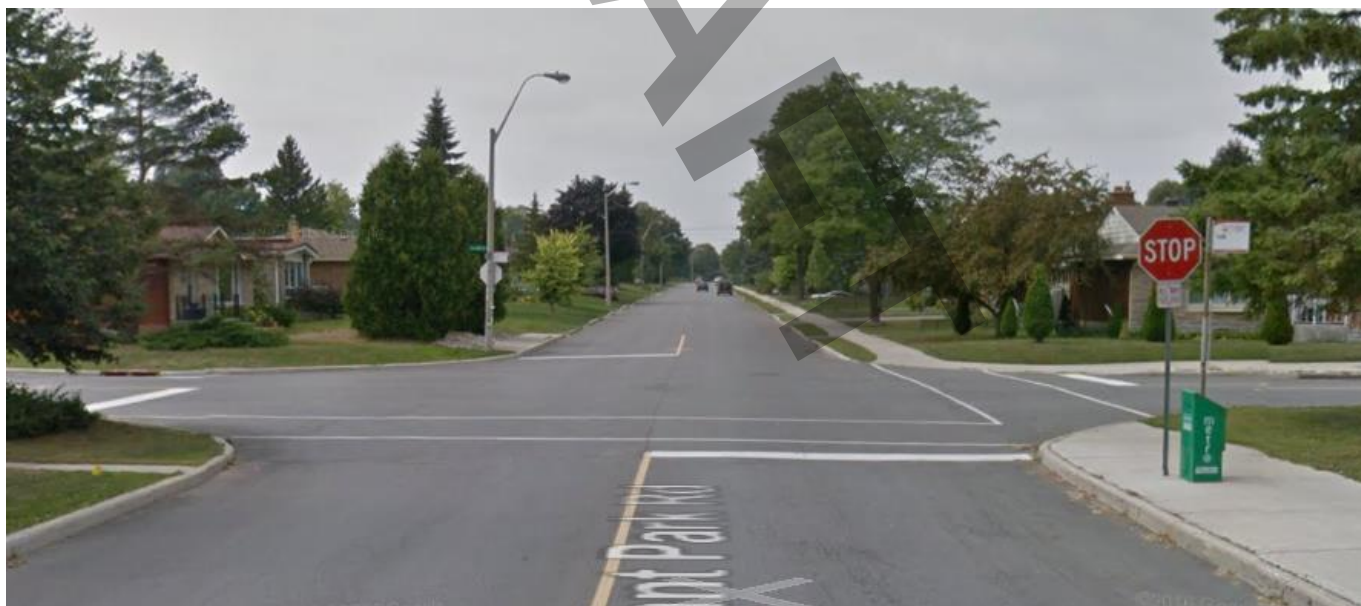


Figure 4: Unsignalized intersection crosswalk at Pleasant Park Rd and Haig Dr in Ottawa

Pedestrian Cross-Over (PXOs) are a relatively recent addition to regulations in Ontario and are described in OTM Book 15. PXOs consist of a series of static sign panels, pavement markings, and for some types flashing lights. Type A PXOs have a distinct setup and are rare outside the Toronto area. Types B through D use a progressive series of pavement marking and signage configurations. Types B and C are also supplemented with yellow rapid flashing lights (rectangular rapid

flashing beacons, or RRFBs). When actuated by pedestrian pushbuttons, RRFBs begin flashing immediately. Pedestrians must signal their intent to cross (e.g. by pointing across the road) and give drivers reasonable opportunity to yield. Drivers must yield for crossing pedestrians unless their speed and proximity make it unsafe to do so. The type of PXO is selected based on lane count, traffic speed and traffic volume using a table in OTM Book 15.

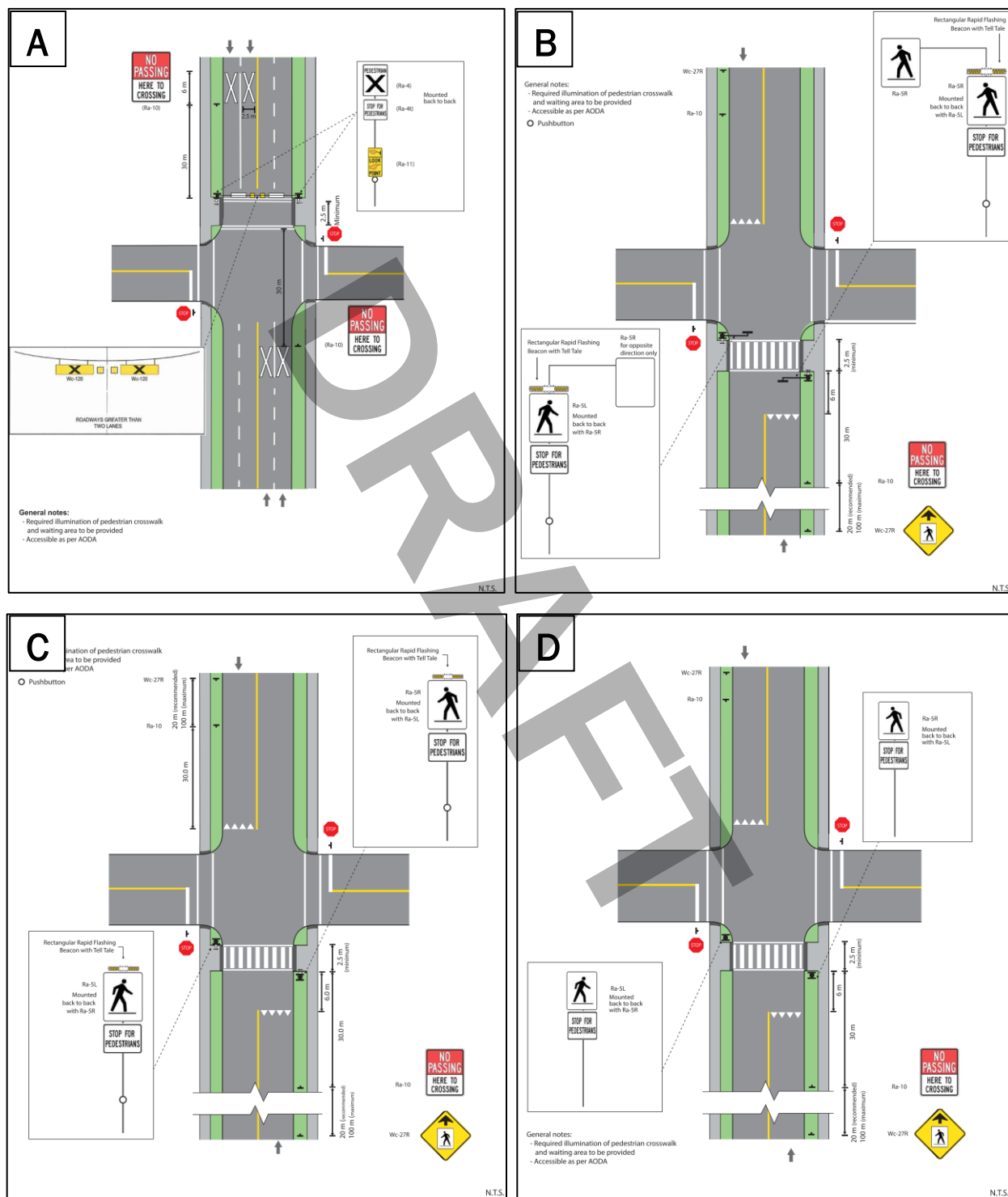


Figure 5: Typical layouts for Type A, B, C and D PXOs (source: OTM Book 15)

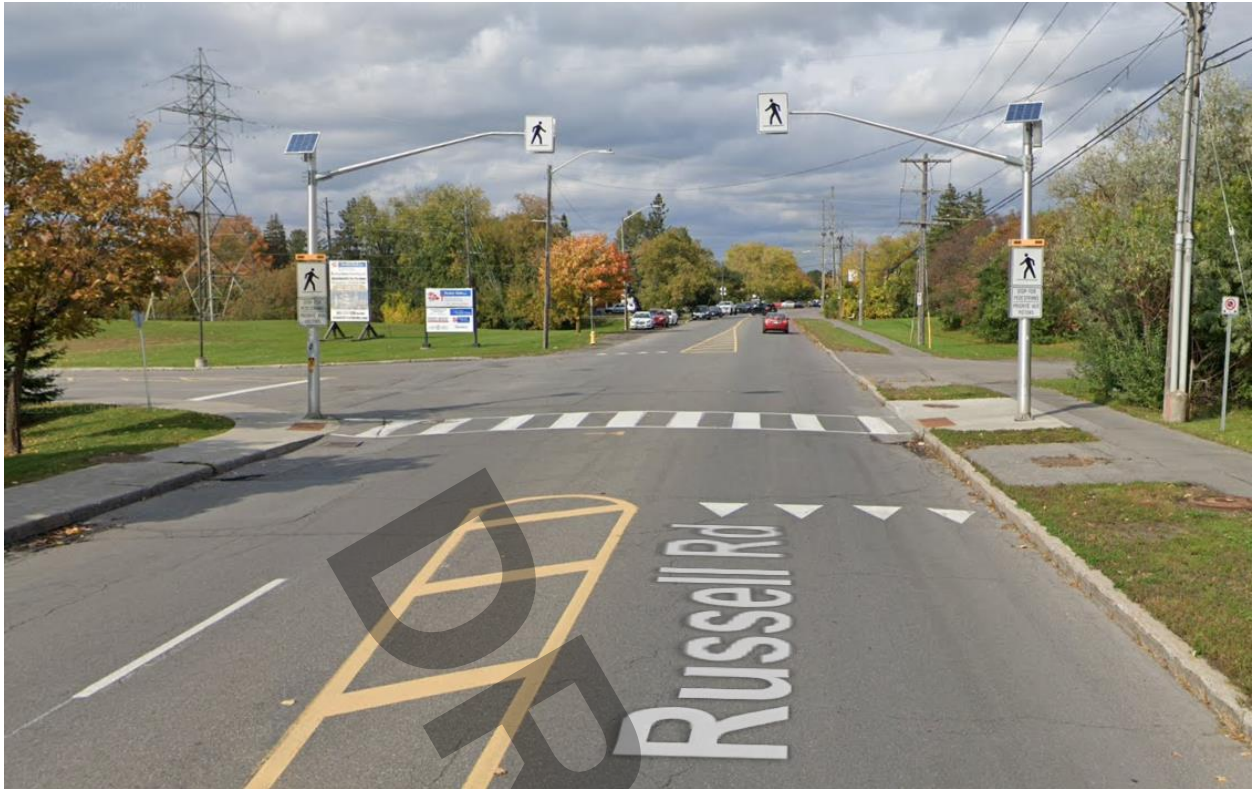


Figure 6: Type B PXO on Russell Road in Ottawa



Figure 7: Type A PXO on Harbord St in Toronto

Traffic signal crosswalks. Crosswalks can also be provided with traffic signals. This includes traffic signals at intersections, as well as mid-block pedestrian signals (MPS) and intersection pedestrian signals (IPS).

At signalized intersections, pedestrian heads are optional however current best practices are to provide them wherever crosswalks are present. Where pedestrian heads are omitted, pedestrians are expected to follow the relevant vehicular signal head instead.

MPSs allow for traffic signals to be used to control traffic for a crosswalk at a mid-block location (i.e., where there is no side road). IPSs allow for traffic signals to be used to control traffic for a crosswalk at a minor side street, where traffic signals are not warranted from a vehicular perspective. In this case the side street is controlled with a stop sign. In both cases, pedestrian heads are required as there are no other signals facing crossing pedestrians.

There are specific legal requirements for the design, review and approval of traffic signal drawings. Refer to OTM Book 12 for further details.

The **Accessibility for Ontarians with Disabilities Act (AODA)** is now fully in force and contains a number of requirements applicable to pedestrian crossings. These include the requirement for Tactile Walking Surface Indicators (TWSIs) along depressed curbs as well as a series of requirements affecting traffic signal pole placement and hardware, including Accessible Pedestrian Signals (APS). Generally speaking, AODA requirements apply for new installations and reconstruction after a specified date, but there is no requirement for proactive upgrades to existing facilities that are not otherwise being rebuilt. Note that APSs are not used at PXOs. This is because unlike traffic signals, there is no defined time period during which pedestrians have total right of way at a PXO. This is incompatible with the meaning of the audible/vibrotactile indicator. As a result, PXOs can be considered to be less accessible for the vision impaired.



Figure 8: Accessible Pedestrian Signal (APS) front left, and Tactile Walking Surface Indicators (TWSI) along a depressed curb rear right

4.0 Site Review and Assessment

A site visit was performed February 14, 2022. Conditions were dry, with bare asphalt and pavement markings generally visible. The current configuration of each intersection was reviewed with respect to applicable regulations, guidelines and best practices. Google Street View was used as a secondary resource to view historical photographs of the intersections.

This section summarizes the findings of the review for each intersection.

