



PRESCOTT TOWN COUNCIL
AGENDA

May 1, 2023
6:00 pm
Council Chambers
360 Dibble St. W.
Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order
2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of May 1, 2023, be approved as presented.

3. Declarations of Interest
4. Presentations
5. Delegations

6. Minutes of the previous Council meetings

6.1 April 17, 2023

1

RECOMMENDATION

That the Council minutes dated April 17, 2023, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1 Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

Councillor Burton - Planning Advisory Committee

Councillor Campbell - Fire Services Committee

Councillor Young - Planning Advisory Committee

12. Staff

12.1 Staff Report 29-2023 - 2023 Community Awards - Selection of Working Group

12

RECOMMENDATION

That Council receive Staff Report 29-2023 for information; and

That Council appoint the following three members to the Business, Citizen & Volunteer of the Year Awards Selection Panel for 2023:

-

-

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12.2 Staff Report 30-2023 - 2023 Street Repaving 14

RECOMMENDATION

That Council direct Staff to proceed with milling and repaving the surface of the following street sections in 2023:

- Prescott Centre Drive add concrete curb at north and repave north lane
- Churchill Road from Next Polymer to the west train track
- Dibble Street west (30 meters west of the intersection at Edward Steet)

12.3 Staff Report 31-2023 - Water Tower - Approval to Issue RFP 20

RECOMMENDATION

That Council to direct Staff to release a Request for Proposal for the Water Tower Infrastructure Project as outlined in Staff Report 31-2023.

12.4 Staff Report 32-2023 - Community Improvement Plan Amendment Approval 25

RECOMMENDATION

That Council approve the proposed Community Improvement Plan amendments as presented and approved by the Planning Advisory Committee, in accordance with section 28 of the *Planning Act*, R.S.O. 1990, as amended.

12.5 Staff Report 33-2023 - Canada Day Complimentary Activities 38

RECOMMENDATION

That Council direct Staff to work with George Tierney and Windmill Brewery to coordinate complimentary activities for Canada Day July 1, 2023.

13. Resolutions

14. By-laws

14.1 Community Improvement Plan 41

RECOMMENDATION

That By-Law 19-2023, being a to adopt a Community Improvement Plan for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

- | | | |
|------|-------------------------------------------------------------------------------------------------|-----|
| 17.1 | National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirited People | 182 |
| 17.2 | Emergency Preparedness Week | 183 |

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Litigation

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

19.2 Purchase & Sale

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

19.3 Approval of the Closed Session minutes (April 17, 2023)

19.4 Identifiable Individual

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

That the Economic Development Officer, remain in the room for Items 19.1 and 19.2 and that the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Items 19.1, 19.2, 19.3, 19.4.

20. Rise and Report

21. Confirming By-Law – 20-2023

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RECOMMENDATION

That By-Law 20-2023, being a by-law to confirm the proceedings of the Council meeting held on Monday, May 1, 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, May 15, 2023. (Time: p.m.)



PRESCOTT TOWN COUNCIL

MINUTES

Monday, April 17, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Jane Hess, United Way, George Tierney, Windmill Brewery

1. Call to Order

Mayor Shankar called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Motion 81-2023

Moved By Young

Seconded By Lockett

That the agenda for the Council meeting of April 17, 2023, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

4.1 United Way - Jane Hess

Jane Hess, of the United Way, spoke to a PowerPoint presentation. A copy of the presentation is held on file. She provided Council with her professional background and spoke to the Community Impact Project proposal.

She referenced previous surveys results, Prescott focused responses, and an upcoming event being held at the Johnstown Community Hall on Wednesday, April 26, 2023, from 2-4 p.m.

Discussion was held regarding United Way funded initiatives in the Town of Prescott Prescott, the Township of Augusta, and the Township of Edwardsburgh Cardinal.

Jane Hess left the meeting at 6:14 p.m.

5. Delegations

5.1 Canada Day Event Proposal - George Tierney

George Tierney of Windmill Brewery, spoke to the expansion of the Town run Canada Day event in Prescott.

Mr. Tierney spoke to live music, buskers, and other musical events in addition the events at the Leo Boivin Community Centre and utilizing Fort Wellington grounds for re-enactments.

He outlined their request from the Town which included permission to solicit sponsorship on behalf of the Town to increase the municipal fireworks budget.

George Tierney left the meeting at 6:25 p.m.

6. Minutes of the previous Council meetings

6.1 April 3, 2023

Motion 82-2023

Moved By Burton

Seconded By Kirkby

That the Council minutes dated April 3, 2023, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Letter from Minister Clark - Action to Tackle Housing Supply Crisis

No discussion was held.

8. Consent Reports

Motion 83-2023

Moved By McConnell

Seconded By Burton

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

Carried

8.1 Information Package (under separate cover)

1. BIA Board of Management Minutes – March 13, 2023
2. Wastewater Treatment Plant Board Meeting Minutes – September 28, 2022
3. South Grenville Economic Development Business Summit – May 12, 2023
4. Brockville General Hospital Strategic Plan 2023-2028
5. CN Right-of-Way Vegetation Control Municipal Notice
6. Canadian History Ehx Podcast Sponsorship Letter
7. Courageous K9 Publication Advertising Sponsorship Request
8. Town of Plympton-Wyoming resolution of support re: Retaining Surplus Proceeds from Tax Sales
9. Municipality of Magnetawan resolution of support re: Retaining Surplus Proceeds from Tax Sales

9. Committee Reports

There were no items under Committee Reports.

10. Mayor

Mayor Shankar stated that Councillor Campbell sent her regrets for this evening's meeting due to her attendance at the Ontario Goods Roads Association Conference.

He spoke to the Kriska Transportation anniversary celebration held on April 10, and the opening of the Prescott Golf Course.

11. Outside Boards, Committees and Commissions

Councillor Lockett spoke to her attendance at the BIA meeting held on April 11.

Councillor Young spoke to her attendance at the BIA meeting held on April 11.

Councillor Burton spoke to her attendance at a recent Prescott Public Library Board meeting.

12. Staff

12.1 Staff Report 24-2023 - Community Grant Recommendations - Intake #1

Motion 84-2023

Moved By Burton

Seconded By Young

That Council approve the 2023 Community Grant Allocation Recommendations for Intake #1, totaling \$47,600 in financial support and the in-kind requests as outlined in Staff Report 24-2023. and

That Council direct Staff to work with the Community Grant Working Group to review the Community Grant Program and bring back recommendations for possible changes that could be considered for the 2024 program.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the applications received in January, an April meeting of the working group, and the newly added section to include reasoning and the in-kind portion of the requests. CAO/Treasurer Armstrong spoke to the returning and new applications received and to the expanding partnership of Upper Canada Folkfest with a Council member joining board.

Discussion was held regarding future arena group grant requests, requests for in-kind grants, and the requests Prescott Figure Skating Club, St. Lawrence Shakespeare Festival and Upper Canada Folkfest.

12.2 Staff Report 25-2023 - Election Accessibility

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She referenced the requirements for election accessibility, the methods used to ensure an accessible election, and the municipal accessibility plan.

Discussion was held regarding a staff report being brought to Council regarding the statistics from the 2022 Municipal Election.

12.3 Staff Report 26-2023 - Peddlers License Door-to-Door Sales - Bell Media

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the application received from Bell Media which met all requirements of By-Law 02-1995, including providing public notice.

Discussion was held regarding by-law fees, Bell services along Henry Street, specific times for door-to-door sales, and informing the public via radio and social media.

Further discussion was held regarding the revocation of the peddlers license should there be any reports of pressured sales, and providing feedback to Bell.

12.4 Staff Report 27-2023 - Prescott Family Health Team - Letter of Support

Motion 85-2023

Moved By Young

Seconded By McConnell

That Council approve the issuance of a letter of support for the application from the Prescott Family Health Team under the Your Health: A Plan for Connected and Convenient Care to expand the current team resulting in the ability to serve more residents of South Grenville.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the Prescott Family Health Team's request for a letter of support, their attendance at a past Tri-Council meeting, and expanding their existing and creating new primary health care teams to support more patients.

Discussion was held regarding a well-attended Prescott Family Health Team Wellness Day event, possible contributions from local municipalities for a learn and stay program and increasing home support.

Further discussion was held regarding the Prescott Family Health Team survey.

12.5 Staff Report 28-2023 - Financial Report - March 2023

Jessica Crawford, Deputy Treasurer, spoke to the report. She spoke to variances for departments and the timing of revenues. She noted and provided reasoning for Operations Repairs and Social Services being higher than expected.

Deputy Treasurer Crawford stated there were no major variances or areas of concern and that the report aligned with the overall budget.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 2023 Tax Estimates By-Law

Motion 86-2023

Moved By Kirkby

Seconded By Young

That By-Law 13-2023, being a by-law to adopt the estimates for the sums required during the year 2023 for general purposes of 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.

Carried

14.2 2023 Tax Ratios By-Law

Motion 87-2023

Moved By Burton

Seconded By Lockett

That By-Law 14-2023, being a by-law to set the tax ratios for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.3 2023 Tax Rates By-Law

Motion 88-2023

Moved By Kirkby

Seconded By Burton

That By-Law 15-2023, being a by-law to adopt tax rates for municipal purposes for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.4 2023 Capping Thresholds By-Law

Motion 89-2023

Moved By Burton

Seconded By Young

That By-Law 16-2023, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.5 Water and Sewer Rates and Charges

Moved By McConnell
Seconded By Kirkby

That By-Law 17-2023, being a by-law to amend By-Law 52-2022 to set the water and sewer rates and charges, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

15.1 Future Accuracy of the Permanent Register of Electors

Motion 91-2023

Moved By Kirkby
Seconded By Lockett

That Council of the Corporation of the Town of Prescott support the Township of Ashfield-Colborne-Wawanosh resolution regarding future accuracy of the Permanent Register of Electors; and

That a copy of this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, and all municipalities in Leeds and Grenville for their support.

Carried

Discussion was held regarding the inaccuracies in the 2022 Voters' List.

16. Notices of Motion

There were no Notices of Motion.

17. Mayor's Proclamation

17.1 Earth Day - April 22, 2023

Mayor Shankar spoke to the Community Clean Up Day being held on Saturday, April 22, 2023.

The Mayor proclaimed April 22, 2023, as Earth Day throughout the Town of Prescott and encouraged all citizens, businesses, institutions, and organizations to participate in action-oriented activities to protect, to enhance, and to celebrate the environment and our local ecology.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 92-2023

Moved By Lockett

Seconded By Young

That Council move into Closed Session at 7:15 p.m. to discuss matters pertaining to:

19.1 Employee Relations

- Under Section 239(2)(d) of the Municipal Act - labour relations or employee negotiations.

19.2 Approval of Closed Session minutes (March 6 and April 3, 2023)

19.3 Identifiable Individual

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

That the Fire Chief remain in the room for Item 19.1 and the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Items 19.1, 19.2, and 19.3.

Carried

Motion 93-2023

Moved By Lockett

Seconded By McConnell

That Council reconvene in Open Session. (Time: 8:24 p.m.).

Carried

20. Rise and Report

During the Closed Session, Council provided Staff with direction under Item 19.1 - Employee Relations, approved the Closed Session minutes dated March 6 and April 3 under Item 19.2, and received information on Item 19.3 - Identifiable Individual.

21. Confirming By-Law – 18-2023

Motion 94-2023

Moved By Burton

Seconded By Young

That By-Law 18-2023, being a by-law to confirm the proceedings of the Council meeting held on April 17, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 95-2023

Moved By Kirkby

Seconded By Young

That the meeting be adjourned to Monday, May 1, 2023. (Time: 8:26 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1, '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 29-2023

Date: May 1, 2023

From: Kaitlin Mallory, Deputy Clerk/Human Resources Coordinator

RE: 2023 Community Awards – Selection of Working Group

Recommendation:

That Council receive Staff Report 29-2023 for information; and

That Council appoint the following three members to the Business, Citizen & Volunteer of the Year Awards Selection Panel for 2023:

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-
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Background/ Analysis:

In February 2023, Staff brought a report to Council outlining the details of the Community Awards selection process and choosing a nomination period for applications to be submitted from March 28, 2023, to April 14, 2023. In this same report, Council approved a date of July 4, 2023, to host the Community Awards event at the Kinsmen Amphitheatre, with an alternate location of the Leo Boivin Community Centre in the event of inclement weather.

The Business, Citizen & Volunteer of the Year Awards were advertised on the Town's website, social media platforms, as well as newspaper and radio ads. Staff reached out to community groups as well as the business community.

The nomination period closed on April 14, 2023, with a total of six (6) nominations received. While not every category received a nomination, the panel has the option to transfer a nomination to a different category if deemed more appropriate. Relevant nominations from past years will also be included for the panel's consideration.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1, '23
Strategic Plan		

Following the selection of the panel, a meeting will be held by May 12, 2023, to review the nominations. The panel's selections will be presented under Closed Session at the Council meeting of May 15, 2023. Staff recommend this timeline to allow for adequate time to notify the award recipients and prepare for the awards ceremony to be held in July.

Alternatives:

Council may wish to modify the timelines noted in this report as desired.

Financial Implications:

None

Environmental Implications:

None

Attachments:

None.

Submitted by:

Kaitlin Mallory,
Deputy Clerk/Human Resources Coordinator

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 30-2023

Date: May 1, 2023

From: Nathan Richard, Director of Operations

RE: 2023 Street Repaving

Recommendation:

That Council direct Staff to proceed with milling and repaving the surface of the following street sections in 2023:

- Prescott Centre Drive add concrete curb at north and repave north lane
- Churchill Road from Next Polymer to the west train track
- Dibble Street west (30 meters west of the intersection at Edward Street)

Background/Analysis:

In 2019 and 2022, the Town of Prescott undertook street condition assessments which helps to inform where the most pressing needs for road works should occur. The road repaving budget is developed using this information.

Over the last several years the Ontario Community Infrastructure Funding (OCIF) funding has been utilized to address repaving needs in Prescott. It is recommended to continue using the OCIF funding to address repaving needs, including the following for 2023 based on the pavement condition study completed in 2022.

\$38,466 of the OCIF funding will be used to repave the deck of the overpass in 2023. This will remove the perpendicular asphalt joints on the overpass deck allowing the life of the deck asphalt to be extended.

Figure 1 below shows the road conditions in the Town of Prescott as of 2022 and is updated for mill and repave work completed in 2021 and 2022 along with the major road reconstruction of Dibble Street. The plan in 2023 would repave several of the red-colored roads that experience higher traffic conditions, which are assessed as Very Poor Pavement Condition.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

Prescott Centre Drive work will include a concrete curb and asphalt solution. There will be a concrete curb to the islands and extending the roadway asphalt edge to the curb. This will widen the asphalt to ensure that the large transfer trucks do not continue to ride the edge of the pavement. The concrete curb provides a barrier to help prevent the asphalt from breaking at the edge. This will include a full base of asphalt on the edge along with milling and repaving the northern lane and tying into the existing asphalt at an existing longitudinal joint to not create another joint.

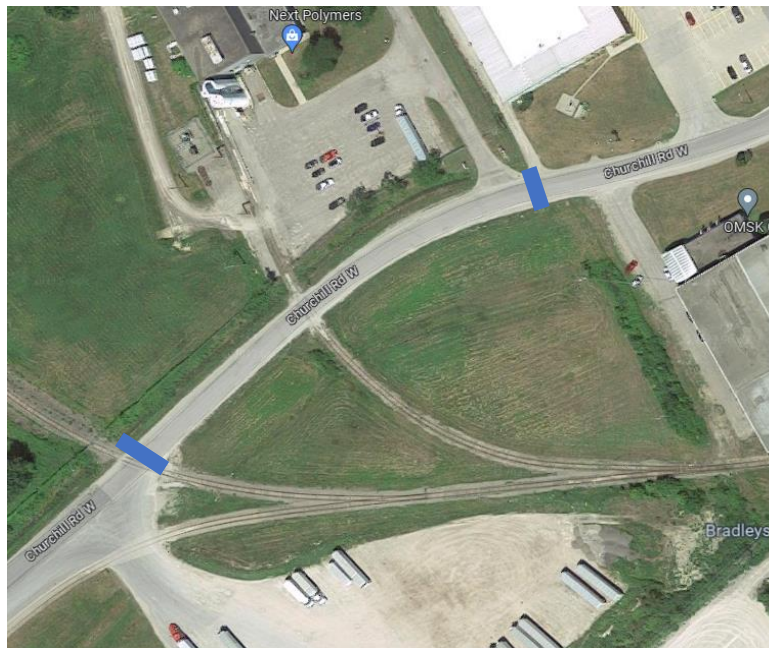
Figure 1 - Repaving Streets 2023



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

Churchill Road – Next Polymers to Western Rail Spur – South Lane

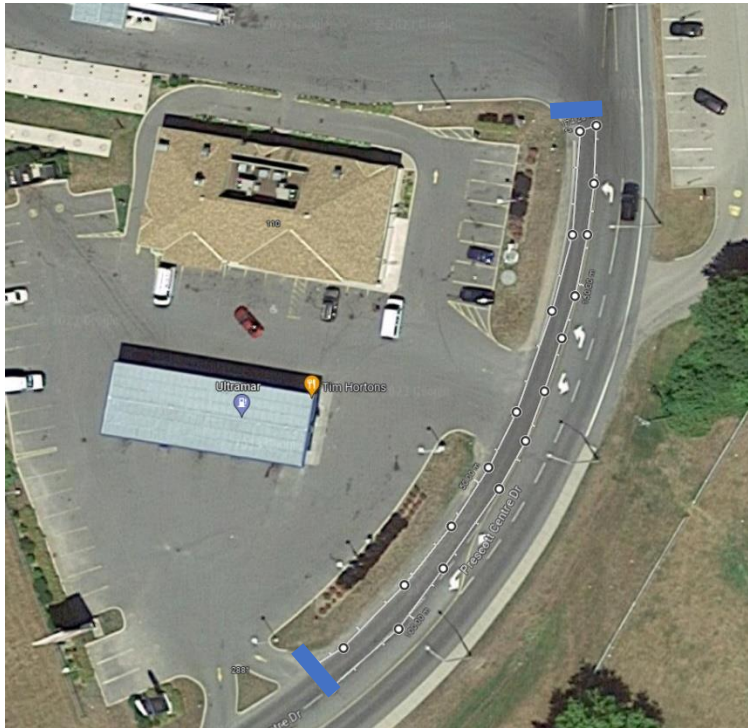
The work on Churchill Road between the Next Polymers entrance and the western rail line spur, is to complete the work that was started in 2022 with the installation of the water and sewer lines to support the new recreation complex. Due to the work being completed late in the paving season the southern lane needs to be completed in 2023 to ensure that the road surface is of adequate quality for the increased traffic that will be traveling to and from the new recreation complex.



Prescott Centre Drive – Add Concrete Curb and expand north lane

The northern lane and shoulder of Prescott Centre Drive around the curve by Ultramar has deteriorated much quicker than the rest of the road. It is believed that the truck traffic going around the corner puts additional stress on the edge of the paved area. To alleviate this issue, it is recommended that a curb be installed, and the gravel shoulder be built up and paved to the curb. This will provide the necessary support for the truck traffic going around the corner and reduce the stress on the edge of the pavement and the transition to the shoulder.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		



Dibble Street West at Edward Street

There is a small area between the intersection of Edward Street and Dibble Street West and a previous paving project on Dibble Street west that needs to be repaved due to deterioration as illustrated below.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		



Alternatives:

Council could decide to repave other areas of Prescott in 2023.

Financial Implications

The budgeted amount for repaving work in 2023 is \$225,000. The cost estimate for milling and repaving of the streets included in this report is approximately \$160,000. \$65,000 will be used to address smaller road and curb repairs throughout the town such as large potholes, sunken manholes and grates, and culverts.

Environmental Implications:

None

Attachments:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

Submitted by:

Nathan Richard,
Director of Operations

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 31-2023

Date: May 1, 2023

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

RE: Water Tower Infrastructure Project Request for Proposal (RFP)

Recommendation:

That Council to direct Staff to release a Request for Proposal for the Water Tower Infrastructure Project as outlined in Staff Report 31-2023.

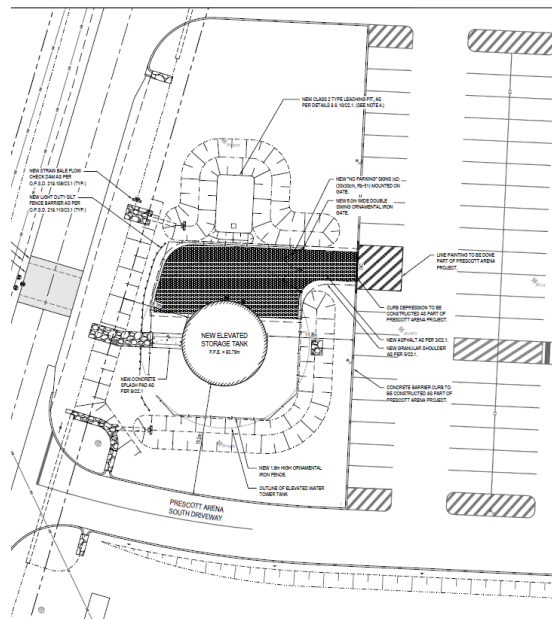
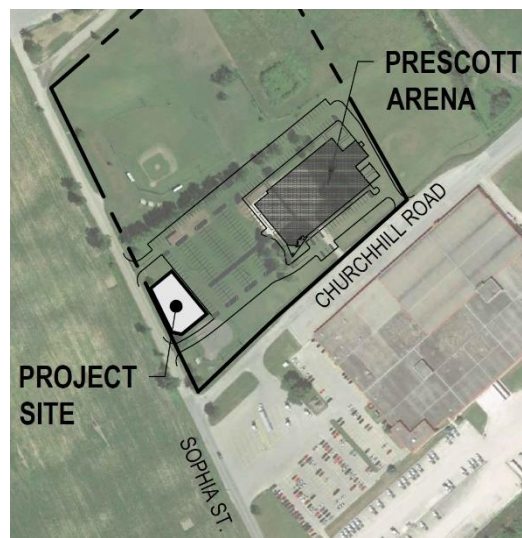
Background/Analysis:

The purpose of this report is to provide Council with information on the Water Tower Infrastructure Project planned for 2023. The existing water tower is almost 50 years old and is close to the end of its useful life.

In 2021, Prescott submitted an application to the Investing in Canada Infrastructure Program for water tower funding which was approved in 2022. This infrastructure grant will cover \$5,086,400 of the total estimated \$6,936,000 leaving \$1,849,600 for the Town to contribute. The Township of Augusta has provided \$90,000 in funding as part of the Augusta Landings services agreement. The Town also dedicated the funds generated by the sale of 555 King Street towards the replacement of the water tower. This leaves approximately \$1,500,000 to fund through use of reserves and/or debt with payments supported by water and sewer revenue.

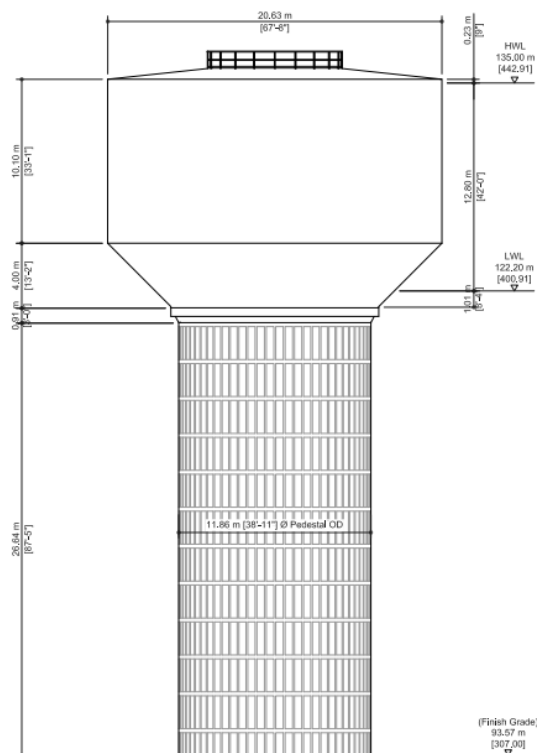
Staff have been working with EVB Engineering to prepare the design and project costing which includes the construction of the new water tower, decommissioning of the existing water tower, engineering, geotechnical costs, and adequate contingency to cover the unknown items. Tender drawings and documents are complete and ready for issuance.

The new water tower will be positioned to the west of the new recreation complex at the corner of Sophia Street and Churchill Road west, as shown below as the Project Location. The old water tower will be demolished once the new tower is up and operating.



The new tower will have an increased volume capacity of 4,200 cubic meters which increases the main components of a water tower; Equalization Storage, Emergency Storage, and Fire Storage. The current tower has a capacity of 2,270 cubic meters which does not meet the current needs.

The top of the tower will be painted to look like a lighthouse which follows one of our tourism assets and the image we are incorporating into the pole lighting on King Street.



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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		



Alternatives:

Council could decide not to issue the Request for Proposal at this time, however the funding must be spent by March 31, 2026 as per the funding agreement.

Financial Implications:

The total estimated cost of the water tower replacement is broken down as follows.

Component	Cost
Design	\$90,000
Construction	\$6,756,000
Contract and Inspection	\$90,000
Total	\$6,936,000

Once the tender results are known, they will be presented to Council for review and consideration.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong,
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard,
Director of Operations



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

REPORT TO COUNCIL

Date: May 1, 2023

Report No. 32-2023

From: Dana Valentyne, Economic Development Officer

RE: Community Improvement Plan Amendment Approval

Recommendation:

That Council approve the proposed Community Improvement Plan amendments as presented and approved by the Planning Advisory Committee, in accordance with section 28 of the *Planning Act*, R.S.O. 1990, as amended.

Background:

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

The Planning Advisory Committee (PAC) was directed to undertake a comprehensive CIP program review and bring forward recommendations for program amendments, in 2022 under the previous term of Council. Staff subsequently commenced with the formal review which included a thorough analysis of observations based on program experience to-date, along with a consultation of members of PAC, Council, and past program funding recipients.

