



PRESCOTT TOWN COUNCIL
AGENDA

July 19, 2021

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

2. Approval of Agenda

Recommendation

That the agenda for the Council meeting of July 19, 2021, be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. Council Minutes - June 21, 2021

1

Recommendation

That the Council minutes dated June 21, 2021, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

Recommendation

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

8.1. Information Package (under separate cover)

9. Committee Reports

9.1. PAC Report 13-2021 - Proposed Zoning By-Law Amendment - Blacks Creek Innovations Inc. - Development Drive 10

Recommendation

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

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 60-2021 - New Single Pad Arena and Community Centre Tender Results 15

Recommendation

That Council direct staff review the tender submissions and provide a recommendation to at a Special Meeting of Council on July 26, 2021 to award the contract.

12.2. Staff Report 61-2021 - Edward Street Overpass Repairs Tender Results 20

Recommendation

That Council direct staff to review the scope of work for the Edward Street Overpass Repairs to minimize the traffic control costs and railway flagging costs; and

That staff be directed to issue a tender in January of 2022 for the work to be completed on the Edward Street Overpass Repairs with the revised scope of work.

12.3. Staff Report 62-2021 - Shade Sails for RiverWalk Park and Centennial Park 23

Recommendation

That Council approve the selection of Shade Sails Canada for the purchase and installation of shade sails for Riverwalk Park and Centennial Park with a budget of \$69,950 + HST as outlined in Staff Report 62-2021.

12.4. Staff Report 63-2021 - Traffic Study and Transportation Plan to Address Development North of the 401 29

Recommendation

That Council direct staff to undertake a traffic study and develop a Municipal Road Improvement Plan with an upset limit of \$30,000 to be funded through the use of Modernization Funding received from the Province of Ontario.

12.5. Staff Report 64-2021 - eSolutions Website Refresh 31

Recommendation

That Council approve up to a maximum of \$40,000 for a website refresh through eSolutions as outlined in Staff Report 64-2021 to be supported by the use of the Modernization Funding received from the Province of Ontario.

12.6. Staff Report 65-2021 - Canada Community Revitalization Fund 37

Recommendation

That Council direct staff to submit an application to the Canada Community Revitalization Fund for a total project cost of \$100,000 for the initiatives as outlined in Staff Report 65-2021, to help bring people back to public spaces while creating jobs and stimulating the local economy.

12.7. Staff Report 66-2021 - COVID Grant Program for Non-profit Organizations - Allocations 44

Recommendation

That Council approve the following COVID-19 Grants for Non-profit Organizations

- | | | |
|----|-----------------------------------|---------|
| 1. | Prescott and District Lion's Club | \$4,698 |
| 2. | Prescott Lawn Bowling Club | \$1,782 |

12.8. Staff Report 67-2021: Community Park Program 48

Recommendation

That Council direct staff to enter into an agreement with the YMCA of Eastern Ontario to provide a Community Park Program from July 26th to August 28th, 2021 within the Town of Prescott.

13. Resolutions

13.1. Prescott Business Improvement Area Board of Management Appointments

Recommendation

That Council appoint the following members to the Prescott Business Improvement Area Board of Management for the current term of Council, ending once a new board is appointed:

- Leslie Bottigoni
- Nicole Hudson
- Dawn Tutecky-McDougall

14. By-laws

14.1. By-Law Enforcement Officer Appointment 50

Recommendation

That By-Law 33-2021, being a by-law to appoint Samantha Hansen as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2. By-Law Enforcement Officer Appointment 52

Recommendation

That By-Law 34-2021, being a by-law to appoint Donna Landon as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.3. By-Law Enforcement Officer Appointment 54

Recommendation

That By-Law 35-2021, being a by-law to appoint Nathan Richard as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.4. Zoning By-Law Amendment - Development Drive

56

Recommendation

That By-Law 36-2021, being a by-law to amend By-Law No. 09-2009 to change the zone on the lands known as Blacks Creek Innovations Inc., Development Drive, Prescott, to allow for all the uses of the general industrial Zone M-1, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

19. Rise and Report

20. Confirming By-Law – 37-2021

57

Recommendation

That By-Law 37-2021, being a by-law to confirm the proceedings of the Council meeting held on July 19, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment



PRESCOTT TOWN COUNCIL

MINUTES

Monday, June 21, 2021

6:00 p.m.

Virtual Meeting

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

1. Call to Order

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

2. Approval of Agenda

Motion 152-2021: Ostrander, Shankar

That the agenda for the Council meeting of June 21, 2021, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations – None

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Council Minutes - June 7, 2021

Motion 153-2021: Shankar, Young

That the Council minutes dated June 7, 2021, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Edwardsburgh Cardinal Letter re: Job Site Challenge

Mayor Todd spoke to a letter received from Edwardsburgh Cardinal regarding the Job Site Challenge and asked that staff prepare a letter of response.

8. Consent Reports

Motion 154-2021: Young, Ostrander

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

Carried

8.1 Information Package

1. Municipal Emergency Control Group Minutes - May 19, 2021 & June 11, 2021
2. BIA Minutes – May 11, 2021
3. Leeds, Grenville & Lanark District Health Unit Thank You Letter - June 14, 2021
4. Leeds, Grenville & Lanark Weekly Zoom Call with Municipalities, MP's and MPP's – June 4, 2021 & June 11, 2021
5. MP Letter of Endorsement re: Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act
6. Every Kid in Our Communities 'Recognition of Asset Builders' Media Release – June 18, 2021
7. Township of Edwardsburgh Cardinal resolution of support re: Submission of Joint Grenville County OPP Detachment Board

8. Leeds and the Thousand Islands resolution of support re: Advocacy for the Cancellation of the Emergency Exercise for 2021 Compliance under the Emergency Management and Civil Protection Act
9. Town of Halton Hills resolution of support re: Elimination of the Local Planning Appeal Tribunal in Bill 108
10. City of St. Catharine's resolution of support re: Lyme Disease National Awareness Month

8.2 Staff Report 52-2021 - Financial Report - May 2021

Recommendation:
For information.

8.3 Staff Report 53-2021 - Project Updates

Recommendation:
For information.

9. Committee Reports

9.1 Staff Report 54-2021- Community Safety and Well-Being Plan Approval

Motion 155-2021: Ostrander, Shankar
That Council approve the adoption of the Community Safety and Well-Being Plan.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the collaboration of local municipalities and the plan. He clarified that the plan of implementation was not included in the Community Safety and Well-Being Plan.

Discussion was held regarding support of the plan from the Prescott Police Services Board, discussions of County Council, the implementation plan, and the costs associated with the plan.

9.2 OPP Detachment Board Approval

Motion 156-2021: Ostrander, Shankar
That Council support the joint submission of the Grenville County OPP Detachment Board proposal to the Solicitor General.

Carried

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

Discussion was held regarding the composition of the Prescott Police Services Board, the status of the proposal going before other Grenville municipalities, and the timeline for submitting the proposal to the Solicitor General.

10. Mayor

Mayor Todd spoke to his attendance at the Pride Flag raising ceremony and referenced the upcoming COVID-19 Vaccine Pop-Up Clinic dates to be held in Prescott.

11. Outside Boards, Committees and Commissions

Councillor Jansman spoke to her attendance at a recent BIA meeting, and upcoming Planning Advisory Committee meeting taking place on June 22.

Councillor McConnell spoke to the Prescott Public Library's current hours of operation, the opening of the washrooms at Walker House, and provided an update on the repairs to Walker House.

Councillor Ostrander spoke to his attendance at an Arena Fundraising Committee meeting and referenced the upcoming 20th anniversary for Connect Youth Inc.

Councillor Shankar spoke to his attendance at a Joint Collaborative Economic Task Force meeting and an Arena Fundraising Committee meeting.

12. Staff

12.1 Community Services Presentation

Samantha Joudoin-Miller, Manager of Community Services, spoke to the PowerPoint presentation. A copy of the presentation is held on file. She provided an overview of possible activities at the Leo Boivin Community Centre, the project vision and collection at the Prescott Museum, the creation of a Youth Advisory Group, possible improvements to the Town's website, and the use of digital tools.

Discussion was held regarding the presentation, the planned focus areas, and incorporating indigenous recognition to the museum exhibit.

Samantha Joudoin-Miller, Manager of Community Services, left the meeting at 7:12 p.m.

12.2 Staff Report 55-2021: Digital Mainstreet 3.0 Funding Application

Motion 157-2021: Young, Jansman

That Council direct staff to proceed with the application for funding support through the Digital Main Street Program, with no anticipated financial impact to the Town; to deliver a subsequent version of the Digital Main Street Program to Prescott and South Grenville region partner business communities.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the program implementation, the funding, and the timeline for submitting the application.

Discussion was held regarding past success with the Digital Main Street Program and expanding the program to assist all businesses.