Several issues warranting immediate attention were promptly communicated to staff. Relevant correspondence is attached. It is assumed that these have been addressed or will be in the near term. As such, they are not included in the measures lists or cost estimates. Refer to the attached email for further details.

4.1 Edward and Victor

The configuration of Edward and Victor has a mix of elements from different crossing types. Specifically:

- It has traffic signal display heads for vehicles and pedestrians, giving the appearance of an IPS
- It has pavement markings and signage for a Type 'A' PXO
- It has school crossing signs

This mixing of treatments is not consistent with Ontario design guidelines, regulations, and best practices. It could lead to driver confusion, resulting in non-compliance. It could result in a risk of liability for the municipality in the event of a collision.

The configuration has a number of AODA deficiencies:

- Depressed curbs have no TWSIs
- Pushbuttons are not accessible
- There are no audible or vibro-tactile indicators

As AODA was not in force at the time of construction, the configuration is “grandfathered” and proactive upgrades are not required. However, any new construction/equipment must comply with current requirements.

4.2 Edward and Irvine

The configuration of Edward and Irvine is generally PXO-like; however, it does not comply with OTM Book 15. Specifically:

- Signage at the crossing and flashing light placement is generally consistent with a Type B PXO
- Pavement markings are generally consistent with a Type A PXO
- An extra Ra-4 sign (typically used with a Type A PXO) is installed on an adjacent hydro pole
- It has a school crossing sign
- Flashing lights do not meet Ontario requirements for any type of PXO
 - They do not use the “wig-wag” rapid flashing pattern, which has been shown to be superior at getting driver attention
 - They do not have any kind of side indicator light, which is important for allowing crossing pedestrians to see whether the light is working
- There is no “no passing” signage on the southbound approach, which is required 30m upstream of the crossing. The “no passing” sign on the northbound approach is faded and requires replacement.

This mixing of treatments is not consistent with Ontario design guidelines, regulations, and best practices. It could lead to driver confusion, resulting in non-compliance. It could result in a risk of liability for the municipality in the event of a collision.

The configuration does not have TWSIs along the depressed curbs. Based on the installation date, these should have been installed during construction and appear to be an AODA non-compliance.

The poles both have their bases buried. This would make replacement more challenging in the event a pole is struck, which could prolong the outage. This also makes it impossible to assess whether the poles have frangible bases (bases designed to separate in the event of vehicular collision, reducing probability/severity of injury to vehicle occupants). If they do have frangible bases, being buried could interfere with the frangibility. If they do not, they are a potential roadside safety hazard. In either case, this could increase the severity of injury in the event the pole is struck.



Figure 9: Loose push button on east side pole

One of the push buttons on the east pole has come loose and requires reattachment. Refer to **Figure 9**.

4.3 Edward and Parks

The configuration of Edward and Parks has a mix of IPS and PXO elements. Specifically:

- It has traffic signal display heads for vehicles and pedestrians and vehicular stop bars giving the appearance of an IPS
- It has 'X' pavement markings and "No passing here to crossing" signage for a Type 'A' PXO

It is noted that the northbound stop bar is too close to the signal display, only approximately 3m away. This makes it difficult for drivers to see the signal display when stopped at or near the stop bar. As per OTM Book 15, the minimum separation is 15m.

This mixing of treatments is not consistent with Ontario design guidelines, regulations, and best practices. It could lead to driver confusion, resulting in non-compliance. It could result in a risk of liability for the municipality in the event of a collision.

The configuration has a number of AODA deficiencies:

- Depressed curbs are missing for the east-west crossing (and no TWSIs are present)
- Pushbuttons are not accessible
- There are no audible or vibro-tactile indicators
- Push buttons are further than 1.5m from the curb face

As AODA was not in force at the time of construction, the configuration is "grandfathered" and proactive upgrades are not required. However, any new construction/equipment must comply with current requirements.

4.4 Edward and King

Edward and King is controlled by a set of traffic signals. While there are no misplaced PXO elements present, there are many issues with the signals, signage and markings.

- There is no signal pole in the southwest corner.
 - As a result, there is no primary signal head for southbound traffic. Based on a review of historical Google Street View imagery, the primary signal head and pole were removed some time between 2009 and 2013. The position of the secondary signal head was adjusted, and a backboard was added to improve its visibility, however it still does not meet positional requirements for the primary signal head and the requirement for two heads is not met.
 - Also, as a result, the secondary signal head for westbound traffic is misplaced to the right of the primary head. The secondary head is mounted too low and lacks a backboard, making it unsuitable to be considered as the primary head. The relocation of the secondary head appears to have occurred when the southwest corner pole was removed some time between 2009 and 2013.
- Pedestrian heads are missing for most movements. While not strictly required, it is a best practice to nevertheless install them for all crosswalks, particularly for urban contexts such as this one.

- On the eastbound approach, the main traffic lane becomes a left turn lane without any warning to drivers other than pavement marking arrows. The lane lines do not guide eastbound through traffic to the correct lane.
 - This creates a risk of confusion when the pavement is obscured, such as during snowfall events. An unfamiliar driver may continue straight from the left turn lane while a habituated driver continues straight from the through-right lane, potentially resulting in a collision.
 - A “though traffic keep right” sign is noted adjacent to the signal head. As per OTM Book 5, this sign should be placed at the start of the left turn lane. This placement is important, in order to give drivers adequate time to position their vehicle correctly in advance of the intersection.

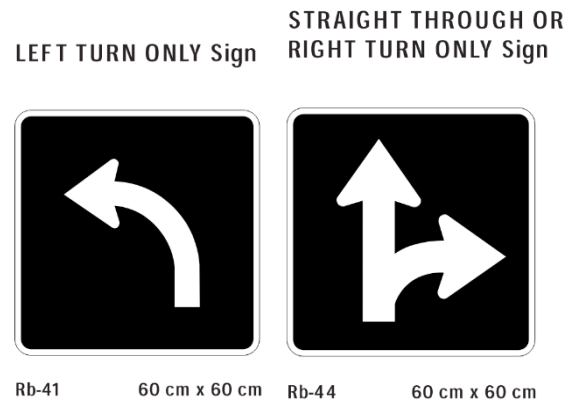


Figure 10: Lane designation signs

- Lane designation signs are not present on any approach. As noted above, this is problematic on the eastbound approach. Multiple lanes are also present on the southbound and westbound approaches, with designation only indicated by pavement markings.
 - Lane designation signs should be used instead of the “through traffic keep right” sign, which is more commonly used in the rural highway context (e.g. left turn slip around at an unsignalized T intersection)
 - Lane designation signs must be used when lane assignment differs from Highway Traffic Act (HTA) defaults (e.g., dual turn lanes)
 - Lane designation signs should be used when the approach geometry has the potential to result in driver confusion over lane use, like that noted for the eastbound approach
- Catchbasins are noted within multiple crosswalks. It is a best practice to locate catchbasins outside of crosswalks, as they are a hazard to mobility device users and pedestrians wearing high heels.
- The traffic signal controller cabinet faces private property in the southeast corner of the intersection
 - It faces a parking lot that does not have painted parking spaces. A parked car could obstruct access to the cabinet.
 - The snow clearing contractor for the parking lot plows snow to the area in front of the cabinet, which could obstruct access to the cabinet.
 - If the signal were to malfunction, access to the cabinet could be required on an urgent basis. These obstructions could prolong the signal outage.
- The secondary westbound signal head is damaged and should be repaired/replaced
- The pole in the northeast quadrant has an open junction box, which could lead to premature failure of the wire connections. Refer to **Figure 11**.
- The poles in the two north quadrants have their bases buried.
 - This would make replacement more challenging in the event a pole is struck, which could prolong the outage.
 - This makes it impossible to assess whether the poles have frangible bases (bases designed to separate in the event of vehicular collision, reducing probability/severity of injury to vehicle occupants). If they do have frangible bases, being buried could interfere with the frangibility. If they do not, they are a potential roadside safety hazard. In either case, this could increase the severity of injury in the event the pole is struck
- One of the two poles in the southeast corner has an elevated foundation and pole without a frangible base. This is a potential roadside safety hazard, which could increase the severity of injury in the event it is struck.

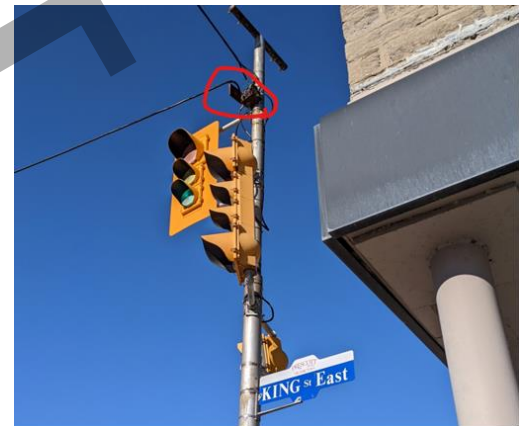


Figure 11: Open Junction box on pole in northeast corner of Edward and King

- The traffic signal setup lacks many accessibility features required by AODA, such as TWSIs and audible/vibro-tactile indicators. As AODA was not in force at the time of construction, the configuration is “grandfathered” and proactive upgrades are not required. However, any new construction/equipment must comply with current requirements.
- The signal appears to be wired overhead, which can increase the amount of plant damaged in the event a pole is struck (the overhead cable can result in multiple poles being pulled over in “domino” fashion).

4.5 King and Centre

The configuration of King and Centre is generally consistent with an IPS. It has one misplaced PXO element: shark’s teeth are applied in addition to the stop bars on the east and west approaches. Shark’s teeth imply a yield, whereas an IPS requires a full stop on red.

Several issues were noted with the IPS implementation:

- The westbound stop bar is only approximately 9m from the signal, whereas OTM Book 12 requires a 15m separation to ensure visibility.
- Street parking is located within 25m of the westbound approach, 20m of the westbound departure and 6m of the eastbound departure. There are no signed “no stopping” areas. OTM Book 15 recommends a stopping prohibition for 30m on approaches to the crossing and 15m from the departure of the crossing, as well as a parking prohibition within 30m of the crossing.

The stop signs on the side streets are equipped with red flashing lights to enhance their visibility. This inclusion is prudent given the location of the stop signs adjacent to street parking, and especially given the recent conversion of the side streets from signal control to stop control.

It is noted that the crosswalk lacks many accessibility features required by AODA, such as TWSIs and audible/vibro-tactile indicators. The current IPS was implemented within the last few years leveraging existing signal hardware and hardscaping. Because this work extended beyond maintenance activities for an existing facility, it is likely not “grandfathered” from AODA requirements. This makes the current condition a potential AODA non-compliance.

The sightlines from the side streets are questionable, particularly in the southeast corner where parking is explicitly permitted close to the intersection. Stopped vehicles are likely to need to inch forward from the stop bar to see whether it’s safe to proceed, potentially getting stuck obstructing the crosswalk if they encounter a stream of crossing traffic.

The signal pole bases appear to be non-frangible models, including two poles on the west side of the intersection that are not in use for signal displays. Several of the pole foundations protrude notably above the ground surface. This is a potential roadside safety hazard, which could increase the severity of injury in the event the foundation/pole is struck.

“Cross other side” signs were not present at the location of the recently removed crosswalk, creating a lack of positive direction for the expected behavioral changes. Pedestrians may continue to cross on the wrong side, without using the signal or crosswalk. Refer to **Figure 13**.

The traffic signal pole in the southwest corner fully obstructs the sidewalk. This is a safety risk for pedestrians who may need to step in the road to get around the pole, and a barrier to accessibility for mobility device users. Refer to **Figure 12**.



Figure 12: Traffic signal pole obstructing sidewalk in southwest quadrant of King and Centre

4.6 King and George

The configuration of King and George has many of the same characteristics as King and Centre. It is generally consistent with an IPS, with one misplaced PXO element: shark's teeth in addition to the stop bars on the east and west approaches.

Several issues were noted with the IPS implementation:

- The eastbound stop bar is only approximately 9m from the signal, whereas OTM Book 12 requires a 15m separation to ensure visibility.
- Street parking is located within 18m of the eastbound approach and 6m of the westbound departure. There are no signed "no stopping" areas. OTM Book 15 recommends a stopping prohibition for 30m on approaches to the crossing and 15m from the departure of the crossing, as well as a parking prohibition within 30m of the crossing.

The stop signs on the side streets are equipped with red flashing lights to enhance their visibility. This inclusion is prudent given the location of the stop signs adjacent to street parking, and especially given the recent conversion of the side streets from signal control to stop control. However, the flashing beacon for the southbound stop sign was observed to be non-functional, with the solar panel pointed north.

It is noted that the crosswalk lacks many accessibility features required by AODA, such as TWSIs and audible/vibro-tactile indicators. The current IPS was implemented within the last few years leveraging existing signal hardware and hardscaping. Because this work extended beyond maintenance activities for an existing facility, it is likely not "grandfathered" from AODA requirements. This makes the current condition a potential AODA non-compliance.

"Cross other side" signs were not present at the location of the recently removed crosswalk, creating a lack of positive direction for the expected behavioral changes. Pedestrians may continue to cross on the wrong side, without using the signal or crosswalk. Refer to **Figure 13**.

