



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, October 28, 2019
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Michael Ostrander, Gauri Shankar, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Kimberley Casselman, Clerk, Shawn Merriman, Manager of Building and By-Law, and Lindsey Veltkamp, Deputy Clerk

1. Call to Order

Mayor Todd called the meeting to order at 6:32 p.m.

2. Approval of Agenda

Motion 194-2019: McConnell, Jansman

That the agenda for the Council Meeting of October 28, 2019, be approved as amended

Carried

The agenda was amended by adding the following item:

1) Under Item #16 – Mayor’s Proclamation

16.1) – Poppy Days in Prescott

3. Declarations of Interest - None

4. Presentations

4.1 Arena Fundraising Cheque Presentation - Trillium Health Care Products

Council accepted a donation in the amount of \$1,000 from Kevin Bunce on behalf of Trillium Health Care Products.

5. Delegations - None

6. Minutes of the previous Council meetings

6.1 Regular Council Meeting Minutes - September 23, 2019

Motion 195-2019: Burton, Young

That the Council minutes of September 23, 2019, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Action Items - None

7.2 Information Items (under separate cover)

Motion 196-2019: Shankar, Young

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

Carried

1. Prescott Fire Department Council Report – September 2019
2. The Grenville Sentinel – August/September Issue
3. Rotary Brockville – Christmas Hams
4. Leeds, Grenville & Lanark District Health Unit Board of Health – Meeting Summary
5. Ministry of Transportation – Re: Gas Tax Program Review Survey
6. Township of Springwater – Re: Joint and Several Liability Consultation

7. International Joint Commission Canada and United States – Re: Response to Municipal Resolution
8. Township of Leeds and the Thousand Islands – Re: International Joint Commission – Call for Action
9. Township of Edwardsburgh/Cardinal resolution – Municipal Modernization Arena Services Proposal
10. The Municipality of West Elgin resolution – Integrity Commissioner Matters
11. The Town of Penetanguishene resolution – Municipal Amalgamation
12. The Municipality of West Elgin resolution – Municipal Amalgamation
13. The Municipality of West Elgin resolution – Provincial Policy Statement
14. The Township of Puslinch resolution – Provincial Policy Statement Review
15. Township of Springwater resolution – Conservation Authority Levies
16. Township of Springwater resolution – Nottawasage Valley Conservation Authority Levy
17. The City of St. Catharines resolution – Menstrual Products in City Facilities.
18. Town of Ingersoll resolution – Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper Thames River Conservation Authority (UTRCA)
19. Corporation of the Township of North Glengarry resolution – Pupal Accommodation Review Guideline (PARG)
20. Municipality of East Ferris resolution - Child Care Programs at Conferences
21. City of Hamilton resolution – Re: Federal Government Review regulations related to consumer packaging on single-use wipes

Councillor McConnell spoke to Item #7 – International Joint Commission Canada and United States – Re: Response to Municipal Resolution, and Item #2 – The Grenville Sentinel – August/September Issue.

Councillor Ostrander spoke to Item #6 – Township of Springwater – Joint and Several Liability Consultation.

8. Committee Reports

8.1 Committee of the Whole Report 15-2019

a. Committee of the Whole minutes dated October 7, 2019

Motion 197-2019: Ostrander, Young

That the Committee of the Whole minutes dated October 7, 2019, be accepted as presented.

Carried

8.2 Committee of the Whole Report 16-2019

a. Committee of the Whole minutes dated October 21, 2019

Motion 198-2019: Burton, Young

That the Committee of the Whole minutes dated October 21, 2019, be accepted as presented.

Carried

b. Policy Review

Motion 199-2019: Shankar, Young

That Council approve the following policies:

C-200-01 Social Media Policy for Members of Council

FN-100-01 Council and Employee Travel and Expenses

FN-100-02 Corporate Credit Card Policy

And that the finance Portfolio Chair be added as additional approval authority for Policies FN-100-01 and FN-100-02.

Carried

Councillor Shankar spoke to the Policy Working Group and the process involved of reviewing the policies.

Matthew Armstrong, CAO/Treasurer, stated that changes had been made to the proposed policies based on feedback from Council.

Discussion was held regarding the Corporate Credit Card Policy, appropriate and inappropriate expenditures, and consequences of policy breaches. Further discussion was held regarding the Social Media Policy for Members of Council and the Code of Conduct for Members of Council and Local Boards.

9. Mayor

Mayor Todd congratulated LeMar LUXE on their grand re-opening and the organizers of Town Hall Terror for their successful event. He spoke to continued conversations with the Councils of the Township of Augusta and the Township of Edwardsburgh Cardinal regarding the arena.

10. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at the Cemetery Board of Management meeting held on October 23, and congratulated LeMar LUXE on their success.

