



PRESCOTT TOWN COUNCIL

MINUTES

Monday, March 7, 2022

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, 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

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 6:05 p.m.

Councillor Burton sent her regrets for the meeting.

2. Approval of Agenda

Motion 46-2022

Moved By Shankar

Seconded By McConnell

That the agenda for the Council meeting of March 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

There were no delegations.

6. Minutes of the previous Council meetings

6.1 February 22, 2022

Motion 47-2022

Moved By Young

Seconded By Ostrander

That the Council minutes dated February 22, 2022, be accepted as presented.

Carried

Councillor McConnell stated that he had notified the Clerk of an error in the minutes and that the error had been corrected.

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 47-2022

Moved By Ostrander

Seconded By Jansman

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. Prescott Police Services Board Meeting Minutes – January 27, 2022
2. United Counties of Leeds and Grenville Media Release re: County Road 43 Widening
3. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – February 18, 2022 & February 25, 2022
4. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – February 24, 2022
5. Live Well Alongside COVID-19 Advertisement from Leeds, Grenville & Lanark District Health Unit
6. Norfolk County Resolution of Support re: Year of the Garden Proclamation

8.2 Staff Report 23-2022 - Statement of Remuneration and Expenses - Members of Council 2021

Recommendation:

That Council receive this report for information as the annual disclosure of 2021 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

Carried

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Todd thanked staff and members of Council for attending the Ukrainian flag raising ceremony held on Saturday. He thanked Pamela Ann Moffatt for performing and thanked the public that attended and watched online.

11. Outside Boards, Committees and Commissions

Councillor Jansman had nothing to report.

Councillor McConnell spoke to his attendance at the flag raising ceremony.

Councillor Ostrander spoke to his attendance at Bernie Currier's funeral service.

Discussion was held regarding Mr. Currier's years of service as a Councillor and his contributions to the community.

Councillor Shankar thanked the Operations department for snow removal.

Councillor Young had nothing to report.

12. Staff

12.1 Staff Report 24-2022 - 2022 Fort Town Night Run and Steam Punk Festival Update

Motion 48-2022

Moved By Young

Seconded By McConnell

That Council direct staff to request that the Greater Fort Town Area Charity cover half of the requested in-kind cost; and

That staff be directed to work with the organizers to find additional cost saving measures.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the total in-kind donation request and provided Council with a breakdown of the request.

Discussion was held regarding the overtime expense of staff, the potential to have the organization offset the overtime, requesting that the organization submit a financial statement following the event, and the use of staff during the event.

Further discussion was held regarding concerns surrounding the use of municipal washrooms and the option to allow staff to negotiate with the organizers regarding cost saving measures.

12.2 Staff Report 25-2022 - Community Awards

Motion 49-2022

Moved By Young

Seconded By Jansman

That Council appoint the following three members of Council to the Business, Citizen & Volunteer of the Year Awards Selection Panel:

Councillor McConnell

Councillor Ostrander

Vacant

Carried

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

Discussion was held regarding recognizing Candy Alexander at the ceremony, the inclusion of past nominations submitted, and offering the third panel spot to Councillor Burton.

12.3 Staff Report 26-2022 - Restricted Acts of Council ("Lame Duck")

Motion 50-2022

Moved By McConnell

Seconded By Young

That Council receive this report for information; and

That the Municipal Clerk be directed to prepare the necessary by-law, for the next meeting of Council, delegating authority to the Chief Administrative Officer and Treasurer from August 19, 2022 to November 14, 2022 to:

1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
2. Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

That this by-law shall come into force only in the event that it is determined by the Municipal Clerk that Council is in a "Lame Duck" position.

Carried

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

12.4 Staff Report 27-2022 - Use of Corporate Resources for Election Purposes Policy

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

12.5 Staff Report 28-2022 - RFP R001-2022 - 175 King Street West Prescott, ON

Motion 51-2022

Moved By Young

Seconded By Shankar

That Council approve the selection of Glenview Iron and Metal for the demolition of the building located at 175 King Street West in Prescott at a cost of \$65,000.00 plus applicable tax; and

That the charges and costs related to this project be added to the property owner's tax account as requested by the owner and required through agreement with the owner.

Carried

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He provided details on the current deterioration of the building and the past work that had been done without a building permit.

Discussion was held regarding the timeline for the completion of demolition of the building, the requirement of obtaining a demolition and road closure permits, the condition of the property following the demolition, and the agreed upon timeline for the repayment of the demolition.

