



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, March 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, Katie Forrester, Tourism & Recreation Coordinator, Shawn Merriman, Manager of Building & By-Law, and Lindsey Veltkamp, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Motion 58-2019: Jansman, Burton

That the agenda for the Council meeting of March 25, 2019, be accepted as amended.

Carried

The agenda was amended by adding the following items:

1) Under Item #7.2 – Information Items

7.2 a) – Royal Canadian Legion’s Easter Fun Day

7.2 b) – Fort Town Night Run – Facility Request

3. Declarations of Interest - None

4. Presentations - None

5. Delegations

5.1 Helen Cooper - Prescott Dive Ramp Advocates

Helen Cooper, Prescott Dive Ramp Advocates, spoke to a PowerPoint presentation, which outlined diving in Prescott. A copy of the presentation is held on file. Ms. Cooper spoke to the possibility of having the dive ramp reinstalled in Prescott again and presented Council with a petition supporting a dive location in Prescott. A copy of the petition is held on file.

Discussion was held regarding the survey that was initiated by Ms. Cooper, the token system used in Brockville, and parking issues.

Matthew Armstrong, CAO/Treasurer, stated that the dive ramp was included in the capital and operational project plan under projects that required further scope definition and costing. He added that with approval from Council, staff would research the necessary infrastructure needs and come up with a plan to present to Council with how to move forward.

6. Minutes of the previous Council meetings

6.1 Regular Council Minutes - February 25, 2019

Motion 59-2019: Ostrander, Shankar

That the Council minutes of February 25, 2019, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Action Items - None

7.2 Information Items (under separate cover)

Motion 60-2019: Young, Shankar

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

Carried

1. Prescott Fire Department Council Report – February 2019
2. Prescott Police Services Board Report – February 2019
3. Fort Town Night Run Request – Use of the Arena
4. Royal Canadian Legion Branch 97 Donation Request – Easter Fun Day
5. United Counties of Leeds & Grenville Media Release – February 21, 2019
6. United Counties of Leeds & Grenville Media Release – March 5, 2019
7. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – February 28, 2019
8. Leeds, Grenville & Lanark District Health Unit Memo – March 11, 2019
9. Minister of Municipal Affairs and Housing letter – March 20, 2019
10. Ministry of Infrastructure letter – March 12, 2019
11. Township of Edwardsburgh Cardinal Notice of Open House Concerning a Proposed Official Plan Update
12. Town of Saugeen Shores resolution re: Recreation Infrastructure
13. Town of Newmarket resolution re: Bill 66, Restoring Ontario's Competiveness Act, 2018
14. City of Quinte West resolution re: Bottled Water

(a) Motion 61-2019: Burton, Jansman

That Council approve a \$200 donation to the Prescott Legion's Easter Fun Day.

Carried

(b) Motion 62-2019: Shankar, Ostrander

That Council approve that the Fort Town Night Run event be authorized to use the Lo Boivin Community Centre as their "rainy day plan" facility at no charge on May 4, 2019.

Carried

8. Committee Reports

8.1 Committee of the Whole Report 05-2019

a. Committee of the Whole minutes dated March 4, 2019

Motion 63-2019: Shankar, Young

That the Committee of the Whole minutes dated March 4, 2019, be amended as presented.

Carried

b. Water Tower Location Review Guidance

Motion 64-2019: Jansman, McConnell

That Council direct staff to explore appropriate site locations for a new water tower by examining municipally owned properties first, followed by privately owned properties.

Carried

Councillor McConnell spoke to the water tower location review. He provided background on the asset management plan and the process involved with mapping underground services.

c. Municipal Building 360 Dibble Street West, 2nd Floor Renovation – Phases 2 & 3

Motion 65-2019: Burton, Young

That Council approve that Phases 2 & 3 on the 2nd Floor of the Municipal Building at 360 Dibble Street West, be completed with the Town acting as the General Contractor.

Carried

Councillor Burton spoke to the report. Discussion was held regarding future renovations, the timeline for completion, and ensuring that the public is made aware of the spaces available for rent.

d. New Arena – Ice Plant Procurement

Motion 66-2019: Shankar, Ostrander

That Council direct Staff to procure an ice plant for the new arena by sole sourcing to Cimco Refrigeration.

Carried

Councillor Shankar spoke to the item. He referenced Cimco's services in Eastern Ontario and the Town's experience with the company.

Discussion was held regarding the option of a tender process. Further discussion was held regarding the time involved in going to tender and the risk involved in delaying the Town's application for funding.

