



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, December 16, 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, and Lindsey Veltkamp, Deputy Clerk

1. Call to Order

Mayor Todd called the meeting to order at 6:33 p.m.

2. Approval of Agenda

Motion 236-2019: Ostrander, Young

That the agenda for the Council Meeting of December 16, 2019, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations

4.1 Certificate Presentation - Laurie Clifford

Councillor Shankar spoke to Mr. Laurie Clifford's bravery and heroism. Councillor Shankar presented him with a certificate of bravery on behalf of the Council of the Town of Prescott for the actions he took during a motor vehicle accident.

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Regular Council Meeting Minutes - November 25, 2019

Motion 237-2019: McConnell, Burton

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

Carried

7. Communications & Petitions

7.1 Action Items - None

7.2 Information Items (under separate cover)

Motion 238-2019: Jansman, Burton

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

Carried

1. Prescott Fire Department Council Report – November 2019
2. Prescott Police Service Board Report – November 2019
3. Prescott Heritage Committee – Minutes of June 19, 2019
4. Committee of Adjustment – Minutes of September 25, 2019
5. The Joint Services Committee of Leeds and Grenville – Minutes of October 9, 2019
6. Planning Advisory Committee – Minutes of October 10, 2019
7. Prescott Police Services Board – Minutes of October 31, 2019
8. Prescott BIA Board of Management – Minutes of November 19, 2019
9. Leeds, Grenville & Lanark District Health Unit – Minutes of November 21, 2019
10. Town of Prescott Meeting & Event Calendar – January 2020
11. St. Lawrence Shakespeare Festival – Letter of Thanks
12. Tribunals Ontario Letter – RE: ARB Upcoming Changes – Effective January 2020
13. Ontario Provincial Police Municipal Policing Bureau – News Bulletin
14. Township of Edwardsburgh Cardinal – Notice of Adoption
15. Township of Augusta – Notice of Public Meeting
15. Township of Augusta – Notice of the passing of a Zoning By-Law Amendment

16. Corporation of the Town of Plympton-Wyoming resolution re: Conservation Authority Levies
17. Corporation of the City of Stratford resolution re: Support of Conservation Authorities
18. Corporation of the Town of Amherstburg resolution re: Declaration of Climate Emergency in the Town of Amherstburg
19. The Township of Greater Madawaska resolution re: Support for ministers to allow for electronic delegation
20. The Corporation of the Township of Larder Lake resolution re: Main Street Revitalization Grant- Extension request
21. The Corporation of the Town of Amherstburg resolution re: Joint and Several Liability Consultation
22. The Municipality of Hastings Highlands resolution re: Joint and Several Liability Consultation – Town of Springwater Support
23. City of St. Catharines resolution re: Provincial Consultation on the Transformation of Building Services in Ontario
24. Municipality of Killarney resolution re: Provincial consultation on the transformation of building services in Ontario
25. Municipality of North Middlesex resolution re: Motion Support – Provincial Consultation on the Transformation of Building Services in Ontario
26. The Corporation of the Township of St. Joseph resolution re: Support Resolution – Ontario Building Code Act Regarding New Delegated Administrative Authority
27. Township of Armour resolution re: Support Resolution
28. Corporation of the Town of Laurentian Hills resolution re: Transforming and Modernizing the delivery of Ontario Building Code Services
29. Township of O'Connor resolution re: Transforming and Modernizing the Delivery of Ontario's Building Code
30. Municipality of Neebing resolution re: Building Code Act Consultations
31. Municipality of Trent Hills resolution re: Town of Prescott and Township of Perry Resolutions re: Building Services in Ontario
32. Municipality of Trent Lakes resolution re: Support of the Provincial Consultation on the Transformation of Building Services in Ontario
33. Municipality of Temagami resolution re: Provincial Consultation on the Transformation of Building Services in Ontario

Discussion was held regarding the number of resolutions received from other municipalities supporting the Town's resolution regarding changes to the building code. Further discussion was held regarding the inclusion of the Joint Services Committee meeting minutes.

8. Committee Reports

8.1 Committee of the Whole Report 18-2019

a. Committee of the Whole Minutes - December 2, 2019

Motion 239-2019: Shankar, Young

That the Committee of the Whole minutes dated December 2, 2019, be accepted as presented.

