



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, February 22, 2022

6:00 p.m.

Virtual Meeting

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

1. Call to Order

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

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

He then called the meeting to order at 6:01 p.m.

Councillor McConnell joined the meeting at 6:01 p.m.

2. Approval of Agenda

Motion 32-2022

Moved By Ostrander

Seconded By Jansman

That the agenda for the Council meeting of February 22, 2022 be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 January 31, 2022

Motion 33-2022

Moved By Burton

Seconded By McConnell

That the Joint Special Council minutes dated January 31, 2022, be accepted as presented.

Carried

6.2 February 7, 2022

Motion 34-2022

Moved By Ostrander

Seconded By Young

That the Council minutes dated February 7, 2022, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 35-2022

Moved By Shankar

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. Approved BIA Minutes – January 11, 2022
2. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – February 4, 2022 & February 11, 2022
3. Township of South Glengarry Resolution of Support re: Abandoned Cemeteries
4. Township of Perth South Resolution of Support re: Catch and Release Justice
5. Municipality of Shuniah Resolution of Support re: NOMA support for the Expansion of Northern Ontario School of Medicine

6. City of Sarnia Resolution of Support re: Dissolving of Ontario Land Tribunal
7. Township of Front of Yonge Resolution of Support re: Dissolving of Ontario Land Tribunal
8. Town of Halton Hills Resolution of Support re: Dissolving of Ontario Land Tribunal
9. Township of Limerick Resolution of Support re: Gypsy Moth Concentration and Control Measures

9. Committee Reports

There were no Committee Reports.

10. Mayor

Mayor Todd spoke to his attendance at a recent Joint Services Committee meeting, the Joint Collaborative Economic Task Force Committee meeting held on February 11, and Family Day event held on Monday, February 21. He referenced an upcoming St. Lawrence Corridor Economic Development Commission meeting coming up on February 23.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke her attendance at the Family Day event that took place on Monday, February 21 and the generous donations made. She thanked staff, volunteers, and the Fire Department for their hard work.

Councillor Jansman spoke to the recent elections of the BIA Board of Management. She referenced her attendance at the Family Day event held on Monday, February 21.

Councillor McConnell spoke to his attendance at the Prescott Public Library Board meeting held last week, an event held at the Curling Club on behalf of Walker House, and the Family Day event held on Monday February 21.

Councillor Ostrander spoke to his attendance at the Family Day event held on February 21 and thanked staff and volunteers.

Councillor Shankar spoke to his attendance at the Family Day event held on February 21 and a Joint Collaborative Economic Development Task Force meeting.

Councillor Young spoke to his attendance at the Family Day event held on February 21 and the success of the event.

Samantha Joudoin-Miller, Manager of Community Services, spoke to the Family Day event. She referenced the change of location, the unexpected donations totaling over \$300, the donation of hot chocolate from Tim Hortons, and that final attendance numbers would be communicated to Council at a later date.

12. Staff

12.1 Staff Report 17-2022 - LG Small Business & Trade Show Facility Fee Waiver Request

Motion 36-2022

Moved By Shankar
Seconded By Burton

That staff be directed to waive the facility fee of the Leo Boivin Community Centre on Tuesday March 22, 2022 and Wednesday March 23, 2022 for the set up days of the LG Small Business & Trade Show (LGSBTS).

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the Community Grant fee waiver request, the past rental fees paid for past events, and past fee waivers on set up days. Ms. Joudoin-Miller spoke to the regular scheduled programming that would require cancellation and the financial impact of those cancelations.

Discussion was held regarding the how the rental amount is broken down, reviewing facility fees regularly, the number of attendees as past events, and a past donation to the construction of the new rink.

Further discussion was held regarding discussions with the organizers of regular programming, potentially offering another facility to Connect Youth for their programming, and past discussion regarding the fee structures.

David Annable, Ontario Approved Professionals, spoke to working with staff on the return of the show, the scheduled set up days, the fees, and potential donation from the event.

Mr. Annable, Ontario Approved Professionals, left the meeting at 6:37 p.m.

12.2 Staff Report 18-2022 - Augusta - Prescott Joint Economic Development Initiatives

Motion 37-2022

Moved By Ostrander

Seconded By Shankar

That Council direct staff to inform a package for potential developers to include servicing agreements, planning synchronization, and engineering requirements; and

That Council direct staff to prepare and share an inventory of recreation and tourism assets to facilitate coordination of inventories, and cross promotion of advertising and events; and

That Special Joint Meetings of the Augusta and Prescott Councils be scheduled for March 28, 2022 to be held at a venue in Augusta and May 30, 2022 to be held in a venue in Prescott.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the recent Joint Collaborative Economic Development Task Force meeting held February 11 and the initiatives that came out of that meeting. He stated that the March 28th meeting may need to be rescheduled due to prior meetings for the Township of Augusta.