A comprehensive list of proposed CIP amendments was prepared and presented to the Planning Advisory Committee for review and feedback. The final draft was prepared to reflect committee and public feedback received. At a meeting of the Planning Advisory Committee held on April 24, 2023, the final draft of the amended CIP was reviewed and approved with the following two additional amendments: A) eliminating the residential grant funding cap of \$2,000 and B) reducing the quote requirement from 3 to a minimum of 1, preferably 2. The final version of the CIP and supporting documentation is now being presented to Council for final approval, in accordance with Section 28 of the *Planning Act*, R.S.O. 1990, as amended.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
Strategic Plan		

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

Subsequent amendments are recommended to Prescott's Downtown Design Guidelines; a supporting policy applicable to all commercial developments within the Downtown Zoning Area, which CIP recipients must comply with to be eligible for CIP funding incentives. The guidelines are intended as a tool for the Town to guide and evaluate future development, and to ensure the level of design quality and neighborhood activity generated by new development, renovations, and other improvements is consistent with the vision for the Downtown and the Waterfront. Recommended design guideline amendments focus primarily on signage, lighting and exterior colour provisions.

Upon approval, the amended Community Improvement Plan will be subjected to a 20-day appeal period, upon which it will come into full force and affect, in accordance with section 28 of the *Planning Act*, R.S.O. 1990, as amended.

Analysis:

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

Area 1 – Downtown and Riverwalk District

Incentive Category	Detail	Current	New	Reasoning
Façade	A onetime matching grant of up to 50% of the eligible costs, to a maximum to improve façade/storefront appearance	\$5,000	Total Combined Grant Incentive = \$22,000 (for eligible façade, signage, accessibility, interior commercial & residential improvements)	Incorporating accessibility expenses into this category.
Signage	A matching grant of up to 50% of the eligible costs, to a maximum, for the installation of new signage or improvements to existing signage	\$1,000		The preferred signage with raised lettering and gooseneck lighting can be costly so enhancing this grant is recommended.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 1 '23
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Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility	\$5,000		Most pressing accessibility is change to the access to the building which is covered above in façade
Interior - Commercial	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial portions of the property	\$3,000		Commercial area refreshes or changes made to accommodate new and expanding businesses helps to keep a property updated and in usable condition.
Interior – Residential	A one-time matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to residential portions of the property.	\$2,000		No Change
Building Permit/ Applications Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
Interest Free Loan	An interest free loan to a maximum amortized over 5-8 years is available to	Up to \$20,000	Up to \$100,000 (not to exceed 50%)	\$20,000 is often insufficient. This larger amount is designed to help

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	assist property owners with exterior façade and/or interior improvements.		of the total project value)	promote larger projects that increase the value of the property.
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	Varies	No Change	Helps to support larger projects that increase the value of the property.

Other changes would include the following:

- Adopt purpose for Area 1 – to rejuvenate and revitalize the RiverWalk District
 - o Aligns with Prescott Strategic Plan & Prescott Economic Development Strategy
- Expand eligible area to include:
 - o Edward Street up to Wood Street
 - o King Street from Sophia Street to East Street
- Applicant must have a commercial portion of the property and not solely residential
- Adopt new façade design guidelines with checklist
- Adopt new sign & lighting design guidelines with checklist
- Adopt new exterior colour palette
- Allow for multiple facade applications to be submitted for properties, in cases where properties are situated on corner lots in high traffic areas.
 - o King and Edward
 - o King and Centre
 - o King and George

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- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Permit multiple funding applications per property, under the following circumstances:
 - o To support separate owner & tenant-initiated property improvements/requests for funding
 - o To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects
 - o If commercial tenancy changes no less than 24 months of funding being received by previous tenant
 - o No less than 5 years following the receipt of previous CIP funding
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 2 – Employment Lands

Incentive Program	Detail	Current	New	Reasoning
Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility.	\$3,000	Total Combined Grant Incentive = \$13,000	Improving overall accessibility.
Interior – Commercial / Industrial	A one-time matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial or industrial portions of the property.	\$3,000	(for eligible façade, signage, accessibility, interior commercial and streetscaping improvements)	Commercial and industrial area projects to accommodate new and expanding businesses.

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New – Streetscape Grant	A onetime matching grant of up to a maximum for landscaping, pedestrian amenities, and ground signage.	-		To increase the visual appeal of commercial and industrial properties.
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program.	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
Interest Free Loan	An interest free loan to a maximum amortized over 5-8 years is available to assist property owners with exterior façade and/or interior improvements.	Up to \$20,000	Up to \$100,000 (not to exceed 50% of the total project value)	\$20,000 is often insufficient. This larger amount is designed to help promote larger projects that increase the value of the property.
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	Varies	Up to a Maximum of \$50,000 per year	Helps to support larger projects that increase the value of the property.

Other changes would include the following:

- Adopt purpose for Area 2 – to increase employment opportunities in the Town of Prescott through expansion and attraction of businesses.
 - o Aligns with Prescott Strategic Plan & Prescott Economic Development Strategy
- Increase area to cover any property in the Town of Prescott that has an industrial or commercial use

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- Applicant must be able to demonstrate that the project will have direct result of permanently increasing employment
- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Permit multiple funding applications per property, under the following circumstances:
 - o To support separate owner & tenant-initiated property improvements/ requests for funding
 - o To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects
 - o If commercial tenancy changes no less than 24 months of funding being received by previous tenant
 - o No less than 5 years following the receipt of previous CIP funding
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 3 – Heritage Conservation

Incentive Program	Detail	Current	New	Reasoning
Engineering and/or architectural Reports	A onetime matching grant of up to 50% of the eligible costs, to a maximum, for architectural or engineering design fees separate from the total grant awarded for completed construction.	\$2,000	Total Combined Grant Incentive = \$9,000 (for eligible building façade, accessibility, and interior improvements)	Unchanged

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Façade	A onetime matching grant of up to 50% of the eligible costs, to a maximum to improve façade/storefront appearance.	\$3,000		Unchanged
Accessibility	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to improve building accessibility.	\$2,000		Unchanged
Interior – Improvement	A onetime matching grant of up to 50% of the eligible costs, to a maximum, to make interior improvements to commercial or industrial portions of the property.	\$2,000		Unchanged
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program.	\$500	Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.
New - Interest Free Loan	An interest free loan to a maximum amortized over 5-8 years is available to assist property owners with exterior façade and/or interior improvements.	-	Up to \$100,000 (not to exceed 50% of the total project value)	This larger amount is designed to help promote larger projects that increase the value of the property.

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Other changes would include the following:

- Adopt purpose for Area 3 – to maintain and restore our cultural heritage in the Town of Prescott
- Issue loan funds as installment vs lump sum payments, in accordance with completion of pre-established project phases aligned with building inspections as opposed to as the expenses are incurred
- Extend project completion deadline from 12 months to 24 months
- Incorporate grant repayment requirement under the following conditions:
 - o If project isn't completed within 24 months of approval
 - o If property sells & changes use within 24 months of approval

Area 4 – Brownfields

Incentive Program	Detail	Current	New	Reasoning
Study Phase 1	A maximum of 1 matching grant per eligible property is available for a Phase 1 Environmental Assessment. The grant is a matching grant of up to 50% maximum.	\$5,000	Total Combined Grant Incentive = \$15,000 (to prepare Phase 1 & 2 ESA Studies)	Unchanged
Study Phase 2	A maximum of 1 matching grant per eligible property is available for a Phase 2 Environmental Assessment. The grant is a matching grant of up to 50% maximum.	\$10,000		Unchanged
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is	\$500	Up to \$1,000 or 10% of building permit fee	Designed to help defray the cost of building permits for small projects while also addressing

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	approved for the CIP program		whichever is higher	larger projects where \$500 is only a fraction of the building permit fee.
Property Tax Cancellation	Cancellation of taxes for the eligible property during the rehabilitation and development phase for a maximum of 3 years.	Varies	No Change	Helps to support larger projects that increase the value of the property while remediation work is being completed
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 25% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 4 years.	Varies	No Change	Helps to support larger projects that increase the value of the property.

Other changes would include the following:

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

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

Incentive Program	Detail	Current	New	Reasoning
Build Permit / Application Fees	Reimbursement of the building permit and encroachment permit fees for work that is approved for the CIP program		Up to \$1,000 or 10% of building permit fee whichever is higher	Designed to help defray the cost of building permits for small projects while also addressing larger projects where \$500 is only a fraction of the building permit fee.

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Property Tax Increment	Tax increment grant of varying percentage (starting at 50% & decreasing by 10% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.			Helps to support large scale residential development that have an affordable housing component included in it.
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Other changes would include the following:

- Adopt purpose for Area 5 – to support large scale residential developments that have an affordable housing component to them
- Minimum Project Size of \$5,000,000
- At least 10% of residential units within the development would meet the definition of affordable and be at a minimum of 1 unit

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

2.5.2.4 Affordable Housing

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

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

- a. Encouraging a portion of new residential development, including rental housing, to be affordable to low and moderate income households within the lowest 60 percent of local income distribution, as determined by the Province from time to time.*
- b. Promoting the provision of non-profit housing by private and non-profit housing corporations.*

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c. Supporting the development of housing forms and densities designed to be affordable, including higher-density multi-unit housing, additional residential units, garden suites, and tiny homes.

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

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

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

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

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

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

General Housekeeping Changes

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

- Addition of Definitions Section
- Amalgamation of available grant funds to eliminate capped amount available under each grant incentive.
- Clarification that loan funds cannot be used to support matching portion of grant funds.
- Clarification that only one area stream can be applied for per property.
 - o For example, applications cannot be submitted under the Downtown/RiverWalk Area and the Heritage Area for the same property regardless of eligibility.

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- Application must submit a detailed plan for use of the funds for loans and grant expenses.
 - o Delineation of expenses for matching grants versus loan
 - o Should tie to renovation plan which also must be submitted with timelines.
- Reduce the quote requirement from 3 to a minimum of 1, preferably 2 quotes.

Alternatives:

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

Financial Implications:

There is no immediate financial implication associated with approving the amended Community Improvement Plan. A budget allocation will be required to support subsequent applications to follow. As part of the 2023 Operating Budget, the \$25,000 annual contribution to the Community Improvement Plan Reserve was maintained. To support the revised Community Improvement Plan a one-time transfer of \$100,000 from the Fiscal Policy Reserve to the Community Improvement Plan is being recommended.

Environmental Implications:

None

Attachments:

Amended Community Improvement Plan & supporting documents for the following documents can be found on the municipal website: <https://www.prescott.ca/invest/data-incentives/community-improvement-plan-program/>

- Community Improvement Plan
- Downtown Design Guidelines
- Downtown Sign Guidelines
- Downtown Exterior Colour Palette

Submitted by:

Dana Valentyne,
Economic Development Officer

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STAFF REPORT TO COUNCIL

Report No. 33-2023

Date: May 1, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer
Dana Valentyne, Economic Development Officer
Samantha Joudoin-Miller, Manager of Community Services

RE: Canada Day Complimentary Activities

Recommendation:

That Council direct Staff to work with George Tierney and Windmill Brewery to coordinate complimentary activities for Canada Day July 1, 2023.

Background/ Analysis:

At the Council meeting of April 17, 2023, George Tierney from Windmill Brewery made a presentation to Council for additional activities for Canada Day. A copy of the presentation is held on file.

The Town will be running the Promenade that weekend with enhanced activation for Canada Day, family friendly activities at the Leo Boivin Community Centre and on Dibble Street East between the Community Centre and Fort Wellington, and the evening fireworks show.

Staff would be happy to connect Windmill Brewery with the Fort and provide guidance throughout the application process for activities that are permitted at that location.

The Town can be responsible for street closures and the like, however providing staffing to address garbage generated by food and refreshment tents should be the responsibility of Windmill Brewery.

The Town could permit Windmill Brewery to solicit donations for the enhancement of fireworks on the Town's behalf. All donations for the enhancement of the fireworks



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show should be made directly to the Town of Prescott and for which donation receipts can be provided.

Windmill Brewery should be responsible for all costs associated with food, refreshments, entertainment, site security, and medical attendants. Any sponsorships collected by Windmill Brewery would be retained by them and would not be eligible for donation receipts. This would similarly replicate the model that the Cardinal Festival Committee uses to undertake festival weekends in Cardinal.

It is recommended that any additional events be focused at one venue in 2023, such as Fort Wellington to establish a solid foundation upon which additional activities can be added in future years.

Alternatives:

Council to modify the recommendation as desired.

Financial Implications:

None

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



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Submitted by:

Dana Valentyne
Economic Development Officer

Submitted by:

Samantha Joudoin-Miller
Manager of Community Services

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 19-2023

A BY-LAW TO ADOPT A COMMUNITY IMPROVEMENT PLAN FOR THE CORPORATION OF THE TOWN OF PRESCOTT

Being a by-law to adopt a Community Improvement Plan for the Corporation of the Town of Prescott

WHEREAS Section 28 of the *Planning Act*, RSO. 1990, as amended, allows for the use of Community Improvement as well as Sections 106 and 365.1 of the Municipal Act, RSO 2001 that authorize the use of certain incentives; and

WHEREAS the Council of the Corporation of the Town of Prescott has designated the entirety of the Town of Prescott in the Community Improvement Policy Area in the Official Plan; and

WHEREAS the Community Improvement Plan for the project areas conforms to the Town of Prescott's Official Plan; and

WHEREAS Council deems it advisable to repeal By-Law 20-2018 and adopt a revised community improvement plan for its program for renewal, improvement, development, and economic revitalization.

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

1. That the Community Improvement Plan, attached as Schedule A, is hereby adopted and forms part of this by-law.
2. That By-Law 20-2018 is hereby repealed.
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.
4. That this by-law shall come into force and take effect upon final passage.

**READ AND PASSED, SIGNED AND SEALED THE 1st DAY OF MAY
2023.**

Mayor

Clerk

Schedule “A”
Community Improvement Plan

COMMUNITY IMPROVEMENT PLAN



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Town of Prescott

Community Improvement Plan (CIP)

1.0 COMMUNITY IMPROVEMENT PLAN

1.1 OVERVIEW

The Town of Prescott is experiencing significant growth through a well-balanced mix of residential, business and tourism developments. As the Town seeks to capitalize on this exciting growth by implementing strategies that revitalize properties and spaces, preserve its unique identity, and respond to new global challenges, while ensuring the ongoing development of a sustainable community with a high quality of life. This Community Improvement Plan (CIP), updated from the 2018 version, is vital towards fostering this ongoing growth and achieving the Town’s overall vision and economic development goals, defined in Prescott’s Strategic Plan (2020) and Economic Development & Tourism Strategy (2021).

A Community Improvement Plan (CIP) is a revitalization tool that allows a municipality to direct funds and implement policy initiatives toward specifically defined project areas. Section 28 of the Planning Act gives municipalities that have enabling policies in their official plans the ability to prepare Community Improvement Plans. CIP’s are intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide tax assistance, grants or loans to assist in the rehabilitation of lands and/or buildings within the defined Community Improvement Project Area(s).

The Town’s 2023 CIP replaces the 2018 CIP; the CIP was amended to provide for an expansion of the CIP area and an increase to the value of financial incentive programs. The CIP provides financial incentives under five categories including the Downtown Core/RiverWalk District, Heritage Properties, Employment Lands, Brownfields and Residential Development Lands.

Goals & policies outlined in the CIP draw on recommendations contained throughout enabling plans and policies including the Official Plan (2021), Strategic Plan (2020), Economic Development & Tourism Strategy (2021), and Downtown Design & Sign Guidelines (2023).

1.2 ENABLING LEGISLATION

1.2.1 Municipal Act

Section 106 (1) and (2) of the Municipal Act, 2001 prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of bonuses. Prohibited actions include giving or lending any property of the municipality, including money; guaranteeing borrowing; leasing or selling any municipal property at below fair market value; and giving a total or partial exemption from any levy, charge or fee.

This prohibition is generally known as the “bonusing rule”. Section 106 (3) of the Municipal Act, 2001 provides an exception to this bonusing rule for municipalities exercising powers under

Subsection 28 (6), (7) or (7.2) of the Planning Act or under Section 365.1 of the Municipal Act, 2001. It is this exception under Section 28 of the Planning Act that allows municipalities with enabling provisions in their official plans to prepare and adopt Community Improvement Plans (CIPs). CIPs provide municipalities with a comprehensive framework for the planning and provision of economic development incentives in areas requiring community improvement.

Section 107 of the Municipal Act, 2001 describes the powers of a municipality to make a grant, including the power to make a grant by way of a loan or guaranteeing a loan, subject to Section 106 of the Municipal Act, 2001. In addition to the power to make a grant or loan, these powers also include the power to sell or lease land for nominal consideration or to make a grant of land; provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by Council; sell, lease or otherwise dispose of at a nominal price, or make a grant of any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by Council.

1.2.2 Planning Act

Section 28 of the Planning Act permits municipalities to approve a Community Improvement Plan. The Act contains the following definitions:

“Community Improvement” means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

“Community Improvement Plan” means a plan for the community improvement of a community improvement project area;

“Community Improvement Project Area” means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

The Act further identifies provisions with respect to grants, loans, agreements and maximum eligibility. It additionally requires the municipality to have provisions set out in their Official Plan permitting community improvement plans.

1.2.3 Town of Prescott Official Plan

Section 6 of the Town’s Official Plan dated August 22, 2022 and MAH approved 2023 addresses the Community Improvement Plan.

The entire Town is designated as a Community Improvement Policy Area, with the intent to make possible the designation of a community improvement project area(s) and the preparation of a community improvement plan(s) for the designated area(s), as provided for under Section 28 of the Planning Act.

Section 6.1.1 (Goals) sets out a number of general goals for community improvement

including:

1. Maintain, rehabilitate, and revitalize the physical environment in the Town as a means of improving the quality of life for residents, workers, and visitors in the Town.
2. Consider community improvement as an important part of the Town's commitment to local economic development and support for tourism, commerce, and industry in Prescott.
3. Recognize community improvement as the primary means by which the Town can facilitate brownfield redevelopment.

Section 6.1.2.1 (Objectives) sets out a number of policy objectives for community improvement including:

- a. Maintaining and improving municipal services, public utilities and social and recreational facilities.
- b. Encouraging improvement activities that contribute to local economic development and support tourism, commerce, and industry.
- c. Supporting the redevelopment of brownfield sites and their reintegration into the urban fabric.
- d. Encouraging the maintenance of the existing housing stock, and promoting the rehabilitation, renovation, and repair of older buildings.
- e. Promoting Downtown revitalization.
- f. Encouraging property maintenance and occupancy standards.
- g. Preserving historically and/or architecturally significant buildings or areas.
- h. Improving traffic and parking patterns making them more compatible with surrounding uses and needs.
- i. Enhancing conditions in older predominantly residential areas.
- j. Improving the overall streetscape and/or aesthetics of commercial and industrial areas of the Town.
- k. Encouraging and incentivizing the construction of affordable housing through intensification, and housing forms that allow residents to age in place, and other housing needs of local residents, and of potential investors.
- l. Ensuring improvements made are carried out in such a way as to be compatible with other goals and policies of this Official Plan.
- m. Promoting, where feasible, energy efficient conservation through energy efficient land uses.
- n. Providing advice and guidance on maintenance and rehabilitation of buildings and structures and on energy conservation.
- o. Encouraging public participation in the community improvement planning process.
- p. Undertaking a monitoring program to review budgeting and program direction in respect to the attainment of specific policies.

- q. Working with business leaders in the community to identify and facilitate improvements.

Section 6.1.2.2 (Designation) lists designation criteria which are to be applied when identifying CIP project areas as follows:

- a. Deficiencies in hard services including roads, sidewalks, curbs, gutters, water distribution system, sanitary collection system, and storm sewers.
- b. Presence of sub-standard building conditions and housing in need of improvement and revitalization.
- c. Opportunity to expand the housing stock through the redevelopment or conversion of under-utilized lands and/or buildings.
- d. Need to provide or improve affordable single and multiple unit residential dwellings for low to middle income residents.
- e. Presence of vacant lands/buildings that could be developed, redeveloped or converted to another use.
- f. Presence of brownfield sites that are underutilized, derelict, or vacant and may be contaminated.
- g. Need to upgrade the streetscape or aesthetics of an area.
- h. Need to upgrade elements of the transportation system, including but not limited to, sub-standard road conditions and road widths, and poorly designed intersections.
- i. Need to provide or improve recreational and cultural facilities and public open space, including parkland acquisition, facilities improvement, and trails enhancement.
- j. Presence of incompatible land use activity.
- k. Presence of hazard lands that have an impact on the Town's pattern of development, including contaminated sites, or areas requiring improvements because of poor drainage conditions, including ditching and flood proofing.
- l. Presence of buildings or lands of architectural and/or historical merit and sites of archaeological significance or interest, in need of improvement or revitalization.
- m. Areas requiring shoreline improvements to enhance public usability while furthering public efforts at shoreline management along waterbodies.
- n. Presence of points of interest and/or special visual amenities, such as the downtown and the waterfront, that provide an opportunity for tourism, and which could benefit from protection and enhancement.

Section 6.1.2.3 (Implementation) lists implementation measures to be utilized when providing CIP incentives as follows:

- a. Designation by by-law of a Community Improvement Project Area(s) and adoption of Community Improvement Plan(s) for the area(s);

- b. Acquisition of land within a Community Improvement Project Area(s), and clearing, grading, or otherwise preparing the land for community improvement.
- c. Seeking funds from other levels of government (county, provincial, and federal) where their programs facilitate the implementation of community improvement.
- d. Enactment and enforcement of a property maintenance and occupancy standards by-law with respect to residential, commercial, and industrial building stock and lands.
- e. Accessing financial incentive programs such as the Brownfields Financial Tax Incentive Program to redevelop brownfield sites.
- f. Providing municipal tax relief as an incentive for building improvements.
- g. Encouragement of public participation in the preparation of Community Improvement Plan(s);
- h. Encouragement of private sector use of government programs where they complement community improvement efforts.
- i. Encouragement of infill development of vacant and/or under-utilized properties in Community Improvement Project Areas; and
- j. Upgrading of municipal services.

Section 2.5.2.4 of the Town's Official Plan addresses Affordable Housing Community Improvement Plan incentives.

1. Support the production of affordable housing in the Town by:
 - a. Encouraging a portion of new residential development, including rental housing, to be affordable to low and moderate income households within the lowest 60 percent of local income distribution, as determined by the Province from time to time.
 - b. Promoting the provision of non-profit housing by private and non-profit housing corporations.
 - c. Supporting the development of housing forms and densities designed to be affordable, including higher-density multi-unit housing, additional residential units, garden suites, and tiny homes.
 - d. Encouraging proponents to consider the provision of housing ownership models such as life lease housing and co-ownership housing.
 - e. Working with the United Counties of Leeds and Grenville to contribute to their Housing and Homelessness Plan implementation strategy which seeks to achieve an overall minimum affordable housing target of 25% for all new residential development, including infill, intensification, and redevelopment.
 - f. When evaluating proposals for new residential development or redevelopment, the Town may require a proponent to provide a portion of the development as affordable housing units, in order to help meet Council's minimum affordable housing target; and
 - g. Identifying potential surplus Town-owned properties that may be made available and prioritized for the development of affordable housing.

2. The Town may participate in the preparation and implementation of an Affordable Housing Strategy, in partnership with the United Counties of Leeds and Grenville.
3. Council may use incentives such as grants or loans through the Town's Community Improvement Plan(s) or other tools permitted under the Planning Act or Municipal Act in order to achieve the affordable housing policies in this Plan, in accordance with the definition of "affordable housing" as established in Section 7.0: Definitions.

1.3 ENABLING PLANS & POLICIES

1.3.1 Prescott Strategic Plan

The Town of Prescott Strategic Plan (2020) contains a vision, mission, values, pillars, strategic actions, and desired outcomes. The vision for Prescott as a whole is to be recognized as a welcoming and progressive riverside community. Several of the objectives of the Strategic Plan are supported by this CIP. These include:

- Downtown Reinvigoration
- Hotel Attraction & Readiness
- 401 Industrial/Commercial Attraction and Readiness
- Tourism Development
- Recreation, Leisure, and Cultural Development
- Heritage Preservation

A number of the strategic actions and desired outcomes contained in the Strategic Plan are also supported by this CIP, including:

- Promote the Community Improvement Plan to Downtown property owners and tenants.
- Improve marketing and wayfinding for the RiverWalk District/Downtown, building on previous studies creating linkage between St. Lawrence River and King Street.
- Decrease in the number of vacant storefronts.
- Continued uptake of the Community Improvement Plan partnerships.
- Attraction of hotel/motel development.
- Complete Official Plan and Zoning Bylaw Review.
- Complete marketing strategy for vacant land adjacent to Highway 401 on north and south side; Complete community tourism strategy.
- Support and coordinate with partners to further promote and enhance cultural opportunities in Prescott.
- Support Community Improvement Plan heritage stream promotion.

1.3.2 Economic Development & Tourism Strategic Plan

Prescott's Economic Development & Tourism Strategic Plan was prepared in 2021. The Strategic Plan contains several priorities, supporting objectives and recommended actions; several of which are supported by this CIP, including:

- Keep businesses top of mind
- Continue RiverWalk revival

- Accelerate investment in the RiverWalk District
- Expand and improve public space and amenities
- Bring life to the downtown and riverfront
- Attract investment, workers, citizens
- Expand availability and marketability of development lands
- Encourage progressive, nimble housing development

1.3.3 Downtown Design Guidelines

The amended Town of Prescott Downtown Design & Sign Guidelines were adopted in 2023 and provide a tool to review and assess development proposals in both the public and private realm. The guidelines provide an overall vision, principles, detailed examples and recommendations for designing the public and private realms, including streetscapes building typologies, colours, signage, and landscaping, amongst others.

1.4 PURPOSE

The purpose of the CIP is to provide an opportunity to develop and redevelop properties within the boundaries designated as a Community Improvement Project Area.

The CIP will provide incentives to develop and redevelop property in the form of grants, loans and tax assistance.

