



PRESCOTT TOWN COUNCIL

MINUTES

Monday, June 24, 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, 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 132-2019: Jansman, Burton

That the agenda for the Council Meeting of June 24, 2019, be approved as presented.

Carried

3. Declarations of Interest - None

4. Presentations

4.1 Presentation: KPMG - 2018 Audit

Motion 133-2019: Young, Shankar
That Council receive the 2018 Consolidated Financial Statements, as presented by the Town's Auditor, KPMG.

Carried

Motion 134-2019: Young, Shankar
That Council appoint KPMG as the Town's Auditor for the year ending December 31, 2019.

Carried

Matthew Armstrong, CAO/Treasurer, provided a PowerPoint presentation. A copy of the presentation is held on file. Mr. Armstrong spoke to the municipal budget, the highlights of cash flows, and referenced items to follow up on in 2019, including property tax receivables.

Discussion was held regarding property tax arrears, allocation of generated interest, and unfinanced capital.

Lori Huber & Helen Kobusinge, KPMG, spoke to the audit finding report. A copy of the report is held on file.

5. Delegations - None

6. Minutes of the previous Council meetings

6.1 Regular Council Minutes - May 27, 2019

Motion 135-2019:
That the Council minutes of May 27, 2019, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Action Items - None

7.2 Information Items (under separate cover)

Motion 136-2019: Burton, Jansman

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

Carried

1. Prescott BIA Board of Management minutes – May 28, 2019
2. Fort Town Night Run – Thank You card
3. Golfing for Maternal Care letter
4. Premier of Ontario letter re: Funding for Library Services
5. Leeds, Grenville & Lanark District Health Unit Board of Health Summary – June 6, 2019
6. St. Lawrence Rideau Immigration Partnership – “We are Neighbours” campaign
7. St. Lawrence Rideau Immigration Partnership/ Leeds Grenville Small Business Enterprise Centre – 5th Annual Leeds Grenville Immigrant Entrepreneur Award
8. Eastern Ontario Wardens Caucus News Release
9. YMCA of Eastern Ontario announcement – June 3, 2019
10. University Hospitals Kingston Foundation letter – June 6, 2019
11. Township of Leeds and the Thousand Islands letter re: Termination of Involvement in the St. Lawrence Corridor Economic Development Commission
12. Town of New Tecumseth resolution re: Reduction in Provincial Funding to Libraries
13. Town of Fort Frances resolution re: Funding Cuts to Ontario Library services – North
14. Township of Lake of Bays resolution re: Single-Use Plastic Straws
15. Township of Lake of Bays resolution re: Ontario Municipal Partnership Fund
16. Municipality of East Ferris resolution re: ORGA/ROMA Combined Conference
17. Municipality of South Huron resolution re: OGRA/ROMA Combined Conference
18. Town of Georgina resolution re: Waste Management in Ontario
19. City of St. Catharines resolution re: Free Menstrual Products at City Facilities

20. City of Hamilton Mayor's letter re: Public Health Changes

Councillor Jansman spoke to Item # 18 – Town of Georgina resolution re: Waste Management in Ontario.

Discussion was held regarding a partnership between the South Grenville Chamber of Commerce and the Town to reduce waste and the need for further discussion of this topic at a future meeting.

Councillor Jansman spoke to Item #15 – Township of Lake of Bays resolution re: Ontario Municipal Partnership Fund. Matthew Armstrong, CAO/Treasurer, spoke to the resolution and spoke to the Ontario Municipal Partnership Fund.

Councillor Jansman and Councillor McConnell spoke to Item #11 – Township of Leeds and the Thousand Islands letter re: Termination of Involvement in the St. Lawrence Corridor Economic Development Commission.

Counillor McConnell spoke to Item #1 – Prescott BIA Board of Management minutes – May 28, 2019.

8. Committee Reports

8.1 Committee of the Whole Report 11-2019

a. Committee of the Whole minutes dated June 3, 2019

Motion 137-2019: Shankar, Ostrander

That the Committee of the Whole minutes dated June 3, 2019, be accepted as presented.

Carried

b. Asset Management Policy

Motion 138-2019: Young, Shankar

That Council approve Asset Management Policy - AM-100-01.

Carried

8.2 Committee of the Whole Report 12-2019

a. Committee of the Whole minutes dated June 17, 2019

Motion 139-2019: McConnell, Burton

That the Committee of the Whole minutes dated June 17, 2019, be accepted as presented.

Carried

b. Parking Working Group

Motion 140-2019: Jansman, Shankar

That Council approve the establishment of a Parking Working Group and that Councillors Burton, Ostrander, and Young be appointed to the working group.

Carried

8.3 Prescott Heritage Committee Report 01-2019

Councillor McConnell spoke to the report and the letter from the Prescott Heritage Committee. He provided an overview of the property, the submitted notice from the property owners of the removal of the stone wall, and the recommendation from the Prescott Heritage Committee that attempts be made to preserve the remaining sections of the stone wall.

Discussion was held regarding potential CIP grant funding and eligibility, and which parts of the stone wall were going to be removed.

9. Mayor

Mayor Todd spoke to a recent Prescott-Ogdensburg Ferry working group meeting. He referenced a resolution of support from Ogdensburg Council and an agreement received from the Canada Border Service Agency for a pilot project in July.

10. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at Ed Yandea's retirement party. She thanked staff for their work on the event. She also referenced the Town's upcoming annual Community Pool Party, being held on June 28, and spoke to her attendance at St. Mark Catholic School Carnival.

Mayor Todd spoke to the condition of Kelly's Beach and requested a status update.

