



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, July 23, 2018**

**5:30 p.m.**

**Health Centre Meeting Room**

**555 King Street West**

**Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Fraser Laschinger, Mike Ostrander, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Public Works & Infrastructure, Kimberley Casselman, Clerk, and Lindsey Veltkamp, Deputy Clerk

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**1. Call to Order**

Mayor Todd called the meeting to order at 5:32 p.m.

**2. Approval of Agenda**

Motion 153-2018: Young, Ostrander

That the agenda for the Council Meeting of July 23, 2018, be approved as presented.

Carried

**3. Declarations of Interest – None**

**4. Presentations**

**4.1 St. Lawrence Corridor Economic Development Commission**

James Wilson & Michael Adamcryck, St. Lawrence Corridor Economic Development Commission, spoke to the presentation. A copy of the presentation is held on file. They provided an overview of the Commission’s mission, vision, strategic priorities, and developments in the surrounding area.

Discussion was held regarding international trade and ensuring collaboration with local economic development offices.

**4.2 Town of Prescott Draft Development Charges Study - Calvin Pol**

Calvin Pol, COMP Consultants, spoke to the presentation. A copy of the presentation is held on file. Mr. Pol compared the current development charges to suggested charges and explained the process for the development of the new by-law. Discussion was held regarding the next steps in the process.

Motion 154-2018: Laschinger, Young

That staff be directed to proceed with the development charges by-law process.

Carried

**5. Delegations**

**5.1 Eastern Ontario Regional Network Cell Mobility Project - Jim Pine & Lisa Severson**

Jim Pine and Lisa Severson, Eastern Ontario Regional Network, spoke to the presentation. A copy of the presentation is held on file. Mr. Pine and Ms. Severson spoke to the project timeline, funding agreements, RFP process, and the requested contribution amount from the Town of Prescott.

Discussion was held regarding capacity constraints, and the Town’s contribution.

Motion 155-2018: Young, Jansman

That staff be directed to add the EORN cell mobility project to the 2019 budget.

Carried

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

**6.1 Regular Council Minutes - June 25, 2018**

Motion 156-2018: Laschinger, Jansman

That the Council minutes of June 25, 2018, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Action Items - None**

**7.2 Information Items (under separate cover)**

Motion 157-2018: Jansman, Burton

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

Carried

1. Brockville General Hospital – Thank You Letter
2. Fort Town Night Run – Thank You Letter
3. United Counties of Leeds and Grenville – Media Release
4. The College of Physicians and Surgeons of Ontario letter re: 2019 Council Award

Mayor Todd referenced the thank you cards received from the Brockville General Hospital and the Prescott Fort Town Night Run.

**8. Committee Reports – None**

## **9. Mayor**

Mayor Todd spoke his attendance at the RCMP Musical Ride held on July 4. He referenced the upcoming HMCS Moncton arriving in Prescott on July 27. He referred to his attendance at the recent BIA meeting, the Holodomor National Awareness Tour held on July 22, and the Northern Cables event held on July 16.

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

Councillor Laschinger spoke to his attendance at the RCMP Musical Ride held on July 4 and the St. Lawrence Shakespeare Festival's opening night on July 13. He referenced the upcoming Tudorfest being held July 26, 27, and 28 and the upcoming HMCS Moncton visit on July 27.

Councillor Ostrander spoke to his attendance at the RCMP Musical Ride held on July 4, the opening night of the St. Lawrence Shakespeare Festival held on July 13. He referenced the upcoming Christmas in July taking place at Walker House on July 27.

Councillor Young spoke to his attendance at the Prescott Police Services Board meeting held on June 28. He presented Council with a book of town properties from 1926 donated by Irving H. Miller Insurance.

Matthew Armstrong, CAO/Treasurer, introduced Dana Valentyne, Economic Development Officer, and Shawn Merriman, Manager of Building and By-law Services.

## **11. Staff**

### **11.1 Staff Report 34-2018 - Brick Program – Rotary Pavilion**

Motion 158-2018: Burton, Jansman

That Council endorse continuing the Brick Program at the Rotary Pavilion and that any excess amounts generated by the program be put aside in a separate fund to support enhancements to the Rotary Pavilion, Lighthouse, and Clock Tower.

Carried

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

Discussion was held regarding the Rotary Club's contributions within the town and areas the brick program could benefit.

### **11.2 Staff Report 35-2018 - Directional Signs**

Motion 159-2018: Burton, Jansman

That Council direct staff to proceed with the sign changes developed and endorsed by the Town of Prescott Business Improvement Area Board of Management.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the simplification of the current signage and provided Council with a cost estimate of the sign replacements.

Discussion was held regarding the quality of the new signs and the updating of the street sign blades.

### **11.3 Staff Report 36-2018 - Pedestrian Crosswalk Installations**

Motion 160-2018: Young, Ostrander

That Council direct staff with proceeding with the installation of the pedestrian crosswalks at King and George, King and Centre, and King and St. Lawrence Streets, upon the completion of the construction on the Highway 401; and that the installation of the pedestrian crosswalk at Edward and Irvine Street will be installed prior to the start of the school year.

