



PRESCOTT TOWN COUNCIL  
AGENDA

March 20, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

*Our Mission:*

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

*Land Acknowledgement:*

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

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

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Pages

1. Call to Order

2. Approval of Agenda

**RECOMMENDATION**

That the agenda for the Council meeting of March 20, 2023, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 United Way - Community Impact Project - Jane Hess

4.2 Service Line Warranties Program - Adam Moede

5. Delegations

5.1 Riverwalk Creative Center - Maggie Jordan and Marilyn Lylyk 1

6. Minutes of the previous Council meetings

6.1 March 6, 2023 2

**RECOMMENDATION**

That the Council minutes dated March 6, 2023, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

**RECOMMENDATION**

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

8.1 Information Package (under separate cover)

8.2 Prescott Cemetery Board - 2022 Annual Report 11

**RECOMMENDATION**

For information.

8.3 Staff Report 17-2023 - Statement of Remuneration and Expenses - Members of Council 2022 18

**RECOMMENDATION**

That Council receive this report for information as the annual disclosure of 2022 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

9. Committee Reports

10. Mayor

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

Councillor Burton - Prescott Public Library Board, St. Lawrence Shakespeare Festival Board, Walker House Board

Councillor Campbell - Fire Services

Councillor Lockett - Business Improvement Area Board of Management

Councillor Young - Business Improvement Area Board of Management

**12. Staff**

**12.1 Staff Report 18-2023 -2023 Capital and Operational Projects Budget 23**

**RECOMMENDATION**

That Council direct Staff to bring the projects that have an estimate and funding source outlined in Report 18-2023 to the Council meeting of April 6, 2023 for final review and consideration.

**12.2 Staff Report 19-2023 - Food Cyclor - Pilot Project 31**

**RECOMMENDATION**

That Council direct Staff to enter into a partnership agreement with Food Cyclor Science for a municipal food waste diversion pilot project; and

That Council commit \$10,750 from the Fiscal Policy Reserve to the purchase of 100 FoodCyclor units to be sold to residents during the pilot project.

**12.3 Staff Report 20-2023 Operational Budget 54**

**RECOMMENDATION**

That Council approved the 2023 Operational Budget with total revenues and expenditures of \$10,526,252, and

That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288, and

That Council approve that the final property tax payment for 2023 shall be split into two equal payments due August 31, 2023 and October 31, 2023.

**13. Resolutions**

**14. By-laws**

<b>15.</b>	<b>New Business</b>	
15.1	Town of Grimsby Resolution of Support re: Barriers for Women in Politics	83
15.2	Municipality of Trent Lakes Resolution of Support re: Oath of Office - Indigenous	85
<b>16.</b>	<b>Notices of Motion</b>	
16.1	Homelessness Resolution - A Call to the Provincial government to End Homelessness in Ontario	
<b>17.</b>	<b>Mayor's Proclamation</b>	
<b>18.</b>	<b>Period for Media Questions</b>	
<b>19.</b>	<b>Closed Session</b>	
<b>20.</b>	<b>Rise and Report</b>	
<b>21.</b>	<b>Confirming By-Law – 11-2023</b>	87

**RECOMMENDATION**

That By-Law 11-2023, being a by-law to confirm the proceedings of the Council meeting held on March 20, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**22. Adjournment**

**RECOMMENDATION**

That the meeting be adjourned to Monday, April 3, 2023. (Time: p.m.)

# TOWN OF PRESCOTT

## Delegation Request

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

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

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

\* Saving this file to your computer and emailing it to [lveltkamp@prescott.ca](mailto:lveltkamp@prescott.ca)

Phone: 613-925-2812

Fax: 613-925-4381

[www.prescott.ca](http://www.prescott.ca)

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

Date	<input type="text" value="03/14/2023"/>	Meeting date	<input type="text" value="03/20/2023"/>
Subject	<input type="text" value="Partnering Opportunity"/>		
Name	<input type="text" value="Maggie Jordan &amp; Marilyn Lylyk"/>		
Address	<input type="text"/>		
Town / City	<input type="text" value="Prescott"/>		
Province	<input type="text" value="ON"/>	Postal Code	<input type="text"/>
Phone (daytime)	<input type="text"/>	Phone (evening)	<input type="text"/>
Fax number	<input type="text"/>	Email address	<input type="text"/>

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

Riverwalk Creative Center

Brief statement of issue or purpose of deputation:

Our purpose of deputation is to present an opportunity to the Town of Prescott partnering with our organization in establishing the Riverwalk Creative Centre. St. Lawrence College is graciously offering the contents of the soon to be defunct Pottery.

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, March 6, 2023**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young

Staff Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services

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**1. Call to Order**

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

**2. Approval of Agenda**

Motion 51-2023

Moved By Young  
Seconded By Burton

That the agenda for the Council meeting of March 6, 2023, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest expressed.

**4. Presentations**

**4.1 Recognition of Achievements - Kadyann Morrison, Skate Brockville**

Mayor Shankar welcomed Kadyann Morrison and presented her with a Mayoral Scroll in recognition of her figure skating achievements. Kadyann expressed her gratitude to Council and the community.

Kadyann Morrison and family left the meeting at 6:07 p.m.

Jacob Hanlon, Food Cycle Science, joined the meeting at 6:07 p.m.

**4.2 Food Cycle Science - Jacob Hanlon**

Jacob Hanlon, of Food Cycle Science, spoke to the Food Cycle Pilot Program presentation. A copy of the presentation is held on file.

Mr. Hanlon spoke to other municipalities who already utilize the program, provided an overview of the process and storage, and the beneficial uses of the program. He spoke to the initial investment required for the municipal subsidized 12 week pilot project.

Discussion was held regarding the local municipalities involved, and further clarity was provided on the subsidy costs between federal, municipal, and end users.

Greg Kenney, of Irving H. Miller Insurance and Darryll Messiah of Intact Public Entities, joined the meeting at 6:21 p.m.

Further discussion was held regarding the systems lifespan, noise levels, current federal funding, and next steps in the pilot project process.

Mr. Hanlon left the meeting at 6:29 p.m.

**5. Delegations**

There were no delegations.

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

**6.1 February 27, 2023**

Motion 52-2023

Moved By Young

Seconded By Campbell

That the Council minutes dated February 27, 2023, be accepted as presented.

Carried

**7. Communications & Petitions**

There were no items under Communications & Petitions.

**8. Consent Reports**

Motion 53-2023

Moved By Burton

Seconded By McConnell

That all items listed under the Consent Reports section of the agenda be accepted as presented save and except Item #6 and Item #7.

Carried

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



1. International Women's Day Invitation at Brockville Memorial Centre – March 8, 2023
2. Community Economic Development 101 Workshop – March 8, 2023
3. United Counties of Leeds and Grenville Media Release - February 24, 2023
4. Niagara Regional resolution of support re: Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction
5. Town of Grimsby resolution of support re: Changes to the Municipal Heritage Register
6. Town of Grimsby resolution of support re: Barriers for Women in Politics
7. Municipality of Trent Lakes resolution of support re: Oath of Office – Indigenous

## **9. Committee Reports**

There were no Committee Reports.

## **10. Mayor**

Mayor Shankar spoke to an upcoming Joint Service Committee meeting being held on March 7, 2023.

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

There were no items submitted under Outside Boards, Committees and Commissions.

Discussion was held regarding the agenda format and process for discussing committee meetings.

## 12. Staff

### 12.1 Staff Report 16-2023 - 2023 Edward Street Bridge Repairs - Request for Tender Results

Motion 54-2023

Moved By Burton

Seconded By Young

That Council approve the selection of Bellai Alliance Civil Inc. for the 2023 Edward Street Bridge Repairs with a project start date in May 2023 at the tender amount of \$1,006,681 plus applicable taxes; and

That the cost of repaving of the bridge surface between the expansion joints be supported by the 2023 repaving budget.

Carried

Nathan Richard, Director of Operations, spoke to the report. He provided a summary of the request for tender, and the submissions received. He referenced the scope of project, the bridge closure plan, and the provision for re-paving.

Mr. Richard stated that Bellai Alliance Civil Inc., had been selected as the successful bidder.

Matthew Armstrong, CAO/Treasurer, spoke to the financial aspects of the project. He referenced OCIF funding and infrastructure reserves from 2022 and 2023, the re-paving provision from budget, and the inclusion of a small contingency.

Discussion was held regarding the selected successful bid and expected project completion timeline.

## 13. Resolutions

There were no Resolutions.

**14. By-laws**

**14.1 2023 Council Appointments Amending By-Law**

Motion 55-2023

Moved By Burton

Seconded By Lockett

That By-Law 09-2023, being a by-law to amend By-Law 50-2022, being a by-law to appoint members of Council to Boards, Commissions, to Appoint members of Council to the Committees of Council, and the appointment of Deputy Mayor for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**15. New Business**

**15.1 Township of Lanark Highlands Resolution re: Violence Against Women**

Councillor Young spoke to the resolution from Lanark Highlands regarding Violence Against Women and referenced the CKW Inquest verdict from last fall.

Motion 56-2023

Moved By Young

Seconded By Burton

That the Council of the Town of Prescott support the resolution from the Township of Lanark Highlands regarding Violence Against Women and that a copy of the resolution be sent to the same organizations.

Carried

**16. Notices of Motion**

There were no Notices of Motion.

**17. Mayor's Proclamation**

There were no Proclamations.

**18. Period for Media Questions**

Ron Zajac, the Recorder & Times, inquired about the Lanark County resolution concerning violence against women, asked for clarity regarding consent report format, and damages to the Edward Street bridge as a result from the train derailment.

