



PRESCOTT TOWN COUNCIL

MINUTES

Monday, March 1, 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

1. Call to Order

Mayor Todd called the meeting to order at 6:03 p.m.

2. Approval of Agenda

Motion 46-2021: McConnell, Ostrander

That the agenda for the Council meeting of March 1, 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 - February 16, 2021

Motion 47-2021: Burton, Shankar

That the Council minutes of February 16, 2021, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Motion 48-2021: Ostrander, Jansman

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

Carried

8.1 Council Information Package (under separate cover)

1. Planning Advisory Committee Meeting Minutes – September 29, 2020
2. 2021 Grenville County OPP Operational Plan Highway Traffic Act Enforcement Strategy
3. Royal Canadian Legion Branch No. 97 - Thank you Letter
4. Township of Edwardsburg Cardinal resolution re: Commuter Transit Pilot Project
5. Sherwood Park Manor Expansion Media Release – February 16, 2021
6. Township of Perth South resolution of support re: Ontario's Announcement of Working Group to better focus Conservation Authorities
7. Municipality of St. Charles resolution of support re: Municipality of Tweed's request for action concerning Cannabis Production Facilities, the Cannabis Act, and the Health Canada Guideline
8. Township of Perry resolution of support re: Town of Carleton Place's request for support concerning the prioritization of Children and Childcare as part of the Government of Ontario's Post Pandemic Recovery Plan

Councillor Young spoke to Item # 7 – Municipality of St. Charles resolution of support re: Municipality of Tweed's request for action concerning Cannabis Production Facilities, the Cannabis Act, and the Health Canada Guideline

8.2 Staff Report 20-2021 - Statement of Remuneration and Expenses - Members of Council 2020

Recommendation:
For information.

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to his attendance at a recent Joint Collaborative Economic Task Force meeting with Councillor Shankar and CAO Matthew Armstrong, a Joint Services Delivery Review meeting, the Leeds, Grenville and Lanark Board of Health meeting held on February 25, a meeting of the Housing Affordability Task Force held on February 24, a meeting of the Joint Services Committee Renegotiation Group, and a Planning Advisory Committee meeting held on February 17.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at a Planning Advisory Committee meeting held on February 17.

Councillor Jansman spoke to her attendance at a Planning Advisory Committee meeting held on February 17.

Mayor Todd spoke to a recent BIA meeting welcoming two new members and discussions on the streetscape plan.

Councillor McConnell spoke to the current hours of operation at the Prescott Public Library, the programming offered by Walker House, and the 2021 program development for the St. Lawrence Shakespeare Festival.

Councillor Ostrander spoke to his attendance at a recent Connect Youth meeting.

Councillor Shankar spoke to his attendance at the Joint Collaborative Economic Task Force meeting held in Augusta and referenced the discussions regarding shared services and opportunities for collaboration.

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

12. Staff

12.1 Staff Report 21-2021 - 2021 Community Grant Application Review Working Group

Motion 49-2021: Burton, Jansman

That Council appoint the following three members to the 2021 Community Grant Application Review Working Group to review the applications:

Councillor McConnell

Councillor Ostrander

Councillor Young

Carried

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

12.2 Staff Report 22-2021 - Official Plan Review - Special Council Meeting

Motion 50-2021: Young, Ostrander

That Council direct Staff to schedule a meeting of Council prior to the end of March 2021 to review and discuss the areas of focus of economic development to inform the Official Plan; and

That Staff formally schedule, and issue notice of a Special Meeting of Council on April 19th, 2021, as stipulated in Section 26 of the *Planning Act* as part of the Official Plan Review process.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the process involved with the Official Plan Review, the required meeting of Council, and the April 19th, 2021, scheduled meeting date.

Discussion was held regarding the economic development portion of the Official Plan to help develop the Economic Development Strategic Plan and the next steps for the Consultants.

12.3 Staff Report 23-2021 - Winter Maintenance Operations Review

Motion 51-2021: Burton, McConnell

For Council to direct Staff to conduct a public survey on Winter Maintenance Operations and for Staff to report back to Council in the summer on suggested modifications to the policy.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He provided an overview of the 2015 policy, the levels of service outlined in the policy, the sidewalk clearing procedures, discussions with Student Transportation of Eastern Ontario, and the benefit of receiving feedback from residents through a public survey.

Discussion was held regarding the level of service provided, the newly purchased trackless allowing for faster sidewalk clearing, the timeline for releasing the survey, and using the survey as a tool to assist with educating the public on snow removal processes.

Further discussion was held regarding the responsiveness and great work of the Operations Department and the timeline for Council to submit their suggestions for the survey questions to staff.

12.4 2021 Project Budget Review and Alignment

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He referenced each project through the use of grants, funding, and reserves.

Discussion was held regarding contributions from St. Lawrence Utilities, the amount put into reserves for the Wastewater Treatment Plant, addressing issues along the property owned by the United Counties of Leeds and Grenville close to George Street, repairing the water pooling in the area to the west of the Marina, and the difference between the infrastructure reserve and the dedicated infrastructure reserve.

12.5 2021 Operational Budget Review and Alignment

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He referenced the timeline associated with the Operational Budget development, the alternatives for balancing the budget, and the budget alignment with the Strategic Plan and the Service Delivery Review.