Further discussion was held regarding environmental testing and under what circumstances the testing is required.

12.6 Staff Report 29-2022 - RiverWalk Promenade

Motion 52-2022

Moved By Jansman

Seconded By Shankar

That Council endorses the closure of Edward St. from King St. to Water St. from Friday, July 1st to Sunday, July 3rd, 2022, and Friday, July 29th to Sunday, July 31st, 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the "RiverWalk District Promenade".

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the discussions with neighbouring businesses regarding the location, the positive response from the businesses regarding the pilot project, and the new suggested dates for the pilot project.

Discussion was held regarding the inclusion of the Civic Holiday weekend dates, the opportunity to allow for feedback following the suggested dates, and staff bringing back a report to Council following the first closure to update Council on the project.

Further discussion was held regarding informing the Fire Department and the United Counties of the project dates.

12.7 2022 Project Budget Review and Alignment

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file. He outlined the approved projects and spoke to the next steps in the budget process.

Discussion was held regarding the current projects listed, the solar lighting along the Heritage Path, the solar lights that were put aside for the skating trail, and the break wall concerns.

12.8 2022 Budget 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 revenues and expenses, and the budget alignment with the Strategic Plan.

Discussion was held regarding the number of projects and accomplishments, the alignment of the projects to the Strategic Plan, the key major influencers of the budget, and the number of projects completed.

Mayor Todd requested that a report be brought back to Council that outlines how the budget aligns with the strategic plan and issuing a press release following the final approval of the budget.

Samantha Joudoin-Miller, Manager of Community Services, left the meeting at 7:27 p.m.

Further discussion was held regarding the budgeted amount for the Downtown beautification project, providing an update to Council regarding the vacant property on King Street following the demolition, and the suggested 2.85% tax increase, which would include a dedicated 1% to infrastructure.

13. Resolutions

13.1 Notice of Surplus Land

Motion 53-2022

Moved By Shankar
Seconded By Young

That Council declare the real property located along Boundary Street, directly south of the CN Rail line, as surplus to the needs of the Corporation of the Town of Prescott; and

That the subject property be used for the purpose of future residential development that maintains a portion for public access to park space, provides for a multi-use path connecting Boundary Street with Duke Street, and provides adequate buffering to the residential properties to the south of the subject property; and

That staff be directed to proceed with the notice provisions of By-Law 16-1995 for a period of 30 days.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the resolution. He referenced the process going forward for the surplus property.

Discussion was held regarding adding more property to the surplus needs to the Town.

Matthew Armstrong, CAO/Treasurer, spoke to an unsolicited offer received by the Town which prompted the resolution and stated that no agreement has been made.

Further discussion was held regarding the notice provision has been extended to 30 days which is a longer time period to provide for public

feedback, the need for housing developments in Town, and the designated parkland and respecting existing homeowners nearby the property.

Council recessed at 7:37 p.m.

Council resumed at 7:47 p.m.

14. By-laws

14.1 Multi-Use Recreation Complex Debenture By-Law

Motion 54-2022

Moved By McConnell

Seconded By Young

That By-Law 09-2022, being a by-law to authorize certain new Capital Work(s) of the Corporation of the Town of Prescott (The Municipality); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such Capital Work(s); to authorize temporary borrowing from Capital Work(s); and to authorize long-term borrowing for such Capital Work(s) through the issue of debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law.

14.2 Sidewalk Plow Debenture By-Law

Motion 56-2022

Moved By Young

Seconded By Ostrander

That By-Law 10-2022, being a by-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital works(s) of the Corporation of the Town of Prescott (The Municipality); and to authorize entering into a rate

offer letter agreement pursuant to which the municipality will issue debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the by-law.

Discussion was held regarding the previous purchase of a sidewalk plow.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There was no Mayoral Proclamation.

18. Closed Session

Motion 57-2022

Moved By Shankar

Seconded By Ostrander

That Council move into Closed Session at 8:04 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, Economic Development Officer, and Deputy Clerk 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 – 11-2022

Motion 58-2022

Moved By Ostrander

Seconded By McConnell

That By-Law 11-2022, being a by-law to confirm the proceedings of the Council meeting held on March 7, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 59-2022

Moved By Young

Seconded By Shankar

That the meeting be adjourned to Monday, March 21, 2022. (Time: 8:29 p.m.)

Carried

Mayor

Clerk