12.3 Staff Report 56-2021 - COVID-19 Business Recovery Supports

Motion 158-2021: Ostrander, Jansman

That Council approve a new COVID-19 business recovery support program in the amount of \$15,000, whereby Prescott Proud Dollars will be distributed to Prescott and area consumers utilizing a combination of methods, to encourage shopping locally throughout each phase of Ontario's reopening plan.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the changes to the program, the unique ways to distribute the dollars, and support from the BIA.

12.4 Staff Report 57-2021 - Farmers' & Crafters' Market By-Law

Motion 159-2021: Young, Ostrander

That Council approve the adoption of a new Farmers' & Crafters' Market By-Law.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the addition of mobile food vendors, special market days, and the permit fees.

Discussion was held regarding the opening day of the Farmers' and Crafters' Market, products permitted at the market, and the breakdown of limits to each category of vendors.

Further discussion was held regarding incorporating the Farmers' and Crafters' Market with an event similar to the Taste of Prescott event and increasing the size of the market.

12.5 Staff Report 58-2021 - Website Refresh

Motion 160-2021: Young, Ostrander

That Council direct staff bring a report back on July 19, 2021, outlining the available options and costs associated with a website refresh through eSolutions for further discussion and consideration.

Carried

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

12.6 Staff Report 59-2021 - Technology Equipment to Return to In-Person Meetings

Motion 161-2021: Shankar, Young

That Council approve the purchase of the Logitech Rally Plus Video Conferencing System for Zoom with a maximum budget of \$9,800 supported through the use of Modernization Funding, to help facilitate the return to in-person meetings in Council Chambers.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the suggested layout of Council Chambers, the requirements in order to hold in-person meetings, and the cost associated with the conferencing system.

Discussion was held regarding the costing and use of the system.

13. Resolutions

13.1 Town of Fort Erie Resolution of Support re: Capital gains Tax on Primary Residence

Motion 162-2021: McConnell, Jansman

WHEREAS primary residences are currently exempt from a capital gains tax; and

WHEREAS currently secondary and additional non-primary properties are subject to capital gains; and

WHEREAS the Federal Government is currently looking into a primary residence capital gains tax as they have recognized that affordable housing has become a serious issue in Canada; and

WHEREAS smaller communities including the Town of Prescott are seeing unprecedented higher selling prices that are outpacing prices in larger cities; and

WHEREAS many hard-working Canadians who have only a primary residence with no additional non-primary homes count on their home equity as financial aid to apply to upsizing or downsizing their home depending on their personal situation; and

WHEREAS a change in taxation to primary residences would be a significant financial blow to Canadians and would create an unfair, two-tiered taxation which could lead to depleted savings, inter-generational disparities, disparities among diverse groups such as seniors who may have a significant portion of their savings vested in their primary residence, as well as, reducing the ability of home ownership thereby a further, higher need for rentals; and

WHEREAS the Federal government could look at other means to slow down the rapidly escalating housing costs to improve housing affordability.

THEREFORE BE IT RESOLVED, that the Corporation of the Town of Prescott support the resolution of the Town of Fort Erie requesting that the Federal Government cease further consideration of eliminating capital gains tax exemptions on primary residences;

AND FURTHER THAT a copy of this resolution be sent to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, MP Michael Barrett, Leeds-Grenville-Thousand Islands and Rideau Lakes, MPP Steve Clark, Minister of Municipal Affairs and Housing, and all Leeds and Grenville municipalities.

Carried

14. By-laws

14.1 Farmers' & Crafters' Market By-Law

Motion 163-2021: Ostrander, Young

That By-Law 31-2021, being a by-law to establish and regulate a Farmers' and Crafters' Market, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

16. Notices of Motion – None

17. Mayor's Proclamation – None

18. Closed Session – None

19. Rise and Report – None

20. Confirming By-Law – 32-2021

Motion 164-2021: Ostrander, Shankar

That By-Law 32-2021, being a by-law to confirm the proceedings of the Council meeting held on June 21, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 165-2021: Shankar, Jansman

That the meeting be adjourned to Monday, July 19, 2021, at 6:00 p.m. (Time: 8:08 p.m.).

Carried

Mayor

Clerk



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 16 '21
Strategic Plan		

PAC Report 13-2021

STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: July 16, 2021

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

RE: Proposed Zoning By-Law Amendment – Blacks Creek Innovations Inc. -
Development Drive

Recommendation:

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

Background / Analysis:

A zoning by-law amendment application was submitted by the Town on June 1, 2021. The area affected is located south of Development Drive and is between the Utility (hydro) easement to the east and the significant archeological lands to the west. The area in question, is approximately 1.825 hectares and is referred to as Part 2 of Registered Plan 15R-12103.

The application was circulated to all Town departments and to date no departments have expressed any concerns. The required Notice of Public Hearing was posted on the property and notifications were sent to all affected parties on June 29, 2021. The notice was also posted on the Town's website and on the affected properties. To date, no communication was received regarding the application.

When a Zoning By-law amendment is considered the first concern is if the proposed zoning change in any way circumvents or invalidates the Town's Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 16 '21
Strategic Plan		

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

Our Guiding Principles

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



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 16 '21
Strategic Plan		

Alternatives:

Council may wish to deny the request for a zoning by-law amendment change, or leave the zone use of Highway Commercial C-2 with special exception.

Financial Implications:

No anticipated burden of increased costs or services by the Town for this application.

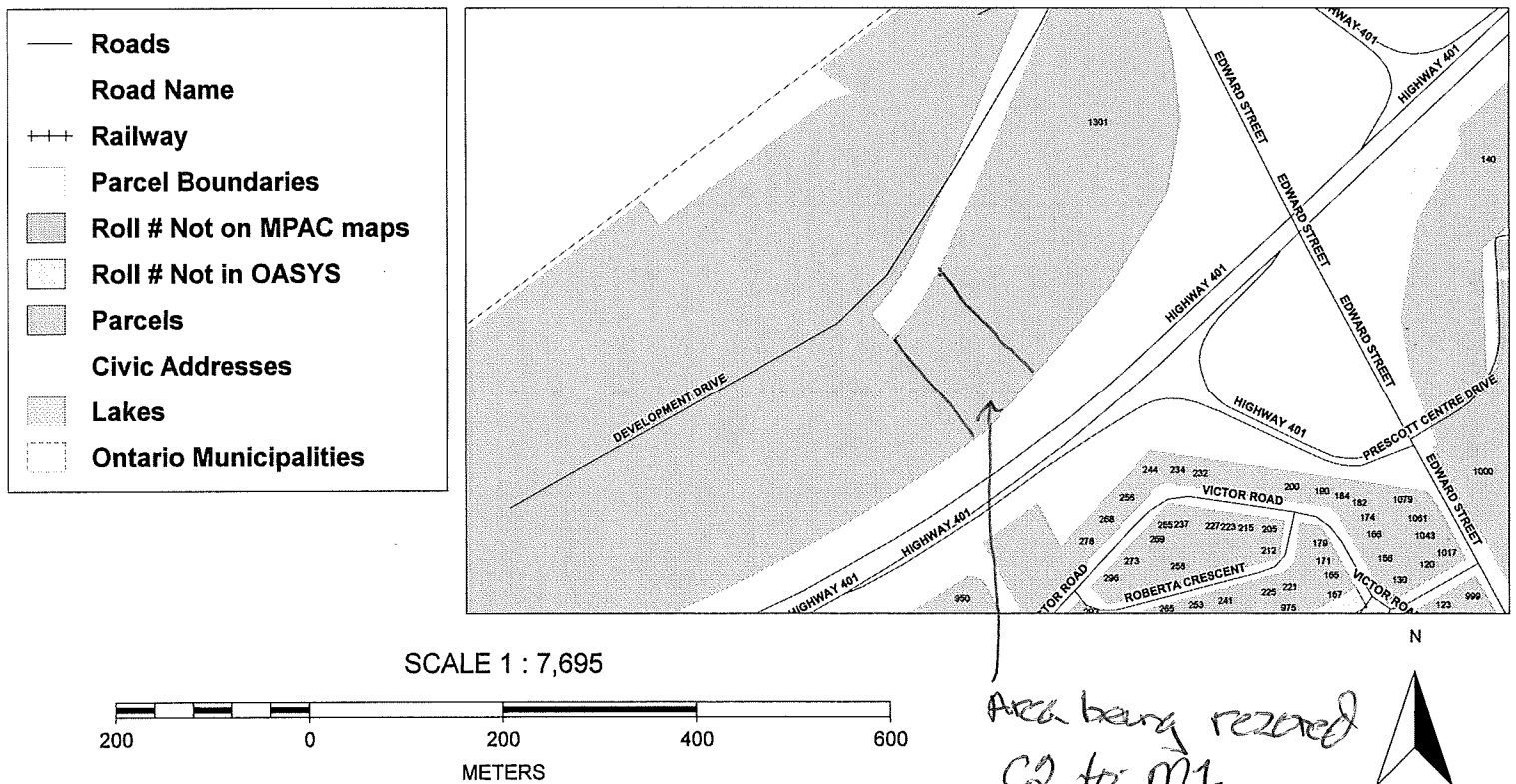
Attachments:

- Map of the area
- Draft Zoning By-Law Amendment

Submitted By:

Shawn Merriman
Manager of Building & By-Law

Town of Prescott



**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. xx-2021

**A BY-LAW TO AMEND BY-LAW NO. 09-2009 TO CHANGE THE ZONE ON THE
LANDS KNOWN AS BLACKS CREEK INOVATIONS INC., DEVELOPMENT DRIVE,
PRESCOTT, TO ALLOW FOR ALL THE USES OF THE GENERAL INDUSTRIAL
ZONE M-1**

**Being a by-law to amend By-Law No. 09-2009 to change the zone on the lands
known as Blacks Creek Innovations Inc., Development Drive, Prescott, to allow for
all the uses of the general industrial Zone M-1.**

WHEREAS pursuant to the provisions of the *Planning Act*, Section 34, the Council of a Municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

WHEREAS By-law No. 09-2009 regulates the use of land and the use and erection of buildings and structures within the Town of Prescott;

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

1. Zoning By-Law No. 09-2009, as amended, is hereby further amended by changing the land use zone on the lands referred to as Plan 15 R-12103 Part 2 on Development Drive to General Industrial-M1 and the related uses of such zone.
2. All other applicable provisions of By-law 09-2009 shall continue to apply.
3. That this by-law shall come into force and take effect upon being passed by Council.

READ AND PASSED, SIGNED AND SEALED, THE 19th DAY OF JULY, 2021.

Mayor

Clerk

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 19 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 60-2021

Date: July 19, 2021

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

RE: New Single Pad Arena and Community Centre Tender Results

Recommendation:

That Council direct staff review the tender submissions and provide a recommendation to at a Special Meeting of Council on July 26, 2021 to award the contract.

Background:

The Town has been actively proceeding with many of the steps involved with securing funding and completing the design for the new Recreation Complex, which includes a Single Pad Arena and Community Centre.

Federal and Provincial funding for the Recreation Complex was announced on April 28, 2021. The Government of Canada is investing over \$5.3 million in this project through the Community, Culture and Recreation Infrastructure Stream of the *Investing in Canada* plan. The Government of Ontario is providing more than \$4.4 million, while the Town of Prescott is contributing over \$3.5 million.

The project will see the construction of an all-year, multiuse recreational complex in Prescott. The new recreational complex will include an indoor single ice pad surface with a total seating capacity of 800 with seating on both sides of the ice surface, a 190 meter (620 feet) walking track, multiple community rooms with multiuse functions. There will also be a mini-stick area for children to enjoy and the main lobby area will have seating facing the ice surface with 20 seats. Accessible areas have been included next to the glass and the top of the stands. Other amenities include a shop/skate sharpening room, full canteen, and robust sound system.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 19 '21
Strategic Plan		

On the remainder of the lands, there will be new outdoor baseball diamonds and outdoor soccer fields designed and constructed to replace the existing fields. The tender results in this report only include the costs associated with the arena structure, the paved parking lot, and underground and stormwater infrastructure to support the facility. A second request for proposal will be issued in 2022 for the remainder of the outdoor field areas.

The new complex will provide residents in Prescott, and surrounding communities, access to a modern and reliable recreational facility where they can enjoy sports, maintain healthy lifestyles, and partake in recreational programs for many years to come.

The tender costs include a major extension of watermain and sanitary connections from Industrial Road along with electrical infrastructure to connect to the facility. The watermain extension will also allow for a new Town water tower to be constructed in 2023 on the west side of the property.

The day after the Federal and Provincial funding was announced the Town made the issuance of the Request for Qualifications for general contractors to qualify to bid on the project.

Nine (9) contractors submitted for the pre-qualification and of those nine, seven were pre-qualified. Six (6) general contractors continued to proceed in the tender process of which five (5) submitted a tender proposal. The tender documents were issued on June 7, 2021, with an original closing date of July 8th that was later extended by 1 week at the request of the contractors, for a closing date of July 15th.

Submissions:

Five (5) tenders were received on July 15, 2021, by EVB Engineering, on behalf of the town of Prescott, for the project.

Request for Proposal: **Tender for a New Single Pad Arena and Community Center**
 Prescott Tender: **TOP-RC-01**
 EVB Project No.: **18121**
 Issue Date: **June 7, 2021**

		Date Req'd
Information Purposes		
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Strategic Plan		

Closing Date: **July 15, 2021**

The Tender results are as follows in the order in which they were ranked based on the price.

Contractor	Tender Amount
1 Robert J. Bourgon & Associates Ltd	\$17,300,837
2 McDonald Brothers Construction Inc.	\$19,146,000
3 Buttcon Construction Ltd.	\$19,900,000
4 Hein Construction	\$20,286,000
5 Frecon Construction	\$20,393,000

Analysis:

All submissions met the mandatory requirements set out within the Tender request.

The tender submitted by Robert J Bourgon & Associates Limited was the lowest tender, and the tender submission was verified to be complete.

A review of the tender submission can be completed during the week of July 19, 2021 and a recommendation could be made to at a Special Meeting of Council on July 26, 2021.

Alternatives:

Council could defer this infrastructure project into the future, which is not recommended as construction costs are predicted to continue to rise.

		Date Req'd
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Strategic Plan		

Financial Implications:

The lowest cost bid was \$17,300,837 plus HST. Part of the cost included the watermain that is attributable to the water tower replacement project and the sanitary sewer extension, which will be paid through the use of water and wastewater reserves.

There will be the additional cost of the outdoor recreation complex features which will be issued in 2022 with an estimated cost of \$500,000. The cost to design, tender, perform geo-technical studies and oversee the project is approximately \$1,000,000.

The Town has been approved for Federal and Provincial funding in the amount of \$9,745,370.60 for this project.

The local fundraising goal established in 2019 was \$3,020,000.

The Town established a contribution to reserves in 2018 of \$235,000 annual to support the replacement of the arena. Initially this was used to pay for the improvements made to the Leo Boivin Community Centre before the ice plant was unexpectedly decommissioned. By the end of 2021, \$390,000 is available to put toward the project. The yearly contribution of \$235,000 is already in the annual operating budget and will be used as a contribution towards the project in 2022 and 2023, when it is expected to be completed resulting in an additional \$470,000 available to put towards the project. Now that the Fire Hall is complete, and the annual debt amount is an additional \$60,000 annual contribution that can be used towards the Recreation Complex. By 2023, this would equate to \$180,000 that can be used towards the recreation complex project. The annual reserve contribution of \$295,000 will be available to support a debt payment for any remaining amount for the construction of the recreation complex upon completion estimated for 2023.

The construction of the recreation complex can be achieved without having to increase the property tax levy.

The BMO loan was paid off in March of 2021 which was \$332,600 in payments per year. The St. Lawrence Lodge Debt will be fully paid off in 2024 and 2025 which amount to annual payments of \$240,000. This provides the room to allow for the debt payment ratio that the Town has today to be the same after the completion of the recreation complex and debt for St. Lawrence Lodge is fully paid in 2024/2025.



		Date Req'd
Information Purposes		
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Strategic Plan		

Environmental Implications:

All efforts will be made to re-use clean soils removed from the project excavation on other Town properties as clean fill. Bedrock removed from the site will also be recycled as reconstruction material as fill on other properties. All of the large earth material reuse efforts will reduce the overall greenhouse gas emissions from the project by reducing fuel emissions from dump trucks.

All construction waste will be disposed of with best management practices.

As part of the Federal government funding conditions a GHG Mitigation Assessment and a Climate Lens Assessment are to be completed. The GHG Mitigation Assessment explicitly accounts for the greenhouse gas (GHG) emissions associated with a particular project activity and compares it to baseline or business-as-usual emissions to illustrate the net effect of the project on total GHG emissions.

The Climate Change Resilience Assessment assesses the climate risk associated with the project, includes potential mitigation measures to improve the resilience of the project to climate-related effects.

Four (4) Electric Vehicles (EV) chargers will be installed at the facility with the electrical capacity for four more future EV chargers.

Attachments:

None

Submitted by:

Nathan Richard
Interim Director of Operations

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	July 19 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 61-2021

Date: July 19, 2021

From: Nathan Richard, Interim Director of Operations

RE: Edward Street Overpass Repairs Tender Results

Recommendation:

That Council direct staff to review the scope of work for the Edward Street Overpass Repairs to minimize the traffic control costs and railway flagging costs; and

That staff be directed to issue a tender in January of 2022 for the work to be completed on the Edward Street Overpass Repairs with the revised scope of work.