1.5 GOALS AND OBJECTIVES

The objectives of the CIP as identified in the Official Plan include, but are not limited to:

- Maintain, rehabilitate, and revitalize the physical environment of the Town as a means of improving the quality of life for residents, workers, and visitors alike.
- Consider community improvement as an important part of the Town's commitment to local economic development and support for tourism, commerce, and industry in Prescott.
- Recognize community improvement as the primary means by which the Town can facilitate brownfield redevelopment.

1.6 COMMUNITY IMPROVEMENT PROJECT AREA

The Community Improvement Project Area is the area where financial incentive programs will be offered and public realm improvement efforts will be focused, although the Town may also make public realm improvements, e.g., location of gateways and other improvements, outside the recommended Community Improvement Project Area.

The CIP provides incentives under several focus areas that encompass the entirety of the Town of Prescott. The CIP recognizes five areas of focus located in distinct geographical project areas which are specifically identified on the Map Schedules included as Appendix 1. The areas of focus are as follows:

- Map Schedule A - Downtown Core & Riverwalk District Area: This area includes all

commercial & mixed-use properties located within the Downtown Core zoning area. The majority of Prescott's small to medium consumer facing businesses reside within the historic downtown core area.

- Map Schedule B - Employment Area: This area includes all commercial and industrial properties located outside the Downtown Core Area, within the geographical boundaries of the Town of Prescott. It is the area which includes most of Prescott's large scale commercial and industrial employers and is a vital component of future growth in Prescott.
- Map Schedule C - Heritage Conservation Area: This area includes all Heritage Designated and Historically Significant properties located within the geographical boundaries of the Town of Prescott.
- Map Schedule D – Brownfield Area: This area includes all known or suspected Brownfield properties located within the geographical boundaries of the Town of Prescott.
- Map Schedule E - Residential Development Area: This area includes all new large scale residential development projects with an affordable housing component, located within the geographical boundaries of the Town of Prescott.

2.0 INCENTIVE PROGRAMS

2.1 AREA 1 – DOWNTOWN CORE AND THE RIVERWALK DISTRICT

2.1.1 Purpose & Overview

To encourage and provide a program to stimulate redevelopment and revitalization of the Downtown core through the rehabilitation, restoration and improvement of facades and interiors of commercial and mixed-use buildings, including retail storefront display areas and signage.

The Downtown Core & RiverWalk District encompasses Prescott's historic downtown and the magnificent shores of the St. Lawrence River. It features a unique blend of heritage and modern commercial and mixed-use properties, home to a diverse mix of commercial, residential, and public uses and spaces. It's a source of community pride and identity that offers a "sense of place" and improves the quality of life for residents, creating a strong investment environment, and supporting growth.

The Area 1 – Downtown CIP focuses on four major themes:

1. Municipal projects such as waterfront improvements; public streetscape such as street furnishings, plantings, lighting, public art; public parks and buildings and other architectural elements such as benches, planters, waste receptacles and banners and flags; These may be on municipal property or in partnership with private landowners.
2. Façade improvement of private and public buildings consistent with the Prescott Downtown Design and Sign Guidelines and interior improvements the effect of which is to increase the commercial or residential potential of the building.
3. Filling of vacant spaces with new, diverse commercial and professional spaces and improvements to existing buildings for residential accommodations or commercial use.

4. Infill of vacant lots in keeping with Prescott's Downtown Design & Sign Guidelines.

Section 2.1 and Section 2.6 set out the requirements for the Downtown Core/RiverWalk District incentive programs for Area 1 of the CIP. Refer to section 2.7 for application/approval guidelines. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.1.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the character and context of neighbouring buildings.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's Downtown Design & Sign Guidelines
- Prescott's Sign By-Law 16-2019
- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines

Compliance with applicable design guidelines is mandatory. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

2.1.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 1. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the vision for the Town of Prescott as articulated in the Official Plan and the Prescott Downtown Design and Sign Guidelines.

- The Community Improvement Project Area for Area 1 – Downtown is illustrated in Schedule A attached to this CIP. Only properties within Area 1 are eligible for the incentives available under this section of the CIP.
- Properties must be zoned commercial or mixed use to be eligible to receive CIP funding support under Area 1; properties without a commercially zoned portion are ineligible.
- Projects must include a commercial improvement component to be eligible to receive CIP funding.
- Commercial building owners and/or tenants who operate a business/institution within the CIP area are eligible to apply.
- Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
- Under most circumstances only one application shall be received for each separately addressed business/storefront/institution, on an assessed property, on a one-time basis.
 - Multiple funding applications are allowable per property, under the following circumstances:

- To support separate owner & tenant-initiated property improvements/requests for funding.
- To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.
- If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
- No less than 5 years following the receipt of previous CIP funding.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

2.1.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 1. The program is composed of 4 elements:

- Property Improvement Grant Program
- Permit & Application Fees Grant Program
- Interest Free Loan Program
- Property Tax Increment Grant Program

Property Improvement Grant Program

A non-repayable grant of up to \$22,000, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, signage, accessibility and interior portions.

a) Façades

Non-repayable grant available to assist commercial property owners or tenants with improving building façade appearance.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façades
- Installation or repair of canopies and awnings
- Repair or restoration of façade materials i.e. masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets, soffits and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Installation of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas
- Restoration of historic features
- Entranceway modifications that improve the appearance and/or access to the commercial units

- Replacement or repair of windows and doors
- Architectural or design fees may be eligible up to \$1000 as part of the total grant awarded for completed construction. In no event shall the total eligible costs exceed \$3,000 per building. The type and amount of eligible work/costs shall be determined at the sole discretion of the Town.
- Sidewalk improvements may be considered provided all encroachment permits and any applicable policies are met.
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

At the discretion of PAC, multiple facade applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.

All proposed façade enhancement materials and colours must be submitted for review & approval prior to installation.

b) Signage

Non-repayable grant available to assist commercial property owners or tenants for the installation of new signage or improvements to existing signage.

At the discretion of PAC, multiple signage applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.
- Where properties have multiple businesses located within individual storefronts that require individual signage.

Signage must comply with applicable design guidelines and by-laws. A mock-up of proposed signage/lighting, in compliance with applicable design guidelines, must be submitted for review/approval prior to installation.

c) Interior - Residential

Non-repayable grant available to assist commercial property owners or tenants for the conversion of vacant residential space to create new dwelling units.

Eligible costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades

- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

d) Interior - Commercial

Non-repayable grant available to assist commercial property owners or business tenants to improve commercial portions of properties.

Eligible costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

Interior grants will only be eligible where the exterior of the building is in a satisfactory state as determined by the Chief Building Official in his or her sole discretion.

Permits & Application Fees Grant Program

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

Interest Free Loan Program

An interest free loan, not to exceed 50% of the total project value, to a maximum of \$100,000, repayable between five (5) to eight 8 years in proportion with loan value, is available to assist eligible commercial property owners or business tenants with property improvements not funded through the grant program.

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with applicable design guidelines.

Terms

- The term of the loan shall be five (5) to eight (8) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

Loan Amount	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$100,000
Repayment Term	5 years	6 years	7 years	8 years

- Loan repayment begins 12 months following completion of the loan funded project.
- Total loan funds cannot exceed 50% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

Property Tax Increment Grant Program

A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.

The program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 80% of the value of the tax increase
- year three, 60% of the value of the tax increase
- year four, 40% of the value of the tax increase
- year five, 20% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

Terms

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The grant will commence the year the property is occupied after remediation and redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.
- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of improvements is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.

- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners, unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

2.2 AREA 2 – EMPLOYMENT LANDS

2.2.1 Purpose & Overview

The Employment Lands CIP Area 2 focuses on the building and filling of vacant spaces with new, diverse light industrial, commercial, and/or professional spaces and improvements to existing buildings/properties; to increase employment opportunities in the Town of Prescott through expansion and attraction of businesses.

- To encourage and provide a program to stimulate redevelopment and revitalization of the Employment Area.
- To encourage and provide an incentive program to rehabilitate existing buildings.

Section 2.2 and Section 2.6 set out the requirements for the Employment Lands incentive programs for CIP Project Area 2 of the CIP. Refer to section 2.7 for application/approval guidelines. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.2.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the character and context of neighbouring buildings.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's Sign By-Law 16-2019

- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines

Compliance with applicable design guidelines is mandatory. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

2.2.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 2. The list below is not exhaustive and the Town reserves the right to include other criteria or requirements on a site specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the vision for the Town of Prescott as articulated in the Official Plan.

- The Employment Lands Community Improvement Project Area is illustrated in Appendix 1, Schedule B attached to this CIP. Only properties within CIP Project Area 2 are eligible for the incentives available under this section of the CIP.
- Properties must be zoned commercial or mixed use to be eligible to receive CIP funding support under the Downtown CIP Project Area; properties without a commercially zoned portion are ineligible.
- Projects must include a Commercial improvement component to be eligible to receive CIP funding.
- Building owners and tenants of the buildings who operate a business within the CIP Project Area are eligible to apply.
- Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
- Under most circumstances only one application shall be received for each separately addressed business/storefront/institution, on an assessed property, on a one-time basis.
 - Multiple funding applications are allowable per property, under the following circumstances:
 - To support separate owner & tenant-initiated property improvements/requests for funding.
 - To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.
 - If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
 - No less than 5 years following the receipt of previous CIP funding.
- Applicant must be able to demonstrate that the project will have direct result of permanently increasing employment.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

2.2.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the objectives for CIP Project Area 2. The program is composed of 4 elements:

- Property Improvement Grant Program
- Permit & Application Fees Grant Program
- Interest Free Loan Program
- Property Tax Increment Grant Program

Property Improvement Grant Program

A non-repayable grant of up to \$13,000, not exceeding 50% of eligible costs; available to assist commercial/industrial property owners or tenants to improve building façade, signage, accessibility, interior and streetscaping.

a) Façades

Non-repayable grant available to assist commercial property owners or tenants with improving building façade appearance.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façades
- Installation or repair of canopies and awnings
- Repair or restoration of façade materials i.e. masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets, soffits and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Installation of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas
- Restoration of historic features
- Entranceway modifications that improve the appearance and/or access to the commercial units
- Replacement or repair of windows and doors
- Architectural or design fees may be eligible up to \$1000 as part of the total grant awarded for completed construction. In no event shall the total eligible costs exceed \$3,000 per building. The type and amount of eligible work/costs shall be determined at the sole discretion of the Town.
- Sidewalk improvements may be considered provided all encroachment permits and any applicable policies are met.
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

At the discretion of PAC, multiple facade applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.

All proposed façade enhancement materials and colours must be submitted for review & approval prior to installation.

b) Interior – Commercial/Industrial

Non-repayable grant available to assist commercial/industrial property owners or tenants to improve commercial portions of properties.

Eligible interior improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Architectural detail
- Phone and data cabling
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

c) Exterior Signage & Streetscaping

Non-repayable grant available to assist commercial/industrial property owners or tenants for the installation of new signage, improvements to existing signage or streetscape improvements.

Eligible improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Landscaping
- Barrier-free accessibility upgrades
- Pedestrian amenities
- Ground Signage
- Public Art

Permits & Application Fees Grant Program

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

Interest Free Loan Program

An interest free loan, not to exceed 50% of the total project value, to a maximum of \$100,000, repayable between five (5) to eight 8 years in proportion with loan value, is available to assist eligible commercial property owners or business tenants with property improvements not funded through the grant program.

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with applicable design guidelines.

Terms

- The term of the loan shall be five (5) to eight (8) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

Loan Amount	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$100,000
Repayment Term	5 years	6 years	7 years	8 years

- Loan repayment begins 12 months following completion of the loan funded project.
- Total loan funds cannot exceed 50% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from

the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.

- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

Property Tax Increment Grant Program

A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.

The program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 80% of the value of the tax increase
- year three, 60% of the value of the tax increase
- year four, 40% of the value of the tax increase
- year five, 20% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

Terms

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The grant will commence the year the property is occupied after remediation and redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.

- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of improvements is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners, unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

2.3 AREA 3 - HERITAGE CONSERVATION

2.3.1 Purpose & Overview

To provide a program to stimulate the preservation of existing historical and cultural assets and to facilitate, where warranted, the rehabilitation of these assets to ensure their long-term viability. To promote the restoration of heritage features via engineering studies and/or architectural plans building façade and structural improvements.

The Heritage Conservation CIP Project Area 3 focuses on the ongoing conservation and preservation of historically significant and designated heritage buildings located throughout the Town of Prescott. The Plan recognizes the importance of maintaining the significant inventory of heritage structures which contributes to the historical and cultural vitality of our municipality while also contributing to the Town's ability to attract new economic development.

Section 2.3 and Section 2.6 set out the requirements for the Heritage Conservation incentive programs for CIP Project Area 3. Refer to section 2.7 for application/approval guidelines. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.3.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the original building design, and character/context of neighbouring buildings; focused on the restoration and preservation of heritage features and details. Improvements should showcase exemplary urban design and/or significantly contribute to maintaining the heritage character of the property.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's Downtown Design & Sign Guidelines
- Prescott's Sign By-Law 16-2019
- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines
- Prescott Heritage Committee Consultation Requirements

Compliance with applicable design guidelines is mandatory for heritage properties located within the Downtown Core zone. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

2.3.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 3. The list below is not exhaustive and the Town reserves the right to include other criteria or requirements on a site specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the objective of heritage preservation and improvement.

- The Heritage Community Improvement Project Area 3 is illustrated in Appendix 1, Schedule C attached to this CIP. Only properties within Area 3 are eligible for the incentives available under this section of the CIP.
- Properties within CIP Project Area 3 may be eligible for the incentives available within this Community Improvement Project Area under the following conditions:
 - The property has received Official Heritage Designation under Part IV of the Ontario Heritage Act.
 - The property has been deemed to be of Heritage Interest & Value.
- Eligible properties are listed on the Municipal Register of Heritage Properties.
- Only one application shall be received per qualifying heritage designated or significant building, on an assessed property, on a one-time basis.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

2.3.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 3. The program is composed of 3 elements:

- Property Improvement Grant Program
- Permits & Application Fees Grant Program
- Interest Free Loan Program

Property Improvement Grant Program

A non-repayable grant of up to \$9,000, not exceeding 50% of eligible costs; available to assist heritage property owners or tenants to prepare supporting reports and improve building façade and interior portions.

a) Engineering and/or Architectural Report Grants

Non-repayable grant to assist heritage property owners or tenants with the preparation of architectural or engineering design reports required to support grant/loan eligible renovations.

b) Façades

Non-repayable grant available to assist heritage property owners or tenants to improve building façade appearance.

Grant applicants shall consider the entire façade of the building.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façade
- Repair or restoration of façade masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Restoration of historic features
- Replacement or repair of windows and doors
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

c) Interior

Non-repayable grant available to assist heritage property owners or tenants to improve interior portions of properties.

Eligible interior improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation,

- cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

Permits & Application Fees Grant Program

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

Interest Free Loan Program

An interest free loan to a maximum of \$100,000, repayable between five (5) to eight 8 years in proportion with loan value, is available to assist eligible heritage property owners or tenants with property improvements not funded through the grant program.

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with

applicable design guidelines.

Terms

- The term of the loan shall be five (5) to eight (8) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

Loan Amount	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$100,000
Repayment Term	5 years	6 years	7 years	8 years

- Loan repayment begins 12 months following completion of the loan funded project.
- Total loan funds cannot exceed 25% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

2.4 AREA 4 – BROWNFIELDS

2.4.1 Purpose & Overview

To provide incentives to encourage the reuse, rehabilitation and redevelopment of brownfield properties by removing or reducing the barriers to such redevelopment. The financial incentive program is intended to encourage the private sector to invest in these properties.

Brownfield redevelopment ensures that contaminated land is cleaned up and restored. Many existing brownfield sites are contaminated as a result of past industrial or commercial uses. Depending on the former use of these sites, contaminants may include a range of toxins, such as petroleum, metals, asbestos, pesticides, PCBs and solvents. These contaminants may create significant health and safety risks for those who live and work close to brownfield properties. When abandoned brownfield lands are left neglected, contaminants may migrate off-site, creating hazards for others nearby. Cleaning up these sites helps to improve the quality of the environment in the community and removes real and perceived threats to health and safety.

The Brownfield CIP Project Area 4 focuses on the ongoing clean-up/remediation of contaminated properties, to encourage property redevelopment. The Town of Prescott has a

number of known brownfield sites as well as other possible sites which have yet to be identified as contaminated. This is not unusual in a Town with a long history which includes past shipping and manufacturing activities which have undergone a transition to a new economy. Accordingly, this Plan provides incentives for the clean-up of contaminated sites within the entire corporate limits of the municipality and does not provide site specific land designations for brownfield properties but rather deals with them as an area of interest.

Section 2.4 and Section 2.6 set out the requirements for the Brownfields incentive programs for Area 4 of the CIP. Refer to section 2.7 for application/approval guidelines. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.4.2 Eligibility

The following is a list of criteria required for participation in the CIP for Area 4. The list below is not exhaustive and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate:

- The Brownfield Community Improvement Project Area is illustrated in Appendix 1, Schedule D attached to this CIP. Only properties within Area 4 are eligible for the incentives available under this section of the CIP.
- Properties must be known brownfield sites or present significant potential for contamination which has yet to be identified as contaminated, based on history and or previous use within CIP Project Area 4 are eligible to apply for an incentive program.
- Owners of eligible property that is proposed for commercial, industrial, multi-residential and institutional use within CIP Project Area 4 are eligible to apply for an incentive program.
- Only one application shall be received per qualifying brownfield site on an assessed property, on a one-time basis.
- Grant projects must be completed within three (3) years of approval of the funding.

2.4.3 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 4. The program is composed of 4 elements:

- Grant Program
- Permits & Application Fees Grant Program
- Property Tax Cancellation Program
- Property Tax Increment Grant Program

Phase I & Phase II ESA Grant Program

A non-repayable grant of up to \$15,000, not exceeding 50% of eligible costs; available to assist brownfield property owners to complete Phase 1 & 2 Environmental Site Assessment (ESA) Study to support the remediation process.

Phase I: A maximum grant of \$5,000 per eligible property is available for a Phase I Environmental Site Assessment (ESA) study.

Phase II: A maximum grant of \$10,000 per eligible property is available for a phase II Environmental Site Assessment (ESA) study.

Terms

- Property owners may apply for a study grant incentive at any time. The purpose of the study grant is to confirm whether the property may be eligible for other incentive programs.
- Only Phase I and II environmental site assessments that conform with the requirements of Ontario Regulation 153/04 and that are capable of forming part of a complete Record of Site Condition (RSC) are eligible for this incentive program. – see Schedule D of the Regulation.
- Phase I & II studies must be prepared by a qualified person and contain:
- An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) for the proposed use to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and,
- A work plan and budget for said environmental remediation and/or risk management actions.
- The applicant must provide proof of payment for the costs of the study to the Town as a condition of being eligible for the grant.

Permits & Application Fees Grant Program

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

Tax Cancellation Program

Owners of eligible property may apply for a cancellation of municipal property taxes during the rehabilitation and development period for a maximum of three (3) years.

Terms

- The applicant may apply for a cancellation of taxes for the eligible property during the rehabilitation period and the development period as defined in this CIP.
- Eligible properties are those properties for which a Phase II environmental site assessment has been conducted, and where, as of the date of the Phase II environmental site assessment, the property did not meet the standards that must be met under subparagraph 4i of subsection 168.4 (1) of the Environmental Protection Act to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.
- Applicants must submit the Phase II environmental site assessment to the Town to establish eligibility.
- Eligible properties must have an estimated total cleanup cost in excess of \$50,000 to be eligible for this program.
- The incentive available is calculated only in relation to the municipal portion of the total taxes paid and does not include the education taxes levied.
- Eligible costs are the costs associated with any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. This includes the cost of environmental remediation including:
 - Environmental remediation, including the cost of preparing a RSC;
 - Risk assessments prepared in accordance with Ontario Regulation 153/04;
 - Placing clean fill and grading;
 - Demolition costs;
 - Costs of removing substances designated under Ontario Regulation 490/09 for projects involving re-use or demolition of existing structures;
 - Environmental insurance premiums; and
 - Complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act.
- In no case will the total amount of the taxes cancelled under the Property Tax Cancellation Program exceed the total of these eligible costs.
- The Property Tax Cancellation Program will cease:

- When the total tax assistance provided equals the total eligible costs as specified above
- After three (3) years for the municipal portion of taxes
- If the applicant is in the Occupancy Phase
- The eligible property will not be eligible to receive tax cancellation until the Town passes a By-law authorizing the provision of assistance.
- If the applicant is in default of any conditions in the By-law or brownfield agreement, the tax assistance will be re-payable to the Town and the Province.

Property Tax Increment Grant Program

A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of four (4) years, following project completion.

The Property Tax Increment Grant Program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. It offers a grant of up to 100% of the increase in municipal realty taxes paid annually for a maximum period of four (4) years. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 5, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 75% of the value of the tax increase
- year three, 50% of the value of the tax increase
- year four, 25% of the value of the tax increase
- In year five, the Owner shall no longer receive tax increment grants.

Terms

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a four-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The grant will commence the year the property is occupied after remediation and redevelopment.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of remediation is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped following the filing of a record of site condition and receives notice of occupancy.
- The incentive available is calculated only in relation to the municipal portion of the total taxes paid and does not include the education taxes levied.

- Eligible costs are the costs associated with any action taken to reduce the concentration of contaminants on, in or under the property and any costs to prepare a risk assessment necessary to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. This includes the cost of:
 - Environmental remediation;
 - Risk assessments prepared in accordance with Ontario Regulation 153/04;
 - Placing clean fill and grading;
 - Demolition costs;
 - Costs of removing substances designated under Ontario Regulation 490/09 for projects involving re-use or demolition of existing structures;
 - Environmental insurance premiums; and
 - Complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act.
- Applicants with the Town are eligible to apply for funding under this program provided the following requirements are met:
 - Both the pre-construction and post-construction property assessments are established and certified by the Municipal Property Assessment Corporation (MPAC) at the time of application.
 - The cost of the environmental clean-up is identified and certified.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The difference in municipal taxes is the portion eligible for a full or partial tax increment based grant to off-set eligible costs. This grant is available for a set time period set out in the brownfield agreement between the Town and the land owner.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the

tax assistance provided (plus interest) will become payable to the Town.

- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners, unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

2.5 AREA 5 - LARGE SCALE RESIDENTIAL DEVELOPMENT

2.5.1 Purpose & Overview

To provide incentives to support large scale multi-unit residential developments with an affordable housing component. The financial incentive program is intended to encourage the private sector to invest in these properties for the purpose of constructing new residential units through:

- The redevelopment or conversion of underutilized properties
- The infilling of vacant properties

The Area 5 Residential CIP focuses on the development of large-scale multi- unit residential properties. There are numerous properties well positioned to accommodate large scale multi-unit residential developments within the Town of Prescott. Accordingly, this Plan provides incentives for sites within the entire corporate limits of the municipality as an area of interest.

Section 2.5 and Section 2.6 set out the requirements for the Large Scale Residential Development incentive programs under Area 5 of the CIP. Refer to section 2.7 for application/approval guidelines. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.5.2 Eligibility

The following is a list of criteria required for participation in the CIP for Area 5. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate:

- The Residential Community Improvement Project Area is illustrated in Appendix 1, Schedule E attached to this CIP. Only properties within CIP Project Area 5 are eligible for the incentives available under this section of the CIP.
- Owners of eligible property that is proposed for multi-unit residential use within CIP Project Area 5 are eligible to apply for an incentive program.
- The estimated cost of construction must be equal to or greater than five million dollars (\$5,000,000) for properties to be eligible.
- A minimum of 10% of residential units within the development must meet the definition of affordable housing and equate to a minimum of one (1) housing unit, for properties to be eligible.

- Properties must be zoned residential to be eligible to receive CIP funding support within CIP Project Area 5.
- Only one application shall be received per qualifying residential development, on an assessed property, on a one-time basis.
- Grant projects must be completed within three (3) years of approval of the funding.

2.5.3 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 5. The program is composed of 2 elements:

- Permit & Application Fees Grant Program
- Property Tax Increment Grant Program

Permits & Application Fees Grant Program

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

Property Tax Increment Grant Program

A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.

The Property Tax Increment Grant Program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the

completion of property improvements. It offers a grant of up to 50% of the increase in municipal realty taxes paid annually for a maximum period of five (5) years. The grant shall be on a sliding scale whereby the grant is decreased by 10% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 50% of the value of the tax increase
- year two, 40% of the value of the tax increase
- year three, 30% of the value of the tax increase
- year four, 20% of the value of the tax increase
- year five, 10% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

Terms

- The maximum tax increment grant amount provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The grant will commence the year the property is occupied following redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.
- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.

- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

2.6 ADDITIONAL PROGRAM REQUIREMENTS

- The Tenant and/or Owner is required to enter into an agreement satisfactory to the Town to govern the administration of incentive programs prior to incurring any costs or receiving funds for which an incentive is applied for. Separate agreements are required for Grant and Loan incentive programs.
- Works completed prior to application to the Town are not eligible. Exceptions may be available on a case-by-case basis if requested in advance of completing works.
- Works as set out in the Agreement must be completed prior to the grant portion being distributed.
- Payment of any grant/incentive is conditional upon submission of satisfactory proof of payment of the eligible costs.
- Where an incentive is a matching grant, proof of the total costs incurred and paid will be required. In the event that the actual eligible costs are less than the amounts submitted with the application, the matching grant shall be limited to 50% of the total eligible costs.
- The Town reserves the right to require a compliance audit and site inspection as a condition of approval and payment of any incentives.
- Eligible costs do not include any labour costs for work performed by the applicant/owner. All labour costs must be substantiated with proof of payment.
- Eligible costs do not include any non-fixed property improvements.
- Costs in excess of the approved eligible costs are the responsibility of the Owner/Applicant.
- Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
- The total value of all incentives under the program(s) in this CIP cannot exceed the value of the approved eligible costs.
- Stacking of grants is allowed (incentives provided through the CIP may be used in partnership with other private, provincial or federal funding) provided that the total amount of all incentives, grants and other financial programs provided by all levels of government do not exceed the approved eligible costs.
- Grant and/or loan funds cannot be used to pay for the applicant portion of required matching funding for any CIP incentive.
- Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive a loan or grant.
- All outstanding work orders must be satisfied. Orders to comply are exempt if proposed works will address order to comply deficiencies.