Councillor Shankar spoke to the scheduled meetings and set goals.

Discussion was held regarding development in the Township of Augusta and the synchronization of Official Plans.

12.3 Staff Report 19-2022 - River Route Transit - On-Going Municipal Service

Motion 38-2022

Moved By Jansman

Seconded By Young

That Council approve establishing the River Route Transit as an on-going municipal service and re-allocate \$31,500 from the annual Fiscal Policy Reserve contribution to the River Route Transit budget; and

That Council direct staff to develop a formalized terms of reference for the participating municipalities outlining the scope, structure, route expectations, measurable outcomes, evaluation methods, financials, and a standardized reporting mechanism.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced partnering municipalities bringing recommendations forward to their Councils, the survey responses, the financial impact of the on-going service, the potential need to purchase a municipal bus in the future, and the ongoing partnership with neighbouring municipalities.

Discussion was held regarding the need to see an increase in ridership in order to continue the service, clarification of the use of on-going being a non-pilot service, aligning timing with provincial funding, and the requirement to pass a by-law to continue with the service.

Further discussion was held regarding the funding from the Gas Tax program and ridership.

12.4 Staff Report 20-2022 - One-Ton Regular Cab Truck Purchase

Motion 39-2022

Moved By Young

That Council direct staff to proceed with the procurement of a One (1) Ton Truck with dump box with an upset limit of \$100,000.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the need for a new one-ton truck, entering into the RFP with the City of Brockville, and timeline for delivery of a new one-ton truck.

12.5 Staff Report 21-2022 - Human Resource Policy - Right to Disconnect Policy

Motion 40-2022

Moved By Young

Seconded By Burton

That Council approve Human Resources Policy HR-600-09 – Right to Disconnect Policy.

Carried

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

Discussion was held regarding the requirement of the policy, providing staff with the ability to take a break from work, and the inclusion special circumstances such as emergency situations.

12.6 Staff Report 22-2022 - RiverWalk District Promenade Installation

Motion 41-2022: Shankar, Ostrander

That Council approve the closure of Edward St. from King St. to Water St. occurring from June 25 – July 2 and July 30 – August 6 during the summer of 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

Deferred

Motion 42-2022: McConnell, Young

That the motion be deferred to the Council meeting of March 7, 2022; and

That staff be directed to continue discussions with neighbouring businesses and bring a report back to Council for further discussion and deliberation.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the pilot project, the proposed period of time, the suggested location, and the financial impact.

Discussion was held regarding consultations with nearby businesses, the renderings provided in the report of the space, ensuring that the pilot does

not interfere with the neighbouring business, and consideration of the St. Lawrence Shakespeare Festival performances during the suggested time period.

Further discussion was held regarding the condition of the sidewalk on the east side of Edward Street between King Street and Water Street.

12.7 2022 Operational Budget Presentation

Council recessed at 7:37 p.m.

Council resumed at 7:49 p.m.

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file.

Samantha Joudoin-Miller, Manager of Community Services, left the meeting at 8:00 p.m.

Discussion was held regarding the St. Lawrence Lodge budget.

12.8 2022 Project Prioritization

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He provided Council with an overview of the previously approved capital projects and the operational projects. He referenced previously approved capital projects and additional capital and operational projects for 2022.

Mr. Armstrong spoke to the 2022 project funding, the reserves, and the next steps in the budget process.

Discussion was held regarding the status of the layout of the recreation fields at the recreation complex, the options for the break wall project, the pre-approved beach projects, and improvements along the Coast Guard fence.

Further discussion was held regarding the recreation lending library, the possibility of creating a recreation reserve rather than a reserve for specific recreation projects, the current reserve amount, and preparing a

report to Council regarding tax rate comparisons between the Town of Prescott and other municipalities.

13. Resolutions

There were no resolutions.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no proclamations to be made under Mayor's Proclamation.

18. Closed Session

Motion 43-2022

Moved By Burton

Seconded By Shankar

That Council move into Closed Session at 8:28 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

Carried

19. Rise and Report

During the Closed Session Council approved Item 18.1 - Closed Session minutes and provided staff direction on Item 18.2 - Purchase & Sale.

20. Confirming By-Law – 08-2022

Motion 44-2022

Moved By Jansman
Seconded By Young

That By-Law 08-2022, being a by-law to confirm the proceedings of the Council meeting held on February 22, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 45-2022

Moved By Shankar
Seconded By McConnell

That the meeting be adjourned to March 7, 2022. (Time: 9:28 p.m.)

Carried

Mayor

Clerk