Background:

An engineering assessment on the Edward Street Overpass major infrastructure components was completed in late 2019. This inspection work included review of the expansion joints, structural steel, concrete, miscellaneous asset bridge component details, and road reinstatement.

In January 2021, Council directed staff to proceed with engineering drawings and procurement of a contractor to complete the repairs as per the engineering inspection. The estimated cost to complete the work was budgeted at \$275,000.

As per the engineering assessment report completed in January 2020, it confirmed that none of the structural items that were identified in need of repair were in an urgent or emergent state and that the bridge structure components continue to be in fair condition.

		Date Req'd
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Strategic Plan		

Analysis:

Six (6) Tenders were received on July 14, 2021, by EVB Engineering, on behalf of the Town of Prescott, for the project. The tender amounts ranged from \$557,000 to \$844,942 inclusive of a provisional amount to repaving a portion of the ramps on Edward Street from Churchill Road to Wood Street which was not part of the original scope of work. When this asphalt improvement was removed the tenders still range from \$439,265 to \$765,239.

The engineering assessment report indicated that the bridge structure has maintained a fair condition since the most recent rehabilitation work and no major capital investment is anticipated in the next five years; however that the Town should anticipate some rehabilitation work over that period.

It is recommended that the project not proceed in 2021 and an evaluation be completed on the work required for the infrastructure asset repairs. An analysis will need to be completed on the way the work is completed and possibly additional budget will need to be added in 2022. The analysis will include a review with emergency services on the possibility of closing the bridge to vehicular traffic for a portion or all of the rehabilitation work.

Alternatives:

Council could continue to pursue this project in 2021, however the increase from the original budgeted amount was not contemplated in the 2021 projects budget.

Financial Implications:

The project had an estimated budget of \$275,000 being funded by the Infrastructure Reserve. If the project costs \$450,000 to \$550,000 then an additional year of contributions to the Infrastructure Reserve in 2022 could be used to fund the increased cost.

Environmental Implications:

None



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Attachments:

None

Submitted by:

Nathan Richard
Interim Director of Operations

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STAFF REPORT TO COUNCIL

Report No. 62-2021

Date: July 19, 2021

From: Nathan Richard, Interim Director of Operations

RE: Shade Sails for RiverWalk and Centennial Park

Recommendation:

That Council approve the selection of Shade Sails Canada for the purchase and installation of shade sails for Riverwalk Park and Centennial Park with a budget of \$69,950 + HST as outlined in Staff Report 62-2021.

Background:

At the Council meeting of May 3, 2021, in Staff Report 42-2021, staff provided Council with an overview of the shade sails as part of the Riverwalk Park update. This report will provide additional detail on the recommended solutions for Riverwalk and Centennial Parks.

Analysis:

RiverWalk Park is the central, main park in the Town of Prescott. The park currently has minimal to no shaded locations to sit and enjoy the park with a direct view of the waterfront. Centennial Park has many mature trees along the waterfront, however not as many shaded locations near the pool and the beach. As the temperature rises in the summer months, having shade, natural or created, is an important aspect of a desirable park. Each of these parks would benefit from a shade structure. Shades sails are low maintenance and provide a visually appealing look to any public park, particularly in this case located adjacent to the St. Lawrence River.

A free-span fabric structure (also known as a tensioned fabric structure or a shade sail) is a piece of tensioned fabric spanned between multiple points. The fabric sail is

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attached to both existing structures and posts, which are engineered to support large amounts of load. These structures are particularly appealing visually, especially when post/attachment point heights are varied to create hyperbolic shapes.

While the posts for these structures are permanent, the fabric itself can be removed for the winter and if required, during major storms. Free-span fabric structures are used widely across many industries and applications including, restaurants, playgrounds, seating areas, public parks and spaces, storage, and events.

Shade Art is becoming increasingly popular as they are creating an eye-catching centerpiece and add to the aesthetic of outdoor space. Structures with more than one sail look fantastic in multiple colours and can be customized to match branding or equipment. The colours chosen for the sails and posts will be coordinated and complimentary to the surrounding structures.

Tensioned fabric structures perform excellently in a variety of weather conditions. A hyperbolic shape, where opposite attachment points vary in height, is extremely aerodynamic and can handle the majority of wind conditions and increased rain run-off. Waterproof fabric can also be used to extend the functionality of your space well into the shoulder seasons (spring and fall).

Most shade sails are not waterproof unless you use a specific waterproof fabric; however, one of the reasons that there are varying heights of the posts/attachment points is to encourage water run-off. When the sails are sloped and tightened correctly, the majority of the water will run off the side of the sail, with only a fine mist making it through the fabric. Heavy rain is not an issue if the sail has a significant slope and is very tight.

The fabric portion of the sails are to be removed for the winter months and are warranted for 10 years against UV degradation.

RiverWalk Park

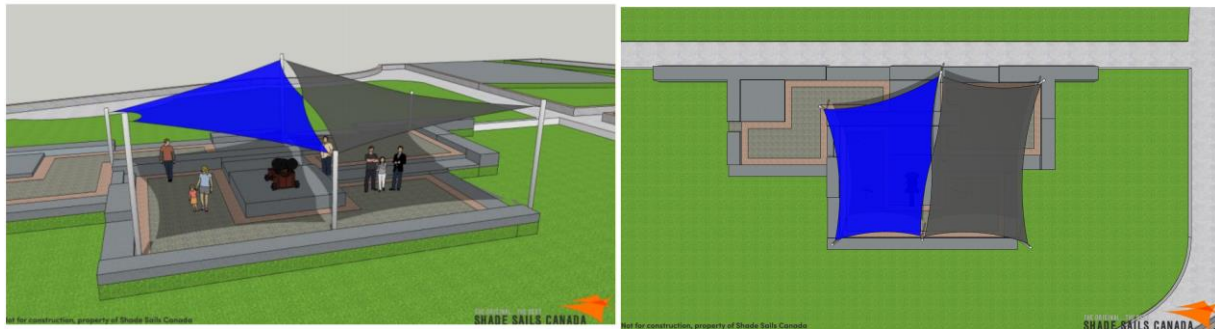
The shade sail location in this park is best suited where there are natural seating areas within the existing park structure. The proposed shaded area in the park is central to the park and also meets accessibility standards, with appropriate sloped concrete ramps leading to the shaded area. The approximate location of the shade sail is shown in Attachment A, in a rendering showing the sail and the park features. The proposed

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shade sail is approximately 40 x 30 feet and height varies between 10 and 14 feet, and the shade material is made out of Monotec, which has a high strength-to-weight ratio, high UV resistance, and is low maintenance.

Staff investigated the option to utilize the existing concrete components of the park to connect the structural steel posts required for a shade sail; however, most of the existing concrete above the surface is for architectural purposes as opposed to structural. Attempting to mount on existing concrete would be more effort than excavating new holes and pouring regular concrete footings for the steel post bases. The posts will then be flush with the ground providing a more appealing look.

The approximate cost of this free-span fabric structure for RiverWalk Park, including design, supply, and installation is \$42,700 + HST.



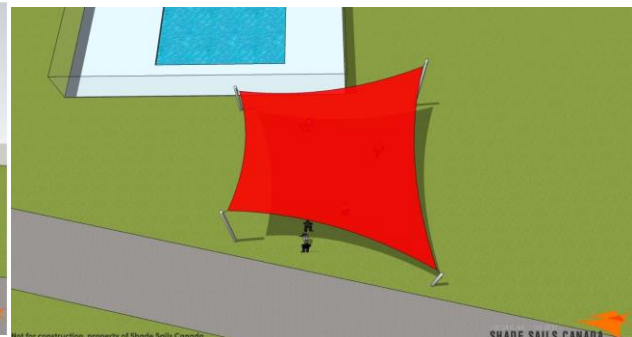
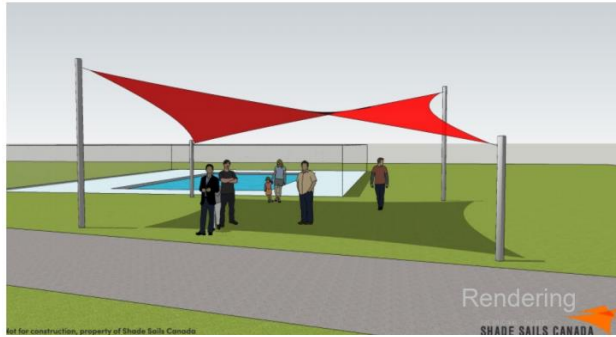
Centennial Park

The location of the shade sail in Centennial Park is proposed to be in close proximity to the pool area. The proposed shaded area in the park is accessible from the existing pathway. This area would provide a spot for families to gather as a central stationary location as they enjoy the beach, pool or splash pad. This will also serve as a great location for a large, shaded area adjacent to the pool for various events.

