



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, February 25, 2019  
6:30 p.m.  
Council Chambers  
360 Dibble St. W.  
Prescott, Ontario**

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

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations, Kimberley Casselman, Clerk, and Katie Forrester, Tourism & Recreation Coordinator

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**1. Call to Order**

Mayor Todd called the meeting to order at 6:30 p.m.

**2. Approval of Agenda**

Motion 35-2019:

That the agenda for the Council meeting of February 25, 2019, be approved as presented.

Carried

**3. Declarations of Interest – None**

**4. Presentations**

**4.1 Arena Fundraising Cheque Presentation**

The Mayor welcomed Leo Boivin, Justin Kirkby from The Row, and Shawn Patterson. Council accepted a \$11,500 donation from the The Row's New Year's Eve fundraiser, and \$6,000 from Shawn Patterson's Go Fun Me fundraiser. Council thanked the groups for their fundraising towards the arena.

**5. Delegations – None**

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

**6.1 Regular Council Minutes - January 30, 2019**

Motion 36-2019: Shankar, Ostrander

That the Council minutes of January 30, 2019, be accepted as presented.

Carried

**6.2 Special Council Minutes - February 4, 2019**

Motion 37-2019: Burton, Young

That the Special Council minutes of February 4, 2019, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Action Items**

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

Motion 38-2019: McConnell, Jansman

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

Carried

1. Prescott Fire Department Council Report – January 2019
2. Walker House Board of Management AGM Minutes – January 25, 2019
3. Planning Advisory Committee Minutes – January 16, 2019
4. Prescott BIA Board of Management Minutes – December 4, 2018
5. Prescott BIA Special General Meeting Minutes – January 8, 2019
6. Leeds, Grenville & Lanark District Health Unit Board of Health Minutes – January 24, 2019
7. Annual Report to the South Nation Source Protection Authority – Town of Prescott
8. United Counties of Leeds & Grenville – Community Consultation: Child Care and Early Years Service System Plan & Housing and Homelessness Plan
9. Association of Municipalities of Ontario - Early Bird Conference Registration
10. CPHC Letter re: Office at 555 King St. West, Prescott

## **8. Committee Reports**

### **8.1 Committee of the Whole Report 03-2019**

#### **a. Committee of the Whole minutes dated February 4, 2019**

Motion 39-2019: Young, Shankar

That the Committee of the Whole minutes dated February 4, 2019, be accepted as presented.

Carried

### **8.2 Committee of the Whole Report 04-2019**

#### **a. Committee of the Whole minutes dated February 19, 2019**

Motion 40-2019: Ostrander, Shankar

That the Committee of the Whole minutes dated February 19, 2019, be accepted as presented.

Carried

**b. Prescott Marina Advisory Committee**

Motion 41-2019: Shankar, Ostrander

That Council approve the establishment of the Prescott Marina Advisory Committee comprised of Councillor Ray Young, two members of staff, and a minimum of two marina users.

Carried

Councillor Shankar provided an overview of the item. Discussion was held regarding boater interest in the advisory committee.

**9. Mayor**

Mayor Todd spoke to his attendance at the Palliative Care telethon held from February 23-24, and a meeting with the Ministry of Infrastructure held on February 11 regarding the arena.

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

Councillor Burton thanked Operations staff for the weekly portfolio meetings and the CAO for providing Council with weekly updates via email. She spoke to the cheque presentations earlier in the meeting and stated that the Library Board meeting had been cancelled and was rescheduled for February 26.

Councillor Jansman spoke to her attendance at the BIA meeting held on February 13 and the PAC meeting also held on February 13. She referenced the progress of the RFP for Planning Services and the upcoming production of Hairspray.

Councillor McConnell spoke to his attendance at the Walker House Board meeting which took place in the previous week. He spoke to the membership demographics and programs offered.

Councillor Ostrander spoke to his attendance at the PSB meeting held on January 31 and referenced the upcoming meeting taking place on February 28.

Councillor Shankar spoke to his attendance at the weekly Operations meetings and thanked the Operations Department for their work with snow removal.

Councillor Young spoke to the upcoming St. Lawrence Lodge Board meeting being held on February 26 and referenced the lodge and health unit budgets.

## **11. Staff**

Discussion was held regarding the recent wind storm and the damage done to the traffic light on Edward Street.

## **12. Resolutions – None**

## **13. By-laws**

### **13.1 Code of Conduct for Members of Council & Local Boards**

Motion 42-2019: Young, Shankar

That By-Law 10-2019, being a by-law to establish a Code of Conduct for Members of Council and Local Boards, be read and first and second time.

Carried

Motion 43-2019: Young, Shankar

That By-Law 10-2019, being a by-law to establish a Code of Conduct for Members of Council and Local Boards, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the code of conduct. He referenced the small change made to item 8.4.