Councillor Jansman spoke to her attendance at A Taste of Prescott and thanked staff for their work on the event.

Councillor McConnell spoke to his attendance at the Walker House board meeting and the board's concerns with the upcoming work on the parking lot during the construction of the splash pad. He thanked staff for organizing the retirement party for Ed Yandea.

Councillor Ostrander spoke to his attendance at A Taste of Prescott, the Chamber of Commerce's annual BBQ, and referenced the Chamber's upcoming golf tournament taking place on July 26.

Councillor Shankar spoke to his attendance at the Ben Hutton golf tournament, spoke to the fireworks display for Canada day, and upcoming Chamber of Commerce golf tournament.

Councillor Young spoke to his attendance at the Leeds, Grenville & Lanark District Health Unit Board of Health meeting held on June 22 and wished to thank Heather Lawless and staff at Grenville Community Futures Development Corporation for their work in the community.

11. Staff

11.1 Staff Report 51-2019 - Paving Options

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the costing for the paving options.

Discussion was held regarding the necessary excavation to connect services for the splash pad and using the findings during the excavation to have a clearer picture of what kind of repairs would be necessary in the future.

11.2 Staff Report 52-2019 - Changes to Council Composition

Kimberley Casselman, Clerk, spoke to the report. She referenced the sections of the *Municipal Act*, which spoke to making changes to Council composition, and

recommended that if Council chooses to go forward with changing its composition, at least one public meeting be considered.

Discussion was held regarding council sizes in surrounding municipalities, the potential for lack of representation, the potential increase in workload, and savings.

Ms. Cassleman stated that the item would be added to the Action Item list and revisited in 2020.

11.3 Township of Edwardsburgh Cardinal Joint Council Meeting Request

Motion 141-2019: Ostrander, Shankar

That Council direct staff to communicate back to Edwardsburgh/Cardinal that July 18, 24 and 30th work as dates for the Joint Council meeting and that staff report back to Council the preferred date.

Carried

12. Resolutions - None

13. By-laws

13.1 Integrity Commissioner Appointment By-Law

Motion 142-2019: Young, Shankar

That By-Law 29-2019, being a by-law to appoint Andrew Tremayne as the Integrity Commissioner for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 143-2019: Young, Shankar

That By-Law 29-2019, being a by-law to appoint Andrew Tremayne as the Integrity Commissioner for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

13.2 Council Appointment By-Law Amendment

Motion 144-2019: Jansman, Burton

That By-law 30-2019, being a by-law to amend By-Law 45-2018, being a by-law to appoint members of Council to boards and commissions, to

appoint members of Council to the standing committees of Council, and the appointments of Deputy Mayor for the year 2019, be read a first and second time.

Carried

Motion 145-2019: Jansman, Burton

That By-law 30-2019, being a by-law to amend By-Law 45-2018, being a by-law to appoint members of Council to boards and commissions, to appoint members of Council to the standing committees of Council, and the appointments of Deputy Mayor for the year 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

14. New Business

Councillor Burton requested that a report be brought back at a future meeting regarding the number of vendors at the Farmers' market and how it is marketed.

15. Notices of Motion - None

16. Mayor's Proclamation - None

17. Period for Media Questions

Wayne Lowrie, Brockville Recorder & Times, asked for further clarification on the percentage of property taxes that were in arrears. Matthew Armstrong, CAO/Treasurer, stated that the total tax arrears made up 175 of the total intake of property taxes in the year.

Council recessed at 8:28 p.m.

Council resumed at 8:38 p.m.

18. Closed Session

Motion 146-2019: Young, Shankar

That Council move into Closed Session at 8:38 p.m. to address matters pertaining to:

18.1 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act, 2001* – a proposed or pending acquisition or disposition of land by the municipality of local board; and

18.2 CAO Performance Review/HR Matters

- Under Section 239(2)(b) of the *Municipal Act, 2001* – personal matter about an identifiable individual, including municipal or local board employees; and

That the CAO/Deputy Clerk, Stefano Ferrante, Cris Karson, and Tracy Zander remain in the room for item 18.1; and that the CAO/Deputy Clerk remain in the room for item 18.2.

Carried

Motion 147-2019: Ostrander, Shankar

That Council reconvene in Open Session. (Time: 11:07 p.m.).

Carried

19. Rise and Report

During the Closed Session, Council received information and provided direction to staff on Items 18.1 and 18.2. The following motion was considered in Open Session during the Rise and Report:

Motion 148-2019: Young, Jansman

That Council declare the property located at 691 Dibble Street West, Prescott (Plan 19 BLK 3 N PT LOTS 52 and 53, as surplus to the needs of the Town; and

That staff be directed to provide notice to the public of the proposed sale of this property in the local newspaper and on the Town's website, as per By-Law 16-95; and

That staff be directed to prepare and bring forward a by-law to authorize the sale of this property to the Council meeting of July 22, 2019, for final consideration and approval.

Carried

20. Confirming By-Law

Motion 149-2019: Shankar, Ostrander

That By-law 31-2019, being a by-law to confirm the proceedings of the Council meeting held on June 24, 2019, be read a first and second time.

Carried

Motion 150-2019: Shankar, Ostrander

That By-law 31-2019, being a by-law to confirm the proceedings of the Council meeting held on June 24, 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

21. Adjournment

Motion 151-2019: McConnell, Burton

That the meeting be adjourned to Monday, July 22, 2019, at 6:30 p.m.
(Time: 11:07 p.m.)

Carried

Original signed by

Mayor

Original signed by

Clerk