



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, January 4, 2021**

**6:00 p.m.**

**Virtual Meeting**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, Barry Moorhouse, Fire Chief

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**1. Call to Order**

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

**2. Approval of Agenda**

Motion 01-2021: Ostrander, Shankar  
That the amended agenda for the Council meeting of January 4, 2021, be approved as amended.

Carried

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

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

**6.1 Council Minutes – December 14, 2020**

Motion 02-2021: Young, McConnell

That the Council minutes of December 14, 2020, be accepted as presented.

Carried

**7. Communications & Petitions – None**

**8. Consent Reports**

Motion 03-2021: Ostrander, Shankar

That Item 8.1 – Council Information Package (under separate cover) be accepted as presented.

Carried

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

1. Municipal Emergency Control Group Minutes – December 11 & 23, 2020
2. United Counties of Leeds and Grenville Media Release – December 17, 2020
3. United Counties of Leeds and Grenville Media Release – December 23, 2020
4. Making Play Possible Letter: Request for Support
5. Township of Edwardsburgh Cardinal Resolution of Support re: Support South Grenville Journal
6. Corporation of the Town of Carleton Place Resolution re: COVID-19 and Childcare Funding Impacts
7. City of Kitchener Resolution re: Cannabis Retail in Ontario
8. Town of Lincoln Resolution re: Support Resolution from the City of Hamilton, amending the AGCO licensing and application process for cannabis retail stores to consider radial separation from other cannabis locations
9. Town of Lincoln Resolution re: Support Resolution from Town of Plympton-Wyoming, Funding for Community Groups and Service Clubs Affected by Pandemic

10. Town of Lincoln Resolution re: Support Resolution from the City of Belleville, Accessibility for Ontarians with Disabilities Act – Website Support
11. Town of Lincoln Resolution re: Support Resolution from the City of Hamilton, Request for interim cap on gas plant and greenhouse gas pollution and the development and implementation of a plan to phase-out gas-fired electricity generation
12. The Corporation of the Township of Matachewan Resolution re: Grant Application Deadlines
13. Municipality of Chatham-Kent Resolution re: Resolution Bill 229 and the Conservation Authorities
14. The Corporation of the Municipality of Marmora and Lake Resolution re: Bill 229
15. Dufferin County Resolution re: Changes to the Aggregate Resource Property Valuation Assessment Criteria

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd wished everyone a happy New Year and spoke to the efforts and hard work of the town and community throughout the COVID-19 pandemic in the past year.

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

Councillor Burton wished a happy New Year to all and is looking forward to 2021.

Councillor Jansman wished everyone a happy New Year and referenced upcoming economic developments in 2021.

Councillor McConnell spoke to the continued closure of Walker House during the lockdown, the updated Library hours., and the recent presentations of the St. Lawrence Shakespeare Festival

Councillor Ostrander wished all a happy New Year.

Councillor Shankar wished everyone a happy and safe New Year.

Councillor Young spoke to his attendance at the St. Lawrence Lodge Board of Management meeting.

Mayor Todd acknowledged the hard work of volunteers and the community support during the Spirit of Giving campaign and King's Kitchen Christmas meal deliveries.

## 12. Staff

### 12.1 2021 Committee & Board Appointments

Motion 04-2021: Burton, Ostrander

That Council appoint the following members to its board and committees for the year 2021:

#### **Committee of Adjustment**

Sandra Iseman  
Craig Worden  
Megan Wynands  
Laurie Bonsall

#### **Downtown BIA**

|                          |                              |
|--------------------------|------------------------------|
| Kevin Bunce              | Ben Quenneville              |
| Karen Burman-Martin      | Brett Todd (Council Rep)     |
| Elizabeth (Pearl) Visser | Teresa Jansman (Council Rep) |
| Tracey Young             |                              |

#### **Library Board**

|                                    |                             |
|------------------------------------|-----------------------------|
| Jane McGuire (Chief Librarian/CEO) | Jean Burton-Fox             |
| Karen Hume                         | Elaine McCurdie             |
| Mavis Jale                         | Joe Muise                   |
| Darien Watson                      | Lee McConnell (Council Rep) |

#### **Planning Advisory Committee**

Brett Todd (Council Rep)  
Leanne Burton (Council Rep)  
Teresa Jansman (Council Rep)  
Jim Hutton (Citizen Member)  
Leslie Bottigoni (Citizen Member)

#### **Prescott Cemetery Board**

Fraser Laschinger  
Valerie Schulz  
Don Barton  
Peter Morrow  
Leanne Burton (Council Rep)