Kimberley Casselman, Clerk, stated that the code would be sent out to all boards and committees, and staff would follow up with any questions or concerns members may have.

### **13.2 Pregnancy & Parental Leave Policy for Members of Council**

Motion 44-2019: Young, Shankar

That By-Law 11-2019, being a by-law to establish a Pregnancy and Parental Leave Policy for Members of Council, be read a first and second time.

Carried

Motion 45-2019: Young, Shankar

That By-Law 11-2019, being a by-law to establish a Pregnancy and Parental Leave Policy for Members of Council, be read a third time, passed and signed by the Mayor and Clerk.

Carried

### **13.3 Ontario Trillium Foundation Splash Pad Grant Agreement**

Motion 46-2019: Burton, Young

That By-Law 12-2019, being a by-law to authorize the signing of an agreement with Ontario Trillium Foundation for the purpose of accessing grant funds, be read a first and second time.

Carried

Motion 47-2019: Burton, Young

That By-Law 12-2019, being a by-law to authorize the signing of an agreement with Ontario Trillium Foundation for the purpose of accessing grant funds, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Councillor Burton provided an overview of the grant. Discussion was held regarding Splash Pad locations, deadline to have the work completed, and potential users.

### **13.4 BIA By-Law Amendment**

Motion 48-2019: Jansman, McConnell

That By-Law 13-2019, being a by-law to amend By-law 08-2013, being a by-law to amend By-law 41-1979, being a by-law to establish a Board of Management for the Business Improvement Area in Prescott, be read a first and second time.

Carried

Motion 49-2019: Jansman, McConnell

That By-Law 13-2019, being a by-law to amend By-law 08-2013, being a

by-law to amend By-law 41-1979, being a by-law to establish a Board of Management for the Business Improvement Area in Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He referenced the minor amendments to the revised BIA By-law.

### **13.5 Appointment of Deputy Treasurer**

Motion 50-2019: Young, Shankar

That By-Law 14-2019, being a by-law to authorize the appointment of Jessica Crawford as Deputy Treasurer for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 51-2019: Young, Shankar

That By-Law 14-2019, being a by-law to authorize the appointment of Jessica Crawford as Deputy Treasurer for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to Ms. Crawford's appointment. Council congratulated Ms. Crawford.

## **14. New Business**

### **14.1 Motion of which Notice has been previously given - Councillor Teresa Jansman**

Motion 52-2019: Jansman, Burton

WHEREAS concerns over the quality of the Municipal Voters' List is not a new phenomenon; and

WHEREAS the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) has been advocating for transformational changes to the way

that Ontario creates and maintains the Voters' List for municipal purposes;  
and

WHEREAS the Preliminary List of Electors, which forms the Voters' List in Ontario, is supplied by data from the Municipal Property Assessment Corporation (MPAC); and

WHEREAS despite incremental changes made by MPAC, MPAC has a limited ability to fix the accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information; and

WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

THEREFORE BE IT RESOLVED that the Corporation of the Town of Prescott supports the reestablishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC, and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER that this resolution be circulated to the Minister of Municipal Affairs, the Minister of Finance, AMCTO, MPAC, and municipalities in the United Counties of Leeds and Grenville for their consideration and support.

Carried

Kimberley Casselman, Clerk, spoke to the issues with the Voters' List and providing an update following an upcoming AMCTO Zone meeting in the spring.

**15. Notices of Motion – None**

**16. Mayor's Proclamation – None**

**17. Period for Media Questions – None**



## **18. Closed Session**

Motion 53-2019: Ostrander, Shankar

That Council move into Closed Session at 7:20 p.m. to address matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Legal Matter

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

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

That the CAO/Treasurer, Director of Operations, and Clerk remain in the room.

Carried

Motion 54-2019: McConnell, Jansman

That the meeting reconvene in Open Session. (Time: 8:00 p.m.)

Carried

## **19. Rise and Report**

During the Closed session, Council accepted closed session minutes and received information from staff on Item # 18.2 – Legal Matter.

## **20. Confirming By-Law – 15-2019**

Motion 55-2019: McConnell, Jansman

That By-Law 15-2019, being a by-law to confirm the proceedings of the Council meeting held on February 25, 2019, be read a first and second time.

Carried

Motion 56-2019: McConnell, Jansman

That By-Law 15-2019, being a by-law to confirm the proceedings of the Council meeting held on February 25, 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

**21. Adjournment**

Motion 57-2019: Shankar, Ostrander

That the meeting be adjourned to Monday, March 25, 2019, at 6:30 p.m. (Time: 8:02 p.m.)

Carried

*Original Signed By*

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Mayor

*Original Signed By*

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Clerk