The approximate location of the shade sail is shown in Attachment A, in a rendering looking west, showing the sail and the pool in the background. The proposed shade sail is 35 x 35 feet, and height varies between 10 and 14 feet.

The approximate cost of this free-span fabric structure for Centennial Park, including design, supply, and installation is \$27,250 + HST.

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Alternatives

Council could decide on different options or structures in place of the ones being recommended.

Financial Implications:

The Town of Prescott applied for funding from the Active Transportation Rehabilitation and Improvements Grants, which was submitted under the Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience Infrastructure stream. The federal government is contributing up to a maximum of \$80,412.80 and Ontario is contributing costs up to a maximum of \$20,103.20 towards The Town of Prescott projects.

The shade sail structures were estimated to cost \$50,000, however the recommendation of the larger shade sail in Riverwalk Park has increased the total cost of this part of this component of the project. The repairs to the waterfront trail are expected to cost less than the anticipated \$30,000 which would allow for some reallocation. There was \$10,000 in the projects budget to address play structure deficiencies which is not expected to be required this year. Therefore the \$10,000 for the play structures could be reallocated to this project and the savings to the waterfront trail repairs will allow all of the components of the project still to be achieved.

Environmental Implications:

All efforts will be made by staff and contractors to reduce greenhouse gas emissions on the projects and re-utilize / recycle materials whenever possible.

Shade Sails Canada is part of another company, www.greenbagcompany.ca, that has programs that work towards minimal landfill, including using remnant fabric to make bags. They are Oeko-Tex certified to be BPA-free, lead-free and phthalate-free. The structures are Canadian designed, made and installed.

Attachments:

- None



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Submitted by:

Nathan Richard
Interim Director of Operations

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REPORT TO COUNCIL

Date July 19, 2021

Report No. 63-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Traffic Study and Transportation Plan to Address Development North of the 401

Recommendation

That Council direct staff to undertake a traffic study and develop a Municipal Road Improvement Plan with an upset limit of \$30,000 to be funded through the use of Modernization Funding received from the Province of Ontario.

Background/Analysis

The Ministry of Transportation (MTO) have identified the need to address several issues as it relates to the development of lands North of the 401 and how they would interact with the westbound 401 interchange at Edward Street. These issues must be addressed through studies and plans that will identify the required changes needed to be made to allow for development while meeting MTO standards for traffic safety and flow.

MTO has corridor control access standards for developments adjacent to highways and interchanges that are under Provincial jurisdiction. The Ministry guidelines require an Interchange Highway Access Management Plan (I-HAMP) study to define municipal land uses and the creation of a transportation plan for development. This has not been completed to date and is an impediment to developing lands on Development Drive and along Edward Street to McIntosh Road.

The purpose of the traffic study and transportation plan is to specifically identify and find mitigating solutions to develop land near the 401 interchange on Edward Street between Development Drive and McIntosh Road. This would include a strategic focus on what steps need to be taken to satisfy both the development objectives of this area and the requirements to comply with MTO access management policies and procedures.



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The fact that the province is currently working through an evaluation and environmental assessment of the interchanges between Maitland and Johnstown will allow the work to be done with feedback and options being incorporated into the study and plan.

Alternatives:

Council may wish to not proceed with the study at this time, however development applications for the area north of the 401 will run into issues that can only be addressed by undertaking the appropriate studies and developing the complimentary plans.

Financial Implications:

The cost of the study is estimated to be \$30,000. The Modernization Funding received from the province in 2019 could be used to cover the cost. We will also discuss this opportunity with Augusta Township to determine if they would wish to share in the cost as part of the study area also pertains to lands in Augusta Township.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 64-2021

Date: July 19, 2021

From: Lindsey Veltkamp, Director of Administration/Clerk

Re: eSolutions Website Refresh

Recommendation:

That Council approve up to a maximum of \$40,000 for a website refresh through eSolutions as outlined in Staff Report 64-2021 to be supported by the use of the Modernization Funding received from the Province of Ontario.

Background / Analysis:

At the Council meeting of June 21, 2021, Council provided staff with direction to bring back a report outlining options and costs associated with a website refresh through eSolutions for further discussion and consideration.

It is time to modernize the appearance of the current website. Adding features such as the Form Builder module, microsites for specific focus areas, an eCommerce function which would allow residents to pay for licenses, permits, and dog tags, and a Citizen's Portal that would provide residents with a login to view information specific to their property, are all options that could improve functionality, accessibility, and enhance the user's experience.

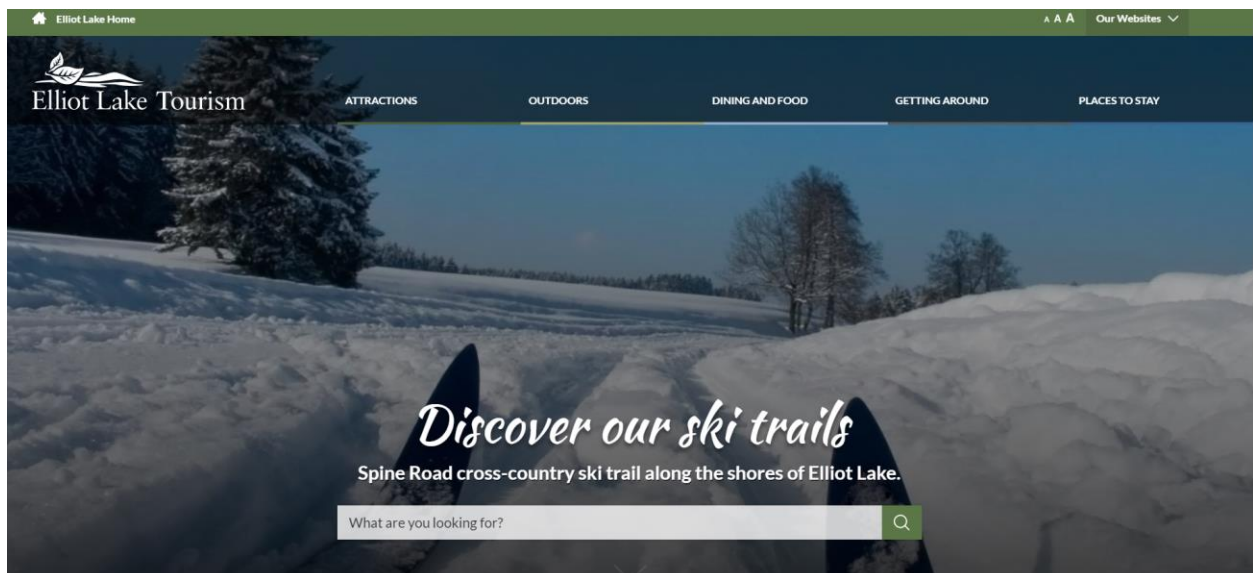
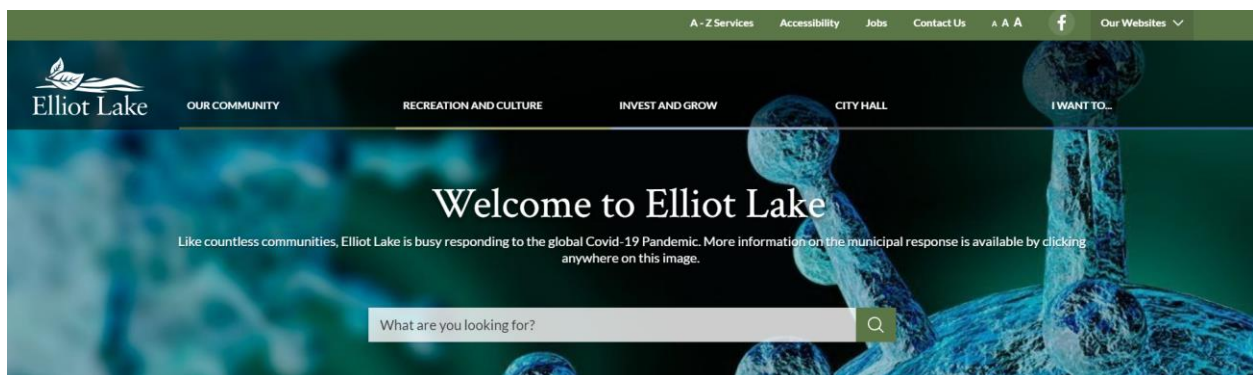
Website Software

iCreate:

iCreate is the current software for the Town's website and is proprietary. While staff are familiar with the software, the functionality and flexibility are limited. There are other municipal sites that use iCreate that have an updated look and feel including the City of Elliot Lake which provides a good example of what is hoped to be achieved through the website refresh.