Council members expressed their views regarding the 1% tax property tax levy increase dedicated to infrastructure funding. Further discussion was held regarding the purpose for waiving of the 1% increase in 2020 due to the COVID-19 pandemic and looking for areas of savings in order to decrease the tax increase to a maximum of 1.5%.

Motion 52-2021: Young, Ostrander

That Staff be directed to review the operational budget to find areas of saving to maintain a maximum increase of 1.5%, with 1% dedicated to the infrastructure reserve fund and bring that number back to the Council meeting of March 15, 2021.

Carried

12.6 Staff Report 24-2021 - Review of Council Remuneration 2019-2022 Term of Council

Motion 53-2021: Ostrander, Burton

That Council direct Staff to assemble a working group of three to five residents to review Council Remuneration as required by Section 283 (7) of the *Municipal Act, 2001* and provide recommendations from the working group to Council by May 31, 2021.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that remuneration rates are required to be reviewed every term of Council, with the last remuneration taking place in 2016. He provided Council with the responses from 30 municipalities that answered the survey created by staff and spoke to the recommendation of the working group to review the responses.

Discussion was held regarding implementing the recommendations for the current term or the next term of Council, the option of discussing remuneration in 2022, the additional remuneration received by neighbouring municipalities from the United Counties of Leeds and Grenville for sitting on County Council and offsetting the change regarding employment expense to Council remuneration.

13. Resolutions

13.1 Resolution of Support re: Reversal of the Ontario Fire College Closure

Motion 54-2021: Ostrander, McConnell

That the Council of the Town of Prescott supports the attached resolution from the Township of Augusta, dated January 25, 2021, in support of the reversal of the decision to close of the Ontario Fire College; and

That this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, John Pegg, the Ontario Fire Marshal, and all Leeds and Grenville municipalities.

Carried

13.2 Resolution of Support re: Municipal Drainage Matters and need for coordination with Canadian National Railway

Motion 55-2021: Burton, Jansman

That the Council of the Town of Prescott support the attached resolution from the Municipality of Southwest Middlesex, dated November 25, 2020, regarding drainage matters: CN Rail; and

That a copy of this motion be sent to the Honourable Marc Gardeau, Minister of Transport, the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Michael Barrett, Member of Parliament for Leeds-Grenville-Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

Carried

13.3 Resolution of Support re: Increased Municipal Insurance Rates

Motion 56-2021: Ostrander, Shankar

That the Council of the Town of Prescott support the attached resolution from the Municipality of Grey Highlands, dated January 20, 2021, regarding insurance rate increases; and

That a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and Leeds and Grenville municipalities.

Carried

Discussion was held regarding the recent increase in insurance rates.

13.4 Resolution of Support re: Future Grant Application Deadlines

Motion 57-2021: McConnell, Shankar

That the Council of the Town of Prescott support the attached resolution from the Corporation of the Township of Matachewan, dated November 25, 2020, supporting the request for future grant application deadlines be given a longer turnaround time; and

That a copy of this motion be sent to the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

Carried

13.5 Resolution of Support re: Infrastructure Funding Opportunities

Motion 58-2021: Ostrander, Burton

That the Council of the Town of Prescott support the attached resolution from the Corporation of the Town of Bracebridge, dated January 20, 2021, supporting Infrastructure Funding Opportunities; and

That a copy of this motion be sent to the Right Honourable Prime Minister of Canada, the Honourable Catherine McKenna, Minister of Infrastructure and Communities, the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Laurie Scott, Minister of Infrastructure, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Michael Barrett, Member of Parliament for Leeds-Grenville-Thousand Islands and Rideau Lakes, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

Carried

14. By-laws

14.1 Leeds and Grenville Joint Services Committee Agreement - Amendment

Motion 59-2021: Ostrander, Young

That By-Law 08-2021, being a by-law to amend By-Law 10-2000, being a by-law to enter into an agreement with the United Counties of Leeds & Grenville, the City of Brockville and the Town of Gananoque for the governance and management of social services, social housing, Provincial Offences Act administration and land ambulance, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.2 254 King Street West - Encroachment Agreement

Motion 60-2021: Shankar, Jansman

That By-law 09-2021, being a by-law to permit an encroachment at 254 King Street West, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Discussion was held regarding the investment in the downtown core by businesses, the Community Improvement Program, and the improved accessibility downtown.

14.3 232 King Street West - Encroachment Agreement

Motion 61-2021: Jansman, Burton

That By-law 10-2021, being a by-law to permit an encroachment at 232 King Street West, 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

Motion 62-2021: Ostrander, McConnell

That Council move into Closed Session at 8:12 p.m. to address matters pertaining to:

18.1 HR Matters

- Under Section 239(d) of the *Municipal Act* - labour relations or employee negotiations; and

18.2 Approval of Closed Session Minutes; and

That the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room.

Carried

19. Rise and Report

During the Closed Session Staff received direction on Items 18.1 – HR Matters in regards to an organizational review and accepted the Closed Session minutes as presented on Item 18.2 – Approval of Closed Session Minutes.

20. Confirming By-Law – 11-2021

Motion 63-2021: Young, Ostrander

That By-Law 11-2021, being a by-law to confirm the proceedings of the Council meeting held on March 1, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 64-2021: Shankar, Burton

That the meeting be adjourned to Monday, March 15th, 2021, at 6:00 p.m.
(Time: 9:01 p.m.)

Carried

Mayor

Clerk