Councillor Jansman spoke to the upcoming Prescott-Ogdensburg Ferry Working Group meeting being held on October 29 and to Planning Advisory Committee meetings. She congratulated the BIA and organizers on another successful Zombie Walk and referenced upcoming holiday programming in the downtown.

Councillor McConnell spoke to his attendance at the Walker House Board meeting held on October 3, the Prescott Public Library Board meeting held on October 15, and stated he would be judging the upcoming municipal staff Halloween costume contest on October 31.

Councillor Ostrander spoke to the Prescott Fire Department's report. He referenced his attendance at the Prescott Journal's open house and Food Bank's spaghetti supper, both held on October 9. He spoke to the upcoming Prescott Police Services Board meeting taking place on October 31.

Councillor Shankar congratulated LeMar LUXE on their grand re-opening. He referenced the great reviews received for Town Hall Terror and spoke to the upcoming St. Lawrence Chamber of Commerce Awards Banquet taking place on October 29. Councillor Shankar congratulated Kimberley Casselman on her new position at the Municipality of North Grenville.

Councillor Young spoke to his attendance at the St. Lawrence Lodge Board of Management meeting and thanked Kimberley Casselman for her years of service with the town.

Matthew Armstrong, CAO/Treasurer, provided an update on the Ontario Municipal Partnership Fund for 2020.

11. Staff

11.1 Staff Report 81-2019 - Strategic Planning Session

Motion 200-2019: Young, Shankar

That Council approve the engagement of Virilis Limited to provide Strategic Planning Facilitation Services by Gregory Libitz in November 2019 for \$4,200 plus taxes.

Carried

Councillor Young introduced the report and stated that Mr. Libitz had been involved in Strategic Planning sessions previously with the Town.

Matthew Armstrong, CAO/Treasurer, spoke to the possible dates for the session. Discussion was held regarding the process involved and the other facilitators that had been approached, but had not responded.

11.2 Staff Report 82-2019 - Consultation Request by the Ministry of Municipal Affairs and Housing on Transformation of Building Services

Motion 201-2019: Jansman, McConnell

WHEREAS, the Province of Ontario has legislated in the *Building Code Act* that “the council of each municipality is responsible for the enforcement of this Act in the municipality” and “the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction”,

AND WHEREAS, “the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act”,

AND WHEREAS, the Province has asked local governments to find efficient and cost effective ways to deliver municipal services is now asking municipalities to collect a tax on their behalf to create a new Delegated Administrative Authority to deliver services that have historically been the responsibility of the Ontario Government,

AND WHEREAS, Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference, that “we can’t continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable”,

AND WHEREAS, alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,

THEREFORE LET IT BE RESOLVED that the Town of Prescott requests that, the Province of Ontario work with the current building sector groups that, for the past fifteen years, have been working to support the Ministry of Municipal Affairs and Housing, and provide evidence based justification

to municipalities that the creation of a new Delegated Administrative Authority is necessary prior to any legislative changes to the *Building Code Act*, with regard to building service delivery, are introduced in the Legislature.

Be it further resolved that a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing.

Be it further resolved that a copy of this motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.

Carried

Councillor Jansman introduced the report. Shawn Merriman, Manager of Building & By-Law, provided an overview of the report. He expressed the importance of providing feedback in regard to the request for consultation.

Discussion was held regarding the potential issues expressed in the report and the potential additional fees that could be involved.

11.3 PAC Report 18-2019 - Site Plan Control Agreement (Minor) 110 Prescott Centre Drive

Motion 202-2019: Jansman, Burton

That the Planning Advisory Committee recommend that Council approve Site Plan Control Agreement file number SPC 2019-03 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.
2. Any charges in relation to improvement or development shall be paid to the Town of Prescott.
3. That the agreement and schedules attached are registered on title.

Carried

Councillor Jansman introduced the report. Shawn Merriman, Manager of Building & By-Law, provided an overview of the report.

11.4 Staff Report 83-2019 - St. Lawrence Shakespeare Festival Request

Motion 203-2019: Young, Shankar

That Council approve the financial support request for \$30,000 from the St. Lawrence Shakespeare Festival to allow for the planning and implementation of a long-term sustainability strategy.

Carried

Councillor Young provided background on the report. He referenced the presentation from the St. Lawrence Shakespeare Festival made at the previous Committee of the Whole meeting. Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the issues that the St. Lawrence Shakespeare Festival faced including not meeting revenue goals.

Discussion was held regarding the benefits the festival provides the community, the 2019 community grant received by the festival, the option of providing an interest free loan, and the festival's plans going forward.

