



PRESCOTT TOWN COUNCIL

MINUTES

Wednesday, April 22, 2020

5:00 p.m.

Virtual Meeting

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| 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, Director of Administration/Clerk, Lindsey Veltkamp, Deputy Clerk, Shawn Merriman, Manager of Building & By-Law |

1. Call to Order

Mayor Todd called the meeting to order at 5:04 p.m. He welcomed Council members and staff joining via video. Mayor Todd also welcomed members of the public who were watching the live stream of the meeting.

2. Approval of Agenda

Motion 76-2020: Ostrander, McConnell

That the agenda for the Special Council meeting of April 22, 2020, be approved as presented.

Carried

3. Declarations of Interest – None

4. Minutes of the previous Council meetings

4.1 Special Council Meeting – April 8, 2020

Motion 77-2020: Jansman, Young

That the Special Council minutes dated April 8, 2020, be accepted as presented.

Carried

5. Staff

5.1 Staff Report 23-2020 – Financial Report – March 2020

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He stated that most expenses were under budget from 2019. He also spoke to the Town's revenue that was at risk including the rate on return from the high interest savings account and the equity investment returns for the wastewater treatment plant.

Discussion was held regarding school board payments being delayed, interest revenue, and a cash flow projection report coming to Council in May. Further discussion was held regarding an update on the status of the funding application for the arena and the cancellation of the St. Lawrence Shakespeare Festival's season. Mr. Armstrong stated that he would also be bringing a status report to Council on the Town's community grants.

5.2 Staff Report 24-2020 – Water and Wastewater Rates & Payment Deferrals

Motion: 78-2020: Burton, Ostrander

That Council approve that the current water and wastewater rates remain unchanged until December 31, 2020; and

That Council indicate to Rideau St. Lawrence Utilities (RSL) direction to waive late payment fees on outstanding water and wastewater accounts for the Town of Prescott customers and that a copy of this motion be sent to all other municipalities that use RSL for billing water and wastewater charges on their behalf to coordinate the change.

Carried

Matthew CAO/Treasurer, spoke to the report. Council members expressed that they were supportive of not increasing rates in 2020 and in support of waiving late payment fees. Discussion was held regarding maintaining the status quo for vacant properties, how RSL coordinated their billings, the waiving of late fees equaling a deferral plan, and the cost of not increasing rates. Further discussion was held regarding capital projects and potential funding opportunities.

5.3 Staff Report 25-2020 – 171 King Street West

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He provided an overview of the options including the staggering/delay of payment of permit fees and development charges. Mayor Todd stated that the developer had approached him with this request.

Discussion was held regarding the staff hours spent on the development, possible support for developers by the Federal government, the Town's development charges by-law being recently updated, and the potential taxation revenue from the development.

Mayor Todd spoke to vacating the Chair. Kimberley Casselman stated that the Chair could be vacated by the Mayor if he wanted to move a motion on the item.

Further discussion was held regarding the CIP grants for the development.

Motion 79-2020: Burton, Young

That staff be directed to communicate to the developer of 171 King Street West that building permit fees and development charges can be delayed/staggered and that this be negotiated between staff and the developer.

Carried

5.4 Staff Report 26-2020 – COVID-19 Actions Update – April 22, 2020

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. Discussion was held regarding the various Town events. Mayor Todd stated that the ferry pilot project would need to be cancelled. Discussion was held regarding preparing the pool for opening at some point, the Operations crew working at full capacity out of two locations, the great work being done at Walker House to offer virtual activities, and winter debris needing more coordination.

Council further discussed having a celebratory event once the pandemic had passed, the status of the library Facebook page, and setting a temporary Council meeting schedule. Council decided to meet virtually on the first and third Monday of each month at 6:00 p.m.

Councillor Young requested that a letter of condolence be sent to the Mayor of Potapique in response to the recent tragedy that took place there.

6. Closed Session

6.1 Purchase & Sale

6.2 Identifiable Individual

Motion 80-2020: Young, McConnell

That Council move into Closed Session at 7:04 p.m. to address matters pertaining to:

6.1 Purchase & Sale

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

6.2 Identifiable Individual

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

That the CAO/Treasurer, Clerk, and Deputy Clerk remain in the electronic meeting.

Carried

Motion 81-2020: Shankar, Jansman

That the meeting reconvene in Open Session (Time: 7:38 p.m.)

Carried

7. Rise and Report

During the Closed Session, Council received information and discussed both items.

8. Confirming By-Law – 15-2020

Motion 82-2020: Ostrander, Burton

That By-Law 15-2020, being a by-law to confirm the proceedings of the Special Council meeting held on April 22, 2020, be read a first and second time.

Carried

Motion 83-2020: Burton, Shankar

That By-Law 15-2020, being a by-law to confirm the proceedings of the Special Council meeting held on April 22, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

9. Adjournment

Motion 84-2020: Young, Jansman

That the meeting be adjourned. (Time: 7:39 p.m.).

Carried

Original signed by

Mayor

Original signed by

Clerk