Matthew Armstrong, CAO/Treasurer, provided information regarding the use of consent reports on Council agendas and stated that the train derailment resulted in superficial damage only.

**19. Closed Session**

Motion 57-2023

Moved By McConnell

Seconded By Young

That Council move into Closed Session at 6:52 p.m. to discuss matters pertaining to:

19.1 Insurance Training

- Under Section 239(3.1) of the Municipal Act – for the purpose of educating or training the members; and
- That at the meeting, no member discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the Council, local board, or committee; and

19.2 Approval of Closed Session Minutes (February 27, 2023); and

19.3 Litigation or potential Litigation

- 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, Director of Operations, Clerk, Deputy Clerk, Manager of Community Services, Economic Development Officer, Greg Kenney, Irving H. Miller Insurance Brokers, and Darryll Massiah, Intact Public Entities remain in the room for item 19.1 ; and

That the CAO/Treasurer, Director of Operations, Clerk, Deputy Clerk, Manager of Community Services, Economic Development Officer remain in the room for Item 19.2; and

That the CAO/Treasurer, Clerk, Deputy Clerk, and Economic Development Officer remain in the room for Item 19.3.

Carried

Motion 58-2023

Moved By Burton

Seconded By Young

That Council reconvene in Open Session. (Time: 8:28 p.m.)

Carried

Greg Kenney and Darryll Messiah left the meeting at 7:39 p.m.

Samantha Joudoin-Miller and Nathan Richard left the meeting at 7:41 p.m.

## **20. Rise and Report**

During the Closed Session, Council received insurance training under item 19.1, approved the Closed Session minutes dates February 27, and provided Staff with direction on Item 19.3 - Litigation or potential Litigation.

## **21. Confirming By-Law – 10-2023**

Motion 59-2023

Moved By Campbell

Seconded By Lockett

That By-Law 10-2023, being a by-law to confirm the proceedings of the Council meeting held on March 6, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 60-2023

Moved By Burton

Seconded By Young

That the meeting be adjourned to Monday, March 20, 2023. (Time: 8:30 p.m.)

Carried

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Mayor

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Clerk



# **PRESCOTT CEMETERY**

**2022**

## **ANNUAL REPORT**

(Sandy Hill)  
**Prescott Cemetery Board**  
**975 Edward Street, P.O. Box 108**  
**Prescott, Ontario K0E 1T0**  
613-925-4205  
Email: [flaschinger@cogeco.ca](mailto:flaschinger@cogeco.ca)



## **PRESCOTT CEMETERY**

(Sandy Hill)

**Prescott Cemetery Board**  
**975 Edward Street, P.O. Box 108**  
**Prescott, Ontario K0E 1T0**  
613-925-4205  
Email: [flaschinger@cogeco.ca](mailto:flaschinger@cogeco.ca)

## **PRESCOTT CEMETERY**

### **TRUSTEES**

**2023**

Lee McConnell	Council Rep
Teresa Jansman	Trustee
Elaine McCurdie	Trustee
Ray Young	Trustee



# PRESCOTT CEMETERY BOARD OF MANAGEMENT

## 2022 ANNUAL REPORT

### EXECUTIVE SUMMARY:

In 2022 operations at the cemetery witnessed a rebound from the previous two years when COVID-19 restrictions played a role in reduced business. Although cemeteries were deemed an essential service it took time for the public to become comfortable at graveside services. With the lifting of most restrictions mandated by the Bereavement Authority of Ontario (BAO) in respect of burial services, the activity at the cemetery was similar to pre-pandemic levels. J.J Construction performed grounds maintenance and burial preparation services in an excellent fashion. There was a strong growth in sales of interment rights with the sale of nine single plots and one columbarium niche. Revenue was \$36, 417.59, up from \$32,954.22 in 2021. Expenses were \$32,072.41, resulting in a surplus of \$4,345.18. The Town of Prescott grant was unchanged at \$14,000. The bank balance at the end of the year was \$29, 873.98, up from \$25,528.80 in 2021. The cemetery continued to be in a strong fiscal position. At the end of the year, an entirely new board of management was appointed and Fraser Laschinger, who had served as chairman and chief custodian since 2012, retired.

### ANALYSIS:

#### Burials:

There were three casket burials, one casket with vault, and fourteen cremation burials. There was one cremation exhumation and re-interment in a private columbarium niche.

#### Sale of Interment Rights:

Nine single plots and one columbarium niche were sold resulting in sales revenue of \$8592.00.

### Sale of Markers:

The cemetery does not engage in this business apart from collecting the care & maintenance fees which are forwarded to the Public Trustee for our trust account.

### Care & Maintenance Fund

At the end of 2022, the fund stood at \$118,152.21, up from \$115,629.51 in 2021. The dividend paid to the cemetery was \$2357.75, which is received and will be reflected in the 2023 period.

### Maintenance of the Cemetery:

Grounds maintenance and burial preparation are performed by J.J. Construction, which has done the work since the previous committee took over in 2012. Given their experience and reliability, the work was performed in an excellent fashion. The amount paid under the contract for grass and weed cutting was \$16,250 plus HST, an increase of \$200 per month over the 5-month period covered by the contract. The amount paid for burial preparation was \$5065.00 plus HST. HST is partially refundable.

### Changes in Price List:

Each year a new price list is established, normally for April 15<sup>th</sup> and usually is adjusted for inflation. In 2022, because of problems scheduling a board meeting to approve the new rates, their introduction was delayed until mid-June. At that time prices were generally increased by 5%, as inflation was running at exceptionally high levels throughout the economy. The price of a columbarium niche remained unchanged at \$2300.00.

#### Insurance:

The cost of insurance for directors' liability was covered under the Town of Prescott's insurance policy while the commercial insurance was covered by a policy provided by James Campbell Insurance. The latter cost \$1020.00. J.J. Construction also carries their own insurance policy on their operations at the cemetery.

#### Board Membership:

The old cemetery board was established in 2012 and transformed into a board of management in 2016, which brought it more directly under town council. The members continued to be volunteers, apart from the council representative. Since 2019, the town has also supplied the treasurer position. In late 2022, a new board was appointed, and the old board members retired. We wish to thank Valerie Schulz and Peter Morrow who served on the board. As well the chair and chief custodian, Fraser Laschinger retired after serving eleven years. He presided over close to two hundred burials in that time.

#### Financial Report:

Attached is the financial report prepared by the Town of Prescott. A separate financial audit of the cemetery's operations is carried out by the town's auditors, KPMG. The town provides the cemetery with a grant of \$14,000. The other main sources of revenue are through the sale of interment rights and burial services. HST expenditures are partially refunded, which depends on the town grant being awarded every year. The cemetery does not charge HST on its services but must pay it on the purchases of goods and services. These are partially refunded. In 2022 the refund was for \$1936.48. The administration costs for 2022 were small, covering such items as banking fees. The cost of the treasurer's function is covered by the town.

## CONCLUSION:

This is the final report of the former committee. The new committee appointed by the Town Council consists of Teresa Jansman, Lee McConnell, Elaine McCurdie and Ray Young. The cemetery is being turned over to them in a strong position and the former board wishes them all the best as they assume their new responsibilities.

**Prescott Cemetary Board**  
**Financial Report**  
**31-Dec-22**

Revenue

Sales	\$ 6,292.00
Licenses	\$ -
Burial & Vault Fees	\$ 7,098.00
Exhumations	\$ 405.00
Columbariums	\$ 2,300.00
Public Trustee	\$ 2,357.75
Interest Earned	\$ -
HST Refund	\$ 1,936.48
Donations	\$ 128.36
Care & Maintenance	\$ 1,900.00
Town of Prescott Grant	\$ 14,000.00
Investments	\$ -
	<hr/>
<b>Total Revenue</b>	<b>\$36,417.59</b>

Expenses

Administration	91.46
Miscellaneous	
Contracts - Maintenance	16,250.00
Burial Preparation	5,065.00
Grounds Expenses	-
Utilities	337.54
Insurance	1,020.00
Investments	\$0.00
Public Trustee	6,403.00
Capital Expense	\$0.00
HST Paid	2,905.41
	<hr/>
Total Expenses	\$32,072.41

**Net Income (loss)                    \$4,345.18**

Bank Balance, January 1, 2022	25,528.80
Add: Net Income for 2022	\$4,345.18
O/s Cheque to Town of Prescott, December	\$0.00
Public Trustee Payment	\$0.00
	-
Bank Balance, December 31, 2022	29,873.98



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

# STAFF REPORT TO COUNCIL

Report No. 17-2023

**Date:** March 20, 2022

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

**Re:** Statement of Remuneration and Expenses – Members of Council 2022

**Recommendation:**

That Council receive this report for information as the annual disclosure of 2022 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

**Background / Analysis:**

Section 284 of the *Municipal Act* states:

284. (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

As per Section 284 (2), Council remuneration was authorized by By-Law # 40-2016.

**Alternatives:**

None

**Financial Implications:**

All expenses per this report have been accounted for in the 2022 fiscal year.