**Police Services Board**

Stan Kijewski (Council appointed citizen member)

Brett Todd (Council Rep)

Mike Ostrander (Council Rep)

**Walker House**

Pat Marshall

Tom VanDusen

Sharon Flood

Joanne Savage

Sharon Stein

Irene Mueller

Maria McKibbin

Lee McConnell (Council Rep)

**Prescott Heritage Committee**

Sandra Iseman

Tom Van Dusen

Robert Pelda

Luis Zelayeta

Lee McConnell (Council Rep)

Carried

**12.2 Staff Report 01-2021 – Solid Waste Management Services Request for Proposal Results**

Motion 05-2021: Young, McConnell

That Council approve the selection of Limerick Environmental Services Ltd for the upcoming waste management services contract for the next 4 years with an option to extend for an additional two (2), one (1) year consecutive terms at the sole discretion of the Town.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He provided an overview of the proposals received and the costs associated.

Discussion was held regarding the proposals, the cost savings associated with moving the large item pick up in house, and past concerns received from residents.

Further discussion was held regarding recyclable material in neighbouring municipalities compared to the Town of Prescott, the recyclable material currently being picked up, and increasing communication with residents in regards to accepted recyclables.

### **12.3 Staff Report 02-2021 – Ice Resurfacing Machine**

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

Discussion was held regarding the value of the ice resurfacing machine, the cost of the insurance and maintenance on the machine, and whether the resurfacing machine should be advertised rather than selling it exclusively to the Township of Edwardsburg-Cardinal.

Motion 06-2021: Burton, Young

That Council direct staff to proceed with the sale of the Ice Resurfacing Machine to the Township of Edwardsburg-Cardinal.

Carried

### **12.4 Staff Report 03-2021 – 2021 Capital and Operational Project Planning**

Matthew Armstrong, CAO/Treasurer, spoke to the report and referenced the breakdown of the projects.

Discussion was held regarding a phased approach to repairing the Edward Street bridge, prioritization of the reconstruction of Dibble Street over East Street, traffic lane concerns during the bridge repair.

Motion 07-2021: Burton, Ostrander

That Council direct staff to proceed with the investigation and preparation for the reconstruction of Dibble Street East and the Edward Street Bridge work projects.

Carried

Mr. Armstrong provided an overview of the projects yet to be prioritized.

Discussion was held regarding priority items for members of Council, arranging projects based on cost, and the timeline for bringing the projects back for further discussion.

### **12.5 Budget 2021 Presentation: Administration, Protective and Planning Services**

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

Discussion was held regarding the budgeted amount put aside for Council member's clothing and the option of providing an allowance every other year.

**13. Resolutions – None**

**14. By-laws**

**14.1 Interim Tax Levy By-Law**

Motion 08-2021: Young, Ostrander

That By-Law 01-2021, being a by-law to provide for an interim tax levy for 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.2 2021 Temporary Borrowing By-Law**

Motion: 09-2021: Young, Ostrander

That By-Law 02-2021, being a by-law to authorize temporary borrowing for the year 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor's Proclamation – None**

**18. Closed Session**

**18.1 Identifiable Individual**

Motion 10-2021: Burton, McConnell

That Council move into Closed Session at 7:51 p.m. to address a matter pertaining to:

**18.1 Identifiable Individual**

- Under Section 239(2)(b) of the *Municipal Act, 2001* - personal matters about an identifiable individual, including municipal or local board employees; and

18.2 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act, 2001* – a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO/Treasurer, Clerk, Deputy Clerk, and Fire Chief remain in the room for Item 18.1; and that the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Item 18.2.

Carried

Barry Moorhouse, Fire Chief, left the meeting at 8:24 p.m. following the discussion of Item 18.1 – Identifiable Individual.

Motion 11-2021: Young, Shankar

That the meeting reconvene in Open Session. (Time: 8:46 p.m.)

Carried

**19. Rise and Report**

During the Closed Session, Council received information on both items and provided staff with direction on Item 18.2 – Purchase & Sale.

**20. Confirming By-Law – 03-2021**

Motion 12-2021: Ostrander, Burton

That By-Law 03-2021, being a by-law to confirm the proceedings of the Council meeting held on January 4, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**21. Adjournment**

Motion 13-2021: McConnell, Ostrander

That the meeting be adjourned to Monday, January 18, 2021, at 6:00 p.m. (Time: 8:47 p.m.)

Carried



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Mayor

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Clerk