Carried

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

Discussion was held regarding current crosswalk legislation and timeline for the cross walk installation at Russell and King Street East.

### **11.4 Staff Report 37-2018 - Phase 1 – 2nd Floor of Town Hall**

Motion 161-2018: Jansman, Burton

That Council direct staff to proceed with the reassembly of the Ruth Evanson Room on the 2<sup>nd</sup> floor to be used as a multi-purpose community room and that the area in the south east corner of the 2<sup>nd</sup> floor be constructed as Council Chambers, Mayor's Office, and Councillor / Committee Office at a cost of no more than \$80,000.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the designated substance survey, the process of the abatement of the second floor, the proposed locations for Council Chambers, the Mayor's and Councillors' Office, and the community room.

Discussion was held regarding cost savings resulting from the combined CAO and Treasurer role and regarding the second floor's potential.

**11.5 PAC Report 02-2018 - Zoning By-law Amendment - Commercial Core Residential Uses**

Motion 162-2018: Ostrander, Young

That Council adopt a proposed by-law amendment under Section 34 of the Planning Act to allow for Residential Uses in the Core Commercial Zone.

Carried

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

Discussion was held regarding the core commercial zone location and the potential for rejuvenation of the downtown.

**11.6 PAC Report 03-2018 - Zoning By-law Amendment - Secondary Suites**

Motion 163-2018: Ostrander, Young

That Council adopt a zoning by-law amendment which introduces a regulatory framework for secondary suites.

Carried

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

**12. Resolutions**

**12.1 St. Andrew's Presbyterian Church - Resolution of Support**

Motion 164-2018: Laschinger, Jansman

That the Council of the Corporation of the Town of Prescott hereby support St. Andrew's Presbyterian Church's Enabling Accessibility Fund application, administered by Employment and Social Development

Canada, for an accessibility elevator; and that staff be directed to submit a letter of support for the church to include with their application.

Carried

Councillor Laschinger spoke to the resolution.

### **13. By-laws**

#### **13.1 Zoning By-Law Amendment - Commercial Core Residential Uses**

Motion 165-2018: Ostrander, Young

That By-Law 30-2018, being a by-law to amend By-Law No. 09-2009 to allow for residential uses in the core commercial zone, be read a first and second time.

Carried

Motion: 166-2018: Ostrander, Young

That By-Law 30-2018, being a by-law to amend By-Law No. 09-2009 to allow for residential uses in the core commercial zone, be read third time, passed and signed by the Mayor and Clerk.

Carried

#### **13.2 Zoning By-Law Amendment - Secondary Suites**

Motion 167-2018: Ostrander, Young

That By-Law 31-2018, being a by-law to amend By-Law No. 09-2009 to allow for the use of secondary suites in certain residential dwelling types, be read a first and second time.

Carried

Motion 168-2018: Ostrander, Young

That By-Law 31-2018, being a by-law to amend By-Law No. 09-2009 to allow for the use of secondary suites in certain residential dwelling types, be read a third time, passed and signed by the Mayor and Clerk.

Carried

#### **13.3 Municipal By-Law Enforcement Officer**

Motion 169-2018: Burton, Jansman

That By-Law 32-2018, being a by-law to appoint Shawn Merriman as a

Municipal By-Law Enforcement Officer for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 170-2018: Burton, Jansman

That By-Law 32-2018, being a by-law to appoint Shawn Merriman as a Municipal By-Law Enforcement Officer for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

**14. New Business - None**

**15. Notices of Motion - None**

**16. Mayor's Proclamation - None**

**17. Period for Media Questions**

Wayne Lowrie, Brockville Recorder & Times, asked if the \$80,000 approved by Council for the reassembly of the community room, Council Chambers, and Councillors offices would be the final cost and how much had been spent to date.

Matthew Armstrong, CAO/Treasurer, stated that the \$80,000 was only for the completion of Phase 1 of the second floor of Town Hall, and that the abatement portion was on budget at \$295,000.

**18. Closed Session - None**

**19. Rise and Report - None**

**20. Confirming By-Law – 33-2018**

Motion 171-2018: Laschinger, Jansman

That By-Law 33-2018, being a by-law to confirm the proceedings of the Council meeting held on July 23, 2018, be read a first and second time.



Carried

Motion 172-2018: Laschinger, Jansman

That By-Law 33-2018, being a by-law to confirm the proceedings of the Council meeting held on July 23, 2018, be read a third time, passed and signed by the Mayor and Clerk.

Carried

**21. Adjournment**

Motion 173-2018: Jansman, Burton

That the meeting adjourns to Monday, August 27, 2018, at 6:30 p.m.  
(Time: 8:20 p.m.)

*Original Signed By*

*Original Signed By*

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Mayor

Clerk