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The City of Elliot Lake has a microsite for Tourism. A microsite has the same feel as the main webpage but is more of a standalone page that can be unique and highlight focused areas of the department. It features large, bright images, with links to guide visitors to specific areas.



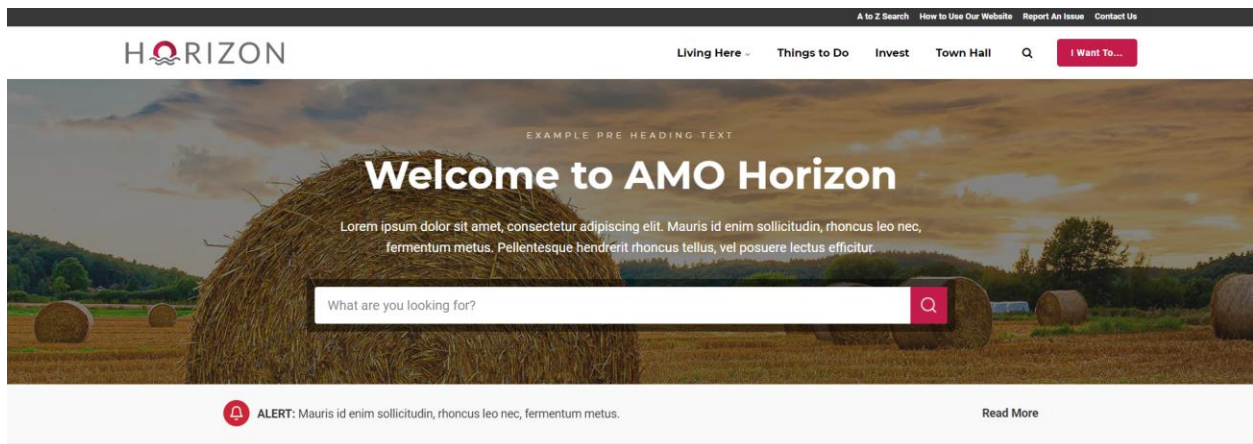
Microsites could be used to direct attention to Economic Development, Tourism, the Prescott Public Library, the Fire Department, and Walker House. The cost of each individual microsite through iCreate is \$9,360.



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Umbraco:

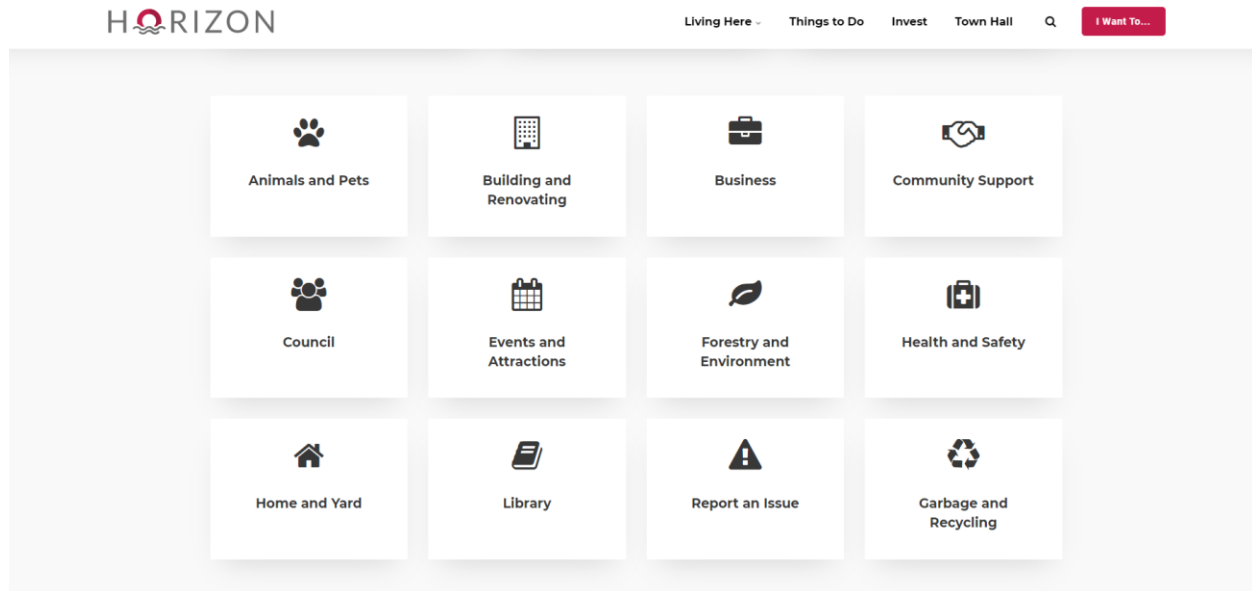
Umbraco is an open-source software available through eSolutions. This software is suggested to have greater flexibility and provide more options for creativity. Umbraco offers a more modular style, with the ability to add components to the main page, which can be completely customizable and changed internally which would avoid additional fees and charges that occurs using iCreate.



The main landing page could offer similar tabs along the main top header, with alerts scrolling across the bottom, and the ability for users to search the website.



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Microsites can be created through Umbraco and do not come at an additional cost.

Additional Add on Items:

Form Builder:

The Form Builder Module provides the Town with the ability to create accessible, trackable, and user-friendly forms. The module is customizable and maintains a consistent feel and style for the municipality. This module can be used for Animal Tag licensing, Complaints and Concerns form, Marriage License application form, and Volunteer Application forms.

eCommerce Module:

The eCommerce Module works in conjunction with the Form Builder Module to accept credit card payments for any item that a form has been created for. This would provide users with one step processing of an application and payment. A user could access a form for an Animal Tag, input their information, and pay all from the comfort of home. This module can only be used with the Form Builder Module.

Citizen's Portal:

Citizen's Portal gives residents a personalized online experience with a single sign-on dashboard that brings all the municipal information they care about into one place.

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This option was considered however, the cost associated which was between \$50,000 and \$100,000, did not justify the added functionality. The yearly increase in maintenance fees would have added \$10,000 to \$20,000 to the operating budget.

Alternatives that provide the functionality will continue to be explored.

Alternatives:

Council could decide to either not proceed with a website refresh or to look at alternatives to eSolutions.

Financial Implications:

The Town of Prescott received \$591,400 Municipal Modernization Funding from the Province of Ontario in 2019. This funding is intended to support small and rural municipalities in their modernization efforts which can include IT upgrades and improvements to processes to provide efficient services.

To date the funding has been used to support the following initiatives.

- GIS based Building & Bylaw Software \$50,400
- Joint Study Land Use and Economic Strategic Plan \$82,742
- Transportation Pilot Program \$10,000
- St. Lawrence Lodge Technology Modernization \$18,917
- Server Hardware and Software Modernization \$29,000
- Downtown Beautification Plan \$50,000

Total cost for the website refresh with iCreate software which includes (form builder, one additional microsite, and eCommerce):

- One time: \$50,490

Total cost for the website refresh with Umbraco software which includes (form builder, unlimited microsites, and eCommerce):

- One time: \$37,720

There is a small increase to the annual fees by using Umbraco however this can be absorbed by the administrative budget.



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Attachments:

None

Submitted by:

Lindsey Veltkamp
Director of Administration/Clerk

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REPORT TO COUNCIL

Date July 19, 2021

Report No. 65-2021

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

RE: Canada Community Revitalization Fund

Recommendation

That Council direct staff to submit an application to the Canada Community Revitalization Fund for a total project cost of \$100,000 for the initiatives as outlined in Staff Report 65-2021, to help bring people back to public spaces while creating jobs and stimulating the local economy.

Background

On June 23, 2021, the Federal Government launched the Canada Community Revitalization Fund (CCRF). The CCRF is to support not-for-profit organizations, municipalities, and other community grounds and Indigenous communities to:

- build new community infrastructure and revitalize existing assets;
- bring people back to public spaces safely as health measures ease; and,
- create jobs and stimulate local economies.

The \$500-million national fund is being delivered across the country through Canada's regional development agencies. FedDev Ontario is accepting applications for organizations in southern Ontario.

Staff attended a technical briefing on July 7th to better understand the requirements of the programs and what initiatives might meet the criteria. The deadline for applications is July 23, 2021.

Program Objective

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The Fund will provide support to:

1. Adapt community spaces and assets so that they may be used safely in accordance with local public health guidelines
2. Build or improve community infrastructure to encourage Canadians to re-engage in and explore their communities and regions.