**Environmental Implications:**

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

**Attachments:**

- Statement of Remuneration and Expenses—Members of Council 2022

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Office & Treasurer



**Town of Prescott**  
**Statement of Remuneration and Expenses Paid For Members of Council**  
**January 1, 2022 - December 31, 2022**

<b>Council Member</b>	<b>Dates</b>	<b>Description</b>	<b>Honorarium</b>	<b>Expenses</b>	<b>Total</b>
Mayor Shankar	Nov 15 - Dec 31	Town Council	3,608.40		3,608.40
		Mileage	-	186.56	186.56
		Cell Phone	-	144.46	144.46
		Registrations	-	325.00	325.00
		Total	3,608.40	656.02	4,264.42
Mayor Todd	Jan 1 - Nov 15	Town Council	27,664.38	-	27,664.38
		Police Services Board	1,039.14	-	1,039.14
		Meals	-	85.39	85.39
		Parking	-	30.00	30.00
		Cell Phone	-	1,661.31	1,661.31
		Office Supplies	-	11.91	11.91
		Registrations	-	1,028.30	1,028.30
		Total	28,703.52	2,816.91	31,520.43
Councillor Burton	Jan 1 - Dec 31	Town Council	11,820.64	-	11,820.64
Councillor Campbell	Nov 15 - Dec 31	Town Council	1,363.92		1,363.92
Councillor Jansman	Jan 1 - Nov 15	Town Council	10,456.72	-	10,456.72
Councillor Kirkby	Nov 15 - Dec 31	Town Council	1,363.92		1,363.92
Councillor Lockett	Nov 15 - Dec 31	Town Council	1,363.92		1,363.92
Councillor McConnell	Jan 1 - Dec 31	Town Council	11,820.64	-	11,820.64
Councillor Ostrander	Jan 1 - Nov 15	Town Council	10,456.72	-	10,456.72
		Police Services Board	1,039.14		1,039.14
		Total	11,495.86	-	11,495.86
Councillor Shankar	Jan 1 - Nov 15	Town Council	10,456.72	-	10,456.72

**Town of Prescott**  
**Statement of Remuneration and Expenses Paid For Members of Council**  
**January 1, 2022 - December 31, 2022**

<b>Council Member</b>	<b>Dates</b>	<b>Description</b>	<b>Honorarium</b>	<b>Expenses</b>	<b>Total</b>
Councillor R. Young	Jan 1 - Nov 15	Town Council	10,456.72	-	10,456.72
Councillor T. Young	Nov 15 - Dec 31	Town Council	1,363.92	-	1,363.92
Total Expenses for Mayor and Council Members			104,274.90	3,472.93	107,747.83



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 18-2023

**Date:** March 20, 2023

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

**RE:** 2023 Capital and Operating Projects Budget

### Recommendation:

That Council direct Staff to bring the projects that have an estimate and funding source outlined in Report 18-2023 to the Council meeting of April 6, 2023 for final review and consideration.

### Background / Analysis:

The following table outlines the information and possible funding sources for various projects that are being put forward for 2023.

### 2023 Approved Projects

Description	Project Type	Estimated Cost	Funding Source
Edward Street Overpass Work	Rehabilitation	1,087,356	OCIF Funding & Infrastructure Reserve
F Dock and Gas Dock	Replacement	225,000	Marina & Infrastructure Reserves
Total		1,312,356	

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

### 2023 Health and Safety Projects

Description	Project Type	Estimated Cost	Funding Source
Fire Department Replacement Gear	Health & Safety	30,000	Fire Department Reserve
Play Structure deficiency fixes	Health & Safety	10,000	Parks Reserve
Total		40,000	

### 2023 Projects Receiving 3 or more priority endorsements

Description	Project Type	Estimated Cost	Funding Source
Repave path north of pool – reconstruct and widen to 2 metres	Replacement	44,000	Infrastructure Reserve
Donate to the Brockville and District Hospital Foundation Donation – Year 6	\$30,000 / year for 10 years 5 years completed	30,000	Fiscal Policy Reserve
Town Hall Flat Roof (portion)	Repairs and replacement	20,000	Building Reserve
Town Hall HVAC replacements (1)	Replacements	20,000	Building Reserve
Pop-up Site Upgrades, Lighting, Seating, Signage, Power	Improvements	15,000	Fiscal Policy Reserve
Offer Collection day for food compost to reduce garbage waste	FoodCycler Program as alternative	10,750	Fiscal Policy Reserve
Marina Sewage Pumps	Replacements	10,000	Building Reserve
Marina Bathroom Clean-up and Ductless	Rejuvenation and improve	6,500	Building Reserve



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Additional Transient Boating Slips	Currently have 8
<b>Total</b>	156,250

**2023 Projects Receiving 1 or 2 priority endorsements**

Description	Recommendation	Estimated Cost	Funding Source
Beach Gazebo nearing end of life	Consider in future year		
Pool walls and floor resurfacing	Explore options in 2023 – Consider in future year		
Light pole replacement throughout Town – Multi-year project	Will replace 5-8 per year using Operational Budget		Operational Budget
Marina Electrical Panel Upgrades	Consider in future year		
Pool Building – rework of internal plumbing	Higher priority repairs will be done within Operational Budget – Rework consider in future year		Operational Budget
Pave gravel portions of Heritage Trail	Improve recreational facilities – strategic initiative	5,000	Infrastructure Reserve
Add on to play structure at Centennial Park \$25k – \$50k	Explore options in 2023 – Consider in future year		
Swings added to Centennial Park	Improve recreational facilities – strategic initiative	7,500	
Add on to play structure at Sarah Spencer Park \$25k - \$50k	Explore options in 2023 – Consider in future year		
Add signage indicating different routes to take for the Waterfront Trail by bicycle versus walking	Explore options in 2023 – Consider in future year		
Pave the walkway from the parking lot down to the waterfront trail east of the marina	Improve recreational facilities – strategic initiative	20,000	Infrastructure Reserve

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Purchase of Vacant Lot at 175 King Street to provide for walkway/parkette from King to Water and down to RiverWalk Park	Consider in future year		
Repurpose old pump house as an indoor performance venue	Consider in future year		
Amenities for divers including change area and washrooms	Improve recreational facilities – strategic initiative	7,500	Parks Reserve
Create New Boat Launch, pay for service and trailer parking, six figure project	Consider in future year		
Move and repurpose Coast Guard boat house as a permanent museum or other, six figure project	Consider in future year		
Add a few “T” shaped docks along the waterfront trail or even by the pool for transient boaters or fishing (Similar to Morrisburg).	Consider in future year		
Create a Riverwalk Lane from King Street along the river and back to King Street for vehicles to drive and park along with river on Parks Canada land. Six or seven figure project	Consider in future year		
Provide bus trips to attractions such as wave pool, ski hills, museums, waterparks or amusement parks; town covering some cost to make affordable to all families in Prescott	Explore options in 2023 – Consider in future year or work with Bus Company already offering trips		
Provide bus trips to Ottawa for back to school & Christmas shopping	Explore options in 2023 – Consider in future year or work with Bus Company already offering trips		
Host a unique food truck event	Poutine Fest May 2023		Operational Budget
Provide some form of overnight unique accommodations around	Explore options in 2023 – Consider in future year –		

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the harbour during the spring to fall i.e. oTentic or use 2-3 spaces too have some form of tiny home/s on a barge that people could rent	Private Business opportunity		
Foster a community sponsorship and ownership program to grow the community garden and expand native plants on the federal lands (if allowed)	Explore options in 2023 – Consider in future year		
Provide free tutoring sessions for computer literacy through Library	Explore options in 2023 – Consider in future year		
Develop policies/programs regarding climate change for topics such as dark sky, trees, plants, gardens, idling trucks	Explore options in 2023 – Consider in future year		
Engage in more innovative branding for Prescott, not just Fort Town or Shakespeare \$25k to \$50k	Explore options in 2023 – Consider in future year		
Utilize Tourism Smart Phone Application	Tourism Attraction – strategic initiative	15,000	Fiscal Policy Reserve
Drone for use in Building Department for at height inspections	Health and safety initiative	4,500	Building Department Reserve
Zoning Bylaw Comprehensive Review	Required to align with Official Plan	50,000	Building Department Reserve
Screening on northwest side of Edward Street Bridge to hide junk yard – Estimated \$25k to \$50k	Explore options in 2023 – Consider in future year		
Change crosswalk at Edward and Irvine to match Edward at Victor and Edward at Park	Change to match new crosswalks on King Street with rapid flashing lights	20,000	Infrastructure Reserve
Business Registry support through business licensing	Discussion as part of Licensing Bylaw review		Operational Budget
<b>Total</b>		<b>129,500</b>	



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**Projects that did not receive priority endorsement to be added to 2024 Project list**

Description
Walker House Exterior Brick Repairs and painting
Structural corrections to allow for the 2nd floor of the Leo Boivin Community Centre to be available for use
Make solar path lights more presentable; taller & more permanent solution
<b>*Host job fairs &amp; relocation fairs to attract families to Prescott – CSE Job Fair March 2023</b>
Provide a spot for cyclists to pitch a tent for an overnight stop that has access to showers or the river - a cost to this of \$15-\$20, preferably downtown so they could enjoy a meal or browse shops
Work with the BIA to cover removal or walk-through spaces during the winter months from the road to sidewalk
Add Tourism Welcome Landing Signage
RiverWalk Park Seasonal Lighting (winter/summer)
Downtown Murals/Art Installations
Farmer's Market Misting Station
Retail Store Gap Analysis
Temporary animal shelter before being transferred to kennel – will be completed using Operational Budget
Beautify property in front of the coast guard base along King Street
Organize team building exercises

**Alternatives**

Council could decide to modify the list of projects or choose other sources of funds for them.





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### Financial Implications:

The following tables show the intended change in balances of the reserves as a result of the projects being approved.