The sightlines from the southbound approach are questionable, particularly in the northwest corner where parking is explicitly permitted close to the intersection. Stopped vehicles are likely to need to inch forward from the stop bar to see whether it's safe to proceed, potentially getting stuck obstructing the crosswalk if they encounter a stream of crossing traffic.

The signal pole bases appear to be a mix of non-frangible and buried installations, including one used as a streetlight only and another not used. One pole foundation protruded notably above the ground surface. This is a potential roadside safety hazard, which could increase the severity of injury in the event the foundation/pole is struck.

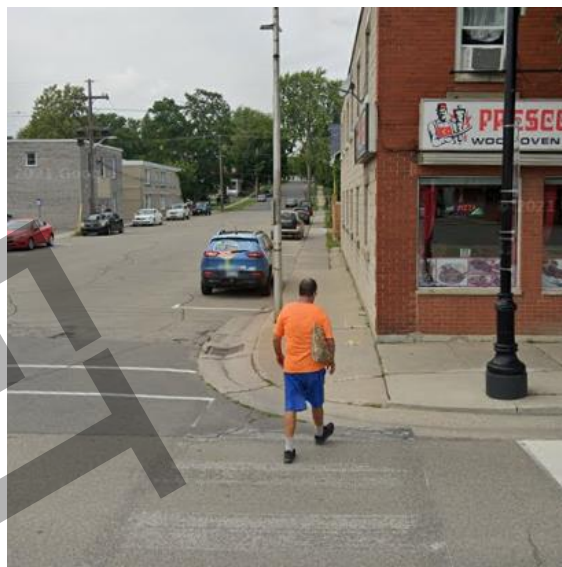


Figure 13: Pedestrian using decommissioned sidewalk

The crosswalk across the north leg of the intersection was observed to be visibly too narrow at less than 2m width. OTM Book 15 requires a minimum width of 2.5m.

4.7 King and St Lawrence

The configuration of King and St Lawrence is generally PXO-like; however, it does not comply with OTM Book 15. Specifically:

- Signage at the crossing and flashing light placement is generally consistent with a Type B PXO
- Advanced Wc-27R PXO warning signs are missing (required for Types B, C and D)
- A stop bar is added to the shark's teeth pavement markings
- Flashing lights do not meet Ontario requirements for any type of PXO

- They do not use the “wig-wag” rapid flashing pattern, which has been shown to be superior at getting driver attention
- They do not have any kind of side indicator light, which is important for allowing crossing pedestrians to see whether the light is working
- The overhead sign for westbound traffic is not properly positioned over the travel lane (i.e. the arm is too short), reducing its visibility
- Concrete pavers are still present in the location of the former west leg crosswalk, which may encourage pedestrians to cross at the incorrect location
- The crosswalk is surfaced with concrete pavers, with no painted ladder markings or facsimile in the paver pattern.
- Parking is explicitly permitted within 24m on the westbound approach and 12m on the eastbound departure. There is no “no stopping” signage. OTM Book 15 recommends “no stopping” for 30m on the approaches and 15m on the departures.
- There is no “no passing” signage, which is required 30m upstream of the crossing.

This installation is not consistent with Ontario design guidelines, regulations, and best practices. It could lead to user confusion and/or driver misunderstanding, resulting in non-compliance. It could result in a risk of liability for the municipality in the event of a collision.

The configuration does not have a TWSI along the south depressed curb. The current IPS was implemented within the last few years leveraging existing signal hardware and hardscaping. Because this work extended beyond maintenance activities for an existing facility, it is likely not “grandfathered” from AODA requirements. This makes the current condition a potential AODA non-compliance.

5.0 Improvement options

The previous section identifies a number of issues with each intersection. Three improvement options will be identified for each intersection:

Minimal Intervention: This option will involve the least invasive set of changes required to address the most significant issues observed.

Moderate Intervention: This option will involve more extensive changes to address as many issues as possible while keeping cost effectiveness in mind.

Complete Intervention: This option will entail all changes required to address all observed issues.

Class D cost estimates will be provided for all options. Cost estimates represent total capital cost, including engineering, HST and 30% contingency. Cost estimates are in April 2022 dollars and do not take include future cost escalation/inflation.

Risks and limitations with selecting the “minimal” and “moderate” options will be identified as applicable.

In the absence of traffic volumes, the warrant for different crossing types cannot be confirmed. Instead, the crossings will be evaluated in a subjective manner, based on the context and existing configuration.

5.1 Edward and Victor

This intersection has a mix of PXO and IPS elements. The hardware required for an IPS is already in place, and an IPS provides better pedestrian safety than a PXO. It is recommended that this intersection be retrofitted to comply with standards for an IPS.

Edward and Victor Intervention Options

Minimal Intervention	Measures: - Remove Type A PXO features (No Passing Here to Crossing signs, Pedestrian X signs, obliteration of pavement marking X stencils) - Remove school crossing signs - Paint stop bars on northbound and southbound approaches spaced at least 15m from the signal heads, obliterate yellow centerline and white dashed lines to suit Risks/limitations: - Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) - Aging signal hardware may have limited remaining service life - Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) Cost: - Class 'D' cost estimate: \$5,000
Moderate Intervention	Measures: - All measures noted for "minimal intervention" - Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference - Install modern APS pushbuttons with audible and vibro-tactile indicators - Install TWSIs Risks/limitations: - West pole will continue to be located further than 1.5m from the curb, not meeting current accessibility requirements (however it is legally grandfathered) - Aging signal hardware may have limited remaining service life Cost: - Class 'D' cost estimate: \$50,000
Complete Intervention	Measures: - All measures noted for "moderate intervention" - Have the competent person also review all hardware, specifying replacements for aging parts where applicable. - Relocate the west pole to within 1.5m of the curb line Risks/limitations: - N/A Cost: - Class 'D' cost estimate: \$110,000

5.2 Edward and Irvine

This intersection is generally configured as a PXO. It is noted that Edward has 4 traffic lanes, a posted speed of 40km/h, and no median refuge. OTM Book 15 indicates that a Type B PXO is suitable for two-way traffic volumes up to 6000 vehicles in an 8-hour period, or 3155 vehicles in a 4-hour period. A Type A PXO would allow for slightly higher traffic volumes, up to 7500 vehicles in an 8-hour period or 3950 vehicles in a 4-hour period. If volumes are higher than that, an IPS would be a more suitable treatment.

Recent traffic counts are not available for the purposes of this study. However, a July 2021 Traffic Impact Study for the MacEwen Prescott Site Redevelopment by BT Engineering Inc. contained sufficient data to estimate volumes based on past counts. The estimated current 8-hour two-way count is 6400 vehicles. If this estimate is accurate, a Type A PXO would be warranted. It should be emphasized that this is a rough estimate with a notable degree of uncertainty. Furthermore, the COVID-19 pandemic has altered travel patterns in a way that is not captured in the estimate. In many cases, volumes have decreased.

Prior to selecting an intervention, the Town should have counts commissioned to confirm the type of crossing treatment. The minimal/moderate/complete interventions are repurposed for this location to outline one possible approach and associated cost for each potential crossing type. For the Type B and Type A PXO options, the buried pole bases could also be replaced with frangible models at additional cost to mitigate the associated risk.

Edward and Irvine Intervention Options

Minimal Intervention (Type B PXO)	Measures: • Have a traffic count performed to confirm suitability of a PXO and determine appropriate type. This option assumes that a Type B PXO is suitable. • Add “no passing here to crossing” sign on southbound approach and replace faded sign on northbound approach • Modify pavement markings and signage to bring the configuration in conformance with the requirements for a Type B PXO: ▪ Add shark’s teeth yield markings min. 6m from crossing ▪ Obliterate pavement marking Xs ▪ Obliterate yellow and white lane lines to suit the shark’s teeth ▪ Replace flashing lights with proper RRFBs ▪ Remove “Pedestrian X” and school crossing signs • Add TWSIs to depressed curbs Risks/limitations: • Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard • Future growth in traffic volumes may render this configuration not suitable Cost: • Class ‘D’ cost estimate: \$34,000
Moderate Intervention (Type A PXO)	Measures: • Have a traffic count performed to confirm suitability of PXO and determine appropriate type. This option assumes that a Type A PXO is suitable. • Repair the loose push button (unless replacement is required for compatibility with new flashing lights) • Add “no passing here to crossing” sign on southbound approach and replace faded sign on northbound approach • Modify pavement markings and signage to bring the configuration in conformance with the requirements for a Type A PXO: ▪ Paint solid white lane line for length of no passing zone on approaches ▪ Replace PXO signs with “Pedestrian X” and “stop for pedestrians” signs ▪ Obliterate ladder crosswalk markings and paint double edge lines for crosswalk ▪ Replace overhead signs with illuminated overhead yellow X signs ▪ Add overhead pedestrian actuated yellow flashing lights ▪ Note: permanent power supply likely required to power continuously illuminated yellow X signs • Add TWSIs to depressed curbs

	Risks/limitations: - Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard - Future growth in traffic volumes may render this configuration not suitable Cost: - Class 'D' cost estimate: \$75,000
Complete Intervention (IPS)	Measures: - Have a traffic count performed to confirm suitability of PXO and determine appropriate type. This option assumes that a PXO is not suitable and an IPS is warranted. - Replace the PXO with an IPS, including all associated signal hardware, pavement markings and signage. - Add TWSIs to depressed curbs Risks/limitations: - N/A Cost: - Class 'D' cost estimate: \$200,000

5.3 Edward and Parks

This intersection has a mix of PXO and IPS elements. The hardware required for an IPS is already in place, and an IPS provides better pedestrian safety than a PXO. It is recommended that this intersection be retrofitted to comply with standards for an IPS.

Edward and Parks Intervention Options

Minimal Intervention	Measures: - Remove Type A PXO features (No Passing Here to Crossing signs, obliteration of pavement marking X stencils) - Paint new northbound stop bar min. 15m from signal display, obliterate existing northbound stop bar and yellow line to suit. Risks/limitations: - Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) - Aging signal hardware may have limited remaining service life - Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) Cost: - Class 'D' cost estimate: \$5,000
Moderate Intervention	Measures: - All measures noted for "minimal intervention" - Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference - Install modern APS pushbuttons with audible and vibro-tactile indicators - Replace depressed curbs and install TWSIs

	Risks/limitations: • Poles will continue to be located further than 1.5m from the curb, not meeting current accessibility requirements (however they are legally grandfathered) • Aging signal hardware may have limited remaining service life Cost: • Class 'D' cost estimate: \$53,000
Complete Intervention	Measures: • All measures noted for “moderate intervention” • Have the competent person also review all hardware, specifying replacements for aging parts where applicable. • Relocate the poles to within 1.5m of the curb line Risks/limitations: • N/A Cost: • Class 'D' cost estimate: \$120,000

5.4 Edward and King

The intersection of Edward and King is controlled by a set of traffic signals.

Edward and King Intervention Options

Minimal Intervention	Measures: • Add lane designation sign for eastbound approach, replacing misplaced “through traffic keep right” sign. • Repair/replace the damaged westbound secondary signal head Risks/limitations: • This approach only addresses maintenance-related deficiencies and a low-cost/high-impact signage fix. Many deficiencies will remain: ▪ Missing signal pole in the southwest corner, resulting in issues with signal head provision and placement for southbound and westbound directions ▪ Controller cabinet faces private property, which could result in access challenges ▪ Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) ▪ Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard. ▪ Elevated pole foundation without frangible pole base will remain, potentially constituting a roadside safety hazard. ▪ The intersection will continue to be wired overhead, which can increase the amount of damage when a pole is struck. • Aging signal hardware may have limited remaining service life • Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) • Due to the notable deficiencies that would remain and the associated risks including those that affect public safety, this option is not recommended. Cost: • Class 'D' cost estimate: \$11,000
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Moderate Intervention	Measures: • All measures noted for “minimal intervention” • Replace the missing pole in the southwest quadrant, adjust signal head positioning for southbound and westbound traffic to meet requirements for primary and secondary heads • Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference Risks/limitations: • This approach addresses further issues, but may will still remain: ▪ Controller cabinet faces private property, which could result in access challenges ▪ Configuration will continue to lack many accessibility features, notably for the vision impaired (however it is legally grandfathered) ▪ Buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard. ▪ Elevated pole foundation without frangible pole base will remain, potentially constituting a roadside safety hazard. ▪ The intersection will continue to be wired overhead, which can increase the amount of damage when a pole is struck. • Aging signal hardware may have limited remaining service life Cost: • Class ‘D’ cost estimate: \$101,000
Complete Intervention	Measures: • Fully redesign and reconstruct the traffic signals to comply with current standards, notably for accessibility for the vision impaired and for roadside safety of poles and bases • Install duct and wire the signal underground • Relocate the controller cabinet to be more accessible • Relocate crosswalks and/or catchbasins so that they do not coincide • Add TWSIs to all depressed curbs Risks/limitations: • N/A Cost: • Class ‘D’ cost estimate: \$920,000

5.5 King and Centre

This intersection has a mix of PXO and IPS elements. The hardware required for an IPS is already in place, and an IPS provides better pedestrian safety than a PXO. It is recommended that this intersection be retrofitted to comply with standards for an IPS.

