



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, February 7, 2022**

**6:00 p.m.**

**Virtual Meeting**

Present Mayor Brett Todd, Leanne Burton, Councillor Lee McConnell,  
Mike Ostrander, Councillor Gauri Shankar, Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Nathan Richard, Interim  
Director of Operations, Lindsey Veltkamp, Director of  
Administration/Clerk, Dana Valentyne, Economic Development  
Officer, Shawn Merriman, Manager of Building and Bylaw  
Services, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-  
Miller, Manager of Community Services, Jessica Crawford,  
Deputy Treasurer

Guests Michel Larose, Fort Town Night Run

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**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.

**2. Approval of Agenda**

Motion 21-2022

Moved By Ostrander

Seconded By Burton

That the agenda for the Council meeting of February 7, 2022, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

There were no presentations.

**5. Delegations**

**5.1 Fort Town Night Run - Michel LaRose**

Mayor Todd introduced Michel LaRose.

Jessica Crawford, Deputy Treasurer, joined the meeting at 6:03 p.m.

Michel LaRose, Greater Fort Town Night Run, spoke to the upcoming events; the Fort Town Night Run and the Steam Punk Festival.

He referenced the safety measures in place for the event, the requests for lighting, washroom availability, loaning the tables and chairs, and extended an invitation to the Mayor to present awards for the event. He spoke to the EDR in place and possible opportunities to share social media posts.

Discussion was held regarding the past success of the event and that a staff report to be brought to Council following the review of the documents submitted outlining the requests made.

Further discussion was held regarding the route, the scheduled construction on Dibble Street, the virtual run held in 2020, and that the requested staff report include a cost summary of the requested time and supplies.

Michel LaRose left the meeting at 6:24 p.m.

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

### **6.1 January 17, 2022**

Motion 22-2022

Moved By Burton

Seconded By Shankar

That the Council minutes dated January 17, 2022, be accepted as presented.

Carried

## **7. Communications & Petitions**

### **7.1 Letter of Support re: Township of Augusta - Legacy Project**

Mayor Todd spoke to the Item.

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

23-2022: McConnell, Burton

That staff be directed to prepare a letter of endorsement in support of the Township of Augusta's Legacy Project.

Carried

Discussion was held regarding the support of the project and the option of adding a boat ramp in the area.

## **8. Consent Reports**

Motion 24-2022

Moved By Young  
Seconded By Ostrander

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
3. Town of Bracebridge Resolution of Support re: Joint and Several Liability Insurance Reform
4. Township of South Glengarry Resolution of Support re: Joint and Several Liability Insurance Reform
5. Township of South Glengarry Resolution of Support re: Abandoned Cemeteries
6. Township of Perth South Resolution of Support re: Catch and Release Justice

**8.2 Staff Report 10-2022 - Joint Augusta and Prescott Economic Development Strategy - Mission and Vision**

Recommendation:

That Council adopt the principles of the Vision and Mission Statement of the Plan for the Land Needs Analysis and Joint Economic Development Strategy to apply to actions resulting from the study.

Carried

**8.3 Staff Report 11-2022 - Building & Planning Update**

Recommendation:

For information.

## **9. Committee Reports**

There were no Committee reports.

## **10. Mayor**

Mayor Todd thanked the Township of Augusta Council for their attendance at the Joint Special Council meeting held on January 31. He referenced an upcoming meeting of the Joint Initiatives Task Force, and an upcoming Joint Services meeting being held February 8.

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

Councillor Burton spoke to the Joint Special Council meeting with the Township of Augusta, her appreciation for being able to meet in person, and the ongoing partnership with the Township of Augusta.

Councillor McConnell spoke to the ability to meet in person on January 31 at the Joint Special Council meeting, an upcoming Library Board meeting, and the snow cleaning at the marina outdoor rink.

Nathan Richard, Interim Director of Operations, spoke to the snow clearing, the Operations department focus on snow removal, the overtime of staff, and learning curve to the maintenance of the rink.

Discussion was held regarding including outdoor rink cleaning as part of a volunteer base and keeping shovels at the marina to assist with the snow removal.