Reserve Fund	2021 Ending	2022 Budget	2022 Est.	2022 Est	2023 Budget	2023	2023 Est
	Balance	Contributions	Usage	Balance	Contributions	Projects	Balance
Working Funds	880,000	-	-	880,000	-	-	880,000
Fiscal Policy	563,770	70,000	(72,000)	561,770	70,000	(70,750)	561,020
Election	17,123	5,100	(20,000)	2,223	5,100	-	7,323
Building Department	-	-	-	-	100,000	(54,500)	45,500
Building	54,245	24,550	-	78,795	24,550	(56,500)	46,845
Emergency Management	2,011	-	-	2,011	-	-	2,011
Community Centre	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning	36,544	-	(10,000)	26,544	-	-	26,544
Community Improvement Plan	154,962	25,000	(150,000)	29,962	25,000	-	54,962
PSB Sponsored Programs	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment	55,655	30,000	(30,000)	55,655	30,000	(30,000)	55,655
Infrastructure Reserve	83,624	-	(23,000)	60,624	-	-	60,624
Public Works Vehicle/Equipment	86,088	45,675	(46,000)	85,763	45,675	-	131,438
Heritage	2,068	-	-	2,068	-	-	2,068
Dog Park/Recreation	25,000	25,000	(10,000)	40,000	25,000	-	65,000
Library	53,188	-	-	53,188	-	-	53,188
Library E-Learning	1,050	-	-	1,050	-	-	1,050
Kinsmen	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport	1,328	-	-	1,328	-	-	1,328
Walker House Building	1,750	1,750	-	3,500	1,750	-	5,250
Museum	14,665	(14,665)	-	-	-	-	-
Marina	182,760	79,435	(201,000)	61,195	79,435	(130,000)	10,630
Business Improvement Area	52,470	-	(17,000)	35,470	-	-	35,470
Parks	25,224	12,600	(20,000)	17,824	12,600	(25,000)	5,424
Water Fountain	12,276	3,000	-	15,276	3,000	-	18,276
Cemetery Board	24,959	6,500	-	31,459	-	-	31,459
Dedicated Infrastructure	423,957	279,064	(557,388)	145,633	337,977	(336,388)	147,222
Bridge Project	-	681,178	-	681,178	406,178	(1,087,356)	-
Municipal Modernization	370,918	-	(370,918)	-	-	-	-
Sanitary Sewer	187,971	223,403	(300,000)	111,374	164,957	-	276,331
Wastewater Plant	2,747,103	174,129	-	2,921,232	150,396	-	3,071,628
Water Department	1,152,485	103,242	(1,200,000)	55,727	116,131	-	171,858
Water Treatment Plant	948,869	27,578	-	976,447	645	-	977,092
<b>Total</b>	<b>8,166,646</b>	<b>2,102,539</b>	<b>(3,327,306)</b>	<b>6,941,880</b>	<b>1,898,394</b>	<b>(2,090,494)</b>	<b>6,749,780</b>



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2023 Reserve Continuity	
<b>Reserve Inflows</b>	
Operational Budget Contributions	1,646,006
Transfer Between Infrastructure and Bridge Reserve	152,388
Building Permit fees estimated to be in excess of Building Department Expenses – Dedicated Reserve as per regulation	100,000
<b>Total Reserve Inflows</b>	<b>1,898,394</b>
<b>Reserve Outflows</b>	
Transfer Between Infrastructure and Bridge Reserve	-152,388
Community Centre Reserve support of Complex	-300,000
Bridge and Dock Projects	-1,312,356
Health & Safety Projects	-40,000
Projects receiving 3 or more priority endorsements	-156,250
Select projects receiving 1 or 2 priority endorsements	-129,500
<b>Total Reserve Outflows</b>	<b>-2,090,494</b>
<b>Net Reserve Inflow / (Outflow)</b>	<b>-192,100</b>

**Attachments:**

None

*Submitted by:*

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Matthew Armstrong  
 Chief Administrative Officer & Treasurer



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## STAFF REPORT TO COUNCIL

Report No. 19-2023

**Date:** March 20, 2023

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

**RE:** Food Cyler Science – Pilot Project

### Recommendation:

That Council direct Staff to enter into a partnership agreement with Food Cyler Science for a municipal food waste diversion pilot project; and

That Council commit \$10,750 from the Fiscal Policy Reserve to the purchase of 100 FoodCyler units to be sold to residents during the pilot project.

### Background/Analysis:

At the Council meeting of March 6, 2023, Council received a presentation from Food Cycle Science regarding a municipal food waste diversion pilot program. The presentation provided the Town with an opportunity to partner with Food Cyler Science Corporation to purchase countertop compost units (FoodCyler), offered to residents to purchase at a subsidized amount in an effort to reduce food waste diversion in Town.

The FoodCyler is a close-loop indoor compost alternative that speeds up the natural decomposition process through aerobic digestion of waste. The machine is eco-friendly and turns kitchen scraps into a nutrient-rich soil mixture that can divert food waste from landfills and reduce greenhouse gas emissions.

During the project review process, Council expressed interest in options for food waste diversion. Staff see this pilot project as an economical alternative to a costly food waste pickup and disposal program.

Food Cycle Science is recommending a pilot program involving 50 or 100 households. The pilot project offers an initial discount of 50% off the retail price of the machines to the Town of Prescott, the Town then provides a subsidy, and residents provide for the



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remaining contribution. This would allow for a more affordable option for residents to own the product and the potential to decrease annual costs associated with solid waste disposal through this waste diversion process.

Based on price and capacity, it is recommended that a mix of 75% of the smaller machines at a resident cost of \$150.00 and 25% of the larger machines at a resident cost of \$300.00 be purchased as part of this pilot project. Given the fact that the federal funding for this project is set to end in April potentially it is recommended that the Town for with the 100 units as part of the pilot project to take full advantage of the funding while it is still available.

**Alternatives:**

Council could decide not to proceed with the pilot project or to select an alternative model or quantity of the FoodCycler machines.

**Financial Implications:**

50 Unit Scenario	Price (50% off retail Price)	Quantity (75% Small, 25% Large)	Total
FoodCycler FC-30	250.00	38	9,500
FoodCycler Maestro	400.00	12	4,800
Shipping & Handling			500
<b>Total Invoice</b>			<b>\$14,800</b>
Less: Resident Resale			
FoodCycler FC-30	150.00	38	(5,700)
FoodCycler Maestro	300.00	12	(3,600)
<b>Municipal Contribution Cost</b>			<b>\$5,500</b>

100 Unit Scenario	Price (50% off retail Price)	Quantity (75% Small, 25% Large)	Total
FoodCycler FC-30	250.00	75	18,750



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FoodCycler Maestro	400.00	25	10,000
Shipping & Handling			500
<b>Total Invoice</b>			<b>\$29,500</b>
Less: Resident Resale			
FoodCycler FC-30	150.00	75	(11,250)
FoodCycler Maestro	300.00	25	(7,500)
<b>Municipal Contribution Cost</b>			<b>\$10,750</b>

The 2023 Budget calls for a contribution to the Fiscal Policy Reserve of \$70,000. This project could be funded by the Fiscal Policy Reserve which has a balance at the end of 2021 of \$563,770 and budgeted balance of \$561,770 at the end of 2022.

**Environmental Implications:**

The partnership agreement provides residents with an option to reduce food waste and promotes waste diversion.

**Attachments:**

- FoodCycler Impact Canada Pilot Program – 50 Households
- FoodCycler Impact Canada Pilot Program – 100 Households

*Submitted by:*

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Matthew Armstrong  
 Chief Administrative Officer & Treasurer



# FOODCYCLER™ MUNICIPAL FOOD WASTE DIVERSION PILOT PROGRAM



**PRESCOTT**  
EST 1784  
THE FORT TOWN



Town of Prescott  
360 Dibble Street West  
Prescott, ON K0E 1T0  
613-925-2812

Friday, March 10, 2023

## The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Town of Prescott Staff and Council,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO<sub>2</sub>E compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe the Town of Prescott would be a great fit for the benefits of this program, and we are proposing a study involving 50 households in the Town of Prescott.

The **FoodCycler FC-30** and **Maestro** devices can process 2.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 50 households participating would divert 100 tonnes of food waste and save the municipality an estimated \$10,000.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO<sub>2</sub>e before transportation emissions. Based on this, 50 households could divert approximately 130 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

*The FoodCycler™ Municipal Team*



## Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Based on several factors, FoodCycler believes the Town of Prescott would be an ideal "Implementation Partner" for this stage of the challenge and we are proposing a study involving 50 households in the Town of Prescott, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>





As of the date of this proposal, there are a total of 73 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, the Town of Prescott can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

**Food Cycle Science** is looking to achieve the following through this proposed partnership:

- 🌱 Receive high-quality data from pilot program participants regarding food waste diversion
- 🌱 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the Town of Prescott and similar communities
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- 🌱 Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada’s Food Waste Reduction Challenge

**The Town of Prescott** would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- 🌱 Extend the life of your landfill(s)
- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program

**Residents** of the Town of Prescott would receive several benefits through this partnership:


- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Reduce the “ick factor” of garbage to keep animals and vermin away
- 🌱 Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer a pilot program recommendation for consideration.



# The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

FOODCYCLER™ FC-30		FOODCYCLER™ MAESTRO
	2.5 L	5.0 L
	VOLUME CAPACITY	
	30.5 L	28.9 L
	UNIT VOLUME	
	4-8 HOURS	6-8 HOURS
	PROCESSING TIME	
	0.8 kWh	1.3 kWh
	POWER CONSUMPTION PER CYCLE	
	2 REFILLABLE FILTERS	1 REFILLABLE FILTER
	ODOUR CONTROL	
	BACK	TOP
	VENT LOCATION	



## Recycle Your Food Waste in 3 Easy Steps

### Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.

### Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.

### Step 3:

Press Start. In 8 hours or less, your food waste will be transformed into a nutrient rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.

# FoodCycler Funded Pilot Program – Subsidy Model

## FoodCycler FC-30



Retail Price = \$500



FoodCycler Discount = \$200



Impact Canada Investment = \$50



Municipal Subsidy = \$100



Resident Cost = \$150

## FoodCycler Maestro



Retail Price = \$800



Food Cycle Science Discount = \$250



Impact Canada Investment = \$150



Municipal Subsidy = \$100



Resident Cost = \$300

## FoodCycler Funded Pilot Program Recommendation and Details

Based on the demographics and current waste management system in place at the Town of Prescott, Food Cycle Science is recommending a pilot program involving 50 households.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from AAFC/Impact Canada, the Town of Prescott provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

The total investment from Impact Canada for a 50 household pilot would amount to **\$5,000.00<sup>1</sup>**. The funding period for Impact Canada ends in May 2023 or until all funding has been fully allocated, whichever comes sooner.

Through this partnership-based program, the **municipal investment for Town of Prescott is \$100.00 per household**, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), 50 households participating would divert 100 tonnes of food waste and save the municipality an estimated **\$10,000.00** in costs.

### Total Invoiced Amount

	Price	Quantity	Total
FoodCycler FC-30 Municipal Rate	\$250	25	\$6,250
FoodCycler Maestro Municipal Rate	\$400	25	\$10,000
Shipping Estimate			\$500
<b>Total Invoice Amount</b>			<b>\$16,750</b>

*Plus applicable taxes.*

### Net Municipal Cost:

	Price	Quantity	Total
<b>Total Invoice Amount</b>			<b>\$16,750</b>
Less Resident Resale: FC-30	\$150	25	<b>-\$3,750</b>
Less Resident Resale: Maestro	\$300	25	<b>-\$7,500</b>
<b>Net Municipal Cost</b>			<b>\$5,500</b>

*Plus applicable taxes.*

**Volume Discount:** Orders of 500 units or more will be eligible to receive an additional \$50.00 per unit discount on the FoodCycler Maestro. The Municipality shall maintain a minimum of \$100.00 per household subsidy, thus passing on these savings directly to residents, reducing the resident contribution on the Maestro to \$250.00.

## Purchase and Program Terms

**Confirmation Deadline:** Confirmation of order (Council resolution and/or signed partnership agreement) to be received no later than April 30, 2023.

**Price Guarantee:** Food Cycle Science will honour these rates on subsequent orders of 50 units or more, placed within the 2023 calendar year.

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<sup>1</sup> Based on an estimated 50/50 split between FC-30 and Maestros. Will vary depending on the quantity of FoodCyclers purchased and the model ultimately selected by residents.

**Shipping:** Shipping estimates to your location may range from \$300.00 – \$700.00 and the \$500.00 quoted is an estimated average based on today’s shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

***Optional Direct-to-Resident Shipping:** At the request (and with permission) of the Town of Prescott, residents may be given the option to have their FoodCycler shipped directly to their home for a small fee. This will serve to reduce the eventual shipping costs to the Town of Prescott and reduce the burden of storage and staff time required to distribute units to pilot participants.*

**FoodCycler Model Selection:** During a registration period, residents will be given the option to indicate their preferred FoodCycler model. The total allotment of each FoodCycler model can be either predetermined or determined by resident selection.

**Payment Terms:** Payment is 100% due upon receipt of goods.

***Optional Resident Payment Portal:** At the request (and with permission) of the Town of Prescott, FCS may provide an online purchase option to collect the resident contribution directly, and absorb all transaction fees associated with collection of resident payment. FCS would simply bill the Town of Prescott for their \$100.00 per household subsidy, plus shipping costs and applicable taxes.*

**Accessories:** Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax in increments of 18.
- **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **RC-104 Carbon Filter Packs:** Includes 4 carbon packets, good for 4 filter changes. Compatible only with the Maestro refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-100 Spare Buckets for Maestro:** May be purchased at a price of \$80.00 + tax in increments of 4.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.

**Warranty:** 1-year standard manufacturer’s warranty starting on date of delivery of all FoodCycler units to the Town of Prescott. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

**Buyback Guarantee:** Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

**Marketing and Promotion:** The Town of Prescott and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the Town of Prescott. The Town of Prescott staff may be asked to provide a quote / video testimonial regarding the program.

**Surveys / Tracking:**

- The trial / survey period will be for 12 weeks starting on or before July 15, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.

- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the Town of Prescott.
- The survey is to be administered either by the Town of Prescott or by Food Cycle Science, by request and with permission. All survey results are to be shared between the Town of Prescott and Food Cycle Science. The Town of Prescott shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- The Town of Prescott may administer additional touchpoints with participants at their discretion.

**Report:** At the request of Town of Prescott, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by the Town of Prescott. A preliminary report must be completed and included in our submission to Impact Canada by May 15, 2023, which FCS will prepare.

**Customer Support / Replacement Units:**

- Food Cycle Science has a dedicated municipal support team that is available to assist residents directly with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler units with the initial order to be used for replacements if/when required. The Town of Prescott would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and may represent up to 2% of the total initial order. This represents our anticipated/accepted failure rates.
  - Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.



## Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than April 30, 2023 in order to respect the timeline of the Impact Canada Food Waste Reduction Challenge.

Summary of pilot program costs:

Program Recommendation	Invoice Amount	→	Net Municipal Cost
50 Households	\$16,750	→	\$5,500

Terms Accepted and Agreed by Town of Prescott:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Food Cycle Science looks forward to working with the Town of Prescott to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

**Jacob Hanlon**

Municipal Program Coordinator

[jacobh@foodcyclers.com](mailto:jacobh@foodcyclers.com) | +1 613-316-4094



Food Cycle Science Corporation

371A Richmond Road, Suite #4

Ottawa, ON K2A 0E7

[www.foodcyclers.com](http://www.foodcyclers.com)



# FOODCYCLER™ MUNICIPAL FOOD WASTE DIVERSION PILOT PROGRAM



**PRESCOTT**  
EST 1784  
THE FORT TOWN



Town of Prescott  
360 Dibble Street West  
Prescott, ON K0E 1T0  
613-925-2812

Friday, March 10, 2023

## The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Town of Prescott Staff and Council,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO<sub>2</sub>E compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe the Town of Prescott would be a great fit for the benefits of this program, and we are proposing a study involving 100 households in the Town of Prescott.

The **FoodCycler FC-30** and **Maestro** devices can process 2.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 100 households participating would divert 200 tonnes of food waste and save the municipality an estimated \$20,000.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO<sub>2</sub>e before transportation emissions. Based on this, 100 households could divert approximately 260 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

*The FoodCycler™ Municipal Team*



# Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Based on several factors, FoodCycler believes the Town of Prescott would be an ideal "Implementation Partner" for this stage of the challenge and we are proposing a study involving 100 households in the Town of Prescott, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>



As of the date of this proposal, there are a total of 73 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, the Town of Prescott can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

**Food Cycle Science** is looking to achieve the following through this proposed partnership:

- 🌱 Receive high-quality data from pilot program participants regarding food waste diversion
- 🌱 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the Town of Prescott and similar communities
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- 🌱 Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada’s Food Waste Reduction Challenge

**The Town of Prescott** would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- 🌱 Extend the life of your landfill(s)
- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program

**Residents** of the Town of Prescott would receive several benefits through this partnership:



- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Reduce the “ick factor” of garbage to keep animals and vermin away
- 🌱 Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer a pilot program recommendation for consideration.



# The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

FOODCYCLER™ FC-30		FOODCYCLER™ MAESTRO
	2.5 L	5.0 L
	VOLUME CAPACITY	
	30.5 L	28.9 L
	UNIT VOLUME	
	4-8 HOURS	6-8 HOURS
	PROCESSING TIME	
	0.8 kWh	1.3 kWh
	POWER CONSUMPTION PER CYCLE	
	2 REFILLABLE FILTERS	1 REFILLABLE FILTER
	ODOUR CONTROL	
	BACK	TOP
	VENT LOCATION	
		



## Recycle Your Food Waste in 3 Easy Steps

### Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.

### Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.

### Step 3:

Press Start. In 8 hours or less, your food waste will be transformed into a nutrient rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.



# FoodCycler Funded Pilot Program – Subsidy Model

## FoodCycler FC-30



Retail Price = \$500



FoodCycler Discount = \$200



Impact Canada Investment = \$50



Municipal Subsidy = \$100



Resident Cost = \$150

## FoodCycler Maestro



Retail Price = \$800



Food Cycle Science Discount = \$250



Impact Canada Investment = \$150



Municipal Subsidy = \$100



Resident Cost = \$300

## FoodCycler Funded Pilot Program Recommendation and Details

Based on the demographics and current waste management system in place at the Town of Prescott, Food Cycle Science is recommending a pilot program involving 100 households.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from AAFC/Impact Canada, the Town of Prescott provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

The total investment from Impact Canada for a 100 household pilot would amount to **\$10,000.00<sup>1</sup>**. The funding period for Impact Canada ends in May 2023 or until all funding has been fully allocated, whichever comes sooner.

Through this partnership-based program, the **municipal investment for Town of Prescott is \$100.00 per household**, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), 100 households participating would divert 200 tonnes of food waste and save the municipality an estimated **\$20,000.00** in costs.

