



PRESCOTT TOWN COUNCIL

MINUTES

Monday, November 27, 2017

6:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present Mayor Brett Todd, Councillors Teresa Jansman, Fraser Laschinger, Lee McConnell, Mike Ostrander, and Ray Young
Matthew Armstrong

Staff Pierre Mercier, CAO, Matthew Armstrong, Treasurer,
Kimberley Casselman, Director of Administration/Clerk, Lindsey Veltkamp, Executive Assistant, Corporate Services

1. Call to Order

Mayor Todd called the meeting to order at 6:36 p.m.

2. Approval of Agenda

Motion 349-2017: Laschinger, Jansman

That the agenda for the Council Meeting of November 27, 2017, be approved as presented.

Carried

3. Declarations of Interest

Councillor Jansman declared a conflict of interest regarding Item 8.2 b - Staff Report 70-2017 – Group Benefits Plan Advisor.

4. Presentations - None

5. Delegations - None

6. Minutes of the previous Council meetings

6.1 Regular Council Minutes - October 23, 2017

Motion 350-2017: Young, Ostrander

That the Council minutes of October 23, 2017, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Action Items - None

7.2 Information Items (under separate cover)

Motion 351-2017: Ostrander, McConnell

That the information items under separate cover be received and filed.

Carried

1. Rotary Brockville – Christmas Hams
2. Making Play Possible Letter
3. Village of Merrickville-Wolford resolution re: Bill 148, Fair Workplaces, Better Jobs Act 2017
4. Town of Mono resolution re: Bill 148, Fair Workplaces, Better Jobs Act 2017
5. Town of Sioux Narrows-Nestor Falls resolution re: Bill 148, Fair Workplaces, Better Jobs Act 2017
6. Town of Lakeshore resolution re: Provincial Flood Insurance Program
7. City of Hamilton resolution re: Provincial Flood Insurance Program

8. Township of Ignace resolution re: Provincial Flood Insurance Program
9. Town of Tillsonburg resolution re: Landfills
10. Municipality of Morris-Turnberry resolution re: Tenated Farm Tax Class Properties
11. Town of Amherstburg resolution re: Concrete Barriers on Highway 401

Councillor Jansman spoke to Item #1.

Matthew Armstrong, Treasurer, spoke to Item #2. He stated that he had sent the organization the Town's Community Grant application.

8. Committee Reports

8.1 Committee of the Whole Report 16-2017 - November 6, 2017

a. Committee of the Whole minutes dated November 6, 2017

Motion 352-2017: McConnell, Ostrander

That the Committee of the Whole minutes dated November 6, 2017, be accepted as presented.

Carried

b. Town of Prescott Membership in the St. Lawrence-Rideau Immigration Partnership

Motion 353-2017: Young, Ostrander

That Council approve that the Town of Prescott become a member of the St. Lawrence-Rideau Immigration Partnership.

Carried

Councillor Young provided a review of the partnership.

Pierre Mercier, CAO, stated that the St. Lawrence-Rideau Immigration Partnership was an ongoing project involving 13 other municipalities in hopes of attracting immigrant entrepreneurs to the area.

8.2 Committee of the Whole Report 17-2017 - November 20, 2017

a. Committee of the Whole minutes dated November 20, 2017

Motion 354-2017: Jansman, Young

That the Committee of the Whole minutes dated November 20, 2017, be accepted as presented.

Carried

Councillor Jansman vacated her seat. (Time: 6:42 p.m.)

b. Staff Report 70-2017 - Group Benefits Plan Advisor

Motion 355-2017: Laschinger, Young

That Council direct staff to designate Mosey and Mosey as the Group Benefits Plan Advisor for the Town of Prescott.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. Discussion was held regarding the option of changing advisors at any point in time.

Councillor Jansman returned to her seat. (Time: 6:46 p.m.).

c. Staff Report 71-2017 - Policy Review

Motion 356-2017: Jansman, Young

That Council approve the following policies:

HR-200-01 Employee Confidentiality Statement

HR-200-05 Employee Information

HR-200-06 Employee Job Descriptions

HR-200-07 Personnel Records

HR-200-09 Appropriate Use, Care and Security of Electronic Resources

HR-200-11 Criminal Record Background Check (CPIC)

HR-200-12 Employees Driver's License

HR-300-01 Discipline
HR-300-02 Terminations
HR-300-03 Retirement
HR-400-01 Leave of Absence
HR-400-02 Military Reservist Leave
HR-400-03 Inclement Weather
HR-500-05 Post-Traumatic Stress Disorder Prevention
HR-700-05 Bereavement Leave
HR-700-07 Jury / Witness Leave
HR-700-08 Short Term Disability (Sick Leave)"

Carried

Councillor Jansman spoke to the Policy Working Group. Discussion was held regarding the timeline for a policy package for Council.

9. Mayor

Mayor Todd referenced his recent meeting with the Ministry of Transportation. He spoke to his attendance at a retirement dinner on November 10, Remembrance Day service on November 11, the South Grenville Chamber of Commerce dinner held on November 14, the Prescott Fire Department's Light Up the Night parade on November 17, Ogdensburg's Santa Claus Parade on November 18, and Boomer's Sports Bar's anniversary party held on November 25.

