



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, January 18, 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, Shawn Merriman, Manager of Building & Bylaw

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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 14-2021: Ostrander, Burton

That the agenda for the Council meeting of January 18, 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 - January 4, 2021**

Motion 15-2021: McConnell, Shankar

That the Council minutes of January 4, 2021, be accepted as presented.

Carried

**7. Communications & Petitions – None**

**8. Consent Reports**

Motion 16-2021: Ostrander, Burton

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. Prescott Fire Department Council Report – December 2020
2. Township of Lake of Bays Resolution of Support re: Bill 229 Protect, Support and Recover from COVID-19 Act – Schedule 6 – Conservation Authorities Act
3. Township of Lake of Bays Resolution of Support re: AODA Website C
4. Municipality of Charlton and Dack Resolution of Support re: Municipal Insurance Rates
5. Kingsville Resolution of Support re: Small Business opening
6. Town of Amherstburg Resolution of Support re: Development Approval Requirements for Landfills – Bill 197
7. Township of Huron-Kinloss Resolution of Support re: re: Property Tax Exemptions for Veterans Clubs
8. Township of Larder Lake Resolution of Support re: Municipal Insurance Rates
9. Municipality of West Grey Resolution of Support re: schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act

## **8.2 Staff Report 04-2021 - Draft Tangible Capital Asset Policy**

Recommendation:

That Council provide feedback to staff on the Draft Tangible Capital Asset Policy by February 5<sup>th</sup>, 2021 and that the final version of the policy be brought to Council on February 15<sup>th</sup>, 2021 for final review and consideration.

## **8.3 Staff Report 05-2021 - Draft Wastewater Treatment Plant - Reserve Fund Policy**

Recommendation:

That Council provide feedback to staff on the Draft Wastewater Treatment Plant-Reserve Fund Policy by February 5<sup>th</sup>, 2021 and that the final version of the policy be brought to Council on February 15<sup>th</sup>, 2021 for final review and consideration.

## **8.4 Staff Report 06-2021 - Leeds and Grenville Joint Services Committee - Amendment to Joint Operating Agreement**

Recommendation:

That the request to remove Section 2.09 and 2.10 from the Joint Services Committee be deferred to allow time for the three separated municipalities to confer on this request and the previously identified issues that exist with the Joint Services Agreement.

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd spoke to the upcoming meetings for the Leeds, Grenville and Lanark Board of Health meeting being held on January 21, and the Housing Affordability Task Force.

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

Councillor Jansman spoke to her attendance at the virtual BIA meeting held on January 12.

Councillor McConnell spoke to recent grant funding received by Walker House and referenced the Prescott Public Library's current hours for curbside pick-up.

Councillor Ostrander spoke to his attendance at the Prescott Fire Department meeting held on January 12 and referenced recent resignations and new hires.

Councillor Young spoke to his attendance at the recent virtual meeting of the St. Lawrence Lodge Committee of Management and referenced budget discussions at the meeting.

## **12. Staff**

### **12.1 Staff Report 07-2021 - Edward Street Overpass Rehabilitation Project**

Motion 17-2021: Young, Shankar

That Council approve the Edward Street Overpass Remediation Project for 2021 with an estimated budget of \$275,000 and proceed with the issuance of the request for proposal.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the deficiencies to be addressed, the project estimate, and the expected timeline.

Discussion was held regarding past work on the overpass and the CN flagmen requirements.

Josh Eamon, EVB, spoke to the requirement of CN flagmen and when flagmen would be required to be onsite during the project.

Further discussion was held regarding the timeline for starting the project and ensuring the sidewalks are complete prior to the start of the school year in September.

## **12.2 Staff Report 08-2021 - Dibble Street East Road Reconstruction Project**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the current condition of the street and sanitary sewers, the underground infrastructure, and suggested the removal of sidewalk on the south side of Dibble Street.

Discussion was held regarding the removal of the sidewalks, and the costs associated with servicing the Leo Boivin site.

Barry Moorhouse, Fire Chief, joined the meeting at 6:28 p.m.

Further discussion was held regarding accessibility requirements for sidewalks and the size of the street following the reconstruction.

Motion 18-2021: Burton, McConnell

That Council approve the Dibble Street East Reconstruction Project from Boundary Street to Vankoughnet Street for 2021 with an estimated budget of \$2,000,000 and direct staff to investigate the costs for servicing at the Leo Boivin site; and

That staff proceed with the issuance of the request for proposal.

Carried

## **12.3 2021 Budget Presentation: Transportation, Parks & Recreation**

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

Discussion was held regarding the reduction in the infrastructure debt payments, suggested paving projects, and the status of the street lighting project.

Mr. Armstrong, COA/Treasurer, spoke to the Parks & Recreation budget.

Further discussion was held regarding the budgeted amount for training and summer students, and the impact COVID-19 could have on the recreation programming for 2021.

## **12.4 Staff Report 09-2021 - Animal Control By-Law**

Shawn Merriman, Manager of Building & By-law, spoke to the report. He referenced changes in the number of animals per household and the animal tag fees and charges.

Discussion was held regarding the number of pets per household, the on-leash provision requiring all animals to be on-leash if outdoors, and the costing for a microchip reader.

Further discussion was held regarding the licensing of cats, the benefit of an on-leash provision for animal welfare, the scheduled fines, and the number of pets per household.

Motion 19-2021: Ostrander, Shankar

That Council receive this report for information and direct staff to bring forward the revised Animal Control By-law to the Council meeting of February 1, 2021, with the provision that the maximum number of animals per household is increased to 5 (3 dogs, 4 cats, or a maximum overall of 5) for final review and consideration.

Carried

**13. Resolutions – None**

**14. By-laws – None**

**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor's Proclamation – None**

**18. Closed Session**

**18.1 Identifiable Individual**

Motion 20-2021: Ostrander, Young

That Council move into Closed Session at 8:07 p.m. to address a matter pertaining to:

18.1 Identifiable Individual

- Municipal Act, 2001 - personal matters about an identifiable individual, including municipal or local board employees; and

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

Carried

Motion 21-2021: Shankar, Ostrander

That the meeting reconvene in open session. (Time: 8:39 p.m.)

Carried

**19. Rise and Report**

During the Closed Session, Council received information and provided direction to staff on item 18.1. The following motion was considered in Open Session during the Rise and Report:

Motion 22-2021: Ostrander, Young

That Council direct staff to proceed with the recruitment and hiring of a Part-Time Fire Chief.

Carried

**20. Confirming By-Law – 04-2021**

Motion 23-2021: Burton, Ostrander

That By-Law 04-2021, being a by-law to confirm the proceedings of the Council meeting held on January 18, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**21. Adjournment**

Motion 24-2021: McConnell, Young

That the meeting be adjourned to Monday, February 1, 2021, at 6:00 p.m.

(Time: 8:45 p.m.)

Carried

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Mayor

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Clerk