King and Centre Intervention Options

Minimal Intervention	Measures: • Obliterate painted shark’s teeth • Paint new westbound stop bar min. 15m from signal display, obliterate existing westbound stop bar and yellow line to suit, obliterate and relocate pavement marking stencils to suit • Add “no stopping” zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes
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	• Add “cross other side” signs to the west leg, to prevent user confusion with the former crosswalk Risks/limitations: • Configuration will continue to lack many accessibility features, notably for the vision impaired. It is likely not legally grandfathered. • Aging signal hardware may have limited remaining service life • Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) • Pole will continue to obstruct sidewalk in the southwest quadrant • Raised pole foundations and non-frangible pole bases will remain, presenting a potential roadside safety hazard Cost: • Class ‘D’ cost estimate: \$8,000
Moderate Intervention	Measures: • All measures noted for “minimal intervention” • Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference • Install modern APS pushbuttons with audible and vibro-tactile indicators • Install TWSIs • Remove pole that obstructs sidewalk in southwest quadrant, relocate signs to smaller direct buried signpost located so as to not obstruct pedestrians Risks/limitations: • Poles will continue to be located further than 1.5m from the curb, not meeting current accessibility requirements. It is likely not legally grandfathered. • Aging signal hardware may have limited remaining service life • Raised pole foundations and non-frangible pole bases will remain, presenting a potential roadside safety hazard Cost: • Class ‘D’ cost estimate: \$62,000
Complete Intervention	Measures: • All measures noted for “moderate intervention” • Have the competent person also review all hardware, specifying replacements for aging parts where applicable. • Relocate the poles to within 1.5m of the curb line • Remove the unused pole in the northwest quadrant, relocate sign to smaller direct buried signpost Risks/limitations: • N/A Cost: • Class ‘D’ cost estimate: \$140,000

5.6 King and George

This intersection has a mix of PXO and IPS elements. The hardware required for an IPS is already in place, and an IPS provides better pedestrian safety than a PXO. It is recommended that this intersection be retrofitted to comply with standards for an IPS.

King and George Intervention Options

Minimal Intervention	Measures: • Obliterate painted shark's teeth • Paint new eastbound stop bar min. 15m from signal display, obliterate existing eastbound stop bar and yellow line to suit, obliterate and relocate pavement marking stencils to suit • Add "no stopping" zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes • Add "cross other side" signs to the west leg, to prevent user confusion with the former crosswalk • Widen the north leg sidewalk to min. 2.5m (obliterate and repaint the crosswalk lines) Risks/limitations: • Configuration will continue to lack many accessibility features, notably for the vision impaired. It is likely not legally grandfathered. • Aging signal hardware may have limited remaining service life • Potential liability exists in the event of a collision if a drawing is not on file showing the current signal design as prepared and certified by a qualified person (refer to OTM Book 12 Section 2.2) • One raised pole foundation and non-frangible pole base will remain, presenting a potential roadside safety hazard • Three buried pole bases will remain, making replacement more difficult in the event they are struck and potentially constituting a roadside safety hazard Cost: • Class 'D' cost estimate: \$8,000
Moderate Intervention	Measures: • All measures noted for "minimal intervention" • Have the current configuration and proposed improvements documented in a drawing, reviewed and certified by a competent person, stored on file for future reference • Install modern APS pushbuttons with audible and vibro-tactile indicators • Install TWSIs • Remove unused pole in northeast corner, remove unused pole in southwest corner and adjust aerial wire to suit (subject to ESA requirements) Risks/limitations: • Poles will continue to be located further than 1.5m from the curb, not meeting current accessibility requirements. It is likely not legally grandfathered. • Aging signal hardware may have limited remaining service life • One raised pole foundation and non-frangible pole base will remain, presenting a potential roadside safety hazard • One buried pole base will remain, making replacement more difficult in the event it is struck and potentially constituting a roadside safety hazard Cost: • Class 'D' cost estimate: \$75,000

Complete Intervention

Measures:

- All measures noted for “moderate intervention”
- Have the competent person also review all hardware, specifying replacements for aging parts where applicable.
- Relocate the poles to within 1.5m of the curb line
- Replace the streetlight pole and foundation in the southeast quadrant with a frangible model

Risks/limitations:

- N/A

Cost:

- Class ‘D’ cost estimate: \$170,000

5.7 King and St Lawrence

This intersection is generally configured as a Type B PXO. It is noted that this two-lane road has an unposted speed limit of 50 km/h. While the road only has two travel lanes, the presence of parking lanes increases the curb-to-curb width to approximately 12.5m. For the purposes of determining PXO type, it is considered to have 4 lanes. As such, a Type B PXO would be suitable at this location for two-way traffic volumes up to 3155 in a 4-hour period or 6000 in an 8-hour period.

Peak hour traffic counts taken March 24, 2015, were made available for review. This data was used to estimate present-day 8-hour volumes of approximately 2000 vehicles. This is consistent with weekday field observations of relatively low traffic volumes. It should be noted that even with lower traffic volumes, a Type B PXO is still warranted given the total curb-to-curb width at this location.

The intervention options below all involve keeping the same curb-to-curb width and the associated Type B PXO. An alternative would be to construct curb extensions to reduce the crossing distance to 7.0-7.5m, which given the low traffic volumes would allow for a Type D PXO. Type D PXOs only have static signs, with no flashers or electronics required. This alternative is not expected to be cost effective, with the cost of additional concrete and paving works surpassing the savings from electronic components.

King and St Lawrence Intervention Options

Minimal Intervention

Measures:

- Obliterate painted stop bars
- Add missing Wc-27R PXO warning signs and missing no passing signs
- Replace flashing lights with proper RRFBS
- Extend arm for overhead sign above westbound approach
- Paint ladder markings for the crosswalk (including on the pavers)
- Add “no stopping” zone and parking prohibition as recommended by OTM Book 15 through pavement marking and signage changes
- Add “Cross other side” signs to west leg

Risks/limitations:

- Concrete pavers are still present across the west leg, which may cause confusion for drivers and some pedestrians despite the “cross other side” signs
- The south depressed curb still lacks a TWSI. This is likely not legally grandfathered.
- Painted ladder markings on concrete pavers are not aesthetically desirable
- Former traffic signal poles remain, which are now unused. While these are frangible models, best practice is to remove unnecessary obstacles, which also reduces visual clutter

	Cost: Class 'D' cost estimate: \$29,000
Moderate Intervention	Measures: - All measures noted for “minimal intervention” - Remove concrete pavers from former west leg crosswalk - Replace concrete pavers in east leg crosswalk with colour/pattern to emulate ladder markings, eliminating the need for overpainting - Add TWSIs to south depressed curbs Risks/limitations: - Former traffic signal poles remain, which are now unused. While these are frangible models, best practice is to remove unnecessary obstacles, which also reduces visual clutter Cost: - Class 'D' cost estimate: \$91,000
Complete Intervention	Measures: - All measures noted for “moderate intervention” - Remove unused traffic poles Risks/limitations: - N/A Cost: - Class 'D' cost estimate: \$110,000

6.0 Public Information Campaign

PXOs are a relatively new tool in Ontario. Not all drivers and pedestrians are familiar with how to properly use them. As part of the initial roll-out of PXOs, it is prudent for a municipality to conduct a public information campaign to help teach local drivers and pedestrians about this new crossing type. Examples of campaigns from Ottawa and Kingston can be seen at the following links:

<https://ottawa.ca/en/parking-roads-and-travel/road-safety/community-safety#pedestrian-crossovers>

<https://www.cityofkingston.ca/explore/active-transportation/pedestrians/infrastructure>

It is recommended that the Town of Prescott conduct a public information campaign in conjunction with the updates to the pedestrian crossings discussed in this study. The campaign could include an explanation of the difference between pedestrian signals and PXOs including differences in expectations for drivers and pedestrians for these two crossing types.

It would be important to coordinate the timing of the campaign to align with the completion of the updates, to ensure that the crossings look and feel like the facilities described in the campaign. The updates to the crossings present an excellent opportunity to address user confusion by teaching them correct expectations at the same time that the appearance of the facilities change in the field. Setting proper user behaviour upon initial implementation is much easier than changing incorrect user behaviour later once established.

7.0 Conclusion

A number of issues have been identified for each intersection location. A series of potential intervention options have been presented, completed with associated Class “D” cost estimates.

It is recognized that sufficient funding may not be available to perform the “complete intervention” option for each intersection location. It is also possible that other safety related issues exist elsewhere in the municipality that warrant more urgent intervention, therefore taking higher priority with respect to available funds.

As such, the Town must consider the costs and risks of each intervention option and decide where funds are best spent both within and beyond the study scope to optimize overall safety gains for the travelling public. In some cases, improvements could be started with the “minimal intervention” or “moderate intervention” option, continuing with further improvements in the future once funds become available.

We trust this memo meets your current needs. Please do not hesitate to contact the undersigned if you have any questions.

Chris Redden, P.Eng.
Engineer, Principal – Road and Highway

Attachments:

Glossary of Terms

Correspondence regarding items requiring immediate attention

Class D Capital Cost Estimates

Glossary of Terms

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) In Ontario, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) sets out legal requirements for the purpose of improving accessibility standards for Ontarians with physical or mental disabilities.

ACCESSIBLE PEDESTRIAN SIGNALS (APS) Auxiliary devices that supplement traffic control signals to aid pedestrians with vision losses (and those with both visual and hearing impairments) in their road crossing. Information is communicated in non-visual format such as audible tones, verbal messages, and/or vibrotactile indications to provide cues at both ends of a crossing when activated.

CLASS D COST ESTIMATE A rough “order of magnitude” cost estimate, based on historical costs for similar work.

CONTROLLED CROSSING A location that is controlled by stop or yield signs, pedestrian crossovers (PXO), intersection pedestrian signal (IPS or half signals), mid-block pedestrian signal (MPS), or full traffic control signals. At controlled crossings, vehicles must yield to pedestrians within or closely approaching the driver’s half of the roadway.

DEPRESSED CURB A lowering of the curb to be flush or close to flush to the road surface to improve accessibility for crossing pedestrians, particularly those who use mobility devices such as walkers or wheelchairs.

FRANGIBLE BASE A pole base for a traffic signal pole, street light pole or similar that is designed to break when struck by an errant vehicle so as to minimize injury to occupants.

HIGHWAY TRAFFIC ACT (HTA) The term is used for Ontario Highway Traffic Act, the legislation that governs how users of all types in Ontario must act while using roads. Road features such as traffic signals and pedestrian crossings must be rooted in the HTA for them to be able to legally control users.

INTERSECTION PEDESTRIAN SIGNALS (IPS) Traffic control signal implemented for dedicated pedestrian crossings at intersections. The control of the pedestrian signals is by pedestrian actuated two phase operation with only pedestrian signal indications used for crossing the main street and regular traffic control signals on main roadway approaches. The main road traffic must be fully signalized, while the side road must be controlled with stop signs.

LADDER MARKING A type of crosswalk consisting of alternating dark and light stripes on the road surface, complete with longitudinal lines along the edges such that the markings have the appearance of a ladder-shape when viewed from the perspective of a crossing pedestrian. Ladder markings enhance visibility for pedestrians with vision impairments and for drivers.

LANE DESIGNATION SIGN A regulatory sign giving drivers positive direction with respect to which turning movements are permitted at an intersection from a given approach lane.

MID-BLOCK PEDESTRIAN SIGNALS (MPS) Traffic control signal implemented for dedicated pedestrian crossings at mid-blocks. The control of the pedestrian signals is by pedestrian actuated two phase operation with only pedestrian signal indications used for crossing the main street and regular traffic control signals on main roadway approaches. The main road traffic must be fully signalized.

ONTARIO TRAFFIC MANUAL (OTM) A series of 22 books with the purpose of providing information and guidance for transportation practitioners and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario. The objective is safe driving behaviour for all road users, achieved by a predictable roadway environment through the consistent, appropriate application of traffic control devices. Further purposes of the OTM are to provide a set of guidelines consistent with the intent of the Highway Traffic Act and to provide a basis for road authorities to generate or update their own guidelines and standards.

ONTARIO REGULATION (O. REG.) An Ontario law that is made by a person or body whose authority to make the law is set out in a statute, such as the Lieutenant Governor in Council, the Minister of the Government or to another person or

body. Regulations are considered "delegated legislation" because the authority to make them is delegated by the Legislative Assembly in a statute. A regulation deals with topics related to the statute under which it is made; the purpose of a regulation is to provide details to give effect to the policy established by the statute. The process for amending a regulation is usually shorter than the process for amending a statute.

PEDESTRIAN Any person who is not in or upon a vehicle, motorized or otherwise propelled, or a person in a non-motorized wheelchair, or person in a motorized wheelchair that cannot travel at over 10 km/h or a person pushing a bicycle or motorized or non-motorized wheelchair.