Carried

8.2 Committee of the Whole Report 19-2019

a. Committee of the Whole Minutes - December 9, 2019

Motion 240-2019: Young, Shankar

That the Committee of the Whole minutes dated December 9, 2019, be accepted as presented.

Carried

b. 2020 Council & Committee of the Whole Meeting Schedule

Motion 241-2019: Young, Shankar

That Council approve that the 2020 Summer Council meeting dates be as follows: July 13 & 27 and August 10 & 24.

Carried

Motion 242-2019: Young, Shankar

That Council approve that the 2020 December meeting dates be as follows: Committee of the Whole - December 7 & 14, Council - December 21.

Carried

Discussion was held regarding the meeting schedule and meeting time change.

c. Recreation & Leisure Services Program Attendant

Motion 243-2019: Shankar, Young

That Council approve the Recreation & Leisure Services Program Attendant Part-time/Casual position and direct staff to commence with the recruitment.

Carried

Councillor Shankar spoke to the position. Discussion was held regarding the need for the position, the number of hours per week for the position, and comparing the number of staff currently employed by the town with past figures.

d. Application to Alter 112-118 and 124 King Street West - Properties Protected under the Ontario Heritage Act

Motion 244-2019: McConnell, Burton

That Council approve the application for the proposed renovations to the properties located at 112-118 and 124 King Street West and that staff be directed to issue the heritage building permit.

Carried

Councillor McConnell spoke to the item. He referenced the renovations on the location and the heritage designation.

e. Municipal Modernization Initiatives & Joint Services Agreement

Motion 245-2019: Ostrander, Young

That Council approve that the Town of Prescott works with its partners, the City of Brockville and the Town of Gananoque, to review the Joint Services Agreement with the United Counties of Leeds and Grenville to include possible regional modernization initiatives that may arise in the future.

Carried

f. 2020 Committee & Board Appointments

Motion 246-2019: Young, Shankar

That Council appoint the following members to its board and committees for the year 2020:

Committee of Adjustment

Sandra Iseman
Ralph Street
Craig Worden

Downtown BIA

Kevin Bunce
Karen Burman-Martin
Lacey Casselman
Ben Quenneville
Teresa Jansman (Council Rep)

Sherry Desnoyers
Elizabeth (Pearl) Visser
Tracey Young
Brett Todd (Council Rep)

Library Board

Jane McGuire (Chief Librarian/CEO)
Lee McConnell (Council Rep)
Karen Hume
Frances Gagnon
Mavis Jale

Jean Burton-Fox
Joe Muise
Darien Watson
Elaine McCurdie

Planning Advisory Committee

Brett Todd (Council Rep)
Leanne Burton (Council Rep)
Teresa Jansman (Council Rep)
Jim Hutton (Citizen Member)
Leslie Bottigoni (Citizen Member)

Prescott Cemetery Board

Fraser Laschinger
Don Barton
Peter Morrow
Leanne Burton (Council Rep)

Police Services Board

Stan Kijewski (Council appointed citizen member)
Kenneth Durand (Provincial appointee)
Norman Thomas (Provincial appointee)
Brett Todd (Council Rep)
Mike Ostrander (Council Rep)

Walker House

Pat Marshall
Jo Anne Daigle
Sharon Stein
Lee McConnell (Council Rep)

Tom VanDusen
Jo Savage
Irene Mueller

Prescott Heritage Committee

Jack Shouldice
Sandra Iseman
Tom Van Dusen
Robert Pelda
Luis Zelayeta
Lee McConnell (Council Rep)

Carried

Councillor Young thanked all current board member volunteers and those who applied for vacancies. Discussion was held regarding additional openings on the Prescott Cemetery Board of Management.

9. Mayor

Mayor Todd wished to thank the BIA, South Grenville Chamber of Commerce, and Town staff for the Santa visits and tree lighting events that recently took place. He also wished everyone a Merry Christmas.

10. Outside Boards, Committees and Commissions

Councillor Burton wished everyone a Merry Christmas and safe holiday season.

Councillor Jansman wished residents, Council members, and staff a Merry Christmas.

Councillor McConnell wished Council members, residents, and staff a Merry Christmas and Happy New Year. He stated that Walker House would be closed from December 20 until January 6.