### Total Invoiced Amount

	Price	Quantity	Total
FoodCycler FC-30 Municipal Rate	\$250	50	\$12,500
FoodCycler Maestro Municipal Rate	\$400	50	\$20,000
Shipping Estimate			\$750
<b>Total Invoice Amount</b>			<b>\$33,250</b>

*Plus applicable taxes.*

### Net Municipal Cost:

	Price	Quantity	Total
<b>Total Invoice Amount</b>			<b>\$33,250</b>
Less Resident Resale: FC-30	\$150	50	<b>-\$7,500</b>
Less Resident Resale: Maestro	\$300	50	<b>-\$15,000</b>
<b>Net Municipal Cost</b>			<b>\$10,750</b>

*Plus applicable taxes.*

**Volume Discount:** Orders of 500 units or more will be eligible to receive an additional \$50.00 per unit discount on the FoodCycler Maestro. The Municipality shall maintain a minimum of \$100.00 per household subsidy, thus passing on these savings directly to residents, reducing the resident contribution on the Maestro to \$250.00.

## Purchase and Program Terms

**Confirmation Deadline:** Confirmation of order (Council resolution and/or signed partnership agreement) to be received no later than April 30, 2023.

**Price Guarantee:** Food Cycle Science will honour these rates on subsequent orders of 100 units or more, placed within the 2023 calendar year.

---

<sup>1</sup> Based on an estimated 50/50 split between FC-30 and Maestros. Will vary depending on the quantity of FoodCyclers purchased and the model ultimately selected by residents.

**Shipping:** Shipping estimates to your location may range from \$500.00 – \$1,000.00 and the \$750.00 quoted is an estimated average based on today’s shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

***Optional Direct-to-Resident Shipping:** At the request (and with permission) of the Town of Prescott, residents may be given the option to have their FoodCycler shipped directly to their home for a small fee. This will serve to reduce the eventual shipping costs to the Town of Prescott and reduce the burden of storage and staff time required to distribute units to pilot participants.*

**FoodCycler Model Selection:** During a registration period, residents will be given the option to indicate their preferred FoodCycler model. The total allotment of each FoodCycler model can be either predetermined or determined by resident selection.

**Payment Terms:** Payment is 100% due upon receipt of goods.

***Optional Resident Payment Portal:** At the request (and with permission) of the Town of Prescott, FCS may provide an online purchase option to collect the resident contribution directly, and absorb all transaction fees associated with collection of resident payment. FCS would simply bill the Town of Prescott for their \$100.00 per household subsidy, plus shipping costs and applicable taxes.*

**Accessories:** Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax in increments of 18.
- **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **RC-104 Carbon Filter Packs:** Includes 4 carbon packets, good for 4 filter changes. Compatible only with the Maestro refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-100 Spare Buckets for Maestro:** May be purchased at a price of \$80.00 + tax in increments of 4.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.

**Warranty:** 1-year standard manufacturer’s warranty starting on date of delivery of all FoodCycler units to the Town of Prescott. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

**Buyback Guarantee:** Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

**Marketing and Promotion:** The Town of Prescott and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the Town of Prescott. The Town of Prescott staff may be asked to provide a quote / video testimonial regarding the program.

**Surveys / Tracking:**

- The trial / survey period will be for 12 weeks starting on or before July 15, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.

- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the Town of Prescott.
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  - Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.



## Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than April 30, 2023 in order to respect the timeline of the Impact Canada Food Waste Reduction Challenge.

Summary of pilot program costs:

Program Recommendation	Invoice Amount	→	Net Municipal Cost
100 Households	\$33,250	→	\$10,750

Terms Accepted and Agreed by Town of Prescott:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Food Cycle Science looks forward to working with the Town of Prescott to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

**Jacob Hanlon**

Municipal Program Coordinator

jacobh@foodcyclers.com | +1 613-316-4094



Food Cycle Science Corporation  
371A Richmond Road, Suite #4  
Ottawa, ON K2A 0E7  
[www.foodcyclers.com](http://www.foodcyclers.com)



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

# STAFF REPORT TO COUNCIL

Report No. 20-2023

**Date:** March 20, 2023

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

**RE:** 2023 Operational Budget

**Recommendation:**

That Council approved the 2023 Operational Budget with total revenues and expenditures of \$10,526,252, and

That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288, and

That Council approve that the final property tax payment for 2023 shall be split into two equal payments due August 31, 2023 and October 31, 2023.

**Background / Analysis:**

The 2023 Budget has been reviewed over several meetings.

- December 5<sup>th</sup> Timelines, Revenue and Expense Assumptions, Property Tax Information and Targets
- December 12<sup>th</sup> Health Services & Social Services
- January 3<sup>rd</sup> Administration, Protective Services, Planning & Development
- January 16<sup>th</sup> Transportation, Parks, Recreation
- February 6<sup>th</sup> Environmental Services, Water and Wastewater
- February 27<sup>th</sup> Revenue & Taxation



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

March 20<sup>th</sup> Operational Budget Review and Alignment with Strategic Plan and Service Delivery Review

At the Council meeting of December 5<sup>th</sup> the revenue and expense information and assumptions were reviewed from a high-level perspective. It was discussed that a property tax increase of two to five percent inclusive of the one percent dedicated to infrastructure would be the target given the revenue and expense pressures being faced in 2023.

The budget operating includes a property tax increase of 3.68% inclusive of the 1% dedicated to the infrastructure reserve.

This budget includes a 3.5% increase in water and wastewater rates effective July 1, 2023.

The table below illustrates the effect on the median property in each category of the 3.68% tax levy increase and the decrease to the educational tax rates for commercial and industrial properties.

Description	Prop Count	2022 CVA	2023 CVA	% CVA Change	2022 Total CVA Taxes	2023 Total CVA Taxes	\$ Tax Change	% Tax Change
Single Family Home	1,085	157,000	157,000	0.00%	2,466.10	2,548.01	81.91	3.32%
Residential Condominium Unit	95	152,000	152,000	0.00%	2,387.56	2,466.87	79.31	3.32%
Apartment Building	15	1,231,000	1,231,000	0.00%	28,145.49	29,111.93	966.44	3.43%
Small Office Building	6	152,000	152,000	0.00%	5,419.53	5,569.74	150.21	2.77%
Small Retail Commercial Prope	16	209,000	209,000	0.00%	7,451.85	7,658.39	206.54	2.77%
Standard Industrial Property	8	659,400	659,400	0.00%	30,389.91	31,294.73	904.82	2.98%

**Financial Implications:**

The following table captures the 2023 Operating Budget status excluding projects.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		



## 2023 Operational Budget

	2023 Expense Budget	2023 Revenue Budget	2023 Town Levy
Corporate	1,489,813	2,263,332	(773,519)
Protective	2,286,890	446,297	1,840,593
Transportation	2,701,128	485,960	2,215,168
Environmental	403,650	223,852	179,798
Health	393,493	-	393,493
Social	770,906	81,200	689,706
Recreation and Cultural	2,062,096	834,145	1,227,951
Planning & Development	418,276	83,300	334,976
<b>Total</b>	<b>10,526,252</b>	<b>4,418,086</b>	<b>6,108,166</b>
<b>Water &amp; Wastewater</b>	<b>3,014,288</b>	<b>3,014,288</b>	<b>0</b>
<b>Total</b>	<b>13,540,540</b>	<b>7,432,374</b>	<b>6,108,166</b>

As noted above, the 2023 Operational Budget includes a 3.68% property tax levy increase. The educational tax rates for 2023 remain the same as 2022. This results in an overall property tax increase of 3.17%.

The 2023 Operational Budget includes a net contribution to reserves of \$1,183,877 before capital and operational projects are considered. The Water and Wastewater Budgets include a net contribution to reserves of \$432,139 before capital and operational projects are considered.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 20 '23
Strategic Plan		

The table below shows the effects of the change on each tax class.

Class	2023 Estimated Total Taxation (\$)			Difference Between 2022 and 2023 Taxation						CVAs Used to determine municip		
	Municipal	Education	Total 2023	Municipal		Education		Total Change		CVA	Tax Ratio	du. Tax Rat
				\$	%	\$	%	\$	%			
<b>Taxable</b>												
Residential	3,944,452	410,562	4,355,014	140,004	3.68%	0	0.00%	140,004	3.32%	268,341,200	1.000000	0.00153000
New Multi-residential	36,203	3,426	39,629	1,285	3.68%	0	0.00%	1,285	3.35%	2,239,000	1.100000	0.00153000
Multi-residential	490,560	33,933	524,492	17,412	3.68%	0	0.00%	17,412	3.43%	22,178,200	1.504757	0.00153000
Com. Occupied	1,347,377	427,969	1,775,346	47,824	3.68%	0	0.00%	47,824	2.77%	48,391,900	1.894162	0.00880000
Com. Exc. Land	6,691	3,021	9,712	237	3.68%	0	0.00%	237	2.51%	343,300	1.325913	0.00880000
Com. Vac. Land	21,523	9,718	31,241	764	3.68%	0	0.00%	764	2.51%	1,104,300	1.325913	0.00880000
Ind. Occupied	222,207	50,897	273,104	7,887	3.68%	0	0.00%	7,887	2.97%	5,747,800	2.630000	0.00880000
Ind. Exc. Land	2,824	989	3,814	100	3.68%	0	0.00%	100	2.70%	112,400	1.709500	0.00880000
Ind. Vac. Land	12,057	4,222	16,279	428	3.68%	0	0.00%	428	2.70%	479,800	1.709500	0.00880000
Pipelines	24,272	10,551	34,823	862	3.68%	0	0.00%	862	2.54%	1,199,000	1.377180	0.00880000
Farm	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
Managed Forests	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
<b>Com Total Taxable</b>	<b>1,375,591</b>	<b>440,708</b>	<b>1,816,299</b>	<b>48,825</b>	<b>3.68%</b>	<b>0</b>	<b>0.00%</b>	<b>48,825</b>	<b>2.76%</b>	<b>49,839,500</b>		
<b>Ind Total Taxable</b>	<b>237,088</b>	<b>56,108</b>	<b>293,196</b>	<b>8,415</b>	<b>3.68%</b>	<b>0</b>	<b>0.00%</b>	<b>8,415</b>	<b>2.95%</b>	<b>6,340,000</b>		
<b>Total Taxable</b>	<b>6,108,166</b>	<b>955,288</b>	<b>7,063,453</b>	<b>216,803</b>	<b>3.68%</b>	<b>0</b>	<b>0.00%</b>	<b>216,803</b>	<b>3.17%</b>	<b>350,136,900</b>		