PEDESTRIAN CROSS-OVER (PXO) Any portion of a roadway distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by the regulations and the Highway Traffic Act, with associated signs Ra-4, Ra-4t, Ra-5L, Ra-5R, Ra-10 and Ra-11.

PEDESTRIAN CROSSING Any portion of the roadway, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by appropriate pavement markings and/or signs, or by the projections of the lateral lines of the sidewalk on opposite sides of the road. See also Ladder Crosswalk Marking and Textured / Coloured Crosswalk.

PEDESTRIAN HEAD A Traffic Signal head or indication showing either a white walking pedestrian on a black background (when pedestrians are permitted to cross) or an orange hand on a black background (when pedestrians are not permitted to cross, if continuous, or are not permitted to start crossing, if flashing).

RECTANGULAR RAPID FLASHING BEACON (RRFB) Rapid Rectangular Flashing Beacons (RRFBs) are pedestrian-activated, high-intensity flashing beacons that warn drivers of the presence of a pedestrian in the crosswalk. RRFBs consist of two rectangular yellow indications with two tell-tale end indicators to let pedestrian know that the beacon is flashing.

SCHOOL CROSSING Designated school crossings are locations close to schools where school children have to cross en route between home and school. School crossings are supervised by school patrollers or adult crossing guards whose role is to direct and supervise the movement of persons (as defined in the Highway Traffic Act) across a highway by creating necessary gaps in vehicular traffic.

TRAFFIC SIGNAL Any power-operated Traffic Control Device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed. When used in general discussion, a traffic signal is a complete installation including signal heads, wiring, controller, poles and other appurtenances. When used specifically, the terms refer to the signal head which conveys a message to the observer. That part of a traffic control signal system that consists of one set of no less than three coloured lenses, red, amber and green, mounted on a frame and commonly referred to as a signal head.

TRAFFIC SIGNAL CROSSWALKS A pedestrian crossing located at a traffic signal.

TACTILE WALKING SURFACE INDICATORS (TWSI) A detectable surface with a truncated dome pattern, intended to warn pedestrians with vision impairment that they are about to enter the road surface or other hazard (e.g., stairs). AODA mandates that TWSIs must be installed at specific locations, such as depressed curbs for crosswalks.

UNCONTROLLED CROSSING A pedestrian crossing location (marked or unmarked) where there are no traffic control devices to assist pedestrians in crossing.

UNSIGNALIZED INTERSECTION CROSSWALKS A pedestrian crossing located at an intersection that does not feature traffic signals.

Redden, Chris [NN-CA]

From: Redden, Chris [NN-CA]
Sent: Wednesday, February 16, 2022 3:59 PM
To: Matthew Armstrong
Cc: Berube, Jake [NN-CA]
Subject: Prescott Intersection Review - Maintenance issues

Hi Matthew,

We completed our site visit successfully on Monday. It was a bit chilly but the sun was out and the road was clean and dry.

I noticed a few maintenance issues that likely warrant more immediate attention, I wanted to bring them to your attention sooner rather than later.

Edward and Irvine

Push button loose, lower bolt pulled through backer board, east pole, north button



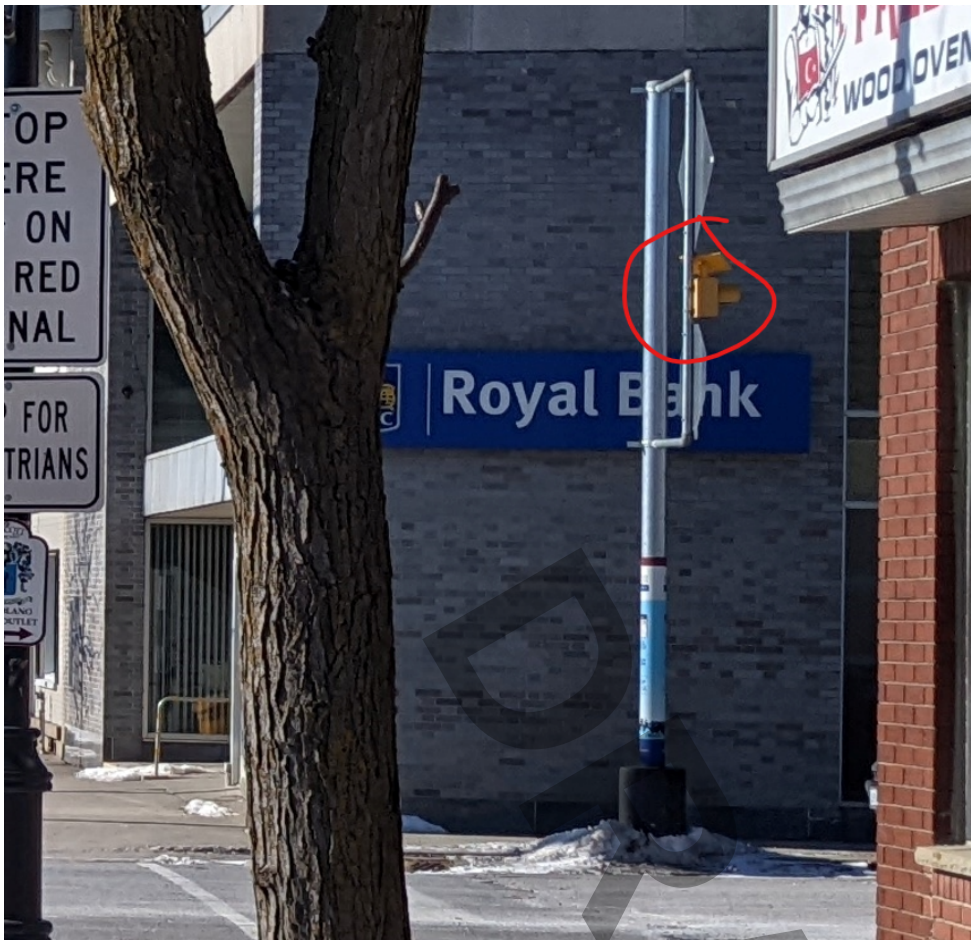
Edward and King

Junction box open with wires exposed, north east corner



King and George

Southbound red flashing light is out, solar panel is pointed to the north



Chris Redden, P.Eng., ing.
Engineer, Principal / Road & Highway
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chris.redden@parsons.com
Direct: +1 613.691.1570 / Mobile: +1 613.809.9154
[Parsons](#) / [LinkedIn](#) / [Twitter](#) / [Facebook](#) / [Instagram](#)



Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
				<i>Subtotal</i>	\$ 2,600.00
	Engineering	25%			\$ 650.00
	Street works and utilities [1]	15%			\$ 390.00
				<i>Subtotal</i>	\$ 3,640.00
	Contingency	30%			\$ 1,092.00
				<i>Subtotal</i>	\$ 4,732.00
	Non-recoverable HST [2]	1.76%			\$ 83.28
					\$ 4,815.28
				Total (rounded)	\$ 5,000.00
Moderate	Carry forward from minimal	1	LS	\$ 2,600.00	\$ 2,600.00
	Formal drawing preparation	1	LS	\$ 8,000.00	\$ 8,000.00
	Install accessible push buttons	1	LS	\$ 5,000.00	\$ 5,000.00
	Install audible indicators	1	LS	\$ 5,000.00	\$ 5,000.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
					\$ 26,600.00
	Engineering	25%			\$ 6,650.00
	Street works and utilities [1]	15%			\$ 3,990.00
				<i>Subtotal</i>	\$ 37,240.00
	Contingency	30%			\$ 11,172.00
				<i>Subtotal</i>	\$ 48,412.00
	Non-recoverable HST [2]	1.76%			\$ 852.05
					\$ 49,264.05
				Total (rounded)	\$ 50,000.00
Complete	Carry forward from moderate	1	LS	\$ 26,600.00	\$ 26,600.00
	Hardware updates (assumed)	1	LS	\$ 20,000.00	\$ 20,000.00
	Pole relocation	1	ea	\$ 8,000.00	\$ 8,000.00
					\$ 54,600.00
	Engineering	25%			\$ 13,650.00
	Street works and utilities [1]	15%			\$ 8,190.00
				<i>Subtotal</i>	\$ 76,440.00
	Contingency	30%			\$ 22,932.00
				<i>Subtotal</i>	\$ 99,372.00
	Non-recoverable HST [2]	1.76%			\$ 1,748.95
					\$ 101,120.95
				Total (rounded)	\$ 110,000.00

Notes

1. Includes public communications, costs of working around existing utilities and other miscellaneous costs
2. Remaining portion of HST not recoverable through rebates
3. Does not include Town internal costs
4. Costs are in May 2022 dollars and do not include cost escalation/inflation

Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal (Type B)	Traffic count	1	LS	\$ 1,000.00	\$ 1,000.00
	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
	New signs	2	ea	\$ 250.00	\$ 500.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
	New solar RRFB system	1	LS	\$ 8,000.00	\$ 8,000.00
				<i>Subtotal</i>	\$ 18,100.00
	Engineering	25%			\$ 4,525.00
	Street works and utilities [1]	15%			\$ 2,715.00
				<i>Subtotal</i>	\$ 25,340.00
	Contingency	30%			\$ 7,602.00
				<i>Subtotal</i>	\$ 32,942.00
	Non-recoverable HST [2]	1.76%			\$ 579.78
					\$ 33,521.78
				Total (rounded)	\$ 34,000.00
Moderate (Type A)	Traffic count	1	LS	\$ 1,000.00	\$ 1,000.00
	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
	New signs	2	ea	\$ 250.00	\$ 500.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
	New Type A PXO flasher system	1	LS	\$ 10,000.00	\$ 10,000.00
	New wired power supply	1	LS	\$ 20,000.00	\$ 20,000.00
				<i>Subtotal</i>	\$ 40,100.00
	Engineering	25%			\$ 10,025.00
	Street works and utilities [1]	15%			\$ 6,015.00
				<i>Subtotal</i>	\$ 56,140.00
	Contingency	30%			\$ 16,842.00
				<i>Subtotal</i>	\$ 72,982.00
	Non-recoverable HST [2]	1.76%			\$ 1,284.48
					\$ 74,266.48
				Total (rounded)	\$ 75,000.00
Complete (IPS)	Traffic count	1	LS	\$ 1,000.00	\$ 1,000.00
	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 800.00	\$ 800.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
	Traffic signal underground	1	LS	\$ 35,000.00	\$ 35,000.00
	Traffic signal above ground	1	LS	\$ 40,000.00	\$ 40,000.00
	New wired power supply	1	LS	\$ 20,000.00	\$ 20,000.00
				<i>Subtotal</i>	\$ 104,900.00
	Engineering	25%			\$ 26,225.00
	Street works and utilities [1]	15%			\$ 15,735.00
				<i>Subtotal</i>	\$ 146,860.00
	Contingency	30%			\$ 44,058.00
				<i>Subtotal</i>	\$ 190,918.00

Non-recoverable HST [2]	1.76%	\$	3,360.16
		\$	194,278.16
Total (rounded)		\$	200,000.00

Notes

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Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
				<i>Subtotal</i>	\$ 2,600.00
	Engineering	25%			\$ 650.00
	Street works and utilities [1]	15%			\$ 390.00
				<i>Subtotal</i>	\$ 3,640.00
	Contingency	30%			\$ 1,092.00
				<i>Subtotal</i>	\$ 4,732.00
	Non-recoverable HST [2]	1.76%			\$ 83.28
					\$ 4,815.28
				Total (rounded)	\$ 5,000.00
Moderate	Carry forward from minimal	1	LS	\$ 2,600.00	\$ 2,600.00
	Formal drawing preparation	1	LS	\$ 8,000.00	\$ 8,000.00
	Install accessible push buttons	1	LS	\$ 5,000.00	\$ 5,000.00
	Install audible indicators	1	LS	\$ 5,000.00	\$ 5,000.00
	Replace DCs and install TWSIs	2	ea	\$ 4,000.00	\$ 8,000.00
				<i>Subtotal</i>	\$ 28,600.00
	Engineering	25%			\$ 7,150.00
	Street works and utilities [1]	15%			\$ 4,290.00
				<i>Subtotal</i>	\$ 40,040.00
	Contingency	30%			\$ 12,012.00
				<i>Subtotal</i>	\$ 52,052.00
	Non-recoverable HST [2]	1.76%			\$ 916.12
					\$ 52,968.12
				Total (rounded)	\$ 53,000.00
Complete	Carry forward from moderate	1	LS	\$ 28,600.00	\$ 28,600.00
	Hardware updates (assumed)	1	LS	\$ 20,000.00	\$ 20,000.00
	Sidewalk widening to accommodate pole relocation	2	ea	\$ 2,000.00	\$ 4,000.00
	Pole relocation	1	ea	\$ 8,000.00	\$ 8,000.00
				<i>Subtotal</i>	\$ 60,600.00
	Engineering	25%			\$ 15,150.00
	Street works and utilities [1]	15%			\$ 9,090.00
				<i>Subtotal</i>	\$ 84,840.00
	Contingency	30%			\$ 25,452.00
				<i>Subtotal</i>	\$ 110,292.00
	Non-recoverable HST [2]	1.76%			\$ 1,941.14
					\$ 112,233.14
				Total (rounded)	\$ 120,000.00