- The Town may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants will still receive said grant, subject to the meeting the general and program specific requirements.
- Issuance of a Demolition Permit for a property which has received any grant incentive is at the discretion of the Town for a five (5) year period following execution of the Grant Agreement by the Town. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of the CIP Program.
- If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved incentives and require repayment of the approved incentives.
- Grant repayment in full to the Town will be required under the following conditions:
 - If project isn't completed within the completion deadline
 - If property sells & changes use within the completion deadline
 - If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Grant Agreement by the Town, all grants/loans received will become repayable to the Town in full.
 - When individual programs outline additional repayment requirements.
- Should a property be sold where CIP funded work is ongoing, responsibility for completion of work within the required time period shall transfer to the new owner. Approved grant/loan funding will be cancelled in cases where the new owner does not complete the work as required.
- Development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, guidelines, legislation and supporting regulations/approvals by other levels of government.

2.7 APPLICATION & APPROVAL PROCESS

The following application and approval process applies:

- Applicants are required to submit a complete application form.
- Eligible applicants can apply for one, or all of the incentives offered under only one of the eligible CIP Project Areas. Applications under multiple CIP Project Areas for the same property are not permitted. In cases where properties qualify under more than one CIP Project Area, the applicant must select only one to apply to.
- The total of all grant and tax cancellation provided in respect of the eligible property for which an applicant is making application under the programs contained in the CIP shall not exceed the approved eligible costs.
- Multiple funding applications are permitted per property, under the following circumstances:
 - To support separate owner & tenant-initiated property improvements/requests for funding.
 - To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.

- If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
- No less than 5 years following the receipt of previous CIP funding.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.
- Applicants are required to submit supporting documentation such as specifications of the proposed project including plans, colour samples, drawings and photographs of the existing building, past photos or drawings and any other information or materials requested by the Town.
- Applicants are required to provide a description of the planned development along with a timeline for completion and an assessment of Planning Act or other approvals required to proceed.
- Applicants are required to provide an estimate of all eligible costs and where possible supporting documentation related to those costs.
- A minimum of one (1), preferably two (2) quotes are required for the requested works, notwithstanding exceptions provided on a case-by-case basis in extenuating circumstances.
- Applications may be circulated to any internal departments for review and comment.
- Heritage CIP Project Area applications must be circulated to the Heritage Advisory Committee (HAC) for review/comment.
- If the application meets all relevant criteria, the Planning Advisory Committee (PAC) may proceed with a decision on the application.
- The PAC has the absolute discretion to approve or refuse any incentive or combination of incentives.
- Grant funds will be issued as installment payments, upon completion of the works as set out in the approved application and upon payment by the applicant for works performed, the applicant shall submit proof of payment to the Town along with photos of said works. Staff will review the proof of payment, photos and conduct a site inspection. If the work is deemed satisfactory upon inspection, payment of the grant shall proceed within 30 days.
- Loan funds will be issued as installment payments, in accordance with completion of pre-established project phases aligned with building inspections. The applicant shall submit proof of payment to the Town along with photos of said works. Staff will review the proof of payment, photos and conduct a site inspection. If the work is deemed satisfactory upon inspection, payment of the grant shall proceed within 30 days.
- Applicants are required to obtain all necessary building, encroachment or work permits in advance of commencing any work. Approval of a CIP application is not permission to construct required under the Planning Act, Building Code Act or any other applicable laws.
- Applicants are required to comply with all applicable policies and by-laws including the Downtown Design & Sign Guidelines, Sign By-Law 16-2019 and Zoning By-Law 09-2009.
- For Brownfield CIP Project Area approved projects, the following additional program requirements apply:

- The applicant must provide a copy of the Phase II ESA, Remedial Work Plan or Risk Assessment Plan prepared by a qualified person that contains:
- an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and,
- a work plan and budget for said environmental remediation, and/or risk management actions;
- upon completion of the remediation, the applicant must file a Record of Site Condition (RSC) with the Ministry of Environment, with a copy provided to the Town.

3.0 MONITORING PROGRAM

The CIP is intended to provide a proactive approach to the redevelopment of property within the Town of Prescott. The CIP is an opportunity for business and job creation and retention, leveraged private sector investments, and increased tax assessment. The Town will monitor:

- Businesses opened/retained
- Job created/maintained
- Approved applications
- Declined applications and the reasons
- Increase in municipal property tax assessment
- Leveraged private sector investment
- Participant program feedback/testimonials
- Record of before/after images
- Monitor visual appearance of the community

4.0 MARKETING PROGRAM

It is very important to the successful implementation of this CIP that the Town's incentive programs, and the leadership role being taken by the Town through implementation of the public realm improvements and other initiatives be effectively communicated to property owners, business owners, developers, potential end users, and residents within the CIP Project Area, within the rest of the Town, within the County, and beyond. The purpose of this Marketing Strategy is to proactively educate, advertise and market the Town's incentive programs and the planned improvements being taken by the Town to actively support revitalization within the Community Improvement Project Area.

It is recommended that the Town budget for and implement a Marketing Strategy that:

- Provides direction on how to obtain information on available incentive programs, including program guides and application forms, as well as assistance and advice from Town staff on making application for the incentive programs.
- Informs property, business owners and developers with regard to actions planned by the Town to improve the investment environment and conditions within the CIP Project Area.

- Profiles incentive programs and downtown revitalization success stories in planning and economic development publications, newsletters and other publications published by the Town and the regional partners.
- Engages in promotions on the Town's web page and social media platforms via addition of direct (one-click) access to information on available incentive programs and success stories.
- Engages in promotions via media outlets (newspaper, radio, digital) on available incentive programs and success stories.
- Delivers periodic presentations/sessions with property and business owners and support professionals to outline available incentives and how to apply.
- Requires recipients of CIP grants and loans to post signage (supplied by the Town), and participating in promotion activities via testimonials, photos, tours and other activities as required.

5.0 CIP AMENDMENTS

The individual incentive programs contained in this CIP can be activated, deactivated or discontinued by Council without amendment to this Plan. Increases in funding provided by the financial incentives contained in this CIP, the addition of any new incentive programs to this CIP, or an expansion of the Community Improvement Project Area will require a formal amendment to this Plan in accordance with Section 28 of the *Planning Act*. The Town may periodically review and adjust the terms and requirements of any of the programs contained in this Plan, without amendment to the Plan. Such minor changes or discontinuation of programs will be provided to the Minister of Municipal Affairs and Housing for information purposes only.

6.0 CIP REVIEW

There should be a detailed review of the CIP policies and performance every five (5) years. At this time, decisions can be made as to whether new incentives are needed, existing incentives should be retired, or if the CIP itself has served its purpose and can be discontinued.

7.0 DEFINITIONS

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

Agreement shall mean the terms, duration, and default provisions of the tax assistance between the property owner and the Town. This Agreement is also subject to approval by Council.

Applicant shall mean the registered owner and may include the assessed owner and tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

Brownfield shall mean vacant or underused sites with potential for redevelopment. They may be contaminated, often due to former industrial or commercial use.

Commercial Property used primarily for business, retail, governmental or professional purposes.

Contaminated Lands shall mean situations where elevated levels of contaminants are present in land due to industrial use, waste disposal, accidents or spillages, aerial deposition or migration of contaminants from adjacent areas. Land may also be affected by contamination due to the presence of naturally occurring substances.

Community Improvement Plan Project Area means one of the five eligible CIP incentive areas including: Downtown & RiverWalk District Area, Employment Lands Area, Heritage Conservation Area, Brownfield Area, and Residential Development Area.

Community Improvement Plan Incentive Category means one of the eligible funding categories available under each eligible CIP Project Area including: Property Improvement Grant, Permit & Application Fees, Interest Free Loan, Property Tax Increment, Property Tax Cancellation

Development Period means, with respect to an eligible property, the period of time starting on the date the rehabilitation period ends and ending on the earlier of,

- i. the date specified in the bylaw, or
- ii. the date that the tax assistance provided for the property equals the sum of the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168 of the Environmental Protection Act, and the cost of complying with any certificate of property use issued under Section 168 of the Environmental Protection Act.

Eligible Costs shall mean costs including the cost of materials, equipment, and contracted labour as more particularly described in each program within the CIP.

Façade means the face of a building, especially the principal front that looks onto a street or open space.

Industrial Property means property used for construction, repair, trade or manufacturing, production, assembly or processing of finished or partially finished products from raw materials or fabricated parts on such a large scale that capital and labour are significantly involved, and includes any office or other accommodation on the same property, the use of which is incidental to such activity.

Institutional Property means property developed as governmental, educational, health, cultural and recreational centers, places of worship, and cemeteries. They may include government owned and operated facilities or be privately owned and operated.

Mixed Use Property blends multiple uses, such as commercial, residential, cultural, institutional, industrial, or entertainment.

Owner means the registered Owner of the Lands and includes any successors or assigns.

Phase I ESA is the study conducted to determine the likelihood that one or more contaminants have affected all or part of a property. The specific requirements for carrying out a Phase I ESA are set out in Part VII of the Ontario Regulation 153/04 (Record of Site Condition: A Guide on Site Assessment, the Clean-up of Brownfield Sites and the Filing of Records of Site Condition, MOE, 2004).

Phase II ESA is the study conducted to determine the location and concentration of one or more contaminants in the natural environment. The specific requirements for carrying out a Phase II ESA are set out in Part VIII of the Ontario Regulation 153/04 (Record of Site Condition: A Guide on Site Assessment, the Clean-up of Brownfield Sites and the Filing of Records of Site Condition, MOE, 2004).

Post Construction shall mean the established assessment as certified by MPAC estimating the assessment value of the completed project.

Pre-Construction shall mean the established assessment as certified by MPAC estimating at the time of the application of the Property Tax Increment Program.

Qualified Person shall mean a qualified person (QP) who may conduct or supervise an environmental site assessment (ESA) to be used in support of the submission of a record of site condition (RSC) is defined under Ontario Regulation 153/04 as someone:

- i. Who holds a licence, limited licence or temporary licence under the Professional Engineers Act; or,
- ii. Who holds a certificate of registration under the Professional Geoscientists Act, 2000 and is a practising member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

Record of Site Condition (RSC) shall mean a document filed in the Environmental Site Registry (ESR). It is a report documenting the results of one or more environmental site assessments (ESAs) of a property conducted or supervised by a qualified person as defined in the Regulation). The RSC will either confirm that there is no evidence of contaminants at the property that would interfere with any future use of the property or that contaminants at the property do not exceed certain concentration limits (standards). The standards are set based on the intended use (residential, commercial, etc.) of the property and on certain physical characteristics of the property. Where the RSC involves standards, the RSC would confirm that the standards for the intended use had been met.

Rehabilitation shall mean any effort that result in the productive reuse of lands or buildings within the CIP project area.

Rehabilitation period shall mean, with respect to the eligible property, the period of time starting on the date on which the bylaw providing tax assistance for the property is passed and ending on the earliest of:

- i. The date that is 18 months after the date that the tax assistance begins to be provided;
- ii. The date that a Record of Site Condition (RSC) for the property is filed in the Environmental site Registry under Section 168 of the Environmental Protection Act; and
- iii. The date that the tax assistance provided of the property equals the sum of the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168 of the Environmental Protection Act, and the cost of complying with any certificate of property use issued under Section 168 of the Environmental Protection Act.

Residential Property refers to all land and structures intended for private dwelling purposes, whether on a permanent or a temporary basis.

Tax Cancellation means the cancelling of the increase in tax liability.

Town means the Corporation of the Town of Prescott.

APPENDIX 1 – PROJECT AREA MAPS

SCHEDULE 1 | Downtown Core & RiverWalk District Area Map



SCHEDULE 2| Employment Area Map



SCHEDULE 3 | Heritage Conservation Area Map



SCHEDULE 4 | Brownfield Area Map



SCHEDULE 5 | Residential Development Area Map



APPENDIX 2 – INCENTIVE PROGRAM SUMMARY TABLES

Area 1 – Downtown Core & RiverWalk District		
Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, signage, accessibility and interior commercial & residential portions.	\$22,000
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	TBD (Based on assessment increase)

Area 2 – Employment Lands		
Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial/industrial property owners or tenants to improve building façade, signage, accessibility, interior commercial and streetscaping.	\$13,000
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set	TBD (Based on

	increase in municipal taxes from improvements, paid annually for up to 5 years.	assessment increase)
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Area 3 – Heritage Conservation

Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, accessibility, and interior portions.	\$9,000
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000

Area 4 – Brownfields

Incentive Program	Description	Maximum Incentive Amount
ESA Study Grant Program	A non-repayable grant, not exceeding 50% of eligible costs; available to assist brownfield property owners to complete Phase 1 & 2 Environmental Site Assessment (ESA) Study to support the remediation process.	\$15,000
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Property Tax Cancellation	Cancellation of taxes for the eligible property during the rehabilitation and development phase for a maximum of 3 years.	TBD (Based on assessment value)
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 25% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 4 years.	TBD (Based on assessment increase)

Area 5 – Large Scale Residential Development

Incentive Program	Description	Maximum Incentive Amount
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Property Tax Increment	Tax increment grant of varying percentage (starting at 50% & decreasing by 10% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	TBD (based on assessment increase)

APPENDIX 3 – DOWNTOWN DESIGN GUIDELINES

SEE ATTACHED

Downtown Prescott & RiverWalk District

Design Guidelines



Contents

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1.0 Introduction

1.1 Intent

- 1.1.1 The guidelines are intended as a tool for the Town to guide and evaluate future development, and to ensure the level of design quality and neighborhood activity generated by new development, renovations, and other improvements is consistent with the vision for the Downtown and the Waterfront as established by the community as part of this process. The guidelines are not definitive, but instead they are a framework that can be used to evaluate and to determine whether or not a proposed project fits within the vision for Prescott. All projects should respect the general urban design considerations prior to evaluation under the guideline framework.
- 1.1.2 Properties located within the Downtown Core/RiverWalk District zoning area must comply with the Downtown Sign Design Guidelines. Design guideline compliance will be measured against the Design Guidelines Checklist, attached as Appendix 4.

1.2 Guideline Organization

- 1.2.1 The guidelines are organized into six sections. The first two sections address specific issues related to the historical façade restoration and infill development on King Street; sections three, four, and five address streetscape improvement, commercial signage and parking in the downtown; and the last section addresses issues related to waterfront design.

1.3 General Design Guidelines

- 1.3.1 All of the Guidelines are based directly upon the ‘vision’ for Prescott. The following working assumptions form the basic urban design framework for the downtown and waterfront, into which the guidelines fit.
- 1.3.2 When a project is being proposed for preservation, renovation, or new construction for the downtown, these assumptions should be considered:

Consolidation: Buildings located within the main commercial core should be mixed-use and encouraged to accommodate a range of activities on the various floors. It is generally preferable to have retail uses at grade, office or personal service uses on the second floor, and residential uses on the third and fourth floors. These kinds of multi-use

buildings should be encouraged as they help to animate a downtown core during the day and the night.

Concentration: Much of the downtown is under-utilized. New development should look to reinvest in existing buildings before undertaking new construction projects. New construction projects should be encouraged to



locate within the downtown core on undeveloped or on underdeveloped sites.

Connection: Downtown Prescott has an exceptional waterfront that is integral to its identity and liveability. Projects should be designed to take advantage of this important asset and to continue to create a pedestrian network and accessible waterfront that is connected to other sections of the community. Views to the water's edge, along the north-south streets, should not only be protected, but also enhanced and framed through build-to lines and streetscape improvements.

Heritage: The downtown's concentration of heritage buildings and historic quality is of primary importance to its public image and economic viability. The preservation of this asset keeps Prescott in touch with its past and contributes to its character for the future. Identity and value are built upon authentic heritage. It creates opportunity for innovative marketing and advertising strategies.

2.0 Downtown Design Guidelines – Existing Construction

The following outlines design guidelines for commercial properties located within Prescott's historic downtown core/RiverWalk district. While it is acknowledged that changes to structures in the Historic Downtown will occur over time, it is also a concern that these changes do not damage the historic building fabric or the character of the downtown. It is important to preserve and rehabilitate the exteriors and storefronts of buildings with significant historic and architectural features as well as buildings whose form, proportions and materials contribute to the character of the street.

These buildings will continue to make a contribution to the historic character of the downtown. Any building renovation or alteration, regardless of the planned use, must retain the overall design integrity of the historic building by protecting the original features and materials and respecting the traditional design elements.

2.1 Preserve Original Façade

2.1.1 Preservation of traditional façade elements found on existing buildings creates patterns along the face of the block that contribute to the overall character of the area. These building and architectural elements include:

- Storefront
- Display window
- Display window base
- Recessed entrance and glazed door
- Transom
- Sign band
- Ground floor cornice
- Vertical window pattern and sills
- String course

2.1.2 The sum of the façade elements defines a building's visual qualities and character. The original design and materials of the building should be respected. Even when building uses have changed, it is still important to retain and / or interpret traditional façade elements.

2.1.3 Preservation or restoration of ornamental cornices is particularly encouraged. Other important façade elements to be respected include belt courses, pilasters, windows, window arches and frames. Adding more elaborate or extensive ornamentation than was originally found on the building façade is not generally appropriate.

- 2.1.4 It is not the intention of this guideline to recreate the past if the original building façade does not exist. However, if documentary evidence, such as photographs of the original, does exist, then one recommended alternative is to restore the façade based on this documentation. Where exact reconstruction is not practical, new, simplified, contemporary interpretations of the original details are possible, as long as the intent, scale and character of the original detail are retained.
- 2.1.5 Themed designs should be avoided. Themes can be defined as the consistent application of inappropriate elements, treatments or colours, that have no historic precedent and whose use alters the original character.
- 2.1.6 Some unsuccessful theme elements, such as coach lanterns, mansard roofs, wood shingles or shakes, fake shutters, medieval hanging signage, etc. can create a theme park feel where it is inappropriate.

2.2 Preserve Facade Materials

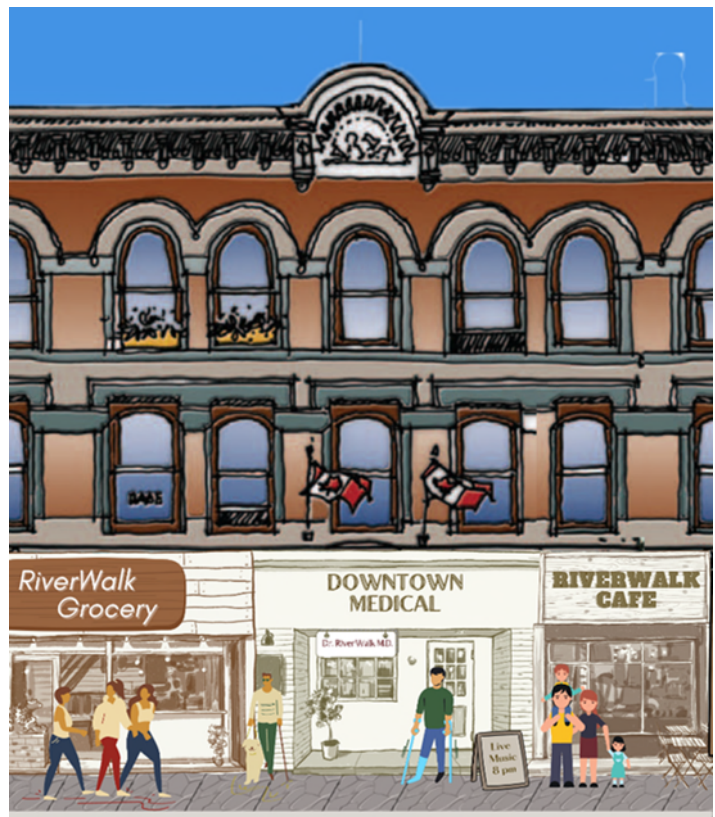
- 2.2.1 Retain original materials wherever possible through repair and restoration. Avoid concealing original façade materials. If the original material has been covered, uncover it if feasible. If portions of the original material must be replaced, use a material similar to the original. Brick and stone were the predominant building materials used in the downtown. Avoid the use of materials that are not visually compatible with these materials and the original façade, such as shiny metals, mirror glass, plastic panels, and vinyl windows or doors.

2.3 Align Architectural Features and Establish Consistent Patterns with Neighbouring Buildings

- 2.3.1 Restore or recreate the historic alignment of architectural features with other buildings on the block. These lines unify the street visually. The alignment of architectural features from one building to the next, such as floor lines, window locations and proportioned cornice lines etc., creates visual continuity and establishes a coherent visual context throughout the downtown. For the commercial buildings, they create patterns along the face of the block that contribute to the overall character of the area.

Some façade elements that typically align with adjoining buildings include:

- Building kickplates
- The location and proportions of entry doors
- Transoms over the entranceways
- The top and bottom height of first floor display windows
- Clerestory portion of display windows
- Sign band above the street level



- Horizontal and vertical proportions of the building
- Window opening size, surrounds and styles, especially upper storey windows
- String courses or floor lines
- Parapet and cornice lines
- Roof lines and proportions

2.4 *Maintain the Original Historic Line of the Building Setback*

- 2.4.1 Preserve storefront display windows at the sidewalk edge. Maintain historic recesses and entryways where they exist.
- 2.4.2 Occasionally, the line at the sidewalk is retained by the use of other elements such as planters, columns or railings, and the storefront is recessed. Where buildings are built to an alley edge, consider alley display windows and secondary customer entries if original materials and features are not damaged.
- 2.4.3 For projections into the sidewalk, such as outdoor dining areas, follow the guidelines for extensions into the right-of way guideline 4.4.

2.5 *Maintain the Original Size, Shape and Proportion of the Storefront Façade and Openings to Retain the Historic Scale and Character*

- 2.5.1 For most historic buildings, large panes of glass at the display window level with solid kickplates below are appropriate.
- 2.5.2 Multipane designs that divide the storefront window into small components should only be used if they replicate historic elements and original openings that can be documented.

2.6 *Maintain Traditional Recessed Entries Where They Exist*

Recessed entries identify the entrance and provide shelter, while corner entries on buildings located on the intersections of key streets draw pedestrians in. The rhythm of these recessed entrances on the street clearly contribute to visual continuity and the traditional character.

- 2.6.1 Use doors with a large area of glass above a solid panel at the base, surrounded by a painted frame.
- 2.6.2 Avoid unfinished anodized metal, bright aluminium, or stainless steel frames.
- 2.6.3 Finished frames may be metal with black, anodized or painted finish, however, painted or varnished wood is preferable.
- 2.6.4 Residential type doors are not acceptable.
- 2.6.5 If documentation of the original entry is available, the recommended alternative is restoration or replication.

2.7 *Maintain the Kickplate Below the Display Window Element*

The kickplate is generally the area of the street façade below the storefront window and above the sidewalk and should be preserved wherever possible.

- 2.7.1 For buildings with historic significance (local landmarks, individually significant, contributing, or contributing restorable buildings), restore the original kickplate from documentary evidence.
- 2.7.2 If original information is not available, develop a new, simplified design that retains the original character and dimension of a kickplate that would most likely have been on the building.

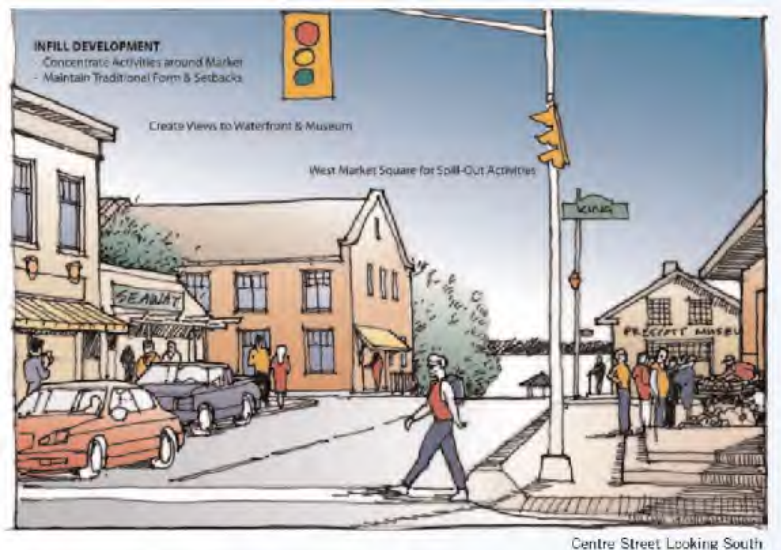
- 2.7.3 For renovations where there is no documentary evidence, appropriate kickplate materials are: brick, wood panels, stone, and glazed tile or painted metal in muted tones.
- 2.7.4 Align the kickplate with those of other historic buildings in the block.

2.8 Preserve the Transom and Sign Board Features

- 2.8.1 The use of a clear glass transom over doors, or clerestory features within the upper part of the display window area, is generally appropriate. This area was traditionally used to add to the natural light that would illuminate the objects on display in the storefront.
- 2.8.2 The design of the entire storefront, clerestory, display window, transom and entry door, was generally considered as one element with a consistent framing detail. Rehabilitation should consider using the original materials and proportions of the opening to re-establish this character.
- 2.8.3 If the interior ceiling is lower than the transom or clerestory line due to later renovation, raise the dropped ceiling up from the window to maintain its historical dimensions. Align transom or clerestory window and framing with other adjacent buildings to maintain a clear line along the block face.