**Attachments:**

- 2023 Operational Budget Review and Alignment

*Submitted by:*

---

Matthew Armstrong  
Chief Administrative Officer & Treasurer

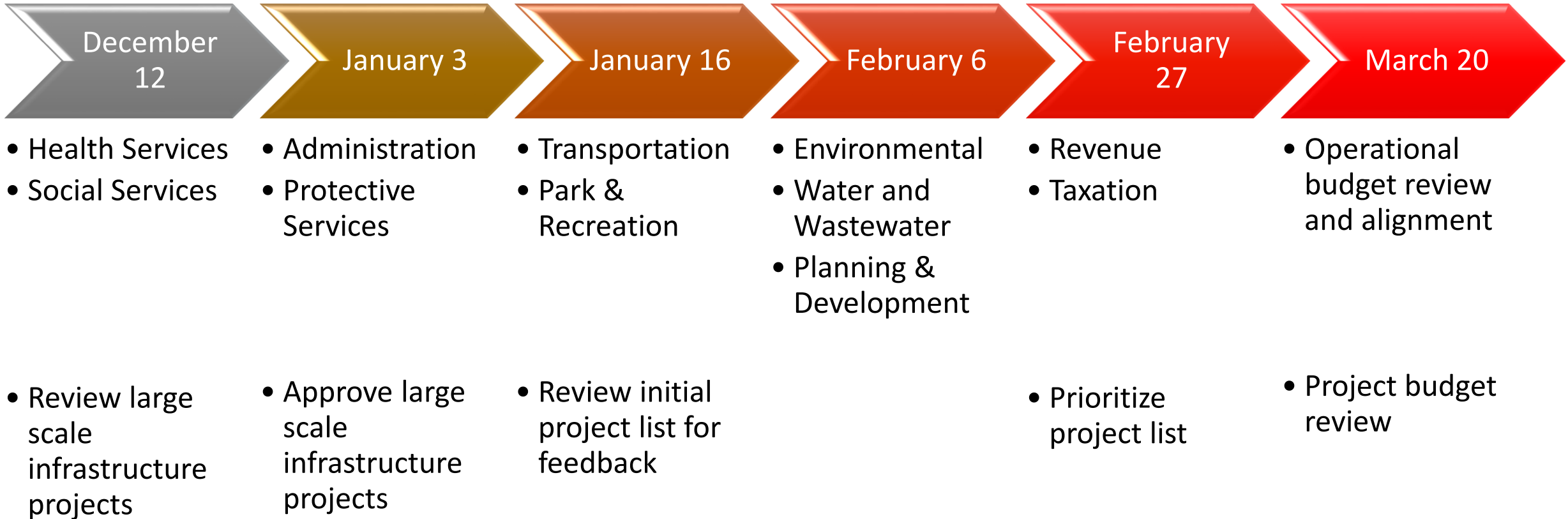
# 2023 Operational Budget Review and Alignment – March 20, 2023



# Topics

- Budget Timelines
- Walker House Program Overview
- Budget Overview and Update
- Budget Review
- Budget Alignment

# Timelines





# Walker House Program Overview



# Walker House Program Overview

- Our wonderful building was at one time the head office of Warnaco of Canada Ltd and is named to honour James Cowan Walker, it's CEO and the founder and president of Hathaway of Canada.
- Jim Walker was considered by many to be the finest executive in the apparel business and was obviously beloved and well respected by his staff.
- The building was presented to the town in 1986 as a Centre for the betterment, education, and recreation of Prescott's Older Adults.
- When we celebrated our 25th anniversary, Mrs. Walker, Betty, and her son travelled here from their home in the states to be a part of the celebration and their pride and pleasure at what we have created from this gift was obvious.

# Walker House Program Overview

- Winter 2023 Schedule for in-person events

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	9:30 am Spinning  11:15 am Fitness with Leslie at the Leo	Special Event Time Slot	9:30 am Traditional Rug Hooking – Prescott Hoops and Hooks	9:00 am Bunka Babes, bunka, hardanger, Swedish weaving	9:30 am Knitting and crochet  11:30 Members Lunch – 1 <sup>st</sup> Fri	10:00 am to 2:00 pm 2 <sup>nd</sup> Sat of each month – Rug hooking open house
Afternoon	12:30 pm Falls Prevention Class  2:00 pm Kitchen Bridge	1:00 pm Crafts – Bring your own and organized	12:30 Falls Prevention Class  2:00 pm Art – Quiet Studio Time and Lessons  Zoom Drawing 2x per month	1:00 pm Wood Carving Club	1:00 pm Euchre and bid euchre  1:00 pm 2 <sup>nd</sup> and 3 <sup>rd</sup> weeks quilting and sewing	

# Walker House Program Overview

- Funding

- Our Operating Grant comes from the Ministry for Seniors and Accessibility and we are classified as a SALC or Seniors Active Living Centre. As such we receive \$42,700 each year which deposits directly to the town.
- In addition, I apply for Special Grant funds which are used for new program supplies and also to subsidize pricier experiences for our members and make them more affordable.
- In the past for example, we've had Photoshop workshops with Mike Laking at SLC and brought Kathie Donovan from Regional Contact here for a special lunch and presentation.
- New Horizons for Seniors is a Federal Grant that I accessed most recently in a project called Soup for the Soul. We received \$22,000 to renovate our older kitchen and make it compliant with the health unit so that we can expand our programming.
- We received \$8,000 last year from a private funder in Ottawa to expand our SCWW program.
- 2023 Budget Revenue \$48,700, Expense 103,983 = Net Expense \$55,283

# Walker House Program Overview

- Community Outreach and Partnerships
  - “Caring for our Caregivers”, in 2019 leveraged grant funds to reach beyond our membership targeting area seniors caring for loved ones with chronic illness.
  - “A-HA” in 2021/22 focused on active, healthy aging and offered a wide range of programming and shone a spotlight on our curling club, pickle ball club, the YMCA fitness to encourage new members for them.
  - We use our SCWW platform to bring agencies who support seniors in touch with members.
  - We volunteer at town festivals like the Pumpkin Parade, Fort Town Night Run, Tree Lighting Ceremony, SLSF.
  - “Links2Wellbeing” allows us to play a vital role in supporting seniors in our community partnering with health care providers and frontline staff. They refer seniors to our volunteer link ambassadors who meet with them and make the connections to recreational, social, and service providers in the region. We’ve just begun with some start up funding and are excited to engage our community partners in this important project.
  - We actively donate to charities at home and abroad both as Walker House and from within our smaller groups as well.

# Walker House Program Overview

- Board of Management
  - We operate with a board of management of elected volunteers that includes an appointed member of town council.
  - We maintain a community bank account and from that we pay our phone bill, purchase program materials not covered by our grants, pay a cost recovery or “rent” to the town towards the building, and have paid into maintenance and upkeep over the years.
  - The aim with all of our programming is to strike a balance between being affordable and also self-sustaining and board funds are re-invested into programming or into our community.
  - We are inclusive in every way and minimizing income barriers is important. Some of our most vulnerable seniors are living within very tight budgets so offering telephone programs and keeping our fees as low as possible helps those people participate.
  - The board provides direction for how we spend our funds and use our space to best meet the needs of the diverse membership.

# Walker House Program Overview

- Other Information
  - Membership to Walker House is \$15 a year for locals with out-of-town residents paying an additional user fee that we collect and remit to the town on a yearly basis. (2022 we submitted \$2,125). We have 187 active members with 96 residents in town and 89 living outside town limits and 2 lifetime. (furthest away hailing from B.C.)
  - Day trips are an important part of our programming. In 2019, we went on 19 trips to theatre, exploring the “Near East”, Hudson, Gananoque, Ottawa, Wakefield, Toronto.
  - Actively engaged volunteers who teach classes, work with me in the kitchen preparing our meals, decorating, special events, river aqua-fit and other fitness. Whenever possible, I encourage members to share their talents rather than hiring outside.
  - Leverage our funds to purchase items that will benefit the community at large for example - Ballet Barre for the fitness room on the 2nd floor.