Notes

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Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Sign removal	1	LS	\$ 600.00	\$ 600.00
	New signs	2	ea	\$ 250.00	\$ 500.00
	Replace damaged signal head	1	LS	\$ 6,000.00	\$ 6,000.00
	<i>Subtotal</i>				\$ 7,100.00
	Engineering [5]	0%			\$ -
	Street works and utilities [1]	15%			\$ 1,065.00
	<i>Subtotal</i>				\$ 8,165.00
	Contingency	30%			\$ 2,449.50
	<i>Subtotal</i>				\$ 10,614.50
	Non-recoverable HST [2]	1.76%			\$ 186.82
					\$ 10,801.32
	Total (rounded)				\$ 11,000.00
Moderate	Carry forward from minimal	1	LS	\$ 7,100.00	\$ 7,100.00
	New pole in SW corner	1	LS	\$ 34,000.00	\$ 34,000.00
	Adjustments to other SB and WB displays	1	LS	\$ 6,000.00	\$ 6,000.00
	Formal drawing preparation	1	LS	\$ 12,000.00	\$ 12,000.00
	<i>Subtotal</i>				\$ 59,100.00
	Engineering	25%			\$ 14,775.00
	Street works and utilities [1]	15%			\$ 1,800.00
	<i>Subtotal</i>				\$ 75,675.00
	Contingency	30%			\$ 22,702.50
	<i>Subtotal</i>				\$ 98,377.50
	Non-recoverable HST [2]	1.76%			\$ 1,731.44
					\$ 100,108.94
	Total (rounded)				\$ 101,000.00
Complete	Underground plant	1	LS	\$ 125,000.00	\$ 125,000.00
	Above ground plant	1	LS	\$ 135,000.00	\$ 135,000.00
	CB relocations	3	ea	\$ 8,000.00	\$ 24,000.00
	Surface works	1	LS	\$ 200,000.00	\$ 200,000.00
	Pavement marking and signage	1	LS	\$ 8,000.00	\$ 8,000.00
	<i>Subtotal</i>				\$ 492,000.00
	Engineering [6]	25%			\$ 123,000.00
	Street works and utilities [1]	15%			\$ 73,800.00
	<i>Subtotal</i>				\$ 688,800.00
	Contingency	30%			\$ 206,640.00
	<i>Subtotal</i>				\$ 895,440.00
	Non-recoverable HST [2]	1.76%			\$ 15,759.74
					\$ 911,199.74
	Total (rounded)				\$ 920,000.00

Notes

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2. Remaining portion of HST not recoverable through rebates
3. Does not include Town internal costs
4. Costs are in May 2022 dollars and do not include cost escalation/inflation
5. Engineering costs not applicable to this option
6. Engineering cost includes preparation of formal signal drawing for this option

Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	New signs	6	ea	\$ 250.00	\$ 1,500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
				<i>Subtotal</i>	\$ 4,100.00
	Engineering	25%			\$ 1,025.00
	Street works and utilities [1]	15%			\$ 615.00
				<i>Subtotal</i>	\$ 5,740.00
	Contingency	30%			\$ 1,722.00
				<i>Subtotal</i>	\$ 7,462.00
	Non-recoverable HST [2]	1.76%			\$ 131.33
					\$ 7,593.33
				Total (rounded)	\$ 8,000.00
Moderate	Carry forward from minimal	1	LS	\$ 4,100.00	\$ 4,100.00
	Formal drawing preparation	1	LS	\$ 8,000.00	\$ 8,000.00
	Install accessible push buttons	1	LS	\$ 5,000.00	\$ 5,000.00
	Install audible indicators	1	LS	\$ 5,000.00	\$ 5,000.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
	New sign post for existing signs	1	ea	\$ 200.00	\$ 200.00
	Pole removal and surface reinstatement	1	LS	\$ 5,000.00	\$ 5,000.00
				<i>Subtotal</i>	\$ 33,300.00
	Engineering	25%			\$ 8,325.00
	Street works and utilities [1]	15%			\$ 4,995.00
				<i>Subtotal</i>	\$ 46,620.00
	Contingency	30%			\$ 13,986.00
				<i>Subtotal</i>	\$ 60,606.00
	Non-recoverable HST [2]	1.76%			\$ 1,066.67
					\$ 61,672.67
				Total (rounded)	\$ 62,000.00
Complete	Carry forward from moderate	1	LS	\$ 33,300.00	\$ 33,300.00
	Hardware updates (assumed)	1	LS	\$ 20,000.00	\$ 20,000.00
	New sign post for existing signs	1	ea	\$ 200.00	\$ 200.00
	Pole removal and surface reinstatement	1	LS	\$ 5,000.00	\$ 5,000.00
	Pole relocation	2	ea	\$ 8,000.00	\$ 16,000.00
				<i>Subtotal</i>	\$ 74,500.00
	Engineering	25%			\$ 18,625.00
	Street works and utilities [1]	15%			\$ 11,175.00
				<i>Subtotal</i>	\$ 104,300.00
	Contingency	30%			\$ 31,290.00
				<i>Subtotal</i>	\$ 135,590.00
	Non-recoverable HST [2]	1.76%			\$ 2,386.38
					\$ 137,976.38
				Total (rounded)	\$ 140,000.00

Notes

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2. Remaining portion of HST not recoverable through rebates

3. Does not include Town internal costs
4. Costs are in May 2022 dollars and do not include cost escalation/inflation

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Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	New signs	6	ea	\$ 250.00	\$ 1,500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
				<i>Subtotal</i>	\$ 4,100.00
	Engineering	25%			\$ 1,025.00
	Street works and utilities [1]	15%			\$ 615.00
				<i>Subtotal</i>	\$ 5,740.00
	Contingency	30%			\$ 1,722.00
				<i>Subtotal</i>	\$ 7,462.00
	Non-recoverable HST [2]	1.76%			\$ 131.33
					\$ 7,593.33
				Total (rounded)	\$ 8,000.00
Moderate	Carry forward from minimal	1	LS	\$ 4,100.00	\$ 4,100.00
	Formal drawing preparation	1	LS	\$ 8,000.00	\$ 8,000.00
	Install accessible push buttons	1	LS	\$ 5,000.00	\$ 5,000.00
	Install audible indicators	1	LS	\$ 5,000.00	\$ 5,000.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
	Adjust aerial line	1	LS	\$ 2,000.00	\$ 2,000.00
	Pole removal and surface reinstatement	2	ea	\$ 5,000.00	\$ 10,000.00
				<i>Subtotal</i>	\$ 40,100.00
	Engineering	25%			\$ 10,025.00
	Street works and utilities [1]	15%			\$ 6,015.00
				<i>Subtotal</i>	\$ 56,140.00
	Contingency	30%			\$ 16,842.00
				<i>Subtotal</i>	\$ 72,982.00
	Non-recoverable HST [2]	1.76%			\$ 1,284.48
					\$ 74,266.48
				Total (rounded)	\$ 75,000.00
Complete	Carry forward from moderate	1	LS	\$ 40,100.00	\$ 40,100.00
	Hardware updates (assumed)	1	LS	\$ 20,000.00	\$ 20,000.00
	Replace streetlight pole and base with frangible model	1	LS	\$ 12,000.00	\$ 12,000.00
	Pole relocation	2	ea	\$ 8,000.00	\$ 16,000.00
				<i>Subtotal</i>	\$ 88,100.00
	Engineering	25%			\$ 22,025.00
	Street works and utilities [1]	15%			\$ 13,215.00
				<i>Subtotal</i>	\$ 123,340.00
	Contingency	30%			\$ 37,002.00
				<i>Subtotal</i>	\$ 160,342.00
	Non-recoverable HST [2]	1.76%			\$ 2,822.02
					\$ 163,164.02
				Total (rounded)	\$ 170,000.00

Notes

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2. Remaining portion of HST not recoverable through rebates
3. Does not include Town internal costs

4. Costs are in May 2022 dollars and do not include cost escalation/inflation

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Construction cost estimate

Intervention	Element	Quantity	Units	Unit Cost	Amount
Minimal	Pavement marking obliteration	1	LS	\$ 1,500.00	\$ 1,500.00
	New pavement markings	1	LS	\$ 500.00	\$ 500.00
	Sign removal	1	LS	\$ 600.00	\$ 600.00
	New signs	10	ea	\$ 250.00	\$ 2,500.00
	New solar RRFB system	1	LS	\$ 8,000.00	\$ 8,000.00
	Supply and install longer arm for overhead sign	1	LS	\$ 2,500.00	\$ 2,500.00
				<i>Subtotal</i>	\$ 15,600.00
	Engineering	25%			\$ 3,900.00
	Street works and utilities [1]	15%			\$ 2,340.00
				<i>Subtotal</i>	\$ 21,840.00
	Contingency	30%			\$ 6,552.00
				<i>Subtotal</i>	\$ 28,392.00
	Non-recoverable HST [2]	1.76%			\$ 499.70
					\$ 28,891.70
				Total (rounded)	\$ 29,000.00
Moderate	Carry forward from minimal	1	LS	\$ 15,600.00	\$ 15,600.00
	Remove pavers from former west leg crosswalk, reinstate with asphalt	1	LS	\$ 15,000.00	\$ 15,000.00
	Replace pavers in east leg crosswalk	1	LS	\$ 12,000.00	\$ 12,000.00
	Install TWSIs	2	ea	\$ 3,000.00	\$ 6,000.00
				<i>Subtotal</i>	\$ 48,600.00
	Engineering	25%			\$ 12,150.00
	Street works and utilities [1]	15%			\$ 7,290.00
				<i>Subtotal</i>	\$ 68,040.00
	Contingency	30%			\$ 20,412.00
				<i>Subtotal</i>	\$ 88,452.00
	Non-recoverable HST [2]	1.76%			\$ 1,556.76
					\$ 90,008.76
				Total (rounded)	\$ 91,000.00
Complete	Carry forward from moderate	1	LS	\$ 48,600.00	\$ 48,600.00
	Remove unused poles in asphalt, cut down foundation to be flush with surface	1	LS	\$ 2,000.00	\$ 2,000.00
	Remove unused poles in grass, pull foundations, reinstate topsoil and seed	2	ea	\$ 4,000.00	\$ 8,000.00
				<i>Subtotal</i>	\$ 58,600.00
	Engineering	25%			\$ 14,650.00
	Street works and utilities [1]	15%			\$ 8,790.00
				<i>Subtotal</i>	\$ 82,040.00
	Contingency	30%			\$ 24,612.00
				<i>Subtotal</i>	\$ 106,652.00
	Non-recoverable HST [2]	1.76%			\$ 1,877.08
					\$ 108,529.08
				Total (rounded)	\$ 110,000.00

Notes

1. Includes public communications, costs of working around existing utilities and other miscellaneous costs
2. Remaining portion of HST not recoverable through rebates
3. Does not include Town internal costs
4. Costs are in May 2022 dollars and do not include cost escalation/inflation

DRAFT



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Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 64-2022

June 6, 2022

From: Renny Rayner, Fire Chief

RE: Fire Department Report

Recommendation:

For information.

Background / Analysis:

Operational

Mandatory Fire Fighter training to NFPA Certification for our first group was completed in April. The course was delivered by certified instructors from Leeds and Thousand Islands Regional Training Centre. Our collaboration with the Augusta Fire Department was a success. Training sessions alternated between Augusta Station One and Prescott. We will continue to schedule certification courses.

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

The Apparatus Design Committee has met on a regular basis, and the project is proceeding in a positive manner. Next steps will be to finalize the design, contact the manufacturer with our specifications for pricing.

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

Administrative

Review and/or revision of Department Standard Operating Guidelines (SOG's) is ongoing.



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The First Quarter Fire Department report for 2022 provides a brief overview of the calls for service, department activity along with monthly volunteer hours and member years of service anniversaries.

Congratulations to all of our members for their dedication and efforts to improve the Fire Department through training, equipment inspections and professionalism.

Alternatives:

None

Financial Implications:

None

Environmental Implications:

None

Attachments:

- 2022 1st Quarter Fire Department Report.