Eligible activities

The Fund will provide support for the following types of projects:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.
- Building or improving community infrastructure through the expansion, improvement, or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

Priorities

Eligible projects will be prioritized in the following order of importance:

- revitalize downtown cores and main streets
 - o Core: The areas within a community encompassing the highest job density based on the place of work information from the census.
 - o Downtown neighbourhood: Area composed of the downtown core, and the encompassing one-kilometre adjacent area surrounding the core, using the Census classification.
 - o Main street broadens this to not only the highest job density but also important commercial areas for shopping.
- reinvent outdoor spaces
 - o Open air facilities or spaces including but not limited to active facilities, beaches and open air markets that are not fully enclosed/roofed.
- create green infrastructure

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- Projects that support decreasing greenhouse gas emissions and/or offer other environmental benefits. This could include, for example, projects to mobilize communities that want to reduce their carbon footprint (e.g., support for the development of a green local development plan, support to local businesses for local circular economy projects, support for the construction of community greenhouses).
- Projects that make a community space more energy efficient (e.g., new infrastructure built to net zero standards), lower carbon (e.g., electrification), more resilient (e.g., more resistance to extreme climate events like floods), and higher performing (i.e., better results with same or fewer resources resulting in less inputs and/or waste).
- Other examples of green projects could be those that reduce impacts on landscapes and aquatic systems, improve recycling/ waste management, conserve or restore access to natural spaces, and/or improve environmental quality through other sustainability or green actions or measures.
- increase the accessibility of community spaces
 - Projects that will meet or exceed the highest published accessibility standard as defined by the requirements in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-18) or the most recent standard, in addition to provincial or territorial building codes, and relevant municipal by-law.

Further priority will be given to projects that:

- are shovel ready
- bring in other partners to leverage project funding
- are of a smaller scope, where the project will be completed quickly so the program benefits will be shared broadly
- help communities rebound from the effects of the pandemic and contribute to the reanimation of communities, towns and cities
- can demonstrate measurable direct or indirect social and economic benefits
- encourage the participation of underrepresented groups and take into consideration the unique challenges of rural and remote communities
- are submitted before July 23, 2021 (23:59)

Other projects will be considered if funds remain available.



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Eligible costs

- Eligible costs include reasonable and necessary expenses associated with the activities listed above. This includes, but is not limited to, construction materials and contractor fees for building or improving a community asset.

Ineligible costs

- Ineligible costs include expenses associated with maintenance and operational activities that typically need to be undertaken on a recurring/annual basis; motorized vehicles; the purchase of a building, and land.

Funding Terms

- CCRF contributions will be determined based on the minimum amount required to carry out a project and may represent up to 75 per cent of total eligible costs
- Recipients could receive up to \$750K
- All contributions will be non-repayable

Assessment

Projects will be screened based on the following criteria:

1. Eligibility: The extent to which the organization meets the criteria for eligible activities and applicants.
2. Alignment: The extent to which the organization demonstrates how the project aligns with the objectives of the Fund and its priorities (listed above).
3. The project's state of readiness and the organization's capacity to complete the project.
4. Other funding: The extent to which the project has secured funding from other sources.
5. Inclusive growth: Projects may be prioritized by the extent to which they benefit or encourage the inclusion of underrepresented groups.

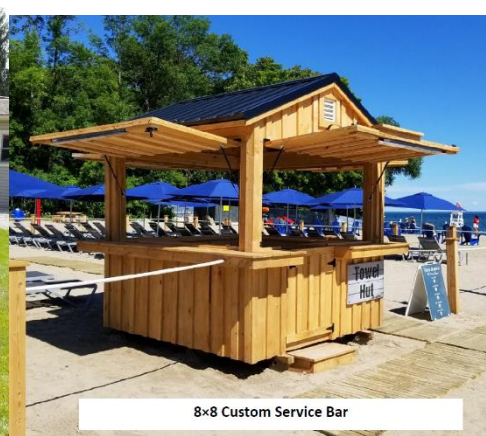
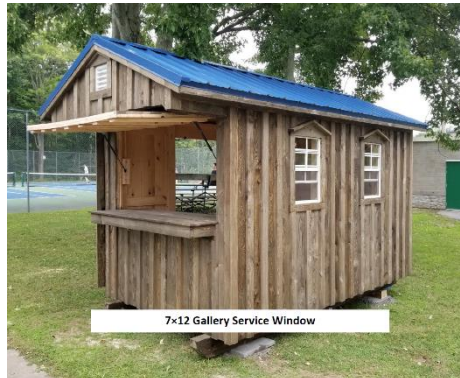
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Analysis

After having reviewed the guidelines and with an emphasis on economic development there are three specific initiatives that are being put forward to be applied for under this grant opportunity.

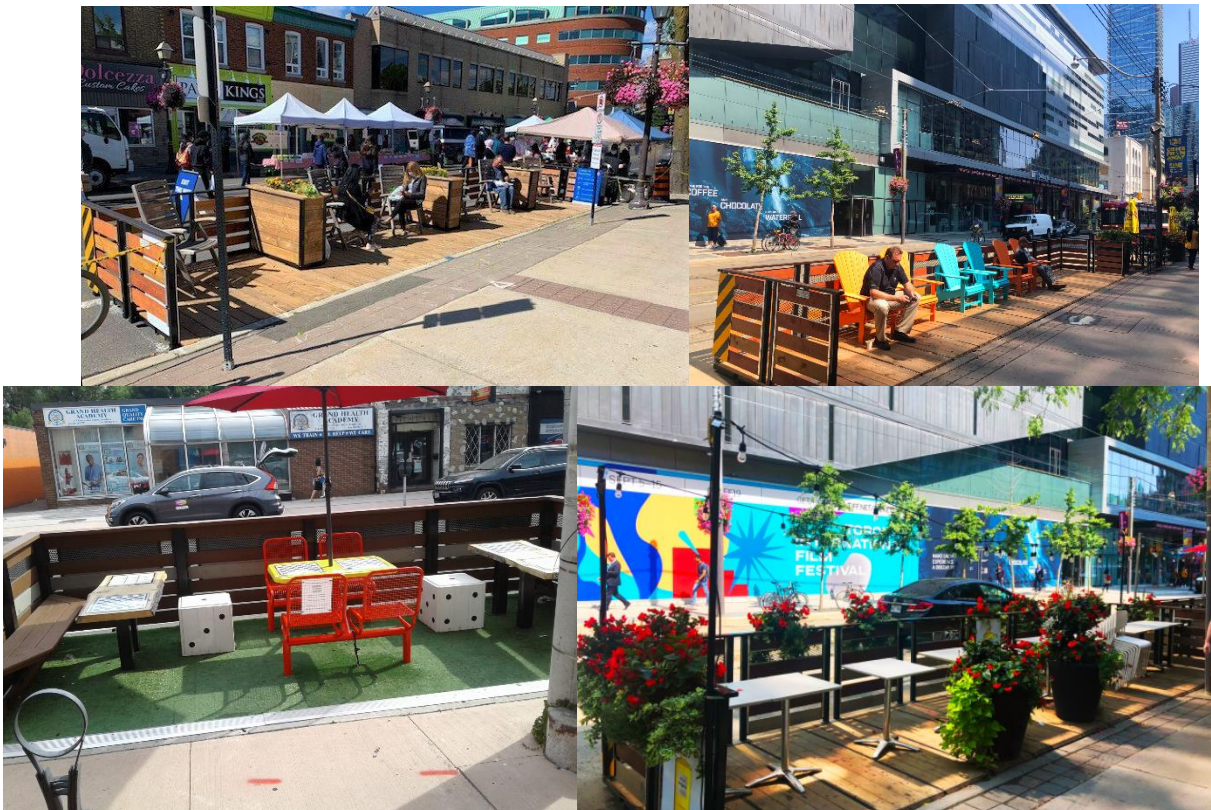
1. The purchase of five to eight moveable structures that would be located in the Riverwalk District for seasonal pop-up shops. The concept is that they would be brightly coloured, reminiscent of the houses in Lunenburg, Nova Scotia. Each structure could be rented on a seasonal or temporary basis for entrepreneurs to run a business from. This would include one that would be sponsored by the Town for a young entrepreneur to run a recreational equipment rental shop from.

Possible designed for the structures are as follows and can be purchased pre-built. The estimated cost of the multiple structures is \$30,000.



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2. Use the lighthouse as a pop-up shop space for entrepreneurs to rent on a temporary basis. The cost associated with this initiative would be to address the deficiencies in the stairs and railings of the lighthouse so that groups of no more than 3 individuals could again make their way to the top. This would draw potential customers to the lighthouse which would provide customer flow for the pop-up shop. It is estimated that it would cost \$40,000 to rebuild the stairs and railings to the 2nd and 3rd floors and make safety improvements to the last set of stairs to the top level.
3. Construct a removable patio area in the Downtown Riverwalk District to act as a place that individuals can socialize and enjoy what King Street has to offer. The recommendation could be for it to be built in the Clock Tower Parking Lot and be removed for the winter seasons or moved to another location in future years. Inspiration for an outdoor patio area has been taken from the pictures below. The estimated cost to construct an outdoor patio is \$30,000.





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Alternatives:

Council may wish to change the initiatives being applied for under this grant or decide to wait until a future intake of the program becomes available to submit an application.