# Budget Overview and Update



# Budget Overview and Update

- St. Lawrence Lodge levy increase is 11% as opposed to the estimated 5% that was used for budget planning
- This represents a 0.18% increase to the tax levy to offset
- The Property Tax increase for 2023 is now at 3.68%
- Other Municipal Tax Increases
  - Brockville +8.19%
  - Augusta portion +3.50%, United Counties of Leeds and Grenville +6.87%
  - Rideau Lakes +3.76%, United Counties of Leeds and Grenville +6.87%
  - Leeds & 1000 Islands +4.20%, United Counties of Leeds and Grenville +6.87%
  - Edwardsburgh Cardinal +2.81%, United Counties of Leeds and Grenville +6.87%

# Budget Overview and Updates

	2023 Budget	Notes	Reserves
<b>Revenues</b>			
Fees and Revenue	3,849,139		30,000
Base Property Taxation	5,891,363		-
2.5% Property Tax Increase for inflation	147,284	To address inflationary pressures in operational budget	
1.0% Property Tax Increase dedicated to Infrastructure	58,913	Dedicated to Infrastructure Reserve	
0.18% Property Tax Increase – St. Lawrence Lodge	10,606	St. Lawrence Lodge Levy 11%, estimated at 5%	
Payments in Lieu and Supplemental Recreation Complex Revenue Sept - Dec	423,232		-
	145,715		
<b>Subtotal Revenue</b>	<b>10,526,252</b>		<b>30,000</b>
<b>Expenses</b>			
As of Feb 6 <sup>th</sup> Presentation	10,309,088		1,154,964
1% Property Tax Increase dedicated to Infrastructure Reserve	58,913	Annual contribution dedicated infrastructure reserve increases to \$337,977 for 2023	58,913
Joint Services Adjustment	3,901	Based on approved budget	-
Health Unit Adjustment	(1,971)	Based on approved budget	-
Recreation Complex Expenses Sept - Dec	145,715	Staffing Changes and Operational Costs of new Arena	-
St. Lawrence Lodge Levy	10,606	St. Lawrence Lodge Levy 11%, estimated at 5%	-
<b>Subtotal Expenses</b>	<b>10,526,252</b>		<b>1,213,877</b>
<b>Net</b>	<b>-</b>		<b>1,183,877</b>
<b>Water and Wastewater Budget</b>			
Revenue	3,014,288	Page 70 of 87 Assumes 3.5% rate increase at July 1 <sup>st</sup>	-
Expense	3,014,288		432,139

# Budget Review

# Budget Review – Revenues

- Short term interest earnings increased to \$100,000 due to higher interest rates
- Expecting higher building permit fees due to large projects in 2023
- \$72,930 decrease in OCIF Funding
- \$15,000 decrease in bag tag revenue
- \$145,715 Recreation Complex Revenue September to December
- 0% increase in current value of property assessment (current values based on 2016 valuation)
- Budget currently includes a property tax increase of 3.68% which is inclusive of a 1% increase dedicated to the Infrastructure Reserve
- Budget currently includes a 3.5% increase to water and wastewater rates effective July 1, 2023

# Total Operational Revenues

	2023 Budget	Notes	From Reserves
Administration	1,840,100	Interest revenue higher due to rates	-
Protective	446,297	Building Permit fees higher due to large projects in 2023	30,000
Trans & Enviro	709,812	OCIF Funding and waste collection fees decrease	-
Health & Social	81,200		-
Parks & Rec	834,145	New Recreation Complex	-
Planning & Dev	83,300	Digital Mainstreet Funding	-
Water and Wastewater	3,014,288	Includes 3.5% increase on July 1 <sup>st</sup>	-
Property Taxes	6,108,166	Includes 3.68% Property Tax increase inclusive of 1% increase dedicated to infrastructure	-
Payments in Lieu	423,232		-
<b>Total Revenues</b>	<b>\$13,540,540</b>		<b>\$30,000</b>

# Budget Review – Expenses

- Consumer Price Index (CPI) is at 5.9% as of January 2023 and a 12-month average of 6.8%
  - Several of the Town's contracts are directly linked to the increase in the CPI
- \$47,601 (-3.7%) decrease in OPP Contract
- \$72,930 decrease in paving budget to offset decrease in OCIF Funding
- \$50,685 (16%) increase in liability and property insurance premiums
- 2.0% increase in cost-of-living adjustment for salaries and wages equates to \$42,000
- \$19,800 (11%) increase in St. Lawrence Lodge Levy
- \$26,075 increase in waste collection and disposal costs
- \$33,114 increase in Joint Services levy
- \$145,715 increase to expenses as a result of Alaine Chartrand Community Centre operation September to December

# Total Operational Expenses

	2023 Budget	Notes	To Reserves
Administration	\$1,489,813		395,202
Protective	2,286,890		30,000
Trans & Enviro	3,104,778		356,190
Health & Social	1,164,399		-
Parks & Rec	2,062,096	Contribution to Reserves \$300,000 for Recreation Complex Project, \$79,435 for Marina	432,485
Planning & Dev	418,276		-
Water and Wastewater	3,014,288	\$423,129 contribution to Reserves to support street reconstructions, treatment plants, infrastructure renewal and replacement	432,129
<b>Total Expenses</b>	<b>\$13,540,540</b>		<b>1,646,006</b>

# Budget Alignment



# Budget Alignment with Strategic Plans

- Economic Development
  - Downtown Reinvigoration
    - Moving the Farmers Market and allow for weekend closures of Promenade area
    - Pop-up Shops, Lighthouse, Parkette Project
  - Hotel Attraction and Readiness
    - Hotel to beginning construction in 2023
  - 401 Industrial / Commercial Attraction Readiness
    - Working with developers to bring proposed projects to fruition
    - Official Plan Review completed in 2022
    - Zoning Bylaw Review to start in 2023

# Budget Alignment with Strategic Plan

- Economic Development
  - Tourism Development
    - Focus on partnerships
      - St. Lawrence Shakespeare Festival
      - Fort Town Night Run
      - Folkfest
      - Fort Wellington
      - Bike Friendly Community
      - Poutine Feast Event
  - Regional Transportation Development
    - River Route is in operation

# Budget Alignment with Strategic Plan

- Community Development
  - Recreation, Leisure, and Cultural Development
    - Construction of Alaine Chartrand Community Centre to be completed in 2023
    - Recreation Library Rollout in Centennial Park in 2023
    - Focus on partnerships to provide recreation and leisure opportunities
      - 3<sup>rd</sup> Year of Partnership with the YMCA for Pool
      - Activities at Leo Boivin Community Centre
        - Multiple pickleball sessions per week
        - Family Day Event
        - Canada Day Event
        - Connect Youth after school program
        - LG Approved Trade Show
        - Roller-skating
        - 3<sup>rd</sup> Party usage of facilities
  - Youth Programs and Engagement
    - Create Youth Advisory Group in 2023
    - Connect Youth now running after school program from Leo Boivin Community Centre
  - Heritage Preservation
    - Continued support for heritage CIP Program
    - Continued investment in Museum by providing for year-round operation

# Budget Alignment with Strategic Plan

- Infrastructure
  - Infrastructure Improvement and Growth
    - Construction of Alaine Chartrand Community Centre to be completed in 2023
    - Outdoor recreational areas at Seymour Recreation Complex to start in 2023
    - Major Projects for 2023
      - Bridge Rehabilitation in 2023
      - Water Tower Replacement Project to start in 2023
    - Replacement of Fire Rescue Vehicle with Fire Rescue Pumper 2024
  - Recreation Facilities and Assets
    - Maintaining play structures to address safety deficiencies
    - Replacement of F Dock and Gas Dock at the Marina

# Budget Alignment with Service Delivery Review

- Asset Management Plan – continuing to enhance and update
- Policies and Procedure development and review – Working with Augusta
- Joint Task Force with Augusta ongoing





**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

**Email:** [bdunk@grimsby.ca](mailto:bdunk@grimsby.ca)

February 24, 2023

SENT VIA E-MAIL

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Attention: Doug Ford, Premier

Dear Mr. Ford

**RE: Barriers for Women in Politics**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 21, 2023 passed the following resolution:

**C-23-055**

Moved by: Councillor DiFlavio; Seconded by: Councillor Freake

WHEREAS, the Town of Grimsby values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Town of Grimsby believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Town of Grimsby expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Town of Grimsby commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Town of Grimsby encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Grimsby's MP and MPP, and the Association of Municipalities of Ontario to express the Town of Grimsby's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

**UNANIMOUSLY CARRIED**

If you require any additional information, please let me know.

Regards,



Bonnie Nistico-Dunk  
Town Clerk

cc.  
All Ontario Municipalities  
Steve Clark, Minister of Municipal Affairs and Housing  
Dean Allison, MP – Niagara West  
Sam Oosterhoff, MPP – Niagara West  
Association of Municipalities of Ontario





760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

February 28, 2023

**Via email only**

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Doug Ford, Premier of Ontario  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
The Honourable Dave Smith, MPP Peterborough-Kawartha  
[dave.smithco@pc.ola.org](mailto:dave.smithco@pc.ola.org)  
The Honourable Michelle Ferreri, MP Peterborough-Kawartha  
[michelle.ferreri@parl.gc.ca](mailto:michelle.ferreri@parl.gc.ca)  
Curve Lake First Nation  
[audreyp@curvelake.ca](mailto:audreyp@curvelake.ca)  
The Association of Municipalities Ontario  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

**Re: Oath of Office**

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen  
Seconded by Deputy Mayor  
Armstrong

**Whereas** most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

**Whereas** a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

**Whereas** Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

**Whereas** on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

**Whereas** the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

**Therefore be it resolved that** Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

**That** this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 11-2023**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL  
MEETING HELD ON MARCH 20, 2023**

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

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

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

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

**READ AND PASSED, SIGNED AND SEALED THE 20<sup>th</sup> DAY OF MARCH 2023.**

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**Mayor**

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**Clerk**