2.9 Preserve the Shape, Material and Spacing of Upper Windows

- 2.9.1 Maintain the original spacing patterns and proportions of the windows.
- 2.9.2 Re-open/reveal upper storey windows if they are currently blocked. If re-opening the window is not feasible, recreate the original windows from historical documents.
- 2.9.3 If lowered ceilings are necessary, pull the dropped ceiling back from the window.
- 2.9.4 If original to the building, shutters may be considered to define the original window proportions.
- 2.9.5 Preserve the window frame, sash, and surrounds.
- 2.9.6 Repair rather than replace original windows. If repair is not feasible, replace with windows that match the existing windows as closely as possible.
- 2.9.7 Size, frame and trim material, method of operations, size of sash members, window frame elements, and the pattern of divided lights are important features to replicate.
- 2.9.8 A historic material such as wood is most appropriate. If molded plastic, vinyl or aluminium replacements must be used, they should replicate original materials, finishes, and dimensions as closely as possible.
- 2.9.10 Anodized, shiny, unfinished metals and altered dimensions are inappropriate and ultimately detract from the character of the street.



2.10 Awnings May be Used to Provide Visual Depth and Shade

- 2.10.1 Awnings should be designed to fit the storefront opening to emphasize the building's proportions.

- 2.10.2 Awnings should not obscure or damage important architectural details.
- 2.10.3 A 2.5 metre clearance from the sidewalk to the underside of the awning is required.
- 2.10.4 Align awnings with others on the block. This applies particularly to the bottom line of the awning.
- 2.10.5 Mount the top edge to align with the top of the transom or with the framing that separates the clerestory section from the main display window. The valance may be used for a sign.
- 2.10.6 Operable fabric awnings are encouraged.
- 2.10.7 Metal awnings or canopies that are similar in form to fabric awnings may be appropriate when designed as an integral part of the building façade, not appearing as tacked-on additions.
- 2.10.8 Awning colour should be coordinated with the colour scheme of the entire building front.
- 2.10.9 Mechanized awnings and awnings on the upper stories are discouraged.

2.11 Distinguish Additions to Historic Building

Additions to historic buildings should be distinguishable from the original while maintaining visual continuity through the use of design elements such as proportion and scale, relationship to the line of the street and sidewalk, façade setback, and materials that are of a similar colour and texture.

When design elements contrast too strongly with the original structure, the addition will appear visually incompatible. Conversely, when the original design is too closely replicated, the addition becomes less distinguishable and the historical evolution of the building becomes less recognizable.

- 2.11.1 For additions to the side of a historic building, retain the original proportions scale, and character of the main façade.
Position the addition so it is set back from the main façade and express the difference between the original façade and the addition with a subtle change in colour, texture or materials.
- 2.11.2 Set back additions to roofs of historic buildings, in order to maintain the height of the primary façade.
New floors should be substantially setback from the primary façade so that the original building heights and façade are clearly distinguishable from the new upper floor as seen from the street.
- 2.11.3 Maintain the proportions and the established pattern of upper storey windows.
In additions, upper floors should incorporate traditional, vertically-proportioned window openings within a façade treatment that are visually connected to the lower floors. Use windows similar in size and shape to those used historically to maintain the façade pattern of the block.
- 2.11.4 Maintain the rhythm established by the repetition of the traditional 25-foot (7.5m) façade widths.
In additions, maintain and reinforce the rhythm of façade widths, especially for projects that extend over several lots, by changing materials, patterns, reveals, building setbacks, façade portions, or by using design elements such as columns or pilasters.

2.12 Select Building Colours Appropriate to the Area's Historic Character

2.12.1 In general, select a colour scheme that will visually link the building to its past as well as to other buildings in the area. Consider colours that are compatible with the building's predominant materials such as red brick or stone, or do an analysis of colours pre-existing on the building and use one of the colours found.

2.12.2 Develop a comprehensive colour scheme

Consider the building as a whole as well as details that need emphasis. Softer, muted colours establish a uniform background. In general, use one colour on similar elements such as window frames to show that they are all part of the same façade. Reserve brighter colour for small special accents to emphasize entryways and to highlight special structural ornamentation.

2.12.3 It is not appropriate to paint unpainted brick

If the brick is already painted, paint removal is preferred. Avoid paint removal procedures that damage the original brick finish such as sand blasting or caustic chemicals. Before removing paint conduct a test to determine potential detrimental effects. If the existing paint on the brick is in poor condition and paint removal will damage the underlying brick, the brick should be repainted

2.12.4 Refer to the Downtown Exterior Colour Palette for appropriate colour guidance

2.13 *Minimize the Visibility of HVAC Units and other Mechanical, Structural, or Electronical Appurtenances*

2.13.1 Use low-profile mechanical units and elevator shafts on rooftops that are not visible from the street. If this is not possible, setback or screen rooftop equipment from view. Also, be sensitive to views from the upper floors of neighbouring buildings.

2.13.2 Skylights or solar panels should have low profiles and should not be visible from public rights-of-way.

2.13.3 These features should be installed in a manner that minimizes damage to historic materials.

3.0 Downtown Design Guidelines – New Construction

The purpose of this section is to provide guidance for the design of new construction and the renovation of non-contributing buildings in the core, in order to retain the historic context of the area while providing new opportunities. Non-contributing buildings are those that have little or no heritage, historical or architectural significance, but are in sufficiently good condition to warrant remodelling.

While new building design is expected to reflect the character of its own time, thereby making the



downtown a living district, it is important that it also respect the traditional quality that makes the downtown unique.

These qualities include massing, scale, consistency with adjoining buildings, storefront detailing and choice of materials.

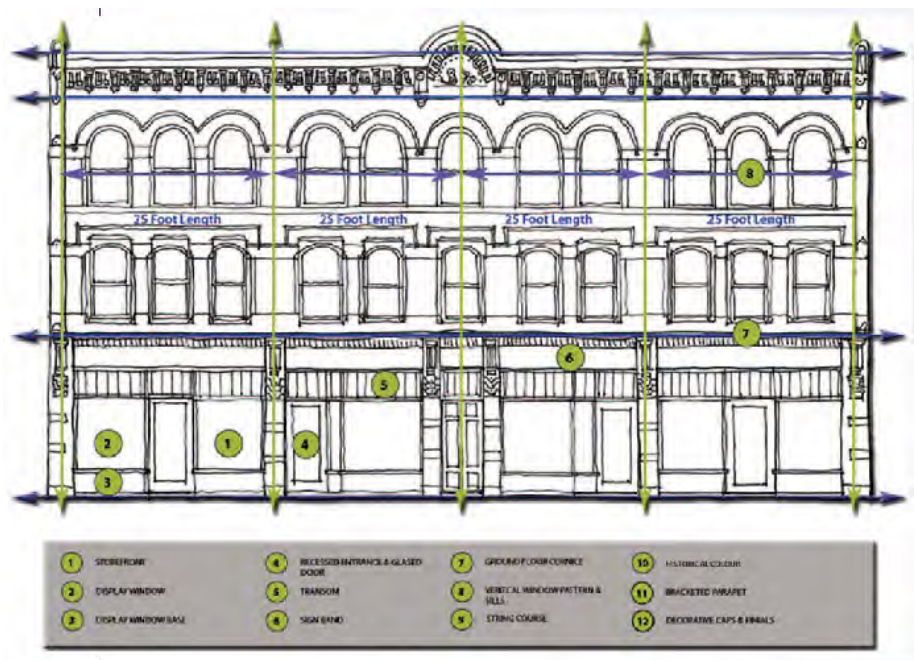
The preceding guidelines concerning awnings, paint colour, lighting and appurtenances to buildings are also applicable to these buildings. As discussed

previously, architectural styles that copy historic buildings and theme designs, such as the “wild west” or “Barbaria”, are not appropriate.

3.1 Incorporate Traditional Design Elements in New Designs

3.1.1 Repetition of traditional façade features creates patterns and visual alignment that contribute to the overall character of the district. While these features may be interpreted in new and contemporary ways, they generally include the following:

- Kickplate as a base to the storefront; align the height with others in the block
- First floor display window; align with height of others in the block when others are appropriately placed.
- Incorporate a clerestory from in the display window
- Transom; align with others when others are appropriately placed
- Sign band
- Parapet cap or cornices
- Vertical window patterns and shapes, window sills on second floor
- Angle entrances on corners
- Recess central entrances



3.2 Align Architectural Features with the Established Patterns of Neighbouring Buildings

3.2.1 The alignment of architectural features and elements from one building to the next creates visual continuity and establishes a coherent visual context throughout the downtown. On commercial buildings, they create patterns along the face of the block that contribute to the overall character of the area. Building façades should be designed to reinforce these patterns and support the area's established visual character.

3.2.2 Some façade elements that typically align with adjoining buildings include:

- Building kickplate
- The top and bottom heights of first floor display windows
- Transoms above entrance doors, and clerestory elements in display windows
- Horizontal and vertical proportions of the building
- Storefront windows, even for restaurant venues
- Upper storey window openings and styles
- Sign band above the street level
- Parapet and cornice line
- Window sills on upper floors
- Roof lines and proportions

3.3 *Maintain the Line of Store Fronts at Sidewalk Edge and Orient Main Entrances to Open Toward the Street*

3.3.1 For commercial style buildings, if a portion of the building wall is proposed to be set back from the sidewalk, careful consideration should be given to maintaining the front line of the building at the sidewalk edge through the use of planters, railings, columns or similar features up to an overhanging second floor.

3.3.2 Maintain the original setback of historic buildings. In many cases, the building's placement on the site is an important, defining characteristic.

3.3.3 For historic buildings that are not located at the zero setback line, place the addition behind the original setback.

3.4 *Do Not Construct Half-Level or Split-Level First Floors that Extend Both Above and Below Grade*

3.4.1 First floor levels should be no lower than grade level and no higher than 2 feet (0.5m) above grade. (Consideration of flood mitigation design should be taken into account for buildings located in flood plain areas).

3.5 *Consider the Height and Mass of Buildings*

3.5.1 In general, the building should appear similar in height, mass, and scale to other buildings in the historic area to maintain the area's visual integrity and unique character.

3.5.2 At the same time, it is important to maintain a variety of heights to create visual interest.

3.5.3 While the actual heights of buildings are of concern, the perceived heights of buildings are equally important. One, two and three storey buildings make up the primary architectural fabric of the downtown; taller buildings should be located at key intersections.

3.5.4 Strive for visual interest in building forms

- With new construction, create architectural variety by stepping-back upper floors and varying building massing, especially on larger sites.

3.5.5 Relate the height of buildings to neighbouring structures at the sidewalk edge

- For new structures that are significantly taller than adjacent buildings, upper floors should be setback a minimum of 3 meters from the front façade to reduce the perceived height. However, slender forms such as towers and dormers that extend forward to the front façade may add visual variety and interest to the setback area.

3.5.6 Consider the effect of building height on shading and views

- Building height can shade sidewalks during winter months leading to icy sidewalks and unappealing pedestrian areas. Wherever possible, new buildings should not shade the northern sidewalk of east-west running streets at noon on December 21st, and should maintain view corridors.

3.6 *Maintain a Human Building Scale Rather than a Monolithic or Monumental Scale*

3.6.1 Smaller scale buildings and the use of traditionally sized building components help to establish human scale and maintain the character of downtown.

3.6.2 Standard-size brick, uniform building components, and standard window sizes are most appropriate.

3.7 *Maintain the Proportions of Storefront Windows and Doors and Establish Patterns of Upper Storey Windows*

3.7.1 The first floor of downtown commercial buildings should be primarily transparent, with a pedestrian orientation and storefront appearance.

3.7.2 Upper floors should incorporate traditional vertically proportioned window openings within a more solid façade treatment; awnings are not typically found on upper storey windows.

3.7.3 Use windows similar in size and shape to those used historically to maintain the façade pattern of the block. This is especially important for projects facing key pedestrian streets such as King Street.

3.8 *Maintain the Rhythm Established by the Repetition of the Traditional 25 Foot (7.5m) Façade Widths*

3.8.1 Maintain the rhythm of façade widths, especially for projects that extend over several lots, by changing materials, patterns, reveals, building setbacks, façade portions, or by using design elements such as columns or pilasters.

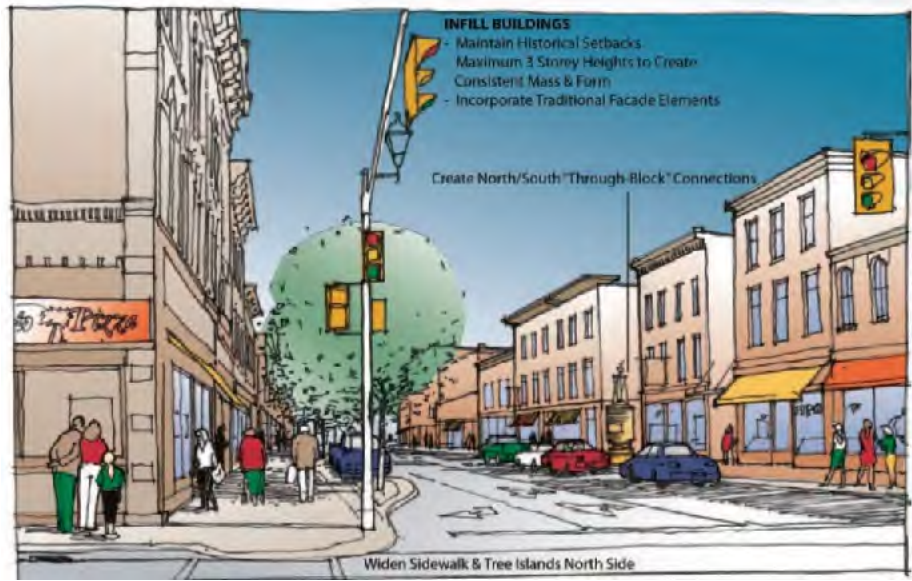
3.9 *Use Building Materials That Have a Texture, Pattern and Scale Similar to Those in the Downtown*

3.9.1 The use of brick as the primary building material is encouraged to reflect historic building patterns in the commercial downtown. Choose accent materials similar in texture and scale to others in the downtown.

3.9.2 Accent materials include:

- Brick and stone masonry
- Wood details such as windows

- Finished lumber, applied to achieve traditional patterns e.g. horizontal siding rather than diagonal
- Finished, painted metal and sheet metal
- Clear or lightly tinted glass
- Ceramic tiles
- Brick, clay and ceramic pavers
- Slate, finished metal, glazed ceramic and tile roofs
- Concrete and stone as lintels and wood or concrete columns
- Embossed metal or corrugated metal



3.9.3 The following materials are generally inappropriate:

- Coarsely finished, “rustic” materials, such as wood shakes, shingles, barn board or stained fir plywood. Poorly crafted or “rustic” woodworking and finishing techniques
- Indoor-outdoor carpeting or astro-turf
- Corrugated metal and fibreglass (unless used sparingly)
- Most rock
- “Antique” or old brick with partial paint, mottled light variegated brick, oversized brick and white brick mortar
- Ornate wrought-iron, “New Orleans” style grille and rail work
- Stucco surfaces that are highly textured such as sometimes associated with a “hacienda” or “Mediterranean” style
- Expanded metal
- Silver or clear anodized aluminium sheets
- Silver or clear aluminium extrusions for windows and doorways
- Residential type sliding glass doors
- Imitation wood siding or stone
- Flat or moulded plastic sheeting in quantities exceeding 0.5 square meters when used as primary façade materials
- Imitation metal “rock work”
- Plastic moulded imitation of any conventional building material
- Mirror or metalized reflective glass
- Glass block

3.10 ***Improve Rear or Side Alley Elevation to Enhance Public Access from Parking Lots and Alleys***

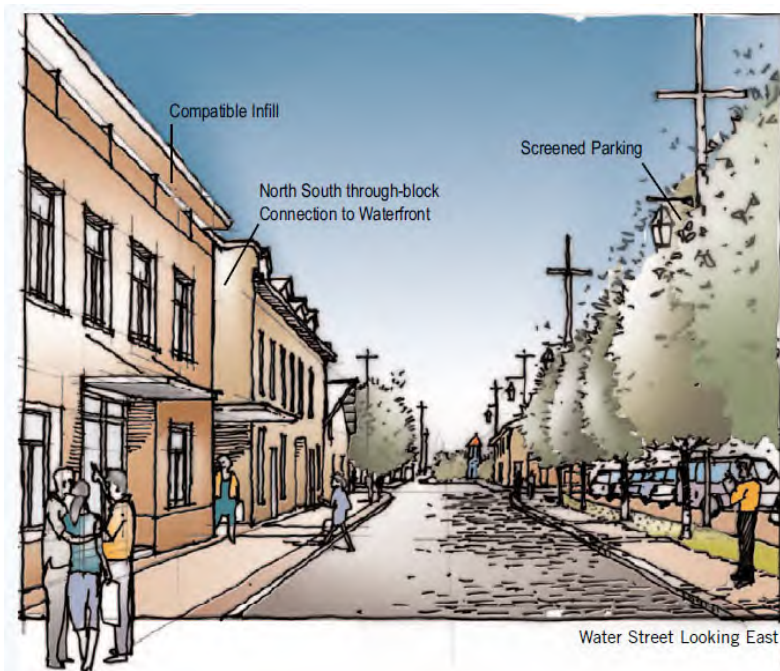
- 3.10.1 Where buildings are built to the alley edge consider opportunities for alley display windows and secondary customer or employee entries; if original walls are not damaged.
- 3.10.2 Screening for service equipment, trash, or any other rear-of-building element that can be visually improved, should be designed as an integral part of the overall design.
- 3.10.3 Where intact, historic alley façades should be preserved along with original features and materials. Alterations should be sensitive to, and compatible with, the historic scale and character of the building and area.

4.0 Streetscaping Guidelines

The term “streetscape” refers to the entire system of streets, sidewalks, landscaping, and open spaces, by which people circulate through and experience the downtown. Our image of downtown Prescott, and the ease and safety with which we move through it, is determined by the quality of the streetscape.

The urban design objectives of the Streetscape Improvement Guidelines are to:

- Unify the visual image of the downtown by creating a series of public sitting areas, completing the rhythm of street trees and street lighting, and providing landscaping with seasonal colour or other qualities of visual interest.
- Create a pedestrian-oriented environment that is safe, accessible, visually pleasing, and comfortable.
- Visually and functionally connect downtown King Street and the waterfront.
- Maintain the visual unity and historic character of the downtown through the use of traditional streetscape materials.
- Encourage and accommodate the use of alternative modes of transportation to get to and from the downtown.
- Maintain and preserve historic features of the streetscape such as flagstone and brick.
- Respect and preserve adjacent residential neighbourhoods through the use of sensitive streetscape design.



4.1 Use the Existing Street Hierarchy as a Basis for Designing the Streetscape

The concept of a street hierarchy is based on understanding how various downtown streets function. For example, Edward Street and King Street are major vehicular streets, thus street improvements should provide for larger volumes of traffic than Dibble or Water Streets, while buffering pedestrians from traffic impacts.

Five types of streets have been identified:

4.1.1 King Street (main street and vehicular artery)

- King Street is the most intensely used pedestrian zone in the downtown as well as accommodating large volumes of vehicular traffic movement through the downtown in an east/west direction. Streetscape features should be designed to buffer pedestrians from traffic impacts, provide greater building setback and provide widened sidewalks to accommodate the greater pedestrian use.
- Landscape treatments, including seasonal planting and coordinated street furniture, such as benches, waste receptacles, newspaper boxes, lights etc., can add to the pedestrian ambiance.

4.1.2 Edward Street (major vehicular through street)

- Edward Street accommodates large volumes of traffic moving through the Town. Streetscape features should be designed to buffer pedestrians from traffic impacts, provide greater building setback and separate sidewalks from roads with planting strips between the sidewalk and the curb.

4.1.3 Centre Street, George Street, West Street and St. Lawrence Street (north/south pedestrian connectors)

- These four north/south streets provide the main pedestrian connections between King Street and the Waterfront. Where these streets cross King Street, crosswalk designs that visually link the north and south sides of the street are important. The use of similar materials, intersection features, landscaping, signage and street furniture will help to visually weave the areas together and promote pedestrian access to the waterfront.

4.1.4 Water Street (vehicle reduced pedestrian street)

- Once one of the busiest commercial streets, Water Street is as a single- loaded service street with some office and residential uses along the south side and parking areas and lane access to King Street along the north side. Closely spaced street- tree planting along the north side to screen parking, and infill development wherever possible, could create an active zone between King Street and the waterfront that would connect the downtown to the waterfront.

4.1.5 All other streets in the downtown (general pedestrian-oriented streets).

- In order to create a unified downtown image, all streets should share common features. At a minimum, these should include similar sidewalk scoring patterns, similar paving materials, similar street trees and tree guards, coordinated street furniture, the inclusion of sidewalk extensions and pedestrian safe zones, removal of pedestrian obstructions, consolidation of streetscape elements such as lamp posts, planters and banners, similar traffic and other directional signage, and pedestrian-scale street lighting.

4.2 Use a Basic Sidewalk Design to Unify the Visual Image of Downtown

Generally, downtown sidewalks average 3m from curb to property line. At a minimum, every street in the downtown should clearly mark the curb zone, the pedestrian zone, and the corner zone. It should also show basic intersection design, crosswalks and the intersection paving squares where appropriate.

4.2.1 Curb Zone

- The predominate building material in the downtown is brick. The use of brick to highlight the curb zone is appropriate in blocks along King Street. Other appropriate materials may be used to highlight the curb zone including sandstone or the use of artwork that is stencilled or sandblasted into the concrete surface. However, avoid coloured concrete scored to imitate brick.
- On the blocks that create a transition between commercial and residential areas, use landscape materials in the curb zone rather than hard surface concrete. Materials such as flowers, grasses, or live ground cover will highlight the transition quality of the half block between the downtown and the interface areas. Rocks, gravel or other rocklike materials should be avoided in the curb zone.

4.2.2 Pedestrian Zone

The sidewalk pedestrian zone is the area that must be kept clear for pedestrian movement and free of all obstacles. The pedestrian zone should be unobstructed from elements such as trees and poles.

4.2.3 Corner Zone

At a minimum, the basic corner zone should include a pedestrian area or clear zone that is free of obstacles and lined up with the sidewalk pedestrian zone. Only essential “regulatory” elements such as signal posts are allowed, all other elements such as benches, bike racks, newspaper racks, are prohibited from this area.

4.2.4 Amenity Area

- The amenity areas may incorporate benches, bike racks, news racks, and similar elements.
- Their shape and size may vary depending upon the use of a corner expansion.
- Elements such as benches and bike racks should be carefully arranged in an attractive and accessible design. Benches should be arranged to facilitate social interaction.
- Variations from the basic materials and pattern must be based on a streetscape plan that illustrates how the variation adds to the visual unity of the downtown streetscape, adjacent properties, and the overall image of the block.



4.3 Use Basic Intersection Design to Unify the Visual Image of the Downtown

- 4.3.1 Use a basic intersection design to unify the visual image of the downtown.
- 4.3.2 Street intersections in the downtown should incorporate two basic elements: crosswalks and intersection squares.

- 4.3.3 Pedestrian crosswalks should be a square pattern, parallel to the street with concrete strips occurring at either side of the walkway.
- 4.3.4 Drop curbs should connect the pedestrian crosswalk to the corner.
- 4.3.5 The intersection square is the center area of intersections and should be made of the same material as the surrounding street surfaces.
- 4.3.6 Special paving may be used in intersection designs to highlight an important street or pedestrian connection. For example, crosswalks and intersection squares located between King Street and the waterfront. Public art may be incorporated in the surface design.
- 4.3.7 Special emphasis should be placed on the north/south pedestrian connector intersections along King Street from Edward Street to St. Lawrence.

4.4 *Design Extensions into the Public Right-of-Way that are Visually and Functionally Appropriate to the Street*

- 4.4.1 Extensions into the public right-of-way, such as sidewalk restaurant, public sitting area, or awnings over store windows, can add visual interest and encourage public activities that enhance the quality of life in the downtown.
- 4.4.2 They promote outdoor leisure use, provide opportunities for “people watching”, and create a varied streetscape setting.
- 4.4.3 Such extensions are appropriate on the first storey if the visual quality of the street is not weakened and if building façades of historic significance are not substantially altered or obscured by the extension.
- 4.4.4 Upper storey extensions are generally not appropriate except when restoring a missing historic feature or when incorporating a traditional design element into a new building. The best extensions are characterized by a design that is sensitive to the building, and that employs quality materials.
- 4.4.5 When designing an extension for historically significant buildings, the extension should be distinguishable as new. It should not suggest that it is an original historic element. It should, however, be visually compatible with the original building and not damage the original structure. Accurate reconstruction of historic extensions into the right-of-way are appropriate options where documented.

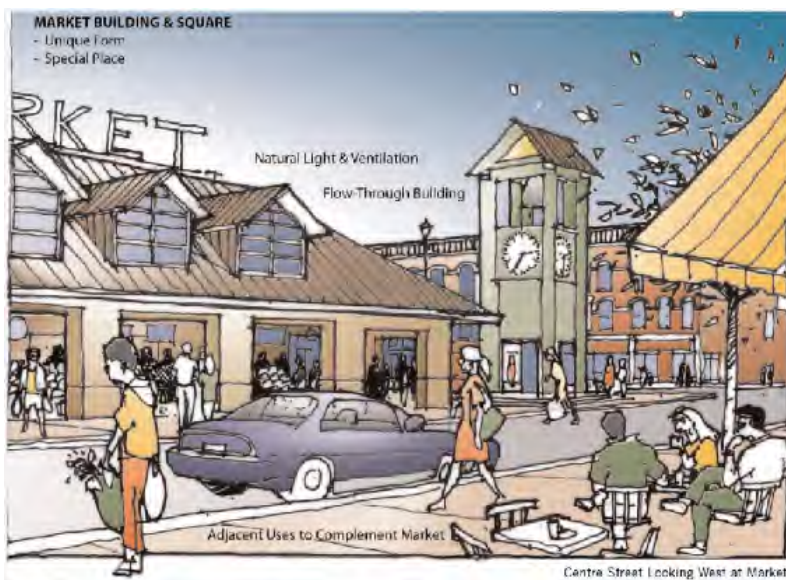
4.5 *Use Innovative Railing Designs to Define Outdoor Spaces, Such as Cafes, from Pedestrian Movement*

- 4.5.1 Railings define the boundary between public and private areas and create safety barriers for pedestrians.
 - Semi-permanent railings that can be fixed to the sidewalk are preferred. Site specific designs are encouraged that reflect Prescott’s history, the environment, or public art.
 - No signage, advertising, goods or merchandise should be placed on the railings.
 - Railing designs should reflect an open, transparent feeling. Visually closed-in railings that “box in” the extensions are not appropriate.
- 4.5.2 Materials such as metal rails and posts, stone or brick piers, and wood may be used when properly finished.
 - Decorative elements incorporated into the railing design are encouraged. In general, metal surfaces should have a black enamel finish; although colours that are incorporated as part of a coordinated colour plan for the building, or that are considered in the context of a work of public art, may be considered.