Financial Implications:

The CCRF grant covers 75% of the cost of the project. The initiatives outlined above have an overall cost of \$100,000 with \$75,000 being applied for through the grant application with the remaining \$25,000 being supported by the fiscal policy reserve fund.

The intention of these initiatives is to bring entrepreneurs and customers together in the Riverwalk District. This touches on two of the priority areas by aiding in the revitalization of downtown cores and main streets and reinventing outdoor spaces.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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REPORT TO COUNCIL

Date July 19, 2021

Report No. 66-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: COVID Grant Program for Non-profit Organizations – Allocations

Recommendation

That Council approve the following COVID-19 Grants for Non-profit Organizations

- | | |
|--------------------------------------|---------|
| 1. Prescott and District Lion's Club | \$4,698 |
| 2. Prescott Lawn Bowling Club | \$1,782 |

Background

Council approved a \$15,000 COVID Grant Program for Non-Profit Organizations for the period of January to June 2021.

The program eligibility criteria and instructions were as follows:

1. The group is a registered charity with the Canada Revenue Agency or an organized, unincorporated, or non-profit organization
2. Is governed by a volunteer board or executive committee of 5 or more members
3. Holds an annual general meeting, at which the board of directors or executive committee is elected from the general membership through a democratic election process
4. Provides services to Town residents and has a location within the Town of Prescott
5. Is not eligible for any COVID-19 related grants (loans are excluded from the definition of grants) for fixed costs from any other level of government (Federal, Provincial, Upper Tier Municipality, etc.)



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6. Relies on memberships and donations for the majority of its revenue which have decreased in 2021 due to COVID-19
7. Has fixed costs in the first six months of 2021 that are in excess of the donations and membership that have been received in the first six months of 2021
 - Fixed Costs include:
 - o Rent
 - o Utilities
 - o Insurance
 - o Equipment leases

For greater clarity, a fixed cost is an expense that is incurred regardless of whether goods or services are produced or offered. Salaries are not considered a fixed cost for the purpose of this grant.

8. The organization has demonstrated that they have taken steps to reduce costs where possible
9. Organizations that have received community grant funding for 2020 from the Town of Prescott will have that funding taken into consideration when determining eligibility and allocation of this grant
10. Only costs incurred or are payable from January 1, 2021 to June 30, 2021 can be applied for under this grant
11. The completed application form and required documentation must be received by 12:00 pm noon on July 13, 2021

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Analysis

Three applications were received by the due date. The estimated revenue and fixed costs below are to June 30, 2021.

	Prescott & District Lions Club	Prescott Lawn Bowling Club	Branch 97 Royal Canadian Legion
Revenue	\$-	\$-	
Fixed Costs	4,698	1,332	
Deficit	(4,698)	(1,332)	Not in an overall deficit position at this time
Recommendation	\$4,698	\$1,782*	\$-

* **Note** The Lawn Bowling Club will not be opening this year and are estimating further fixed costs of \$450 for July through December. Therefore, the recommendation is to approve an additional \$450 to cover fixed costs until December 31, 2021.

Alternatives:

Council may wish to grant alternative amounts to those that are being recommended.

Financial Implications:

\$15,000 was allocated to the program from the 2021 COVID funding received from the Province.

Attachments:

None



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Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 67-2021

Date: July 19, 2021

From: Samantha Joudoin-Miller, Manager of Community Services

Re: Community Park Program

Recommendation:

That Council direct staff to enter into an agreement with the YMCA of Eastern Ontario to provide a Community Park Program from July 26th to August 28th, 2021 within the Town of Prescott.

Background / Analysis:

In order to provide inclusive recreational programming for youth within the Town of Prescott, the Municipality and the YMCA of Eastern Ontario will implement a Community Park Program within the Town of Prescott, utilizing the Town of Prescott's recreation library equipment that is housed at the Pool Building. This will be a free, inclusive, drop-in program to all residents that will run on a weekly basis at the following 6 locations: RiverWalk Park, Centennial Park, Sarah Spencer Park, Fader's Park, Fairway Park and in the backyard at Town Hall.

The Community Park Program will run on Mondays, Wednesdays and Fridays from July 26th – August 28th, 2021 at the 6 different park locations within the Town of Prescott. There will be no programming on the Stat holiday on Monday August 2nd, 2021.

The YMCA of Eastern Ontario will be responsible for providing a part-time Recreation Instructor who will be responsible for hosting a Community Park Program on a rotational schedule at 6 different locations within the Town of Prescott. The Recreation Instructor will be available for a total of 21 hours per week.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	July 19' 21
Strategic Plan		

Alternatives:

Council could decide to not pursue the Community Park Program in partnership with the YMCA of Eastern Ontario for the summer of 2021.

Financial Implications:

The estimated cost of staffing and mileage for the program is expected to cost less than \$3,000 running from July 26, 2021 to August 28th, 2021 on Mondays, Wednesdays, and Fridays.

This amount is covered within the 2021 Operational Budget.

Attachments:

- None

Submitted by:

Samantha Joudoin-Miller
Manager of Community Services

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 33-2021

A BY-LAW TO APPOINT SAMANTHA HANSEN AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

BEING A BY-LAW TO APPOINT SAMANTHA HANSEN AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

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

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

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

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

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

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

WHEREAS Council of the Corporation of the Town of Prescott deems it expedient to confirm the appointment of Samantha Hansen as a By-law Enforcement Officer.

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

1. That Samantha Hansen is hereby appointed as a Municipal By-Law Enforcement Officer with the authority to enforce all by-laws in the Town of Prescott which relate to parking matters and traffic matters.
2. That this by-law shall take effect on the date of final passing thereof;
3. That by-law 08-2020 is hereby repealed.

4. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 19th DAY OF JULY, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 34-2021

A BY-LAW TO APPOINT DONNA LANDON AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

BEING A BY-LAW TO APPOINT DONNA LANDON AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

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

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

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

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

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

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

WHEREAS there is a need for an additional Building & By-law staff member to have the authority to enforce all by-laws in the Town of Prescott which relate to parking and traffic matters during weather related events; and

WHEREAS Council of the Corporation of the Town of Prescott deems it expedient to confirm the appointment of Donna Landon as a By-law Enforcement Officer.

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

1. That Donna Landon is hereby appointed as a Municipal By-Law Enforcement Officer with the authority to enforce all by-laws in the Town of Prescott which relate to parking matters and traffic matters.

2. That this by-law shall take effect on the date of final passing thereof;
3. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 19 DAY OF JULY, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 35-2021

A BY-LAW TO APPOINT NATHAN RICHARD AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

BEING A BY-LAW TO APPOINT NATHAN RICHARD AS A MUNICIPAL BY-LAW ENFORCEMENT OFFICER FOR THE CORPORATION OF THE TOWN OF PRESCOTT

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

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

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

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

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

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

WHEREAS there is a need for an Operations staff member to have the authority to enforce all by-laws in the Town of Prescott which relate to parking and traffic matters during weather related events; and

WHEREAS Council of the Corporation of the Town of Prescott deems it expedient to confirm the appointment of Nathan Richard as a By-law Enforcement Officer.

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

1. That Nathan Richard is hereby appointed as a Municipal By-Law Enforcement Officer with the authority to enforce all by-laws in the Town of Prescott which relate to parking matters and traffic matters.

2. That this by-law shall take effect on the date of final passing thereof;
3. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 19 DAY OF JULY, 2021.

Mayor

Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 36-2021

**A BY-LAW TO AMEND BY-LAW NO. 09-2009 TO CHANGE THE ZONE ON THE
LANDS KNOWN AS BLACKS CREEK INOVATIONS INC., DEVELOPMENT DRIVE,
PRESCOTT, TO ALLOW FOR ALL THE USES OF THE GENERAL INDUSTRIAL
ZONE M-1**

**Being a by-law to amend By-Law No. 09-2009 to change the zone on the lands
known as Blacks Creek Innovations Inc., Development Drive, Prescott, to allow for
all the uses of the general industrial Zone M-1.**

WHEREAS pursuant to the provisions of the *Planning Act*, Section 34, the Council of a Municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

WHEREAS By-law No. 09-2009 regulates the use of land and the use and erection of buildings and structures within the Town of Prescott;

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

1. Zoning By-Law No. 09-2009, as amended, is hereby further amended by changing the land use zone on the lands referred to as Plan 15 R-12103 Part 2 on Development Drive to General Industrial-M1 and the related uses of such zone.
2. All other applicable provisions of By-law 09-2009 shall continue to apply.
3. That this by-law shall come into force and take effect upon being passed by Council.

READ AND PASSED, SIGNED AND SEALED, THE 19th DAY OF JULY, 2021.

Mayor

Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 37-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JULY 19, 2021**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 19th DAY OF JULY, 2021.

Mayor

Clerk