Submitted by:

Renny Rayner,
Fire Chief

PRESCOTT FIRE DEPARTMENT
1st Quarter Report

2022	January	February	March
Dispatched Calls for month	12	19	16
<i>Activated Alarms/CO Alarms</i>	1	8	4
<i>Fire (Structural/Vehicle/Grass/Burn Complaint)</i>	0	3	2
<i>Motor Vehicle Accident</i>	4	5	1
<i>Medical Assist</i>	5	3	2
<i>Other Fire Calls/ Public Hazard</i>	2	0	2
<i>Mutual Aid</i>	0	0	0
MTO Claims	0	3	0
Calls in Augusta	1	6	1
Calls in Edwardsburg/Cardinal	2	4	3
Total Volunteer Hours	177	247	507
Year to date calls: March 31st	43		

Highlights

January

- Training: WHMIS/ Harassment Policy/ PPE & SCBA on-line training and quiz
- Continued Air Supply, Power Equipment and Truck checks/repair work through month
- Fire Prevention/Inspection: On-going
- New Firefighters: Dakota Levac
Daniel Norton
Wyatt Price

February

- Training: Accountability / First Aid/CPR recert / scenarios
- Continued new member training
- Air Supply – Bi-annual air sampling for compressor passed
- Continued checks/repairs for Air Supply, Power Equipment and Trucks through month
- Fire Inspections – 49 hrs
- Participated in Family Day activities at the Community Centre

March

- Training: Electric cars / Firefighter survival practical skills
- 8 members attending Firefighter I certification on weekends through March
- Annual Fit Testing for each member
- Continued inspection/repair for Air Supply, Power Equipment and Trucks throughout month
- Fire Prevention/Inspection – 42 hours

Anniversaries

- Brent Norton – 41 years service (February)
- Chris Veltkamp – 9 years service (January)
- Scott Stephenson – 6 years service (February)
- Andrew Scott – 2 years service (January)
- Kevin Barrow – 1 year service (January)
- Josh Perrin – 1 year service (January)
- Daniel Walker – 1 year service (January)

Resignations

- Mike Serson – Feb 28, 2022
- Dave Lockett – March 31, 2022



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STAFF REPORT TO COUNCIL

Date: June 6, 2022

Report No. 65-2022

From: Dana Valentyne, Economic Development Officer
Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Proposed Community Improvement Plan Amendments

Recommendation:

That Council direct Staff to proceed with the scheduling of the Statutory Open House to obtain public feedback to the proposed amendments of the Community Improvement Plan for July 11, 2022.

Background:

The Town of Prescott's existing Community Improvement Plan was adopted by Council in May 2018. A Community Improvement Plan (CIP) is a tool prescribed by Section 28 of the *Planning Act* intended to re-plan, redesign, redevelop, and rehabilitate a designated area because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social, or community economic development reasons.

Council recently approved the Planning Advisory Committee's (PAC) to undertake a comprehensive CIP program review and bring forward recommendations for program amendments. Staff subsequently commenced with the formal review which included a thorough analysis of observations based on program experience to-date, along with a consultation of members of PAC, Council, and past program funding recipients.

A comprehensive list of proposed CIP amendments was prepared and presented to the Planning Advisory Committee for review and feedback.

Amendments are recommended under each existing funding category including Downtown, Employment, Brownfield, and Heritage. Additionally, a new Residential category with associated incentives/terms is being proposed for consideration.

The Planning Advisory Committee recommended that changes as outlined in the analysis section be considered by Council.

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Analysis:

The following tables show the recommended changes for each of the incentive programs under the Community Improvement Plan.

Area 1 – Downtown and Riverwalk District

Incentive Program	Detail	Current	New	Reasoning
Façade	A onetime matching grant of up to 50% of the eligible costs, to a maximum to improve façade/storefront appearance	\$5,000	\$10,000	Incorporating accessibility expenses into this category.
Signage	A matching grant of up to 50% of the eligible costs, to a maximum, for the installation of new signage or improvements to existing signage	\$1,000	\$5,000	The preferred signage with raised lettering and gooseneck lighting can be costly so enhancing this grant is recommended.
Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility	\$5,000	Move to Façade which would include improvements to building access	Most pressing accessibility is change to the access to the building which is covered above in façade
Interior - Commercial	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial portions of the property	\$3,000	\$5,000	Commercial area refreshes or changes made to accommodate new and expanding businesses helps to keep a property updated and in usable condition.
Interior – Residential	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to residential portions	\$2,000	\$2,000	No Change

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	of the property			
Building Permit/ Applications Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
Interest Free Loan	An interest free loan to a maximum amortized over 5 years is available to assist property owners with exterior façade and/or interior improvements.	Up to \$20,000	Up to \$100,000 (not to exceed 25% of the total project value)	\$20,000 is often insufficient. This larger amount is designed to help promote larger projects that increase the value of the property.
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	Varies	No Change	Helps to support larger projects that increase the value of the property.

Other changes would include the following:

- Adopt purpose for Area 1 – to rejuvenate and revitalize the Riverwalk District
 - o Aligns with Prescott Strategic Plan & Prescott Economic Development Strategy
- Expand eligible area to include
 - o Edward Street up to Wood Street
 - o King Street from Sophia Street to East Street
- Applicant must have a commercial portion of the property and not solely residential

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- Adopt new sign & lighting design guidelines with checklist (to be developed in Fall of 2022)
- Adopt new façade design guidelines with checklist (to be developed in 2023)
- Allow for multiple facade applications to be submitted for properties, in cases where properties are situated on corner lots in high traffic areas
 - o King and Edward
 - o King and Centre
 - o King and George
- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Permit multiple funding applications per property, under the following circumstances:
 - o To support separate owner & tenant-initiated property improvements/requests for funding
 - o To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects
 - o If commercial tenancy changes no less than 24 months of funding being received by previous tenant
 - o No less than 5 years following the receipt of previous CIP funding
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 2 – Employment Lands

Incentive Program	Detail	Current	New	Reasoning
Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility	\$3,000	\$3,000	Improving overall accessibility

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Interior – Commercial / Industrial	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial or industrial portions of the property	\$3,000	\$5,000	Commercial and industrial area projects to accommodate new and expanding businesses
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
Interest Free Loan	An interest free loan to a maximum amortized over 5 years is available to assist property owners with exterior façade and/or interior improvements.	Up to \$20,000	Up to \$100,000 (not to exceed 25% of the total project value)	\$20,000 is often insufficient. This larger amount is designed to help promote larger projects that increase the value of the property.
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	Varies	No Change	Helps to support larger projects that increase the value of the property.
New – Streetscape Grant	A onetime matching grant of up to a maximum for landscaping, pedestrian amenities, and ground signage	-	\$5,000	To increase the visual appeal of commercial and industrial properties.

Other changes would include the following:

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- Adopt purpose for Area 2 – to increase employment opportunities in the Town of Prescott through expansion and attraction of businesses
 - o Aligns with Prescott Strategic Plan & Prescott Economic Development Strategy
- Increase area to cover any property in the Town of Prescott that has an industrial or commercial use
- Applicant must be able to demonstrate that the project will have direct result of permanently increasing employment
- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Permit multiple funding applications per property, under the following circumstances:
 - o To support separate owner & tenant-initiated property improvements/requests for funding
 - o To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects
 - o If commercial tenancy changes no less than 24 months of funding being received by previous tenant
 - o No less than 5 years following the receipt of previous CIP funding
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 3 – Heritage Conservation

Incentive Program	Detail	Current	New	Reasoning
Engineering and/or architectural Reports	A onetime matching grant of up to 50% of the eligible costs, to a maximum, for architectural or engineering design fees separate from the total grant awarded for	\$2,000	\$2,000	Unchanged

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	completed constriction.			
Façade	A onetime matching grant of up to 50% of the eligible costs, to a maximum to improve façade/storefront appearance	\$3,000	\$3,000	Unchanged
Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility	\$2,000	\$2,000	Unchanged
Interior – Improvement	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial or industrial portions of the property	\$2,000	\$2,000	Unchanged
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
New - Interest Free Loan	An interest free loan to a maximum amortized over 5 years is available to assist property owners with exterior façade and/or interior improvements.	-	Up to \$100,000 (not to exceed 25% of the total project value)	This larger amount is designed to help promote larger projects that increase the value of the property.

Other changes would include the following:

- Adopt purpose for Area 3 – to maintain and restore our cultural heritage in the Town of Prescott

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- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 4 – Brownfields

Incentive Program	Detail	Current	New	Reasoning
Study Phase 1	A maximum of 1 matching grant per eligible property is available for a Phase 1 Environmental Assessment. The grant is a matching grant of up to 50% maximum.	\$5,000	\$5,000	Unchanged
Study Phase 2	A maximum of 1 matching grant per eligible property is available for a Phase 2 Environmental Assessment. The grant is a matching grant of up to 50% maximum.	\$10,000	\$10,000	Unchanged
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.

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Property Tax Cancellation	Cancellation of taxes for the eligible property during the rehabilitation and development phase for a maximum of 3 years.	Varies	No Change	Helps to support larger projects that increase the value of the property while remediation work is being completed
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 25% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 4 years.	Varies	No Change	Helps to support larger projects that increase the value of the property.

Other changes would include the following:

- Adopt purpose for Area 4 – to restore brownfield properties to productive use
- Extend project completion deadline from 12 months to 36 months
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 36 months of approval
 - o If property sells & changes use within 36 months of approval

New – Area 5 – Large Scale Residential Development with Affordable Housing Component

Incentive Program	Detail	Current	New	Reasoning
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
Property Tax Increment	Tax increment grant of varying percentage (starting at 50% &	Varies	No Change	Helps to support large scale residential

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	decreasing by 10% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.			development that have an affordable housing component included in it.
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Other changes would include the following:

- Adopt purpose for Area 5 – to support large scale residential developments that have an affordable housing component to them
- Minimum Project Size of \$5,000,000
- At least 2% of residential units within the development would meet the definition of affordable and be at a minimum of 1 unit

The following is an extract from the Town of Prescott Official Plan Review.

2.5.2.4 Affordable Housing

For the purposes of the policies in this Section, “affordable” is defined as housing, either ownership or rental, for which a low or moderate income household pays no more than 30% of its gross annual income. Income levels and target rents and prices shall be determined by the Town on an annual basis and shall be informed by available data from the Canada Mortgage and Housing Corporation (CMHC).

1. Support the production of affordable housing in the Town by:

- a. Encouraging a portion of new residential development, including rental housing, to be affordable to low and moderate income households within the lowest 60 percent of local income distribution, as determined by the Province from time to time.*
- b. Promoting the provision of non-profit housing by private and non-profit housing corporations.*
- c. Supporting the development of housing forms and densities designed to be affordable, including higher-density multi-unit housing, additional residential units, garden suites, and tiny homes.*

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d. Encouraging proponents to consider the provision of housing ownership models such as life lease housing and co-ownership housing.

e. Working with the United Counties of Leeds and Grenville to contribute to their Housing and Homelessness Plan implementation strategy which seeks to achieve an overall minimum affordable housing target of 25% for all new residential development, including infill, intensification, and redevelopment.

f. When evaluating proposals for new residential development or redevelopment, the Town may require a proponent to provide a portion of the development as affordable housing units, in order to help meet Council's minimum affordable housing target; and

g. Identifying potential surplus Town-owned properties that may be made available and prioritized for the development of affordable housing.

2. The Town may participate in the preparation and implementation of an Affordable Housing Strategy, in partnership with the United Counties of Leeds and Grenville.

3. Council may use incentives such as grants or loans through the Town's Community Improvement Plan(s) or other tools permitted under the Planning Act or Municipal Act in order to achieve the affordable housing policies in this Plan, in accordance with the definition of "affordable housing" as established in this Section.

General Housekeeping Changes

The following changes would be included in the revised Community Improvement Plan.

- Addition of Definitions Section
- Clarification that loan funds cannot be used to support matching portion of grant funds
- Clarification that only one area stream can be applied for per property.
 - o For example, applications cannot be submitted under the RiverWalk Area and the Heritage Area for the same property regardless of eligibility
- Application must submit a detailed plan for use of the funds for loans and grant expenses
 - o Delineation of expenses for matching grants versus loan
 - o Should tie to renovation plan which also must be submitted with timelines



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Alternatives:

Council could modify the suggested amendments or decline the recommendations at this time.

Financial Implications:

As part of the 2022 Operating Budget, a \$70,000 contribution was made to the Fiscal Policy Reserve. \$30,000 was allocated which leaves \$40,000 remaining as unallocated. It is recommended that the \$40,000 of unallocated funds in the Fiscal Policy Reserve be transferred to the Community Improvement Plan Reserve to support the amendments recommended in this report.

Environmental Implications:

None

Attachments:

None

Submitted by:

Dana Valentyne,
Economic Development Officer

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
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Policy / Action Req'd	X	June 6 '22
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STAFF REPORT TO COUNCIL

Report No. 66-2022

Date: June 6, 2022

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

RE: Edward Street Sidewalk – East side from King Street to Water Street

Recommendation:

That Council direct Staff to proceed with improvements to the sidewalk on the east side of Edward Street from King Street to Water Street as outlined in Staff Report 66-2022 with an upset limit of \$14,000 to be funded by the remaining reserve allocation from 2020 that was to be used for accessibility upgrades for sidewalks.

Background:

The interlock sidewalk on the east side of Edward Street, between King Street and Water Street, had three trees that have roots that are now pushing the interlock bricks out of place. The placement of the trees does not allow for the passage of a person in a wheelchair on the sidewalk.

The option to remove the trees and replace them with a concrete sidewalk was discussed in September of 2020, however the feedback provided at that time was that removal of the trees was not an option. Shortly after the discussion in September of 2020 the southernmost tree was hit and damaged by a vehicle and was required to be removed. This sidewalk has been closed to pedestrians as the tree roots continue to dislodge an even larger area of interlock bricks, creating an unsafe walking surface.