- Lightweight or movable handrails that may be hazardous during times of intense pedestrian crowding should be avoided.
- Chains, ropes and unsupported railings are unacceptable materials.

4.6 Create Comfortable and Attractive Sitting Areas, Plazas, and Small Open Spaces

- 4.6.1 Seating areas, plazas, and small open spaces should be located throughout the downtown. They should be easily accessible and comfortable for as much of the year as possible. The use of ground level plant materials and trees to provide shade and pedestrian scale is strongly encouraged. All elements, including walls, trees, paving, seating, pedestrian-scale lighting, and water features, should be designed as an integral part of the overall site design concept.
- 4.6.2 Orient seating to take advantage of views, sunshine in the winter, and shade in the summer.
- Arrange benches and other street furniture in a coherent design that, in effect, create small outdoor rooms. For example, at bus stops and sidewalk seating areas, arrange benches, artwork, landscaping, and other elements into pleasant and comfortable pedestrian environments.
- 4.6.3 Locate sitting areas, plazas, and small open spaces where they will get the most use.



- Locate areas where downtown shoppers and workers congregate – adjacent to building entrances, heavily travelled sidewalks, or an outdoor restaurant. When located on private property, but serving a public amenity, plazas and courtyards should be directly connected to and accessible from the public sidewalk.

4.7 Select Street Trees That Are Appropriate to Their Intended Location and Function

- 4.7.1 Select trees approved for a main street, with heavy use. Pedestrian traffic and vehicular movement along

with salt spray and pollution make for undesirable environments. Below are three types of trees: small trees (7m width), medium trees (12m width) and large trees (19m and above width), that are appropriate for the urban environment.

	SMALL TREES	MEDIUM TREES	LARGE TREES	ORNAMENTAL TREES
Size	Size 5 –10 meter spread Except for columnars	11 – 16 meter spread	17 – 30 meter spread	N/A
Planting	1.7 cu.m, min. 1m deep Pit: 1.25 x 1.36 x	2.7 cu.m, min 1m deep Pit: 1.25 x 2.16 x	3.4 cu.m, min. 1m deep Pit: 1.25 x 2.72 x	N/A

	1.0m	1.0m	1.0m	
Tree Grate	1.7 cu.m, min. 1.25m width	2.7 cu.m., min. 1.25m width	3.4 cu.m, min. 1.25m width	N/A
Street Spacing	3m min., 5m ideal	5m min., 7m ideal	7m min., 9m ideal	N/A
Caliper	60mm	60mm	60mm	N/A
Appropriate Tree Species	<p>Acer ginnala, Amur Maple</p> <ul style="list-style-type: none"> • Very nice small maple • Brilliant fall colour • Adaptable to many soils <p>Acer x freemanii, Armstrong Maple</p> <ul style="list-style-type: none"> • Suitable tree for small sites • Brilliant fall colour • Adaptable to many soils <p>Acer platanoides, Autumn Blaze Maple</p> <ul style="list-style-type: none"> • Upright, broadly oval shape • Foliage light red to green • Golden-yellow flower clusters • Brilliant orange, red in Fall <p>Quercus robur 'Fastigiata' English Oak</p> <ul style="list-style-type: none"> • Salt tolerant • Can become a handsome tree • Very nicely shaped tree 	<p>Acer rubrum 'Franksred', Red Sunset Maple</p> <ul style="list-style-type: none"> • Excellent Street tree • Retains colour longer • Silvery bark for winter interest <p>Tilia Cordata Little Leaf Linder</p> <ul style="list-style-type: none"> • Excellent street tree, can withstand adverse city conditions • One of the best shade trees • Brilliant yellow in Fall <p>Tilia Americana Basswood</p> <ul style="list-style-type: none"> • Native tree • Fragrant yellow flowers • Nicely shaped tree 	<p>Acer Saccharum, Sugar Maple</p> <ul style="list-style-type: none"> • Native tree • Nice Fall colour (yellow) <p>Acer Saccharum, Silver Maple</p> <ul style="list-style-type: none"> • Native tree • Tolerates rough conditions • Adaptable to many soils <p>Tilia Tomentosa 'Sterling Silver', Sterling Silver Linden</p> <ul style="list-style-type: none"> • Yellow colour in Fall • Pest resistant • Trim, nicely shaped tree 	<p>Malus, Crab Apple</p> <ul style="list-style-type: none"> • Can have red yellow or pink flowers, all brilliant • Fragrant blooms • Adaptable tree – sterile species preferred as they do not lose their fruit <p>Sophora japonica 'Regent', Regent Japanese Pagoda Tree</p> <ul style="list-style-type: none"> • Small, profuse number of white flowers in the late summer • Nicely shaped tree • Nice foliage colour <p>Syringa reticulata 'Ivory Silk', Ivory Silk Tree Lilac</p> <ul style="list-style-type: none"> • Sturdy, fragrant tree • Disease resistant • Nice flowers

4.8 Select Ground Level Plants That Suit Their Environment and Function

- 4.8.1 Use landscaping, shrubs and ground cover to accent areas. Below eye-level plant materials add seasonal colour to the downtown. They can block views to unsightly areas and fill empty areas with visual interest. However, do not use such plant materials in corner locations and other areas that block the visibility, create unsafe conditions, or block access to storefront windows or streetscape elements such as newspaper stands, parking meters, or mailboxes. Do not use gravel or rough stone in the curb zone in place of ground cover.
- 4.8.2 Flowers and Natural Grasses
- Whenever feasible, flowers and ornamental grasses should be used in combination to accent gateway locations and special sites.
 - Maintenance must be considered in the placement and design of these features.
 - Plantings are preferred in natural, at-grade planting beds rather than planter pots or other containers.
- 4.8.3 Plant Containers and Potted Plants
- Although plant containers and potted plants can add colour and plant variety to the streetscape, consider their use judiciously since they are fragile, difficult to maintain, and appear temporary.
 - Planters may be located preferably adjacent to building entrances or as part of patio extensions.
 - Typical planter materials are finished wood, precast concrete, and terra cotta.
 - A maintenance free finish is preferred as are stability, sturdiness, and sufficient weight to avoid tipping over. Planters must be temporary and moveable, not attached to the sidewalk.

4.9 Create Gateway Elements at Important Downtown Entranceways

Gateway elements can create the appearance of symbolic entranceways. Gateway treatments are of particular importance at key intersections such as Edward Street and Dibble Street. They may also provide East / West entranceways to the downtown along King Street at East Street and at St. Lawrence Street. Such gateways may be created by a change in the scale of nearby buildings; a sense of enclosure due to building setback, street trees and landscaping; a monument, street lighting, or the acknowledgement of a special vista or topographic feature.

- 4.9.1 In general, gateways should be visually creative and include an element of sufficient height and mass so as to be visible by motorists, lighted so as to be visible at night, and constructed of high quality materials such as brick, marble, granite, terrazzo, concrete, stainless or painted steel, copper, brass or glass.

4.10 Establish Pedestrian Scale Street Lights Along Street Frontages When Feasible

- 4.10.1 Pedestrian street lighting should illuminate the sidewalk at a level that is consistent with pedestrian activity rather than vehicular activity.
- 4.10.2 Spacing should be standard but may vary to accommodate existing vehicular streetlights or street trees.
- 4.10.3 For pedestrian scale lighting located in the curb zone, fixtures should be the same height as those in others areas of the downtown.
- When arranging in a linear pattern, fixtures should be spaced approximately 15-20 metres apart.
 - On major streets such as Edward Street and King Street, larger and higher fixtures may be used.

- A custom streetlight fixture that combines both pedestrian and vehicular lighting could be considered on such major streets.
- 4.10.4 Pedestrian scale lighting may also be accomplished with fixtures that are mounted on buildings or located to accent architectural or landscape features.
- Such fixtures should be designed to enhance the overall architecture of the building, provide lighting for pedestrians and not damage historic materials.

4.11 Barrier Free Access Should Be Appropriately Designed, Clearly Visible from the Main Entranceway and, in General, Use the Same Access Routes as Those Used By Non-Handicapped Users Where Possible

- 4.11.1 All sidewalks, public-use buildings, and public open spaces should be in compliance with Barrier-Free Design Standards. All accessible design elements must conform to all applicable Federal, Provincial and local laws and building codes.
- 4.11.2 Ramps and related elements should be simple in their design and be visually integrated with the overall building design and site plan. They should not appear as a non-integrated add-on to a building face.
- 4.11.3 In most cases, the principal public entrance to a building should also be the principal entrance for handicapped accessibility. In existing buildings, where only one route is determined to be accessible other than the principal public entrance, a rear or side service entrance may be considered.

4.12 Street Furniture Creates a Unified Visual Appearance in Downtown

- 4.12.1 A unified streetscape image adds to the overall visual quality of the downtown. In general, installing standard benches, trash receptacles, and bike stands will unify the visual quality of the downtown through the use of a common colours, materials, and patterns. However, on occasion, based upon a design review by the appropriate group, street furniture might be designed to create a unique street feature, a visual statement, or even a public work of art.

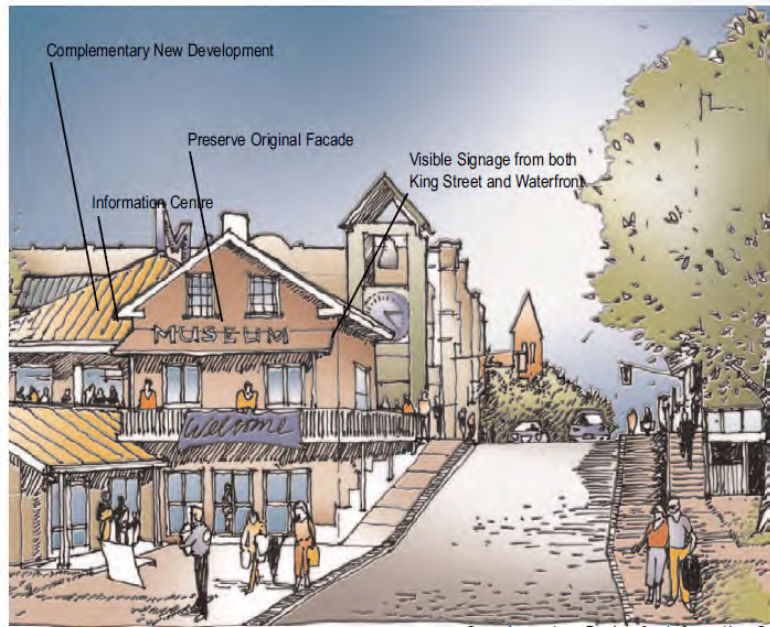
Standards have been established for the following street elements for the downtown:

- Benches
- Bicycle Stands
- Bollards
- Banners and Flags
- Newspaper Boxes
- Kiosks, Information Directors, and “Way Finding” Signs

4.13 When Feasible, Create Through-Block Pedestrian Corridors Between Buildings, Especially in a North/South Direction

- 4.13.1 Through-block connections, from King Street to Water Street and the waterfront should be

- encouraged within infill projects to promote pedestrian circulation throughout the downtown.
- 4.13.2 Design such connections to be interesting places, not merely hallways to parking lots or alley service loading areas.
- 4.13.3 They should be barrier free where possible, well lighted, appropriately landscaped, and paved with materials compatible with their locations and surround context. Opportunities for artwork or other visual innovations are encouraged.



4.14 Preserve Historic Features of the Streetscape

- 4.14.1 Wherever possible, preserve, restore, and reuse historic or community fixtures of the streetscape, such as marine artefacts as well as any other existing historic feature located in the public right-of-way. Such elements offer a sense of historic continuity with Prescott's past.
- 4.14.2 Repairs to these historic streetscape elements should ensure that construction materials and details are consistent with their historic character.
- 4.14.3 Plaques to mark places of historic and community interest should be installed.

4.15 Enrich the Downtown with Public Art

Public Art captures and reinforces the unique character of a place. Additionally, the setting for Public Art should be considered part of the experience of the art itself. The impact of the place on the art may be as great as the art's impact on the place. The two together enrich the Public Realm, encourage pedestrians to linger and return, and create memorable experiences. Streetscape design incorporates public art to create visually interesting and informative environments.

- 4.15.1 As long as the artistic intention is understood, public art may be many things.
- Public art may be representational or abstract.
 - It may be singular or multidimensional, humorous or sad, understandable or pose questions.
 - It may actively engage or be a passive backdrop to public events.
- 4.15.2 Choosing, purchasing, installing, maintaining, and removing public art when necessary, requires careful deliberation and planning.
- 4.15.3 Public Art includes, but is not limited to, the following: Sculpture, painting, graphic arts, mosaics, photography, crafts, mixed media, earth works and environmental installations, and decorative or ornamental elements which are designed by practicing artists.
- 4.15.4 Public art shall be located outside the building or on the exterior surface of the building, available and accessible to the general public.

- 4.15.5 Public art shall be located to be properly viewed and experienced from the public realm and avoid conflicts with streetscape elements and street trees.
- 4.15.6 Public art shall be constructed using durable materials that can withstand weather and physical touch.

5.0 Commercial Signage

- 5.1 For Commercial Signage standards, refer to the accompanying Downtown & RiverWalk District Sign Design Guidelines.

6.0 Parking Facilities

The most critical elements to consider in evaluating the design of parking facilities are traffic impacts on adjacent streets, building massing, urban design relationships to adjacent buildings, the location of the facility within the downtown, its security, landscaping, and lighting.

The urban design objectives for the design of parking facilities are to:

- Produce attractive parking facilities that are compatible additions to downtown
- To add to, rather than detract from, the area's historic character and function
- Enhance pedestrian activity at the sidewalk level through landscape and screening areas around surface parking
- Ensure that the design of the facility is of the highest quality

6.1 Locate Surface Parking Lots on Appropriate Sites

- 6.1.1 Locate parking facilities on blocks and streets in which they best serve their function without jeopardizing the pedestrian quality of the downtown.
- 6.1.2 Locations such as the area north of King Street behind the main commercial strip are preferred. These will promote continuity of the pedestrian environment and a compact retail core.
- 6.1.3 Locate surface parking lots at the interior of the block not at corner locations.
- 6.1.4 In a downtown setting corner locations are important as building sites for prominent
- 6.1.5 buildings. Parking lots on corners in the downtown area give the suburban appearance of cars parked in front of buildings.
- 6.1.6 Surface parking lots that share a site with a building and that are to be located under a building but at grade should be placed at the building rear.
- 6.1.7 Parking lots under buildings should not extend to the street front. Rather, they should be shielded from the street by the front of the building. In this way the architectural continuity of the street can be preserved.
- 6.1.8 Parking behind a building, accessed from an alley, is preferred in order to minimize the number of curb cuts, reduce turns, and minimize pedestrian conflicts.

6.2 Reduce Visual Impact of Surface Parking Lots

- 6.2.1 Subdivide surface parking lots into smaller areas through the use of landscaping or other visual elements.
 - Planting islands for flowers, ground cover, or shrubs should be used at entrances, exits, internal turns, and to separate double rows of cars. Planting islands should be large enough to sustain proposed plant materials.

- Such islands should be designed to break up the expanse of pavement and help establish the desired direction of circulation.
- Planting should be attractive, low maintenance, and hardy — able to survive soot and gas fumes.
- Landscaped areas should be protected with appropriate curbs, edging, bollards, railings, low walls, or similar elements.
- Trees are the most essential form of greenery since they screen cars, provide shade, and frame views.
- Avoid trees with low-growing branches or that excrete resin or moisture. Use parking lot signs compatible with those in general use in the downtown area.

6.2.2 Where the parking lot abuts a public sidewalk, provide a visual screen or landscaped buffer between the sidewalk and the parking lot.

There are several ways in which this may be accomplished:

- The buffer may be a landscaped berm and/or planting strip, a minimum of 2m in width, between the sidewalk and the parking lot, or the width equal to the setback of an adjacent building if wider than 2m.
- The buffer area may be designed in conjunction with a low wall of a material similar to adjacent buildings. Ideal materials for downtown fences and walls include brick, stone, or metal. Do not use unfinished wood fences.
- The buffer area should be planted with appropriate ground covers and small trees.
- Decorative plantings and bermed areas are encouraged to highlight entranceways. Care should be given to protecting sight lines for both pedestrians and vehicles.
- Materials and architectural detailing selected for buffers should be complementary to the character and materials of adjacent buildings.
- Low walls should be no higher than 1m.

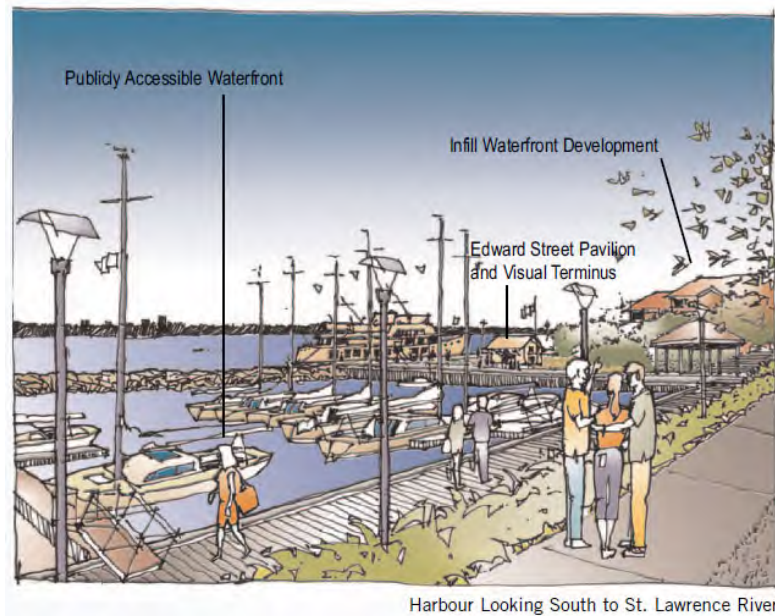
6.3 Security and Pedestrian Circulation Should be Priorities

6.3.1 Pedestrian routes in parking lots should be easily identifiable and accessible. Clear visual connections between a surface parking lot and adjacent sidewalks and buildings are desirable. Interior and exterior lighting should be designed for safety as well as night-time appearance.

7.0 Waterfront RiverWalk District Design Guidelines

7.1 Create an Overall Design for the RiverWalk Waterfront District

7.1.1 Develop a set of design/character principles or objectives to ensure that a certain quality or cohesiveness of development is provided in the Waterfront RiverWalk District design. These will guide decisions concerning specific site elements. The design/character will establish a framework for the overall development by incorporating the functional, natural, and design qualities into the basic components of the RiverWalk District. However, each intensive-use recreation area or facility will also bring specific design elements that are lively, colourful and vital as appropriate for the RiverWalk District. The design/character principles will provide a cohesive environment for the overall waterfront design without limiting the potential for creative and appropriate design of facilities, elements and a palette of design materials, forms, and colors that reflect Prescott's vision for its Waterfront.



7.2 RiverWalk District Element Selection Criteria

7.2.1 The selection criteria for selecting RiverWalk District elements are listed below:

- Given the availability of materials for this design element, does this selection provide an environmentally sustainable selection?
- Does the proposed element reflect the design character of the RiverWalk District?
- Will the design element provide the desired function, is it durable and does it meet current safety

standards?

- Is the initial purchase and installation cost acceptable?
- Are the maintenance requirements, costs, and replacement costs acceptable?
- Is it highly vulnerable to vandalism?
- Will this design element, or a similar product, be available in the future?
- Does this design element provide flexibility to expand or match the design character in different development options?

7.3 Provide Public Access Along RiverWalk District Areas

7.3.1

- Clearly delineate a continuous pedestrian way parallel to the St. Lawrence River.
- Locate access pathways along the water's edge as much as possible.
- Provide comfortable benches and other seating such as steps facing the water's edge at points along public walkways.
- Provide pedestrian-scale lighting along walkways. Light standards should be designed or selected to enhance the waterfront character.
- Provide pedestrian overlooks wherever possible.
- Provide public dock space for short term tie up near direct access routes to King Street and other uses that might enhance the visitor's experience.

7.4 Group Uses to Create Focal Points

7.4.1

- Locate the Harbour Office in a prominent location.
- Locate functions that are complimentary and share parking and loading facilities wherever possible.
- Avoid material storage areas adjacent to the water's edge. Screen storage areas wherever possible.

7.5 Use Simple RiverWalk District Building Forms

7.5.1

- Pitched or curved bowstring truss roof forms are strongly encouraged.
- Avoid ornate building forms and details
- Use simple building details, consistent with history and present built form in the waterfront area
- Design other pavilions, service and recreational buildings to be compatible in form, material, and detailing with the marina buildings.

7.6 Use a Building Theme for Building Complexes

7.6.1

- Use similar roof shapes and pitches for all structures in a complex.
- Use a limited palette of materials complementary to the overall design character.
- Develop a unified family of signs for any complex of buildings.

7.7 Use Traditional Harbour Materials

7.7.1

- Metal, wood siding and metal roofing is encouraged.
- The use of stucco, vinyl or asphalt siding is discouraged.

7.8 Use a Limited Range of Building Colours

7.8.1

- Stained wood, white and grey base colours are encouraged.
- Accent colours such as yellow and blue trim are encouraged.

7.9 Preserve any Environmentally Sensitive Areas Whenever Possible

7.10 Establish Waterfront Identification Symbol

7.10.1 The waterfront identification symbol should be based on the Prescott Crest and can echo the historical nature of the town and the character of the waterfront.

This symbol shall be used:

- On the main entry signs
- On minor entry signs
- By itself or in conjunction with the RiverWalk Waterfront District name, for identification and marketing purposes.
- It is recommended that the symbol be incorporated into the following signage
- Major Buildings Identification Signs
- Minor Buildings and Recreational Activities Identification Signs
- Directional Guide Signs
- Interpretive, Educational, and Informational Signs
- RiverWalk Specific Rules and Regulations Sign

7.11 Develop a Signage Hierarchy

Signage is an important component for integrating the overall RiverWalk District design. Signage is used to guide the movements of people through space, identify recreation facilities, address safety and RiverWalk District rules, and educate the public. It can be incorporated into site furniture such as a commemorative plaque.

- 7.11.1 A sign can take on form, texture, and color to produce an image that symbolizes a specific activity within the RiverWalk District. This image could be placed on light fixtures, walls, fencing, etc., and be in conjunction with text.
- 7.11.2 An important element is that the identity system needs to be integral to and compatible with RiverWalk District site elements.
- 7.11.3 Develop a hierarchy of signage types. The intent is to provide signs that contain similar overall characteristics yet differentiate in size and other qualities to express this hierarchy.
- 7.11.4 All signage should meet Prescott sign requirements for design and installation of signage.

Types of signage to be include in the hierarchy include:

- Main Entry Sign
- Minor Entry Sign
- Major Building Identification
- Minor Building & Recreation Activities Identification Signs
- Directional Guide Signs
- Interpretive, Educational & Information Signs
- Regulatory Signs

7.12 Sidewalks, Crosswalks & Other Hard Surfacing

- 7.12.1 Sidewalks on public local status streets, private streets, or within the RiverWalk District will be constructed to meet Prescott By-laws. Please note that the proposed Waterfront Trail throughout the waterfront is intended to accommodate recreational roller use (skates, blades, bikes, scooters) through the use of saw cut joints.
- 7.12.2 Other RiverWalk District walks, including street sidewalks, curb walks, and sitting or community plaza areas, are designed to encourage pedestrian use through the use of tooled joints, and to discourage fast moving recreational roller uses. A minimum width of six feet (2m) is recommended for all sidewalks to accommodate efficient winter snow removal.
- 7.12.3 The developer of the recreational facility(ies) is responsible to design, build, and maintain the roads, sidewalks, and street lighting. Sidewalks, trails and plazas shall be incorporated into the overall design of the RiverWalk District. They shall be of consistent material and width throughout.
- 7.12.4 Interlocking concrete pavers will be used for the street pedestrian crosswalks, plazas, pedestrian intersections, and in other areas of the RiverWalk District that warrant special surfacing. The selection of the interlocking concrete pavers shall be approved by council and will then set the precedent for all future development.
- 7.12.5 Proper drainage to deter standing water for all surfaces must be provided.

7.13 Develop Site Lighting Standards

- 7.13.1 All site lighting within the RiverWalk District has to be reviewed and approved by Town staff to meet current Town of Prescott lighting standards.
- 7.13.2 Development activities within the RiverWalk District must accommodate future lighting needs through placement of conduit or sleeving.
- 7.13.3 It may also require over-designing distribution systems to serve future loads.
- 7.13.4 The following types of lighting shall be included in these standards:
 - Main Entry Sign Lighting

- Minor Entry Sign Lighting
- Public Street Lighting
- Private Street Lighting
- Parking Lot & Pedestrian Scale Lighting
- Trail Lighting

- 7.13.5 Locate these streetlights as needed to accommodate safe movement through the RiverWalk District during and after evening activities.
- 7.13.6 Select lighting systems for the parking lots that include security lighting and pedestrian scale lights.
- 7.13.7 Match the lighting for a cohesive, overall RiverWalk District design; lighting standards should be complementary to lighting standards for the town. The light fixtures will be finished to match the handrails and other RiverWalk District elements.
- 7.13.8 For security and pedestrian movement purposes within the RiverWalk District, place light fixtures at corners, walkway intersections, bridges, and other key locations.
- 7.13.9 When applicable, artistic additions or a decorative sign that directs pedestrians to specific facilities may be placed in the neck or the upper area of the light post.

