



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, July 19, 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, Dana Valentyne, Economic Development Officer, Samantha Joudoin-Miller, Manager of Community Services, Shawn Merriman, Manager of Building and By-Law

Other Josh Eamon, EVB Engineering, Emily Wimpenny, General Manager of the YMCA of Eastern Ontario

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**1. Call to Order**

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

**2. Approval of Agenda**

Motion 166-2021: Ostrander, Burton

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

Carried

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

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

**6.1 Council Minutes – June 21, 2021**

Motion 167-2021: Young, Ostrander

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

Carried

**7. Communications & Petitions – None**

**8. Consent Reports**

Motion 168-2021: Burton, Shankar

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

Carried

**8.1 Information Package**

1. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – June 24, 2021
2. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call with Municipalities, MP's and MPP's – June 18, June 25, & July 9, 2021
3. Township of Edwardsburgh Cardinal Letter of Gratitude for Support of Prescott Council re: Ontario Job Site Challenge
4. United Counties of Leeds and Grenville Media Release re: Approval of Carbon Development Plan for Limerick Forest – June 24, 2021
5. St. Lawrence - Rideau Immigration Partnership "We Are Neighbours" Media Release – June 21, 2021
6. St. Lawrence - Rideau Immigration Partnership Immigration Entrepreneur Award Media Release – June 30, 2021
7. Ontario Energy Board Notice Enbridge Gas re: Disposal of Balances in Certain Deferral/Variance Accounts
8. Township of Huron-Kinloss resolution of support re: Domestic COVID-19 Vaccine Production and Capacity
9. Tay Valley Township resolution of support re: Provincial Hospital Funding of Major Capital Equipment

10. Township of Adelaide Metcalfe resolution of support re: Funding for Maintenance and Preservation Repair of Abandoned Cemeteries
11. Municipality of Chatham-Kent resolution of support re: Ontario's Big City Mayors Call for Action on Ambitious Mental Health and Addiction Plan
12. Municipality of Chatham-Kent resolution of support re: Licensing of Cannabis Operations – Previously Operating Illegally
13. Municipality of Chatham-Kent resolution of support re: Bill 228 Banning Unencapsulated Polystyrene Foam & Bill 279 Environmental Protection Amendment Act (Microplastics Filters for Washing Machines)
14. Federal Tax Changes on Primary Residences Response from Ontario Deputy Prime Minister and Minister of Finance
15. Municipality of St. Charles resolution of support re: Municipal Land Transfer Tax
16. City of Kitchener resolution of support re: Rising Cost of Building Materials

Councillor Lee McConnell joined the meeting at 6:03 p.m.

## **9. Committee Reports**

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

Motion 169-2021: Jansman, Shankar

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

Carried

Shawn Merriman, Manager of Building and By-Law, spoke to the report. He referenced the zoning change from Commercial to General Industrial.

Discussion was held regarding the nature of the industry planning to develop the property and the timeline associated with the project.

## **10. Mayor**

Mayor Todd spoke to his attendance at the Cross Borders Mayor's meeting held on July 19 and referenced the Canada/United States COVID-19 updates for cross-border travel.

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

Councillor Burton thanked Operations staff for their great work in the parks and downtown areas this summer.

Councillor Jansman spoke to her attendance at a recent BIA meeting and Planning Advisory Committee.

Councillor McConnell spoke to the Prescott Public Library's re-opening to the public.

Councillor Ostrander spoke to Connect Youth's 20<sup>th</sup> anniversary celebration and the purchase of the organization's motorhome.

Councillor Shankar spoke to the downtown beautification incentive, his attendance at a Joint Collaborative Economic Task Force meeting with Augusta Township, and acknowledged Economic Development staff for their progress with bringing businesses to the downtown core.

## **12. Staff**

### **12.1 Staff Report 60-2021: New Single Pad Arena and Community Centre Tender Results**

Motion 170-2021: Young, Ostrander

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

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the valid tenders received, the budgeted amount for the project, and provided background on the contractor with the lowest submission.

Matthew Armstrong, CAO/Treasurer, spoke to the additional tenders to be issued in 2022, the funding approval, and the Town's debt capacity.