Councillor Ostrander spoke to the use of the outdoor rinks and provided an update on the amalgamation of Connect Youth.

Councillor Shankar spoke to the outdoor rinks, the success of the Joint Special Council meeting held on January 31 and suggested passing along an invitation to the Township of Edwardsburgh-Cardinal.

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

## **12. Staff**

### **12.1 Staff Report 12-2022 - Family Day Activities Update**

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She provided Council with an overview of the event, the involvement of the Prescott Library, and the ongoing Economic Development I Love Local campaign.

## **12.2 2022 Operational Budget - Environmental, Economic Development/Tourism, and Water & Wastewater**

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

Discussion was held regarding the reserve amount.

## **12.3 Staff Report 13-2022 - Marina - Dock Project RFP Results**

Motion 25-2022

Moved By Young

Seconded By Ostrander

That Council approve the selection of Kehoe Marine Construction for replacement of H dock and G dock for delivery in early May 2022 at a cost of \$251,170 plus applicable taxes.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the issuance of the RFP, the joint procurement for the docks with the City of Brockville, the size of the docks, and the results of the RFP.

Discussion was held regarding the successful bid, the location of G dock and H dock, the location of the kayak dock, and communicating the installation of the docks with the organizers of the Fort Town Night Run.

Further discussion was held regarding the revenue of the marina and its modernization.

## **12.4 Staff Report 14-2022 - Town Hall Second Floor Design - Update**

Nathan Richard, Interim Director of Operations, spoke to the report. He updated Council on the locations of the washrooms on the second floor, and the timeline for obtaining project permit.

Discussion was held regarding the accessibility of the washrooms and kitchenette, the ceiling height, past plans for a balcony on the second floor, and timeline for completion of the second floor.

## **12.5 Staff Report 15-2022 - River Route Transit Update**

Motion 26-2022

Moved By Burton

Seconded By Ostrander

That Council direct staff to bring a report to the Council meeting of February 22, 2022, to discuss and consider making the River Route a permanent municipal service.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the survey results, the decrease in route ridership due to the omicron variant, the implementation of the route changes, and the financial impacts.

Discussion was held regarding the use of the service, the willingness of partnering municipalities to continue with the service, the potential increase in ridership in the warmer months, the financial implications, and the potential opportunity for expansion.

Further discussion was held regarding exploring additional funding opportunities.

## **12.6 Staff Report 16-2022 - 2022 Community Grant Application Review Working Group**

Motion 27-2022

Moved By Shankar

Seconded By Burton

That Council appoint the following three members to the 2022 Community Grant Application Review Working Group to review the applications:

Councilor McConnell

Councilor Ostrander

Councilor Young

Carried

### **13. Resolutions**

There were no resolutions.

### **14. By-laws**

#### **14.1 Intelivote Systems Inc. Agreement**

Motion 28-2022

Moved By Young

Seconded By Ostrander

That By-law 05-2022, being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2022 municipal election.

Carried

#### **14.2 Waterfront Trail License Agreement**

Motion 29-2022

Moved By Young

Seconded By McConnell

That by-law 06-2022, being a by-law to authorize lease agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Environment for the purposes of the Parks Canada Agency to lease lands located on Part 16, 17, 23, 24, 26 for a period of ten (10) years, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.



Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He referenced the past agreement and applying for final approval of the lighting project.

Discussion was held regarding the pathway shown in the agreement, the maintenance of the pathway, and the property.

**15. New Business**

There was no new business.

**16. Notices of Motion**

There were no notices of motions.

**17. Mayor's Proclamation**

There were no proclamations.

**18. Closed Session**

There was no closed session.

**19. Rise and Report**

There was no rise and report.

**20. Confirming By-Law – 07-2022**

Motion 30-2022

Moved By Ostrander

Seconded By Burton

That By-Law 07-2022, being a by-law to confirm the proceedings of the Council meeting held on February 7, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**21. Adjournment**

Motion 31-2022

Moved By Young

Seconded By Shankar

That the meeting be adjourned to Tuesday, February 22, 2022. (Time: 7:50 p.m.)

Carried

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Mayor

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Clerk