10. Outside Boards, Committees and Commissions

Councillor Jansman spoke to her attendance at the Leeds, Grenville and Lanark District Health Unit Board of Health meeting held on November 23.

Councillor Laschinger spoke to his attendance at the Annual Grenville County Historical Society's dinner held on October 26, the Jean Casselman Wadds plaque unveiling ceremony held on October 28, the Prescott Heritage Committee meeting on November 1, the Prescott Cemetery Board meeting on November 2, the Harbour Lights Square Dance on November 4, the St. Lawrence Shakespeare Festival retreat held on November 8, and the Remembrance Day Service on November 11.

Councillor McConnell spoke to his attendance at the Jean Casselman Wadds plaque unveiling and Zombie Walk held on October 28. He referenced his attendance at the Lawn Bowling Club's cleanup day on November 4, a Library Board meeting on November 14, a Recreation Master Plan meeting held on November 15, and an upcoming St. Lawrence Lodge board meeting to be held on November 28.

Councillor Ostrander spoke to his attendance at the Jean Casselman Wadds plaque unveiling ceremony and Zombie Walk held on October 28. He referenced his attendance at the Leeds and Grenville Chamber of Commerce awards ceremony held on November 14, and a tour of the Wastewater Treatment Plant on November 16.

11. Staff

11.1 Staff Report 72-2017 - Financial Audited Services - Request for Proposal Results

Motion 357-2017: Jansman, Ostrander

That Council name KPMG LLP as the Auditors for the Town of Prescott for the year ending December 31, 2017.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report, the RFP process, and RFP responses.

Discussion was held regarding the auditing process for the first year and the range of quotes received.

12. Resolutions – None

13. By-laws

13.1 Dispatching Services

Motion 358-2017: Young, Ostrander

That By-law 42-2017, being a by-law to authorize an agreement for the delivery of fire dispatch services from the City of Brockville, be read a first and second time.

Carried

Motion 359-2017: Young, Ostrander

That By-law 42-2017, being a by-law to authorize an agreement for the delivery of fire dispatch services from the City of Brockville, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Councillor Young spoke to the Dispatching Services agreement. Discussion was held regarding savings incurred from the agreement and receiving the same level of service.

13.2 Local Authority Services (LAS) Agency Appointment and Agreement

Motion 360-2017: Jansman, Ostrander

That By-law 43-2017, being a by-law to authorize an Agency Appointment and Agreement with Local Authority Services (LAS) regarding natural gas procurement, be read a first and second time.

Carried

Motion 361-2017: Jansman, Ostrander

That By-law 43-2017, being a by-law to authorize an Agency Appointment and Agreement with Local Authority Services (LAS) regarding natural gas procurement, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, Treasurer, spoke to the agreement. He stated that the agreement was formalizing the partnership with the Local Authority Services.

13.3 Intelivote Systems Inc. Agreement

Motion 362-2017: Jansman, Ostrander

That By-law 44-2017, being a by-law to authorize an agreement with Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2018 Municipal Election, be read a first and second time.

Carried

Motion 363-2017: Jansman, Ostrander

That By-law 44-2017, being a by-law to authorize an agreement with

Intelivote Systems Inc. for the purpose of providing telephone and internet voting for the 2018 Municipal Election, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Kimberley Casselman, Director of Administration/Clerk, spoke to the agreement with Intelivote Systems Inc.

13.4 Transfer Payment Agreement - Clean Water and Wastewater Fund

Motion 364-2017: Jansman, Laschinger

That By-law 45-2017, being a by-law to authorize a Transfer Payment Agreement between Her Majesty The Queen in Right of Ontario and the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 365-2017: Jansman, Laschinger

That By-law 45-2017, being a by-law to authorize a Transfer Payment Agreement between Her Majesty The Queen in Right of Ontario and the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, Treasurer, provided an overview of the by-law.

14. New Business – None

15. Notices of Motion

Mayor Todd introduced the following notice of motion:

That Council formally declare the Leo Boivin Community Centre as the Town of Prescott's top capital needs project for 2018 and direct staff to bring a report to Council detailing the immediate structural issues facing the Leo Boivin Community Centre and examining all options for both fully renovating the current arena and constructing a new arena for the municipality.

- 16. **Mayor's Proclamation** – None
- 17. **Period for Media Questions** - None
- 18. **Closed Session** - None
- 19. **Rise and Report** - None

20. Confirming By-Law – 46-2017

Motion 366-2017: Ostrander, McConnell

That By-law 46-2017, being a by-law to confirm the proceedings of the Council meeting held on November 27, 2017, be read a first and second time.

Carried

Motion 367-2017: Ostrander, McConnell

That By-law 46-2017, being a by-law to confirm the proceedings of the Council meeting held on November 27, 2017, be read a third time, passed and signed by the Mayor and Clerk.

Carried

21. Adjournment

Motion 368-2017: McConnell, Ostrander

That the meeting be adjourned to Monday, December 18, 2017, at 6:30 p.m. (Time 7:30 p.m.).

Carried

Original Signed By

Original Signed By

Mayor

Clerk