Josh Eamon, EVB, referenced the current costs due to the pandemic.

Discussion was held regarding the funding received, the anticipated timeline for project completion, and upcoming groundbreaking ceremony.

Josh Eamon left the meeting at 6:48 p.m.

### **12.2 Staff Report 61-2021: Edward Street Overpass Repairs Tender Results**

Motion 171-2021: Burton, Young

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

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

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the estimated cost of traffic control for the project, the potential options to lower the costs associated with the project and issuing the tender in 2022.

### **12.3 Staff Report 62-2021 – Shade Sails for RiverWalk Park and Centennial Park**

Motion 172-2021: Shankar, Burton

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

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the need for additional shade in RiverWalk Park and Centennial Park, the shade renderings presented in the report, and the funding contributions.

Discussion was held regarding the fabric used for the shades, the potential locations for the shades, the expected timeline for installation, and warranty for the structures.

Further discussion was held regarding the suggested location for the shades and concerns associated with the suggested locations.

### **12.4 Staff Report 63-2021 – Traffic Study and Transportation Plan to Address Development North of the 401**

Motion 173-2021: Young, Shankar

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

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the need for a traffic study and the opportunity to work with the Township of Augusta on the study.

Emily Wimpenny, General Manager of the YMCA of Eastern Ontario, joined the meeting at 7:21 p.m.

Discussion was held regarding the Ministry of Transportation's involvement in the study and collaborating with the Township of Augusta on the study.

### **12.5 Staff Report 64-2021 – eSolutions Website Refresh**

Motion 174-2021: Shankar, Burton

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

Carried

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

Discussion was held regarding the use of the suggested website add-ons including form-builder and eCommerce.

### **12.6 Staff Report 65-2021 – Canada Community Revitalization Fund**

Motion 175-2021: McConnell, Ostrander

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

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He outlined three initiatives to be included in the application and the submission due date.

Discussion was held regarding the timeline for the submission of the application and possible locations for the removable patio areas.

**12.7 Staff Report 66-2021 – COVID Grant Program for Non-profit Organizations – Allocations**

Motion 176-2021: Shankar, Burton

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

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

Carried

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

**12.8 Staff Report 67-2021 – Community Park Program**

Motion 177-2021: Burton, Young

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

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced park programs offered by neighbouring municipalities, the suggested programming, and the estimated costs associated with the program.

Emily Wimpenny, General Manager of the YMCA of Eastern Ontario, spoke to the inclusive programming.

Discussion was held regarding the locations and times, and the minimal cost to run the program.

Emily Wimpenny, General Manager of the YMCA of Eastern Ontario, left the meeting at 8:02 p.m.

**13. Resolutions**

**13.1 Prescott Business Improvement Area Board of Management Appointments**

Motion 178-2021: Shankar, Ostrander  
That Council appoint the following members to the Prescott Business Improvement Area Board of Management for the current term of Council, ending once a new board is appointed:

- Leslie Bottigoni
- Nicole Hudson
- Dawn Tutecky-McDougall

Carried

**14. By-laws**

**14.1 By-Law Enforcement Officer Appointment**

Motion 179-2021: Burton, Young  
That By-Law 33-2021, being a by-law to appoint Samantha Hansen as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.2 By-Law Enforcement Officer Appointment**

Motion 180-2021: Burton, Young  
That By-Law 34-2021, being a by-law to appoint Donna Landon as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.3 By-Law Enforcement Officer Appointment**

Motion 181-2021: Ostrander, Burton  
That By-Law 35-2021, being a by-law to appoint Nathan Richard as a Municipal By-Law Enforcement Officer for The Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried



**14.4 Zoning By-Law Amendment – Development Drive**

Motion 182-2021: McConnell, Young

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

Carried

**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor’s Proclamation – None**

**18. Closed Session – None**

**19. Rise and Report – None**

**20. Confirming By-Law – 37-2021**

Motion 183-2021: Ostrander, Young

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

Carried

**21. Adjournment**

Motion 184-2021: Shankar, Ostrander

That the meeting be adjourned to Monday, July 26, 2021, at 6:00 p.m. (Time: 8:11 p.m.).

Carried

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Mayor

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Clerk