Councillor Ostrander spoke to his attendance at the Prescott Police Services Board meeting held on November 28, Emergency Management meeting held on November 28, and referenced the Prescott Fire Department calls for November. He wished everyone a Merry Christmas.

Councillor Shankar wished everyone a Merry Christmas and thanked Council and staff for a great year.

Councillor Young spoke to his attendance at the Prescott Fire Association's annual Christmas party held on December 3, and the birthday parties for Ken Dukelow and Matthew Hayes held over the weekend.

11. Staff

11.1 Staff Report 97-2019 - Drinking Water Quality Management System Review

Mayor Todd introduced the item. Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that a review is required to be brought before Council annually. He referenced the new set of standards, the audit, and three suggestions for improvements stemming from the audit.

Discussion was held regarding the reference to complaints, the suggested improvements regarding dealing with high water levels, and provincial funding.

11.2 Staff Report 98-2019 - Emergency Management Program/ Annual Report

Matthew Armstrong, CAO/Treasurer, spoke to the report. Discussion was held regarding the process and planning involved, the work done by the Town's Community Emergency Management Coordinator, Tracy Day, and changes to Emergency Management policies and procedures.

11.3 Staff Report 99-2019 - Joint Business Retention and Expansion Session

Motion 247-2019: Jansman, Burton

That Council support the development of a joint business retention and expansion session with the three municipal stakeholders in South Grenville and that Judi Baril facilitate the session.

Carried

Councillor Jansman introduced the item. Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the Township of Augusta had reached out to see if there would be interest from neighbouring municipalities in South Grenville to look at Business Retention and Expansion regionally.

Discussion was held regarding the timing for collaboration, when the session would take place, and its format.

11.4 Staff Report 100-2019 - Priority 2 Bus Stop Change - Wood Street West

Motion 248-2019: Shankar, Young

That Council approve that the sidewalk approximately 63 metres west of the corner of Wood Street West and Susan Street, on the north side of the road, be a priority 2 school bus stop on the Sidewalk Snow Clearing System.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the location and reasoning for the new location.

Discussion was held regarding the location and continued conversations and communication with the Student Transportation of Eastern Ontario.

12. Resolutions – None

13. By-laws

13.1 Procedural By-Law Amendment - Meeting Times

Motion 249-2019: Burton, Young

That By-Law 48-2019, being a by-law to amend By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees, be read a first and second time.

Carried

Motion 250-2019: Burton, Young

That By-law 48-2019, being a by-law to amend By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees, be read a third time, passed and signed by the Mayor and Clerk.

Carried

13.2 2020 Council Appointment By-Law

Motion 251-2019: McConnell, Burton

That By-Law 49-2019, being a by-law to appoint Members of Council to boards and commissions, to appoint Members of Council to the Committees of Council, and the appointments of Deputy Mayor for the year 2020, be read a first and second time.

Carried

Motion 252-2019: McConnell, Burton

That By-Law 49-2019, being a by-law to appoint Members of Council to boards and commissions, to appoint Members of Council to the Committees of Council, and the appointments of Deputy Mayor for the year 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

14. New Business

Councillor McConnell suggested that during Committee of the Whole meetings the Chair should sit in the Mayor's seat since it was an ideal location to view staff and all Council members. Mayor Todd agreed with Councillor McConnell's request.

15. Notices of Motion – None

16. Mayor's Proclamation - None

17. Period for Media Questions - None

18. Closed Session - None

19. Rise and Report - None

20. Confirming By-Law – 50-2019

Motion 253-2019: Ostrander, Shankar

That By-Law 50-2019, being a by-law to confirm the proceedings of the Council meeting held on December 16, 2019, be read a first and second time.

Carried

Motion 254-2019: Ostrander, Shankar

That By-Law 50-2019, being a by-law to confirm the proceedings of the Council meeting held on December 16, 2019, be read a third time, passed and signed by the Mayor and Clerk.

Carried

21. Adjournment

Motion 255-2019: Burton, Young

That the meeting be adjourned to Monday, January 27, 2020 at 6:00 p.m.
(Time: 7:30 p.m.)

Carried

Original signed by

Mayor

Original signed by

Clerk