



PRESCOTT TOWN COUNCIL

MINUTES

Monday, March 26, 2020

3:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present Mayor Brett Todd The following members joined via teleconference: Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Kimberley Casselman, Director of Administration/Clerk

1. Call to Order

Mayor Todd called the meeting to order at 3:01 p.m. He welcomed Council members joining via teleconference and members of the public who were watching the live stream of the meeting.

2. Approval of Agenda

Motion 55-2020: Burton, Shankar

That the agenda for the Special Council meeting of March 26, 2020, be approved as presented.

Carried

3. Declarations of Interest – None

4. By-laws

4.1 Procedural By-law Amendment – Electronic Meetings

Motion 56-2020: Young, Ostrander

That By-Law 12-2020, 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 57-2020: Young, Shankar

That By-Law 12-2020, 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

Kimberley Casselman, Director of Administration/Clerk, spoke to the procedural by-law amendment. She stated this amendment would permit electronic Council meetings, as per the recently enacted *Municipal Emergency Management Act, 2020*. This would allow for Council members to count towards quorum and participate in Council meetings via electronic means.

5. Staff

5.1 Staff Report 15-2020 – Actions Taken To Date for COVID-19

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He spoke to actions taken to date by the Town of Prescott in response to the COVID-19 pandemic. He suggested that the 2020 Community Awards nomination period be extended and stated that staff was currently working on designs for community signage related to COVID-19.

Discussion was held regarding communicating what services were still being offered by the Town, the need for clear messaging, and positive feedback regarding the Town's efforts to date. Further discussion was held regarding the Operations staff schedule, the Fire Department, and the Town's Emergency Management Control Group meetings.

Motion 58-2020: Burton, Ostrander

That staff be directed to extend the 2020 Community Awards nomination period to May 1, 2020.

Carried

5.2 Staff Report 16-2020 – Financial Measures

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He spoke to other municipalities deferring property tax payment deadlines and stated that the Town's due date was February 29, 2020. He added that 89% of property tax payments had been paid. Discussion was held regarding the deferral of the July and August property tax payments, positive messaging, engaging seniors, school board municipal payments being deferred, and the economic impact that the COVID-19 pandemic posed.

Motion: 59-2020: Young, Shankar

That Council approve that the second tax installments due in July and August be deferred to a later date to be determined by May 31, 2020.

Carried

5.3 Staff Report 17-2020 – 2020 Operational Budget Suggestions

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He reviewed possible options to reduce the tax rate increase to 0%. He also spoke to the water and wastewater budget which included a 2% rate increase. Mr. Armstrong stated that Prescott's water and wastewater rates would still remain below the local average with the inclusion of the 2% rate increase. Mr. Armstrong also spoke to the replacement of the marina network, a project that was in the proposed 2020 budget project listing. He asked for pre-approval for this item, so that it could be started on April 6 and not put off. Mr. Armstrong stated that the \$15K for this project would be taken from the marina reserve.

Council members expressed their views regarding the reduction of the proposed tax rate increase to 0% and the proposed 2% water and wastewater rate increase. Further discussion was held regarding not having to make a final decision at this meeting.

Motion 60-2020: McConnell, Ostrander

That Council direct staff to explore budgeting options to reduce operating budget expenses for the 2020 budget year.

Carried

Motion: 61-2020: Young, McConnell

That Council approve the replacement of the marina network at a cost of approximately \$15K with the work to start April 6, 2020.

Carried

Motion: 62-2020: Shankar, Young

That the CAO/Treasurer be directed to bring back the water and wastewater budget with the inclusion of the planned 2% rate increase.

Carried

6. Confirming By-Law – 13-2020

Motion 63-2020: Young, Ostrander

That By-Law 13-2020, being a by-law to confirm the proceedings of the Special Council meeting held on March 26, 2020, be read a first and second time.

Carried

Motion 64-2020: Young, Burton

That By-Law 13-2020, being a by-law to confirm the proceedings of the Special Council meeting held on March 26, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

7. Adjournment

Motion 65-2020: Ostrander, Shankar

That the meeting be adjourned. (Time: 4:32 p.m.).

Carried

Mayor

Clerk