12. Resolutions

12.1 Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream Funding Application

Motion 204-2019: Burton, Young

WHEREAS, the Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream applications are to be submitted by November 12, 2019,

AND WHEREAS, planning for the replacement of the Leo Boivin Community Centre was identified and started based on the engineering study conducted in 2017 as part of the Town's Asset Management Program data gathering process,

AND WHEREAS, the time horizon for replacement of the Community Centre at that time was estimated to be along a five to ten year time horizon,

AND WHEREAS, the Recreation Master Plan completed in 2018, recommended that a multi-use facility with a single pad ice surface, walking track, and other complimentary spaces be planned for and built to replace the current Community Centre within a five to eight year timeline,

AND WHEREAS, the unexpected decommissioning of the Community Centre's ammonia based ice plant in the fall of 2018, which was indirectly affected by the tragic deaths of three individuals working on an ammonia based ice plant in Fernie, British Columbia, was a substantial loss to the residents of the South Grenville region,

AND WHEREAS, the Town of Prescott accelerated the planning and design of a new a Community Centre following the ice plant decommissioning to support the facility users of the region of South Grenville,

AND WHEREAS, other recreational and social activities have been incorporated into the design of a new Community Centre to appeal to a broad range of users, across multiple generations, and for use by the residents of the Town of Prescott, the Township of Augusta, the Township of Edwardsburgh Cardinal, and beyond, as a regional facility,

AND WHEREAS, a strong and successful fundraising team has been established to support the building of a new Community Centre, for which they have to date, already achieved over half their goal,

AND WHEREAS, the new Community Centre is being designed in such a way that it will allow for the addition of complimentary facilities in the future,

AND WHEREAS, a successful application under the Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream would allow this project to come to fruition,

THEREFORE LET IT BE RESOLVED that Council of the Town of Prescott direct staff to submit an application to the Investing in Canada Infrastructure Program – Community, Culture and Recreational Funding Stream for the building of a new Community Centre that will act as a hub for recreational and social activities to the benefit of the residents of the South Grenville region.

Carried

Discussion was held regarding the funding application, the fundraising committee's goals, and the Town's Recreation Master Plan. Further discussion was held regarding the ability to add to the arena plans in the future, if necessary.

Mayor Todd thanked David Beatty and Judi Baril for their continued effort and all donors to date.

13. By-laws

13.1 Site Plan Control By-Law Amendment - By-Law 20-2013

Motion 205-2019: Jansman, Burton

That By-Law 39-2019, being a by-law to amend By-Law 20-2013, being a by-law to enter into a site plan agreement with Subhkin Canada Inc. for a gas bar and card lock facility located at 110 Prescott Centre Drive, be read a first and second time.

Carried

Motion 206-2019: Jansman, Burton

That By-Law 39-2019, being a by-law to amend By-Law 20-2013, being a by-law to enter into a site plan agreement with Subhkin Canada Inc. for a gas bar and card lock facility located at 110 Prescott Centre Drive, be read a third time, passed and signed by the Mayor and Clerk.

Carried

13.2 Parking By-Law Amendments

Motion 207-2019: Ostrander, Young

That By-Law 40-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 208-2019: Ostrander, Young

That By-Law 40-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Councillor Ostrander introduced the by-law. Discussion was held regarding parking behind the Forwarders' Museum, additional accessible spots downtown, and increased signage around the Presbyterian Church.

Councillor Young requested that the Prescott Police Services Board speak with the OPP Traffic Officer to see if there were any recommendations for alterations of parking spaces downtown.

13.3 Appointment of an Acting Clerk

Motion 209-2019: Young, Shankar

That By-Law 41-2019, being a by-law to appoint Matthew Armstrong as Acting Clerk for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 210-2019: Young, Shankar

That By-Law 41-2019, being a by-law to appoint Matthew Armstrong as Acting Clerk for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Council thanked Kimberley Casselman for her dedication to the Town and wished her all the best in her new position.

14. New Business - None

15. Notices of Motion - None

16. Mayor's Proclamation

16.1 Poppy Days in Prescott

Mayor Todd proclaimed October 25 to November 11, 2019, as Poppy Days in the Town of Prescott.

17. Period for Media Questions - None

18. Closed Session - None

19. Rise and Report - None

20. Confirming By-Law – 42-2019

Motion 211-2019: McConnell, Jansman

That By-Law 42-2019, being a by-law to confirm the proceedings of the Council meeting held on October 28, 2019, be read a first and second time.

Carried

Motion 212-2019: McConnell, Jansman

That By-Law 42-2019, being a by-law to confirm the proceedings of the Council meeting held on October 28, 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

21. Adjournment

Motion 213-2019: Shankar, Ostrander

That the meeting be adjourned to Monday, November 25, 2019, at 6:30 p.m. (Time: 8:35 p.m.).

Carried

Original Signed By:

Mayor

Original Signed By:

Clerk