In an information report discussed at the May 2, 2022 meeting of Council, Staff put forward the option of completely removing the interlock bricks along this sidewalk and replacing them with grass. Council requested that a report be brought forward for further consideration outlining the available options.

At the May 16, 2022 meeting of Council five options were reviewed with Council as to what could be done with the east sidewalk on Edward Street from King Street to Water

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Street. Council requested further analysis be done on the third option that was presented.

Analysis:

The options outlined on May 16th were as follows.

Option	Description	Pros	Cons
1	Leave 2 remaining trees	Maintains trees	Removes an important section of sidewalk from a main artery between King Street and Water Street
	Remove interlock bricks	Creates naturalized space in the RiverWalk District	
	Add grass in place of interlock bricks	Eliminates the risk of pedestrians tripping on tree roots when trying to navigate the sidewalk	
		Lowest cost option approximately \$1,000	
2	Remove trees	Will allow the sidewalk to be maintained for pedestrian use	Loss of two mature trees
	Relay interlock bricks		
	Plant two or three new native tree species in the arboretum	Second lowest cost option \$2,500	Sidewalk is not accessible due to south end at Water Street
3	Remove trees	Will allow for an accessible sidewalk on the east side	Loss of two trees
	Relay interlock bricks		Cost is approximately \$7,500 – \$12,500
	Reconstruct the south end of the sidewalk to make it accessible at Water Street which was done on the west side		
	Plant two or three new native tree species in the arboretum		

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4	Remove trees	Creates a fully accessible sidewalk	Highest cost at \$25,000 to \$30,000
	Replace all interlock with concrete sidewalk	Concrete is a better sidewalk material than interlock	
	Reconstruct the south end of the sidewalk to make it accessible at Water Street which was done on the west side		
	Plant two or three new native tree species in the arboretum		
5	Leave sidewalk as it is today closed to pedestrian traffic and contemplate options as part of the 2023 project prioritization		

Further analysis was undertaken to determine the cost associated with option number three as directed by Council. The removal of the two trees and the grinding of the three stumps and root systems will cost approximately \$3,000. The cost to purchase three new native trees species to be planted in the arboretum will cost approximately \$2,000. The excavation and installation of new depressed curbs, gutters, and tactile plates at the south end of Edward Street at Water Street is approximately \$8,625. The cost of material to even out the interlock stones and relay them is approximately \$375. The project is estimated to cost of a total of \$14,000.

Given the two promenade weekends scheduled for the first weekend in July and August it is recommended that the work be undertaken after the August long weekend to ensure all work can be completed safely without interfering with the summer long weekend festivities.

Alternatives:

Council could decide not to proceed with the recommendation as outlined in this report.



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Financial Implications:

There is \$14,128 in remaining funds that were put aside in 2020 for sidewalk accessibility upgrades. The third option would be fully supported by these funds.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard
Director of Operations

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REPORT TO COUNCIL

Date: June 6, 2022

Report No. 67-2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Financial Report – April 2022

Recommendation:

For information.

Analysis

The attached income statement for the first four months ended April 30, 2022, highlights the financial picture year-to-date.

The interim property taxes were billed in February and are reflected in the report. This is equal to 50% of the prior year property taxes. The Ontario Municipal Partnership Fund payments are received in January, April, July, and October. Those two items make up most corporate revenue.

Protective Services revenue tends to occur up in the second half of the year, as various grant payments are received, and the building season gets moving. Several large construction projects are expected to start over the next several months which will generate building permit fees. The majority of the transportation revenue is derived from the Ontario Community Infrastructure Funding which is received throughout the year. Environmental revenue is below budget due the timing of blue box grant payments and bag tag revenue changing over from the sale of garbage bags to the sale of bag tags. Social Services revenue is received as part of the St. Lawrence Lodge debentures that is supported by the Ministry of Health and Long-Term Care. This is received twice per year with one payment in January and one payment in July. Recreation and Culture programs generate revenue in the summer months from June through September.

From an expense perspective all are below budget with the exception of Protective Services and Social Services. The Social Services is higher than budget due to the timing



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of debt payments for St. Lawrence Lodge. The Protective Services Budget is over by less than \$2,500 year-to-date and is expected to be under budget as the year continues.

The water and wastewater revenue budgets are below budget due to the timing of payments from Rideau St. Lawrence Utilities. The expense budgets for the water and wastewater departments are slightly below budget.

There have been no material variances that will impact of the total year budget identified to date. Staff is closely monitoring fuel, natural gas, and hydro costs which are causing inflationary cost pressures. The availability of products and services continues is an on-going focus of staff.

Alternatives:

None

Financial Implications:

Financial implications are outlined above.

Environmental Implications:

None

Attachments:

Financial Report – April 2022

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Income Statement 2022 Operating Budget

	Month			Year-to-Date			Total	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)	2022 Budget	
Revenue								
Corporate	673,918	409,971	(234,154)	2,695,670	4,443,584	1,867,085	8,087,010	
Protective	30,528	11,525	(18,923)	122,111	65,677	(56,434)	366,333	
Transportation	48,249	8	(48,241)	192,997	185,434	(7,563)	578,990	
Environmental	19,143	12,257	(6,886)	76,571	67,007	(9,564)	229,712	
Social	6,708	-	(6,708)	26,833	40,413	13,580	80,500	
Recreation and Cultural	53,916	26,766	(27,150)	215,663	80,167	(135,496)	646,990	
Planning & Development	4,375	21,165	16,790	17,500	31,324	13,824	52,500	
Total	836,836	481,692	(325,272)	3,347,345	4,913,605	1,685,432	10,042,035	
Expenses								
Corporate	117,477	112,333	5,143	469,906	461,129	8,777	1,409,719	
Protective	188,929	185,598	2,348	755,717	757,944	(2,226)	2,267,152	
Transportation	223,077	155,393	67,684	892,308	714,771	177,537	2,676,925	
Environmental	31,465	28,612	2,852	125,858	105,126	20,732	377,575	
Health Services	28,459	31,103	(2,645)	113,835	112,979	856	341,506	
Social Services	63,968	28,624	35,344	255,871	280,451	(24,580)	767,613	
Recreation and Cultural	150,613	151,782	(1,169)	602,450	487,417	115,034	1,807,352	
Planning & Development	32,849	12,402	20,448	131,398	128,381	3,016	394,193	
Total	836,836	705,847	130,006	3,347,345	3,048,198	299,147	10,042,035	
Net Operations	0	(224,154)	(224,154)	0	1,865,407	1,865,407	-	
Water & Wastewater Revenue	244,950	(68,552)	(313,502)	979,799	139,651	(840,148)	2,939,397	
Water & Wastewater Expense	244,950	169,707	75,243	979,799	942,964	36,835	2,939,397	
Net Water & Wastewater	-	(238,259)	(238,259)	-	(803,313)	(803,313)	(0)	

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 26-2022

A BY-LAW TO AMEND BY-LAW NO. 08-99, BEING A BY-LAW TO AMEND VARIOUS LICENSE FEES AND OTHER FEES AND CHARGES.

Being a by-law to amend By-Law No. 08-99, being by-law to amend various license fees and other fees and charges.

WHEREAS Part XII, *Municipal Act*, 2001, S.O. 2001, c. 25 as amended permits a municipality to pass by-laws imposing fees or charges for services and activities provided;

WHEREAS Council deems it expedient to update its fees and charges for licensing and other processes, specifically to reflect the actual costs to the Town of Prescott in respect of licensing, providing certificates and processing of applications;

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-law 08-99.

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

1. That By-law 08-99 be amended by removing the fee for Marriage Licenses and adding following:

Marriage Licenses	\$125 each
Civil Marriage Ceremonies	\$300 + HST each
After Hours (evenings and weekends)	\$350 + HST each
2. That By-law 09-2011 be amended by removing sections 2 and 3 and replacing those sections with the following:
 2. The fee for said service during regular business hours shall be Three Hundred Dollars + HST (\$300) payable to the Municipality.
 3. The fee for said service outside of regular business hours shall be Three Hundred and Fifty Dollars + HST (\$350) where One Hundred and Fifty Dollars (\$150) payable to the Municipality and Two Hundred Dollars (\$200) payable to the Clerk or Deputy Clerk for time spent.
3. That By-Law 09-2011, Section 5 be amended by replacing forty-five cents (\$0.45/km) with forty-nine and point 5 cents (\$0.495/km).
4. All other applicable provision of By-Law 08-99 and By-Law 09-2011 shall continue to apply.

5. This by-law shall take effect and come into force on July 1, 2022.
6. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 6th DAY OF JUNE 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NUMBER 27-2022

A BY-LAW TO AUTHORIZE CERTAIN NEW CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF PRESCOTT (THE “MUNICIPALITY”); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING OF SUCH CAPITAL WORK(S); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”) attached hereto and forming part of this By-law (“**Schedule “A”**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the “**Estimated Annual Amount Payable**”) and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other

way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be, (the “**Application**”) to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$15,000,000 substantially in the form of Schedule “B” hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2.
 - (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule “A” is hereby approved and authorized;
 - (b) any one or more of the Mayor and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality’s usual protocol;
 - (c) where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and

- (d) where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
- 3. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a **"Financing Agreement"**) with OILC that provides for temporary and long-term borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
- 4. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
- 5. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the **"Debentures"**); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
- 6. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be

(the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

7. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
8.
 - (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement, to request and receive any temporary borrowing and to issue the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.
 - (b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
9. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 6th day of June, A.D. 2022.

BRETT TODD
MAYOR

LINDSEY VELTKAMP
CLERK

Schedule "A"
to By-Law Number 27-2022
(New Capital Work(s))

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
MURC	Multi-Use Recreation Complex	\$19,334,887	\$15,000,000

Schedule "B"



Webloans Loan Application PDF

FA Number

1716

Application for

Prescott, The Corporation of The Town of

Projects

ID	SIT Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1838	1	Multi Use Recreational Complex	01/01/2021	12/31/2023	\$19,334,887.00	15,000,000.00

Details of Project Multi Use Recreational Complex

Project Category

Recreation Infrastructure

Work Type

Muni Indoor & Outdoor Cap Infr

Project Name

Multi Use Recreational Complex

Construction/Purchase Start

01/01/2021

Construction/Purchase End

12/31/2023

Energy Conservation



Project Address 1

850 Sophia Street

Project Address 2

City / Town

Prescott

Province

ON

Postal Code

K0E1T0

Description

The scope of this project is to construct a multi-use Recreation Complex that includes a single pad ice surface with seating on both sides of the venue, a walking track, community rooms, outdoor softball diamonds, and outdoor soccer fields. By co-locating softball diamonds and soccer fields, the washroom and change room facilities will be used to support the outdoor activities in the summer months thereby making this a true year round complex. The community rooms will provide multi-use space.

Comments and/or Special
Requests

A construction loan of up to \$15,000,000 will be required to address timing differences in the progress payments and the payments received by the Investing in Canada Fed/Prov Funding.

Project Life Span (Years)

60

Project Financial Information

Project Cost (A)

\$19,334,887.00



**PROCLAMATION
LONGEST DAY OF SMILES
June 19, 2022**

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® will unite Canadians from coast to coast to coast as they raise awareness and funds to support this important cause. To learn more visit www.longestdayofsmiles.ca; and

WHEREAS On June 19th, 2022, the community of the Town of Prescott is encouraged to celebrate the Longest day of SMILES® by sharing #longestdayofsmiles on social media.

THEREFORE I, Mayor Brett Todd, do hereby proclaim June 19, 2022, as The Longest day of SMILES® and commend its thoughtful observance to all citizens of our municipality.

Dated this 6th day of June 2022.

W.B. Todd, Mayor



**PROCLAMATION
Pride Month
June 2022**

WHEREAS the Town of Prescott strives to be a safe, welcoming, and inclusive community for all; and

WHEREAS the Town of Prescott recognizes that diversity is a vital and integral part of our community that is celebrated and strengthens our town, and we should take pride in our identities and never feel we must hide who we are at work, school, or within our families and communities; and

WHEREAS the community of the Town of Prescott is immeasurably enriched by the diversity of our people, including those members of the Tow-Spirt, Lesbian, Gay, Bisexual, Transgendered, Queer + (2SLGBTQ+) communities; and

WHEREAS acknowledging and participating in Pride underscores and affirms our respect for the dignity, equality, and visibility of 2SLGBTQ+ peoples and families; and

NOW THEREFORE, I, Mayor Brett Todd, do hereby proclaim the month of June 2022 as **Pride Month** in the Town of Prescott and encourage all citizens regardless of sexual orientation, to celebrate together in recognition of the rainbow of diversity with which our 2SLGBTQ+ community contributes to the Town.

Dated and signed this 6th day of June 2022, in the Town of Prescott.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 28-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JUNE 6, 2022**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 6th DAY OF JUNE, 2022.

Mayor

Clerk