7.14 Select Retaining Wall Design

- 7.14.1 Retaining walls used can be categorized as being either informal or formal.

7.14.2 Informal

The informal retaining walls shall be used for walls less than three feet (1m) high and in other applicable circumstances. A detail for the design and construction of the informal retaining walls shall be developed through the RiverWalk District Design process and will be approved by Town staff and will set the precedent for future development.

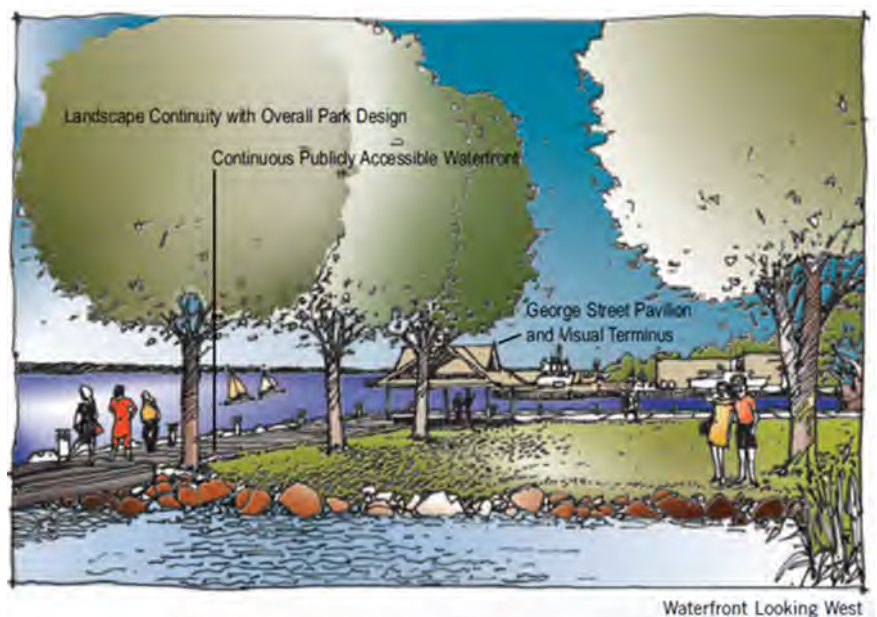
7.14.3 Formal

The formal retaining walls shall be used for walls greater than three feet (1m) high and in other applicable circumstances.

- 7.14.4 A detail for the design and construction of the formal retaining walls shall be developed through the RiverWalk District Design process and will be approved by Town staff and will set the precedent for future development.

7.15 Provide Metal Railing Selection Criteria

- 7.15.1 The metal railing will be constructed of galvanized steel with a polyester resin-based powder coating and be consistent with the



design character of the RiverWalk District.

- 7.15.2 Railing height shall be four feet (1.2m) unless it is immediately adjacent to bicycle traffic, in which case it shall be four feet six inches (1.5m) high.

7.16 Provide Site Furniture Selection Criteria

- 7.16.1 Site furniture shall be used in public use areas.
- 7.16.2 Site furniture shall be selected and placed to provide opportunity for use with people with disabilities.
- 7.16.3 Site furniture should be placed in appropriate locations to serve the needs of the anticipated users and compliment the different activities.
- 7.16.4 Place benches to encourage conversation in some areas and allow for quiet contemplation in others.
- 7.16.5 Locate trash receptacles for ease of access to maintenance staff.
- 7.16.6 Durability, maintainability, capability of incorporating a commemorative plaque on the benches, and the ability to match other site elements are important criteria in selecting the manufactured site furniture.
- 7.16.7 Benches, trash receptacles and bicycle racks shall be mounted into a concrete pad or other hard surfacing.
- 7.16.8 Depending on the application, picnic tables may be mounted into hard surfacing or be portable, pending approval.
- 7.16.9 The design character shall determine the color for the site furniture.

7.17 Provide Landscaping Selection Criteria

- 7.17.1 Development of landscape areas should include water conscious landscaping that incorporates the following fundamentals:
- Plan and design comprehensively from the beginning.
 - Create practical turf areas of appropriate grass varieties.
 - If appropriate, consider alternatives to turf such as native and low water-use plantings to match the anticipated public use of the site.
 - Group plantings based on their water use and locate them to take advantage of microclimates and their specific needs.
 - Improve soils with organic matter (i.e., compost, manure) based on soil reports and plant requirements to allow for better water absorption and improved water-holding capacity of the soil.
 - Use mulches of stone to cover the soil to minimize evaporation, reduce weed growth, and slow erosion.
 - Irrigate efficiently and according to plant needs.
 - Maintain the landscape appropriately by pruning, weeding, and fertilizing as necessary to further water savings.

7.18 Delineate Vehicular Circulation Areas

- 7.18.1 Use trees, landscape areas, bollards, or other elements to define access roads and driveways.

- 7.18.2 Use landscaping, nautical antiques, signage, or other accent features to clearly define intersections of roadways and driveways.
- 7.18.3 Provide clear and easy road access to all uses.
- 7.18.4 Provide adequate maneuvering space and separation from other vehicular circulation for boat launch ramps.
- 7.18.5 Provide a hierarchy of internal roadways (e.g. wide entry and major access drives along with narrower secondary driveways).
- 7.18.6 Provide special parking spaces for cars with boat trailers and for recreational vehicles.

7.19 Landscape Parking Lots

- 7.19.1 Screen parking lots with landscaped earth berms and/or edge landscaping, if possible.
- 7.19.2 Provide a minimum of one tree for every 4 parking spaces

7.20 Discretionary Credit

- 7.20.1 Discretionary credit is more a tool than a guideline to encourage projects that contribute to the public realm directly adjacent to the project in an exemplary way.

This could include a through-block connection that is landscaped and lit for safety; the clean-up of a rear lane and creation of a secondary entrance; or the construction of an attractive public sitting area, plaza or small open space. The contribution is at the discretion of the Town and should be decided in a transparent and open manner. The goal of the credit is to enable the Town to encourage and reward projects that make a significant improvement to their surroundings.

APPENDIX 1 – DOWNTOWN / RIVERWALK AREA MAP



APPENDIX 2 – DOWNTOWN EXTERIOR COLOUR PALETTE

Prescott Downtown & RiverWalk District Exterior Colour Guidelines

Chantilly Lace OC-65	Simply White OC-117	Hepplewhite Ivory HC-36	Lancaster Whitewash HC-174
Putnam Ivory HC-39	Crown Point Sand HC-90	Hawthorne Yellow HC-4	Shakespeare Tan 228
Roasted Sesame Seed 2160-40	Roxbury Caramel HC-42	Dorset Gold HC-8	Pumpkin Blush 2156-20
Stuart Gold HC-10	Queen Anne Pink HC-80	Audubon Russet HC-51	Ansonia Peach HC-52
Heritage Red HC-181	Garrison Red HC-66	Country Redwood HC-183	Cottage Red HC-184
Classic Burgundy HC-182	Georgian Brick HC-50	Townsend Harbor Brown HC-64	Fairview Taupe HC-85
Tudor Brown HC-185	Davenport Tan HC-76	Saybrook Sage HC-114	Prescott Green HC-140
Clearspring Green HC-128	Narragansett Green HC-157	Chrome Green HC-189	Great Barrington Green HC-122
Whipple Blue HC-152	Yarmouth Blue HC-150	Sailor's Sea Blue 2063-40	Jamestown Blue HC-148
Newburyport Blue HC-155	Stratton Blue HC-142	Philipsburg Blue HC-159	Gettysburg Gray HC-107
Boothbay Gray HC-165	Stonington Gray HC-170	Charcoal Slate HC-178	Black HC-190

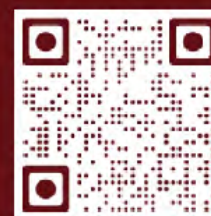
Prescott's Downtown Exterior Colour Guidelines have been established to support the ongoing preservation & revitalization of this unique heritage business district. They provide general guidance to assist with selecting facade and signage colours for businesses and commercial properties, located within the Downtown Core Zoning Area.

Available in Benjamin Moore paint. Colour numbers have been added for quick reference.

Facade & signage colours must be approved in advance by the Economic Development Department; significant guideline variations may be deemed ineligible.

613-925-2812 Ext:6221 | ecdev@prescott.ca

PRESCOTT
EST. 1792
THE FORT TOWN



Downtown Prescott & RiverWalk District

Design Guidelines Compliance Checklist

This checklist addresses required submittal items, design standards and guidelines related to the building façade and property design for the project. The checklist shall be completed by applicable departments as part of the design submission review.

Application #:	
Address:	
Date:	

This form represents the minimum information typically necessary to evaluate compliance with relevant design standards and guidelines. As every project is unique, additional information may be requested from the applicant. This form does not address or substitute for other applicable codes, standards, or regulations administered by Economic Development, Building, By-Law or other Prescott departments. The applicant is responsible for complying with all codes and rules whether described here or not.

1.0 Introduction						
#	Description	Staff Comments	MET	NA	AI	RE
1.1 Intent						
1.1.1						
1.2 Guideline Organization						
1.2.1						
1.3 General Guidelines						
1.3.1						
1.3.2						
2.0 Downtown Design Guidelines – Existing Construction						
#	Description	Staff Comments	MET	NA	AI	RE
2.1 Preserve Original Facade						
2.1.1						
2.1.2						
2.1.3						
2.1.4						
2.1.5						
2.1.6						
2.2 Preserve Facade Materials						
2.2.1						
2.3 Align Architectural Features & Patterns						
2.3.1						
2.4 Maintain the Original Building Setback						
2.4.1						
2.4.2						
2.4.3						
2.5 Maintain Original Façade Size/Shape						
2.5.1						
2.5.2						
2.6 Maintain Recessed Entries						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

2.6.1						
2.6.2						
2.6.3						
2.6.4						
2.6.5						
2.6.5						
2.7 Maintain Kickplate						
2.7.1						
2.7.2						
2.7.3						
2.7.4						
2.8 Preserve Transom & Sign Board						
2.8.1						
2.8.2						
2.8.3						
2.9 Preserve Upper Window Shape/Materials						
2.9.1						
2.9.2						
2.9.3						
2.9.4						
2.9.5						
2.9.6						
2.9.7						
2.9.8						
2.9.9						
2.9.10						
2.10 Awnings May be Used to Provide Visual Depth and Shade						
2.10.1						
2.10.2						
2.10.3						
2.10.4						

Legend:

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2.10.5						
2.10.6						
2.10.7						
2.10.8						
2.10.9						
2.11 Distinguish Additions to Historic Building						
2.11.1						
2.11.2						
2.11.3						
2.11.4						
2.12 Select Appropriate Building Colours						
2.12.1						
2.12.2						
2.12.3						
2.12.4						
2.13 Minimize the Visibility of HVAC Units & Other Appurtenances						
2.13.1						
2.13.2						
2.13.3						
3.0 Downtown Design Guidelines – New Construction						
#	Description	Staff Comments	MET	NA	AI	RE
3.1 Incorporate Traditional Design Elements in New Designs						
3.1.1						
3.2 Align Architectural Features with the Established Patterns of Neighbouring Buildings						
3.2.1						
3.2.2						
3.3 Maintain the Line of Store Fronts at Sidewalk Edge and Orient Main Entrances to Open Toward the Street						
3.3.1						
3.3.2						
3.3.3						
3.4 Do Not Construct Half-Level or Split-Level First Floors that Extend Both Above and Below Grade						

Legend:

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3.4.1						
3.5 Consider the Height and Mass of Buildings						
3.5.1						
3.5.2						
3.5.3						
3.5.4						
3.5.5						
3.5.6						
3.6 Maintain a Human Building Scale Rather than a Monolithic or Monumental Scale						
3.6.1						
3.6.2						
3.7 Maintain the Proportions of Storefront Windows and Doors and Establish Patterns of Upper Storey Windows						
3.7.1						
3.7.2						
3.7.3						
3.8 Maintain the Rhythm Established by the Repetition of the Traditional 25 Foot (7.5m) Façade Widths						
3.8.1						
3.9 Use Building Materials That Have a Texture, Pattern and Scale Similar to Those in the Downtown						
3.9.1						
3.9.2						
3.9.3						
3.10 Improve Rear or Side Alley Elevation to Enhance Public Access from Parking Lots and Alleys						
3.10.1						
3.10.2						
3.10.3						
4.0 Downtown Design Guidelines – New Construction						
#	Description	Staff Comments	MET	NA	AI	RE
4.1 Use the Existing Street Hierarchy as a Basis for Designing the Streetscape						
4.1.1						
4.1.2						

Legend:

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4.1.3						
4.1.4						
4.1.5						
4.2 Use a Basic Sidewalk Design to Unify the Visual Image of Downtown						
4.2.1						
4.2.2						
4.2.3						
4.2.4						
4.3 Use Basic Intersection Design to Unify the Visual Image of the Downtown						
4.3.1						
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4.3.3						
4.3.4						
4.3.5						
4.3.6						
4.3.7						
4.4 Design Extensions into the Public Right-of-Way that are Visually and Functionally Appropriate to the Street						
4.4.1						
4.4.2						
4.4.3						
4.4.4						
4.4.5						
4.5 Use Innovative Railing Designs to Define Outdoor Spaces, Such as Cafes, from Pedestrian Movement						
4.5.1						
4.5.2						
4.6 Create Comfortable and Attractive Sitting Areas, Plazas, and Small Open Spaces						
4.6.1						
4.6.2						
4.6.3						
4.7 Select Street Trees That Are Appropriate to Their Intended Location and Function						

Legend:

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4.7.1						
4.8 Select Ground Level Plants That Suit Their Environment and Function						
4.8.1						
4.8.2						
4.8.3						
4.9 Create Gateway Elements at Important Downtown Entranceways						
4.9.1						
4.10 Establish Pedestrian Scale Street Lights Along Street Frontages When Feasible						
4.10.1						
4.10.2						
4.10.3						
4.10.4						
4.11 Barrier Free Access Should Be Appropriately Designed, Clearly Visible from the Main Entranceway and, in General, Use the Same Access Routes as Those Used By Non-Handicapped Users Where Possible						
4.11.1						
4.11.2						
4.11.3						
4.12 Street Furniture Creates a Unified Visual Appearance in Downtown						
4.12.1						
4.13 When Feasible, Create Through- Block Pedestrian Corridors Between Buildings, Especially in a North/South Direction						
4.13.1						
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4.13.3						
4.14 Preserve Historic Features of the Streetscape						
4.14.1						
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4.14.3						
4.15 Enrich the Downtown with Public Art						
4.15.1						
4.15.2						
4.15.3						

Legend:

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4.15.4						
4.15.5						
4.15.6						
5.0 Commercial Signage						
#	Description	Staff Comments	MET	NA	AI	RE
5.1						
6.0 Parking Facilities						
#	Description	Staff Comments	MET	NA	AI	RE
6.1 Locate Surface Parking Lots on Appropriate Sites						
6.1.1						
6.1.2						
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6.1.4						
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6.1.7						
6.1.8						
6.2 Reduce Visual Impact of Surface Parking Lots						
6.2.1						
6.2.2						
6.3 Security and Pedestrian Circulation Should be Priorities						
6.3.1						
7.0 Waterfront RiverWalk District Design Guidelines						
#	Description	Staff Comments	MET	NA	AI	RE
7.1 Create an Overall Design for the RiverWalk Waterfront District						
7.1.1						
7.2 RiverWalk District Element Selection Criteria						
7.2.1						
7.3 Provide Public Access Along RiverWalk District Areas						
7.3.1						
7.4 Group Uses to Create Focal Points						
7.4.1						

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7.5 Use Simple RiverWalk District Building Forms						
7.5.1						
7.6 Use a Building Theme for Building Complexes						
7.6.1						
7.7 Use Traditional Harbour Materials						
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7.8 Use a Limited Range of Building Colours						
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7.9 Establish Waterfront Identification Symbol						
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7.13 Develop Site Lighting Standards						
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7.13.8						
7.13.9						
7.14 Select Retaining Wall Design						
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7.18.6						
7.19 Landscape Parking Lots						
7.19.1						
7.19.2						

Legend:

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7.20 Discretionary Credit

7.20.1

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

APPENDIX 4 – DOWNTOWN SIGN GUIDELINES

SEE ATTACHED

Downtown Prescott & RiverWalk District Sign Design Guidelines



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1.0 Introduction

1.1. Intent

Prescott's **Downtown & RiverWalk District Sign Design Guidelines** are a tool businesses can use to inform the design of meaningful, high quality signage that positively contributes to Prescott's visual landscape and placemaking efforts. Signs located within the Downtown Core/RiverWalk District zoning area must comply with the Downtown Sign Design Guidelines and Sign By-Law #16-2019. The Downtown Sign Guidelines shall take precedence over the Sign By-Law in cases where discrepancies exist between provisions. in Sign design guideline compliance will be measured against the Sign Design Guidelines Checklist, attached as Appendix 4.

Signs that identify particular establishments are an important design element because they give character to public places and contribute to pedestrian scale and ambiance. Signs should be used together with other elements such as hanging baskets, flags, awnings and overhangs to suggest an overhead enclosure that emphasizes the visibility of storefronts at the pedestrian level. For this purpose, sign design should meet the following general guidelines.

1.2. General Sign Design Guidelines

- 1.2.1 Provide signage that is clear, understandable, and attractive.
- 1.2.2 Develop signage that is appropriately scaled and enhances neighborhood character.
- 1.2.3 Signage should reflect the character of the environment in material, form and use.
- 1.2.4 Signage design should be well integrated and complimentary to the overall building design and aesthetic.
- 1.2.5 Sign lettering, materials, graphics and colours should be selected to promote the heritage character of the district and complement existing signage.
- 1.2.6 Signage form and quality should relate directly to its purpose, context and location.
- 1.2.7 Signage should inform in a manner and style that creates an environment with character, colour and interest.
- 1.2.8 Signs shall be positioned so as to complement, not obscure any architectural details.
- 1.2.9 Signs shall be subordinate to and integrate with the overall design of the facade.
- 1.2.10 Signage should not obstruct natural features or views.
- 1.2.11 Signs shall be located and designed to avoid conflicts with streetscape elements.
- 1.2.12 Signs shall incorporate high-quality durable materials appropriate for urban settings that will maintain their quality over time.
- 1.2.13 Uncoordinated signage can detract from building design and create a negative impression of Prescott.
- 1.2.14 In cases of multi-tenant buildings, individual tenant signs should be compatible with each other.
- 1.2.15 All signs must be designed by a graphic designer, artist or a professional sign company.
- 1.2.16 Protection measures such as UV rated materials to prevent fading/peeling and general wear should be incorporated into signs wherever possible.

When visitors and residents travel in Prescott, they notice that signage is a major visual element of our commercial areas. High quality signs that are appropriately scaled positively contribute to a community's visual appeal and peoples overall experience. Signage made of poor quality materials and signage that is crowded or noisy can take away from peoples overall experience and perception of Prescott. Because of this the Town of Prescott encourages property owners to display high quality signs that positively contribute to the overall aesthetics of the community.

1.3. Interpretation

It is intended that these signage design guidelines will help business owners, property owners, and sign manufacturers plan and design signage that is desirable and appropriate for Prescott's historic downtown, both historic and non-historic buildings.

There are two sets of design guidelines:

- a) General design guidelines addressing each of the signage elements that relate to all types of downtown signs, including orientation & placement, scale & shape, materials, colours, content, graphics/lettering, lighting, and mounting.
- b) Specific design guidelines for each of the appropriate downtown sign types, including awning/ canopy signs, fascia and wall signs, ground signs, projecting signs, portable/sandwich board signs, window signs, building directory signs, and historic signs, wall murals & ghost signs.

2.0 Area Guidelines

Signage should reflect Prescott's unique community character.

The varied traditions and socio-economic fabric that shaped our community has resulted in the evolution of distinct and unique commercial districts. These areas include the pedestrian oriented Downtown/RiverWalk District, and the vehicular oriented Uptown District commercial area. The unique character of these commercial areas creates different needs regarding signage.

The individual sign districts have been established to ensure the type, size, location, and number of signs permitted is appropriate to the surroundings and there is consistency within each commercial area. The signage guidelines outlined herein apply to all business and non/profit establishments located within the Downtown/RiverWalk District commercial zoning area. The Sign By-Law contains additional sign guidelines applicable to the Downtown area, in addition to those outlined herein. Signage guidelines applicable to the Uptown commercial area are outlined solely within the Sign By-Law 16-2019.

The intention of Downtown/RiverWalk sign district is to provide small scale, pedestrian oriented signage that helps to create a unique sense of place.

3.0 Sign Permit Process

All new and altered signs require the business and property owner to submit a sign permit application to the Town's Building & By-Law Department. Two sign permit applications are available: permanent sign permits and temporary sign permits. Permanent sign permits are for building signage, whereas temporary sign permits are for signs that advertise b

business promotions and events. Prescott's Sign Design Guidelines only apply to permanent signs.

Sign permit application process:

- 3.1 Review Prescott's Downtown & RiverWalk District Sign Design Guidelines and Sign By-Law 16-2019 regulations, as part of decision-making about what type of sign(s) you would like that are appropriate for the downtown and your building type.
- 3.2 Determine if your building is a designated heritage or historically significant building.
<https://www.prescott.ca/recreation-culture/history-heritage/>
- 3.3 Observe the types, placement, and designs of signs on surrounding buildings, particularly on your block.
- 3.4 Determine the type of sign that you would like to place on your building.
- 3.5 Obtain a preliminary sign design from a professional sign company/designer that includes a design mock-up with proposed sign materials, dimensions, colours (CMYK), lettering and lighting plans.
- 3.6 Provide your sign designer with copies of the Sign Design Guidelines & Sign By-Law 16-2019, to use as a guide when designing signage for your business location.
- 3.7 Complete and submit a Sign Permit Application with a copy of your proposed sign design for review/approval. Submit applications to the Building & By-Law Department. Community Improvement Plan (CIP) recipients must also submit a copy of the proposed sign design to the Economic Development Department for review/approval.
<https://www.prescott.ca/media/zlspunp2/sign-application-fillable.pdf>

4.0 Sign Design Guidelines

4.1 Sign Location

- 4.1.1 Signs shall be positioned so as not to obscure any architectural details.
- 4.1.2 Signs must not arbitrarily overlap window openings, columns or other architectural features and should be positioned within building features.
- 4.1.3 Shop windows should function as windows, not as backings for signs.

4.2 Shape

- 4.2.1 A variety of sign shapes are encouraged to enhance visual interest that convey their message clearly.
- 4.2.2 Signs with three dimensional qualities and relief are required.
- 4.2.3 Symbols are easily read and enhance the pedestrian quality of the downtown.
- 4.2.4 Signs should be made with a full trim around the sign in a contrasting colour.

4.3 Materials

- 4.3.1 Materials should be durable, easy to maintain, compatible with building finishes and not temporary or of low quality.
- 4.3.2 Internally glowing or highly reflective materials are not permitted.
- 4.3.3 Appropriate sign materials include: painted or carved wood; carved wooden letters; epoxy letters; galvanized sheet metal; slate, marble, or sandstone; gold leaf; gilt, painted, stained, or sandblasted glass; clear and colored acrylic; or stained glass.
- 4.3.4 Inappropriate sign materials include: plastic (all types), fiberglass, styrofoam,

plywood, particle board, coroplast or other similar type products are not permitted, as they create a look that is more evocative of the Uptown vs Downtown business district.

- 4.3.5 Accommodation will be made for signs made by local artists.
- 4.3.6 Signage with a crafted appearance is preferred.
- 4.3.7 In cases of multi-tenant buildings, materials of individual tenant signs should be compatible with each other where possible.

4.4 Mounting

- 4.4.1 Mounting styles and techniques should reflect or complement the architecture of the storefront.
- 4.4.2 Permitted mounting styles include Direct & Backer Mount.
- 4.4.3 Prohibited mounting styles include Raceway Mount.
- 4.4.4 Existing Lightbox sign frames cannot be used as a frame for replacement signage and must be removed prior to installation of replacement signage.
- 4.4.5 All fastening hardware and brackets should blend with the sign materials and colour.
- 4.4.6 Metal brackets for sign support are encouraged and may have their own ornamentation. All brackets must be strong enough to support the sign without deformation.
- 4.4.7 Installation of a sign should avoid irreversible damage to a building façade, e.g., a sign should be mounted through the mortar joints rather than through the historic masonry itself.

4.5 Content

- 4.5.1 Silhouette images and symbols that convey information without words are encouraged because they create visual interest and are useful for those visitors not fluent in English.
- 4.5.2 The use of non-logo symbols that do not convey information about the product or service provided is not permitted.
- 4.5.3 Minimize visual clutter and avoid displaying too much information on the sign, such as lists of products/services, slogans, etc.
- 4.5.4 Signs should only advertise the businesses within.

4.6 Graphics & Lettering

- 4.6.1 Fascia sign lettering must consist of dimensional letters.
 - If letters are to be flush mounted, the letter depth needs to be a minimum of 3/4 inch.
 - If letters are projecting/stud mounted, the letter depth needs to be a minimum of 1/4 inch. Letter standoffs shall project a minimum of 1 ½ inches from mounting surface.
- 4.6.2 The maximum height of fascia sign letters shall be 18 inches.
- 4.6.3 The maximum width of fascia sign letters shall be 12 inches.
- 4.6.4 The maximum fascia sign letter stroke shall be 4 inches.
- 4.6.5 The maximum depth (return) of fascia sign letters shall be 2.5 inches.
- 4.6.6 Sign boxes, Flat Cut Lettering & Vinyl Graphics are not permitted.
- 4.6.7 Lettering should be sufficient size and style to be easily read but not dominate the symbols and graphics on the sign.

- a. Overly ornate trendy typefaces should be avoided due to potential visibility issues.
 - b. Recommended font typefaces include serif, san serif, and bold script.
- 4.6.8 Sign letterforms should occupy no more than 60% of the total sign panel.
 - 4.6.9 Not more than two typeface styles should be used on a single sign.
 - 4.6.10 Numbers should be displayed in Arabic numerals.
 - 4.6.11 Awnings, signs and sign supports must be in colours compatible with building colours while striving for diversity among adjacent signage.
 - 4.6.12 An effective, contrasting colour scheme will increase visibility of signs.