8.2 Committee of the Whole Report 06-2019

a. Committee of the Whole minutes dated March 18, 2019

Motion 67-2019: Ostrander, Shankar

That the Committee of the Whole minutes dated March 18, 2019, be accepted as presented.

Carried

9. Mayor

Mayor Todd spoke to his attendance at the Leo Boivin International Midget AAA Showcase and congratulated all involved. He referenced his attendance at the Eastern Ontario Mayors Caucus meeting held in Belleville.

10. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at Library Board and Cemetery Board meetings. She thanked Town staff for organizing March break events and thanked the Leo Boivin Showcase Volunteer Group for their hard work towards the tournament.

Councillor Jansman spoke to her attendance at a marketing collaboration meeting held on March 13, the Prescott-Ogdensburg Ferry Working Group meeting, and an upcoming BIA meeting taking place on March 27. She thanked staff for their hard work organizing and running the events over March break.

Councillor McConnell spoke to the status of sewers, sidewalks, and streets.

Councillor Ostrander spoke to his attendance at the Prescott Fire Department's meeting held on March 5, the United Counties of Leeds & Grenville Community Consultation regarding housing and homelessness held on March 7, the Prescott Police Services Board meeting held on March 21, the Leo Boivin International Midget AAA Showcase, and a CPHC fundraising evening.

Councillor Shankar spoke to his attendance at the Community Economic Development 101 Workshop held on March 8, an upcoming Teeny Tiny Summit in 2019, and mentioned a donation from The Row to South Dundas Minor Hockey.

Councillor Young spoke to his attendance at the St. Lawrence Lodge Board of Management meeting held on February 26.

Councillor Burton congratulated Donna White on her Lifetime Achievement Award awarded by the Leeds Grenville Small Business Enterprise Centre.

11. Staff

11.1 Staff Report 26-2019 - Statement of Remuneration and Expenses – Members of Council 2018

Matthew Armstrong, CAO/Treasurer, provided an overview of the report.

Discussion was held regarding a Council remuneration review and the Prescott Police Services Board stipend.

12. Resolutions

12.1 Prescott-Ogdensburg Ferry Working Group Appointment

Motion 68-2019: Jansman, Burton

That Council appoint Fraser Laschinger to the Prescott-Ogdensburg Ferry Working Group.

Carried

Councillor Jansman spoke to the appointment. She spoke to Mr. Laschinger's involvement with the working group and to his experience. Mayor Todd referenced a recent meeting held by the working group.

13. By-laws

13.1 Sign & Display By-Law

Motion 69-2019: Jansman, Burton

That By-Law 16-2019, being a by-law for prohibiting or regulating the erection of signs, advertising devices, posting of notices, portable signs, and merchandise and window displays within the Town of Prescott, be read a first and second time.

Carried

Motion 70-2019: Jansman, Burton

That By-Law 16-2019, being a by-law for prohibiting or regulating the erection of signs, advertising devices, posting of notices, portable signs, and merchandise and window displays within the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Councillor Jansman spoke to the process and public engagement involved in the updating of the sign by-law. Shawn Merriman, Manager of Building & By-Law, spoke to the changes made to the by-law.

Discussion was held regarding the distance between signs, video signage, and the maximum permit fees.

14. New Business - None

15. Notices of Motion - None

16. Mayor's Proclamation - None

17. Period for Media Questions - None

18. Closed Session

18.1 HR Matter

Motion 71-2019: Young, Shankar

That Council move into Closed Session at 7:51 p.m. to address a matter pertaining to:

18.1 HR Matter

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

That the CAO/Treasurer, Director of Operations, Clerk, Deputy Clerk, and Tourism & Recreation Coordinator remain in the room.

Carried

Motion 72-2019: Young, Shankar

That the meeting reconvene in Open Session. (Time: 8:15 p.m.)

Carried

19. Rise and Report

During the Closed Session, Council received information and provided direction to staff on an HR matter.

20. Confirming By-Law – 17-2019

Motion 73-2019: Burton, Young

That By-Law 17-2019, being a by-law to confirm the proceedings of the Council meeting held on March 25, 2019, be read a first and second time.

Carried

Motion 74-2019: Burton, Young

That By-Law 17-2019, being a by-law to confirm the proceedings of the Council meeting held on March 25, 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

21. Adjournment

Motion 75-2019: Shankar, Ostrander

That the meeting be adjourned to Monday, April 22, 2019, at 6:30 p.m.

(Time: 8:16 p.m.)

Carried

Original Signed By

Mayor

Original Signed By

Clerk