4.7 Colours

- 4.7.1 Sign colours should adhere to the Downtown Exterior Colour Palette where possible, included as Appendix 3. The Town recognizes the importance of brand identity and will review/approve proposed sign colours on a case-by-case basis, where branding colours differ greatly from the Exterior Colour Guidelines.
- 4.7.2 Sign colours should complement those of the building's façade. For multi-tenant buildings, sign colours of individual tenant signs should be compatible with each other.
- 4.7.3 The number of colours used on a sign should generally be limited to no more than three; competition between too many colours often results in decreased legibility.
- 4.7.4 In general, subdued and darker colours are the most appropriate for signs while bright or primary colours should be limited to accent areas.
- 4.7.5 Mounting brackets for projecting and hanging signs should be darker colors and authentic to the material used to construct them.

4.8 Lighting

- 4.8.1 Sign lighting shall be integrated into the design of all fascia signs.
- 4.8.2 Permitted sign lighting styles include:
 - Indirect back lit/halo lighting
 - Lighting arms that provide direct lighting
 - Lighting integrated into an architectural feature
- 4.8.3 Prohibited sign lighting styles include:
 - Front/Face Lit Channel Letter Signs
 - Lightbox/Cabinet Signs
- 4.8.4 If lighting is proposed, it should complement the architectural elements of the building and be directed only at the sign to minimize light trespass.
- 4.8.5 The light level should not overpower the façade or other signs on the street or serve as a distraction to pedestrian or vehicular traffic.
- 4.8.6 The light source should be shielded from pedestrian view.
- 4.8.7 Neon signs are permitted on a case-by-case basis.
 - Exterior-mounted and inside window mounted neon signs can be used.
 - Interior neon signs are not permitted if visible from the exterior.
 - Neon window signs should not take up more than 25 percent of the window area.

- Neon is acceptable, though restricted in size, if it does not obscure architectural detail or overly illuminate display windows.
- Prefabricated window signs, such as “open” signs, are not permitted.
- Neon signs should be custom designed, using no more than two or three colours.

4.8.8 Flashing signs are not permitted.

5.0 Permitted Sign Types & Design Standards

The following provides downtown specific sign type and design guidelines. Refer to the sign by-law for additional sign design specifications. Refer to Appendix 2 for examples of approved sign designs.

5.1 Awning & Canopy Signs

- 5.1.1 Awning signs are painted upon a cloth, plastic or metal surface supported by a metal frame fastened to the front of a building.
- 5.1.2 Canopy signs are a building-mounted sign that serves as a marquee.
- 5.1.3 Awnings should be coordinated with the buildings architecture, made of durable materials, complement the buildings colour scheme and be an appropriate scale.
- 5.1.4 Awnings should be used to add visual interest to a building, provide shade, and add variety to the streetscape. They should be positioned to emphasize special shapes or details of the façade, to draw attention to the shop entrances or to emphasize a display window.
- 5.1.5 Awning & Canopy signs should be integral to the awning/canopy and use complementary colours, design and copy.
- 5.1.6 Awning & Canopy signs may be illustrated with letters or symbols.
- 5.1.7 Sign lettering may be painted on an awning. Vinyl lettering is not an appropriate material.
- 5.1.8 In most cases, only one awning sign is allowed per building.
- 5.1.9 Signs shall be a minimum of 2.5 metres (8.2’) above the finished sidewalk or grade.
- 5.1.10 Awning signs must not project more than 1.5 metres from the wall of any building to



Awning Sign



Canopy Sign

which the sign is attached.

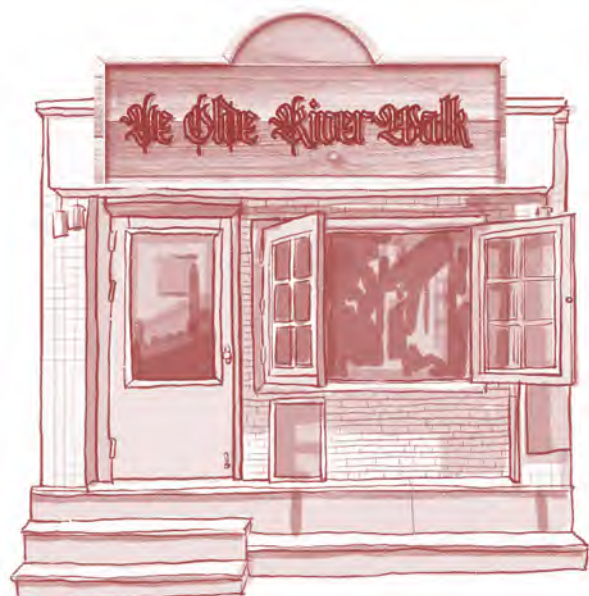
- 5.1.11 Canopy signs shall not exceed 4 sq. metres (43.06 sq. feet).
- 5.1.12 Awning signs in the downtown can be attached to flexible material awnings or fixed marquees or canopies that project from the building.
- 5.1.13 No Awning or Canopy sign shall extend beyond the limits of the awning/canopy fascia.
- 5.1.14 Canopy signs shall only be located on the storey having direct access to a street.
- 5.1.15 The centre point of awning/canopy signs shall be located at the centre of the business frontage.
- 5.1.16 Awning signs shall be attached to and parallel with the main wall of the building or window frame.

5.2 Fascia Signs

- 5.2.1 Fascia signs attach to the front façade of a building above the storefront entrance.
- 5.2.2 Fascia signs are required for all downtown business/non-profit establishments.
- 5.2.3 Window signage is not an acceptable substitution for fascia signage.
- 5.2.4 Refer to section 4.6 Graphics & Lettering for fascia sign lettering specifications.
- 5.2.5 Fascia signs are required to be lit with external lights. Refer to section 4.8 Lighting for specifications.
- 5.2.6 Signs should not exceed a width which is eighty percent (80%) of the business frontage and a height of 1.0 metres.
- 5.2.7 The sign shall not extend by more than 10 inches from the face of the building.
- 5.2.8 Signs shall be a minimum of 2.5 metres (8.2') above the finished sidewalk or grade.
- 5.2.9 The sign shall be located at upper limit of sign roof line of a single storey building or floor level of the second storey on a multi storey building.
- 5.2.10 Where more than one business occupies the same building, only one fascia sign is allowed for each storefront business occupancy.
- 5.2.11 The centre point of fascia signs shall be located at the centre of the business frontage.
- 5.2.12 Fascia signs shall be attached to and parallel with the main wall of the building.
- 5.2.13 Fascia signs may be erected or displayed on each side building façade that is clearly



Fascia Sign



Fascia Sign

visible from a street, private thoroughfare, or sidewalk, walkway, or trail.

- 5.2.14 A maximum of two fascia signs is permitted per business provided both signs are not located on the same façade.

5.3 Projecting Signs & Banners

- 5.3.1 Projecting signs are attached to, and extending outward from, a building's face.
- 5.3.2 Projecting signs should be oriented for pedestrian traffic.
- 5.3.3 Be complementary to building materials and colours.
- 5.3.4 Symbolic signs are encouraged.
- 5.3.5 Projecting signs and banners may take on their own special shape or create their own symbol within the overall façade design.
- 5.3.6 Colourful with three-dimensional relief.
- 5.3.7 A sign's visual appeal can be lessened by utilitarian pipe brackets and posts, poor mounting, and other inappropriate design choices.



Projecting Sign & Banner

- 5.3.8 Standardized signage can detract from the individuality of each storefront.
- 5.3.9 Should be mounted over or near the main entrance.
- 5.3.10 Banners must be secured to buildings with top and bottom brackets to reduce movement during windy conditions.
- 5.3.11 Portable flying/feather banners are only permitted in locations where there isn't a zero setback.
- 5.3.12 Projecting signs should be positioned along the first-floor level of the façade.
- 5.3.13 No projecting sign shall exceed 1 sq. metre (10.76 sq. feet) in area per sign face.
- 5.3.14 Signs must project a minimum of 15 inches up to a maximum of 1 metre beyond the surface of a building to which the sign is attached.
- 5.3.15 Signs shall be a minimum of 2.5 metres (8.2') above the finished sidewalk or grade.
- 5.3.16 No projecting sign shall be luminous in nature.
- 5.3.17 The sign shall not have more than two (2) faces.

5.4 Sandwich Board Signs

- 5.4.1 Sandwich Board signs are composed of two boards with a message or graphic on it, hinged along the top, creating a "sandwich" effect; set up next to a store advertising its goods.
- 5.4.2 Small sandwich board signs are encouraged.
- 5.4.3 Sandwich board sign faces must not exceed 3 feet in height by 2 feet in width.
- 5.4.4 Must not interfere with automobile sight lines.
- 5.4.5 Maintain an unobstructed pedestrian corridor between building frontages and sandwich

boards.

- 5.4.6 Crafted appearance, three-dimensional features and decorative detailing is encouraged.



Sandwich Board Sign

- 5.4.7 They should be custom made and reflect the character of the business.

- 5.4.8 The sign shall not have more than two (2) faces.

- 5.4.9 The distance between portable signs shall not be less than 4.5 metres (14.76 feet).

- 5.4.10 Sandwich Board signs must be equipped with sufficient weights to prevent them from tipping or becoming a hazard during inclement weather.

- 5.4.11 Sandwich Board signs are permitted during periods when businesses are open to the public and must be removed following the closure of the business at the end of each day.

- 5.4.12 Sandwich Board signs are permitted at the place of business they're intended to advertise only.

- 5.4.13 Sandwich Board signs must be placed as close as possible to the exterior business façade to maintain a wide pedestrian corridor and minimize potential distractions to passing motorists.

5.5 Off-Site Signs

- 5.5.1 Off-site signs direct attention to goods, products, services and/or events that are provided or occur at a different premises from those on which the sign is located.

- 5.5.2 Off-site signs are not permitted with the Downtown RiverWalk District.

5.6 Freestanding Signs

- 5.6.1 Permitted in locations where there isn't a zero setback.

- 5.6.2 Signs should be scaled for pedestrians.

- 5.6.3 Final dimensions to be determined in accordance with property footprint in consultation with By-law Dept.

- 5.6.4 Freestanding signs should be mounted on a heavy timber frame, a heavy stone base or creatively use natural materials.

- 5.6.5 Signs should be constructed of wood, or brick and/or stone columns.

- 5.6.6 Decorative landscaping must surround freestanding signs.



Freestanding Sign

5.7 Window Sign

- 5.7.1 Window signs should be positioned to allow passerby traffic an unobstructed view of window displays and/or the business interior.
- 5.7.2 Permitted types of window signs include window lettering painted or applied directly to the interior side of the glass and interior-hung signs.
- 5.7.3 Window signs should not occupy more than 25 percent of the glass area.
- 5.7.4 Windows should function as windows, not as a backing for signs.



Window Sign

5.8 Building Directory



Building Directory Sign

- 5.8.1 A directory sign will be permitted at first floor level, listing names of businesses not having direct access to a public way. The area of such sign shall not exceed 1.0 sq. metre (10.76'sq. feet).
- 5.8.2 Encouraged for multi-tenant buildings.
- 5.8.3 Building directories can be free-standing, wall or fascia signs.

5.9 Internal Signs

- 5.9.1 Nothing herein shall be deemed to prevent the installation or display of any sign or advertising device wholly within the interior of a building, provided that it cannot be seen from the exterior of the building.

- 5.9.2 Sign guidelines outlined within are applicable to internal signs in cases where all or portions of the sign are visible from the exterior of the building.

5.10 Soffit Signs

- 5.10.1 Soffit signs are supported by the underside of a projecting canopy or soffit.
- 5.10.2 Complementary to building materials and colours.
- 5.10.3 Soffit signs may take on their own special shape or create their own symbol within the overall façade design.



Interior Sign



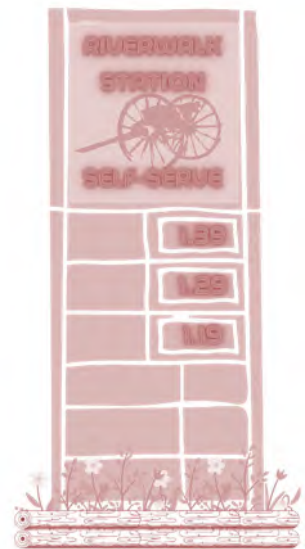
Soffit Sign

- 5.10.4 Should be colourful with three-dimensional relief.
- 5.10.5 No portion of any soffit sign shall be less than 2.5 metres (8.2') above the finished grade or floor level immediately below such sign.
- 5.10.6 No soffit sign shall be located above the first storey of any building.
- 5.10.7 No soffit sign shall be closer than 0.2 metre from the outer edge of the canopy upon which it is suspended.
- 5.10.8 No soffit sign shall have a vertical dimension greater than 0.5 metre (1.64') or have a horizon dimension greater than 2.0 metres (6.56').

- 5.10.9 No soffit sign shall exceed 1.0 sq. metre (10.76' sq. feet) in sign area.

5.11 Ground Signs

- 5.11.1 Ground signs are standalone post mounted signs typically elevated in height/scale to provide greater visibility to pedestrian & vehicular traffic.
- 5.11.2 No Ground sign shall be erected where the distance between a structure and the street line is less than 4.5 metres (14.76').
- 5.11.3 Ground signs shall be set back a minimum of 2.0 metres (6.56') from all street lot lines.
- 5.11.4 No ground sign shall exceed 2.0 metres in height or 5.0 metres (16.4') in width.
- 5.11.5 Ground signs shall be setback a minimum of 1.5 metres (4.92') from any common lot boundary with an adjacent lot.



Ground Sign

- 5.11.6 A ground sign including any part of its structure shall not be located closer than 1.0 metre (3.28') to any driveway.



Wall Sign

5.12 Wall Signs

- 5.12.1 Wall signs are erected against the wall of any building, the display area of which is parallel to the face of and supported by such wall.
- 5.12.2 Wall signs are limited in size and defined as projecting less than 15 inches from the building.
- 5.12.3 The total area of a wall sign per business premises shall not exceed 15 sq. metres.
- 5.12.4 Signs shall be a minimum of 2.5 metres (8.2') above the finished sidewalk or grade.

- 5.12.5 No wall sign shall extend beyond the extremities of the wall to which it is attached.
- 5.12.6 No wall sign shall extend above the top of the roof surface.
- 5.12.7 Wall signs should be positioned within architectural features such as windows, above the transom, or flanking doorways.
- 5.12.8 Wall mounted signs should align with others on a block to maintain established patterns.

5.13 Historic Signs, Wall Murals & Ghost Signs

- 5.13.1 Historic signs: These original signs should be restored and preserved when possible.
- 5.13.2 Wall murals: New murals that are done well can become sources of pride and are encouraged throughout the Downtown RiverWalk District.
- 5.13.3 Ghost signs: Located on the blank side walls of historic buildings, were used in the past as advertisement space. Whenever possible, these signs should either be preserved in their current state or restored to their original splendor.



Ghost Sign & Wall Mural

6.0 Limit on Number of Signs

- 6.1 A maximum of six (6) signs can be erected per business frontage.
- 6.2 One (1) fascia or awning sign per business frontage.
- 6.3 One (1) only of the following sign types per exterior wall per property/business frontage:
 - a) Wall sign
 - b) Canopy sign
 - c) Soffit sign
- 6.4 One (1) Projecting sign per business frontage
- 6.5 One (1) Window sign per business frontage
- 6.6 One (1) Ground sign per business frontage
- 6.7 One (1) Portable sign per business frontage
- 6.8 One (1) Sandwich Board sign per business frontage
- 6.9 One (1) Freestanding sign per business frontage
- 6.10 One (1) Building Directory sign per property
- 6.11 Notwithstanding the above,
 - a) One (1) additional ground sign may be erected for a lot having a street frontage greater than 125 metres (410.1').
 - b) Where a lot abuts two or more streets additional signage may be erected on the second street frontage provided that said street has a minimum frontage of 15.0 metres (49.21')

7.0 Prohibited Sign Types

Refer to Sign By-Law 16-2019 for prohibited sign types.

8.0 Sign Maintenance

- 8.1 Every sign shall be kept in good repair and in a safe and secure condition so as not to endanger the safety of the public at any time.
- 8.2 The appearance of every sign shall be maintained in a neat condition, free from corrosion, loose paint, fading surfaces and broken parts.
- 8.3 It shall be the duty and responsibility of the owner or lessee of any sign to maintain the immediate premises occupied by the sign in a neat and tidy condition.

APPENDIX 1 - DOWNTOWN / RIVERWALK AREA MAP



APPENDIX 2 – DOWNTOWN EXTERIOR COLOUR PALETTE

Prescott Downtown & RiverWalk District Exterior Colour Guidelines

Chantilly Lace OC-65	Simply White OC-117	Hepplewhite Ivory HC-36	Lancaster Whitewash HC-174
Putnam Ivory HC-39	Crown Point Sand HC-90	Hawthorne Yellow HC-4	Shakespeare Tan 228
Roasted Sesame Seed 2160-40	Roxbury Caramel HC-42	Dorset Gold HC-8	Pumpkin Blush 2156-20
Stuart Gold HC-10	Queen Anne's Pink HC-60	Audubon Russet HC-51	Ansonia Peach HC-52
Heritage Red HC-181	Garrison Red HC-66	Country Redwood HC-183	Cottage Red HC-184
Classic Burgundy HC-182	Georgian Brick HC-50	Townsend Harbor Brown HC-64	Fairview Taupe HC-85
Tudor Brown HC-185	Davenport Tan HC-76	Saybrook Sage HC-114	Prescott Green HC-140
Clearspring Green HC-128	Narragansett Green HC-157	Chrome Green HC-189	Great Barrington Green HC-122
Whipple Blue HC-152	Yarmouth Blue HC-150	Sailor's Sea Blue 2063-40	Jamestown Blue HC-148
Newburyport Blue HC-155	Stratton Blue HC-142	Philipsburg Blue HC-159	Gettysburg Gray HC-107
Boothbay Gray HC-165	Stonington Gray HC-170	Charcoal Slate HC-178	Black HC-190

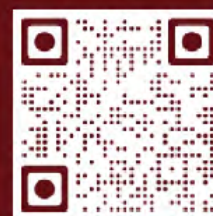
Prescott's Downtown Exterior Colour Guidelines have been established to support the ongoing preservation & revitalization of this unique heritage business district. They provide general guidance to assist with selecting facade and signage colours for businesses and commercial properties, located within the Downtown Core Zoning Area.

Available in Benjamin Moore paint. Colour numbers have been added for quick reference.

Facade & signage colours must be approved in advance by the Economic Development Department; significant guideline variations may be deemed ineligible.

613-925-2812 Ext:6221 | ecdev@prescott.ca

PRESCOTT
EST. 1792
THE FORT TOWN



Downtown Prescott & RiverWalk District Sign Design Compliance Checklist

This checklist addresses required submittal items, design standards and guidelines related to the sign design for the project. The checklist shall be completed by applicable departments as part of the sign design submission review.

Application #:	
Address:	
Date:	

This form represents the minimum information typically necessary to evaluate compliance with relevant design standards and guidelines. As every project is unique, additional information may be requested from the applicant. This form does not address or substitute for other applicable codes, standards, or regulations administered by Economic Development, Building, By-Law or other Prescott departments. The applicant is responsible for complying with all codes and rules whether described here or not.

1.0 Introduction						
#	Description	Staff Comments	MET	NA	AI	RE
1.2 General Design Guidelines						
1.2.1						
1.2.2						
1.2.3						
1.2.4						
1.2.5						
1.2.6						
1.2.7						
1.2.8						
1.2.9						
1.2.10						
1.2.11						
1.2.12						
1.2.13						
1.2.14						
1.2.15						
1.2.16						
3.0 Sign Permit Process						
#	Description	Staff Comments	MET	NA	AI	RE
3.1						
3.2						
3.3						
3.4						
3.5						
3.6						
3.7						
4.0 Sign Design Guidelines						
#	Description	Staff Comments	MET	NA	AI	RE
4.1 Sign Location						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

4.1.1						
4.1.2						
4.1.3						
4.2 Sign Shape						
4.2.1						
4.2.2						
4.2.3						
4.2.4						
4.3 Sign Materials						
4.3.1						
4.3.2						
4.3.3						
4.3.4						
4.3.5						
4.3.6						
4.3.7						
4.4 Sign Mounting						
4.4.1						
4.4.2						
4.4.3						
4.4.4						
4.4.5						
4.4.6						
4.4.7						
4.5 Sign Content						
4.5.1						
4.5.2						
4.5.3						
4.5.4						
4.6 Graphics & Lettering						
4.6.1						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

4.6.2						
4.6.3						
4.6.4						
4.6.5						
4.6.6						
4.6.7						
4.6.8						
4.6.9						
4.6.10						
4.6.11						
4.6.12						
4.7 Sign Colours						
4.7.1						
4.7.2						
4.7.3						
4.7.4						
4.7.5						
4.8 Sign Lighting						
4.8.1						
4.8.2						
4.8.3						
4.8.4						
4.8.5						
4.8.6						
4.8.7						
4.8.8						
5.0 Permitted Sign Types & Design Standards						
#	Description	Staff Comments	MET	NA	AI	RE
5.1 Awning & Canopy Signs						
5.1.1						
5.1.2						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

5.1.3						
5.1.4						
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5.1.11						
5.1.12						
5.1.13						
5.1.14						
5.1.15						
5.1.16						
5.2 Fascia Signs						
5.2.1						
5.2.2						
5.2.3						
5.2.4						
5.2.5						
5.2.6						
5.2.7						
5.2.8						
5.2.9						
5.2.10						
5.2.11						
5.2.12						
5.2.13						
5.2.14						
5.3 Projecting Signs & Banners						
5.3.1						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

5.3.2						
5.3.4						
5.3.5						
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5.3.7						
5.3.8						
5.3.9						
5.3.10						
5.3.11						
5.3.12						
5.3.13						
5.3.14						
5.3.15						
5.3.16						
5.3.17						

5.4 Sandwich Board Signs

5.4.1						
5.4.2						
5.4.3						
5.4.4						
5.4.5						
5.4.6						
5.4.7						
5.4.8						
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5.4.10						
5.4.11						
5.4.12						
5.4.13						

5.5 Off-Site Signs

5.5.1						
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Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

5.5.2						
5.6 Freestanding Signs						
5.6.1						
5.6.2						
5.6.3						
5.6.4						
5.6.5						
5.6.6						
5.7 Window Sign						
5.7.1						
5.7.2						
5.7.3						
5.7.4						
5.8 Building Directory						
5.8.1						
5.8.2						
5.8.3						
5.9 Internal Signs						
5.9.1						
5.9.2						
5.10 Soffit Signs						
5.10.1						
5.10.2						
5.10.3						
5.10.4						
5.10.5						
5.10.6						
5.10.7						
5.10.8						
5.10.9						
5.11 Ground Signs						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required

5.11.1						
5.11.2						
5.11.3						
5.11.4						
5.11.5						
5.11.6						
5.12 Wall Signs						
5.12.1						
5.12.2						
5.12.3						
5.12.4						
5.12.5						
5.12.8						
5.13 Historic Signs, Wall Murals & Ghost Signs						
5.13.1						
5.13.2						
5.13.3						
6.0 Limit on Number of Signs						
#	Description	Staff Comments	MET	NA	AI	RE
6.1						
6.2						
6.3						
6.4						
6.5						
6.6						
6.7						
6.8						
6.9						
6.10						
6.11						

Legend:

Met = Guideline is met | NA = Not Applicable | AI = Additional Information Required | RE = Revisions Required



Downtown Prescott & RiverWalk District

Approved Sign Design Examples

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Awning & Canopy Signs



Fascia Signs



Fascia Signs (continued)



Fascia Signs (continued)



Projecting Signs & Banners



Sandwich Board Signs



Freestanding Signs



Window Signs



Window Signs (continued)



Building Directory



Internal Signs



Soffit Signs



Ground Signs



Wall Signs



Historic Signs, Wall Murals & Ghost Signs





**Proclamation
May 5, 2023
National Day of Awareness for Missing and Murdered
Indigenous Women, Girls, Two-Spirit People (MMIWG2S)**

WHEREAS In Canada, May 5th marks the National Day of Awareness for Missing and Murdered Indigenous Women, Girls and Two-Spirit People (MMIWG2S); and

WHEREAS this day coincides with Red Dress Day which was inspired by an art project by Jamie Black, a Metis woman, who used empty red dresses to evoke the missing women and girls; and

WHEREAS on Red Dress Day people are encouraged to wear red or display red clothing to honour and remember missing and murdered indigenous women, girls, and two-spirit family and friends; and

WHEREAS First Nations women continue to experience staggering rates of violence, as well as on-going oppression and sex-discrimination; and

WHEREAS Indigenous women and girls have the right to be safe in their communities, wherever they live; and

WHEREAS on National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirited People we remember the Indigenous people who we have lost to murder and those who remain missing and are committed to working to ensure any instance of a missing or murdered person is met with swift and effective action.

THEREFORE, the Council of the Corporation of the Town of Prescott does hereby proclaim May 5, 2023, as National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirit People (MMIWG2S) throughout the Town of Prescott.

Dated this 1st day of May, 2023

Gauri Shankar, Mayor



**Proclamation
May 7 – 13, 2023
Emergency Preparedness Week**

WHEREAS the Town of Prescott recognizes the importance of Emergency Management in Ontario; and

WHEREAS the goal of Emergency Preparedness Week is to raise community awareness and the need to be prepared for the possibility of an emergency; and

WHEREAS the safety of our community is the responsibility of each and every one of us, we must prepare now and learn how to secure a strong and healthy tomorrow.

THEREFORE the Council of the Corporation of the Town of Prescott does hereby proclaim the week of May 7 – 13, 2023, as '**Emergency Preparedness Week**' in the Town of Prescott.

Dated this 1st day of May 2023.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 20-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MAY 1, 2023**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 1st DAY OF MAY 2023.

Mayor

Clerk