



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, May 19, 2020

6:00 p.m.

Virtual Meeting

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

1. Call to Order

Mayor Todd called the Special Council meeting to order at 6:04 p.m.

2. Approval of Agenda

Motion 97-2020: Shankar, Jansman

That the agenda for the Special Council meeting of May 19, 2020, be approved as presented.

Carried

3. Declarations of Interest - None

4. Presentations

4.1 Richard Sheridan Willis, Artistic Director, St. Lawrence Shakespeare Festival

Mayor Todd welcomed Richard Willis and Ingrid Bjornson from the St. Lawrence Shakespeare Festival.

Mr. Richard Willis, Artistic Director, St. Lawrence Shakespeare Festival, spoke to the partnership between the Town of Prescott and the festival. He referenced the cancellation of the 2020 season and provided an update on actions taken by the festival in response to the COVID-19 pandemic. Mr. Willis spoke to the importance of local organizations working together, recent cost cutting measures, current fees, and exploring grants and funding to assist with cash flow.

Discussion was held regarding projected scenarios, the possibility of having a member of Council on the festival's board, and how the requested community grant funding would be used. Council members thanked Mr. Willis and Ms. Bjornson for their presentation.

Motion 98-2020: Burton, McConnell

That staff be directed to bring back further information on the outstanding community grants for Prescott Minor Soccer, Girls Incorporated, and the St. Lawrence Shakespeare Festival, to the next Council meeting.

Carried

5. Minutes of the previous Council meetings

5.1 Special Council Meeting - May 4, 2020

Motion 99-2020: Young, Ostrander

That the Special Council meeting minutes dated May 4, 2020, be accepted as presented.

Carried

6. Communications & Petitions

6.1 Action Items - None

6.2 Information Items (under separate cover)

Motion 100-2020: Shankar, Ostrander

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

Carried

1. Prescott Fire Department Report – April 2020
2. Prescott BIA Minutes – April 14, 2020

3. Prescott Cemetery Board – Annual Report 2019
4. Municipal Emergency Control Group Minutes – April 28 & May 8, 2020
5. Email from Lesley Todd, Prescott & District Soccer Association
6. Town of Fort Erie Resolution re: Canada/US Border Crossings – Essential Traffic Only – COVID-19
7. Town of Grimsby Resolution re: Support for Commercial Rent Assistance Program

Councillor Jansman spoke to Item #6 – Town of Fort Erie Resolution re: Canada/US Border Crossings – Essential Traffic Only – COVID-19. Mayor Todd asked that this item be added to the next Council meeting agenda.

Councillor Burton spoke to Item #2 – Prescott BIA minutes, #3 – Prescott Cemetery Board – Annual Report 2019 and Item #5 – Email from Lesley Todd, Prescott & District Soccer Association.

Discussion was held regarding recent discussions with local Mayor's regarding US border crossings, marina operations, and having further discussion regarding the Prescott & District Soccer Association at the next meeting.

7. Staff

7.1 Staff Report 31-2020 - COVID-19 Actions Update - May 19, 2020

Matthew Armstrong, CAO/Treasurer, spoke to the report. He updated Council on the recent provincial announcements. He referenced the provincial Stage One reopening guidelines, the decision for schools to remain closed for the remainder of the school year, and the status of municipal facilities.

Discussion was held regarding the pool, its maintenance, and timeline for the completion of the splash pad. Further discussion was held regarding out of town boaters at the marina, the opening of the marina, hiring seasonal staff, and regional discussions regarding municipal beaches and pools.

7.2 Staff Report 32-2020 - Clerk's Projects - Council Feedback

Kimberley Casselman, Director of Administration/Clerk, spoke to the report. She referenced the suggested updates to various by-laws and policies and asked that Council members provide feedback on these items.

Discussion was held regarding updating policies, next steps involved in updating the procedural by-law, and if the provincial changes regarding electronic meetings would be permanent. Ms. Casselman stated that electronic meetings, where members counted

as quorum, were currently permitted during a provincial and/or municipally declared emergencies.

7.3 Staff Report 33-2020 - 2020 Operational Budget

Motion 101-2020: Young, Ostrander

That Council approve:

1. the 2020 Operational Budget with total revenues and expenditures of \$9,204,730; and
2. the 2020 Water and Wastewater Budget with total revenues and expenditures of \$2,887,570; and
3. that the final property tax payment for 2020 shall be split into two equal payments due August 31, 2020 and October 31, 2020; and
4. that the 2020 Estimates By-law for \$5,526,500, 2020 Tax Ratios By-law, and 2020 Capping Thresholds By-law be prepared for the next meeting of Council.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report.

Discussion was held regarding the 1% tax increase dedicated to the infrastructure reserve, the RSL late payment request, possible funding opportunities, and a plan for sidewalk repairs. Mayor Todd requested that staff bring forward a detailed plan on sidewalks.

7.4 Staff Report 34-2020 - 2020 Planning, Capital, and Operational Projects

Motion 102-2020: Young, Burton

That Council approve the 2020 Planning, Capital, and Operational Projects as outlined in Staff Report 34-2020.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the current status of various projects and spoke to planning and exploratory projects, proposed 2020 Capital projects, and proposed 2020 Operational projects.

Discussion was held regarding the regional transportation system, LED street lighting, progress on the noise barriers along Highway 401, line painting, and progress of the street condition study. Mayor Todd asked for an update on line painting at the next meeting.

8. Closed Session

8.1 Purchase & Sale

Motion 103-2020: McConnell, Shankar

That Council move into Closed Session at 7:47 p.m. to address matters pertaining to:

8.1 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

That the CAO/Treasurer, Clerk, Deputy Clerk, and Josh Eamon, President, EVB Engineering, remain in the electronic meeting.

Carried

Motion 104-2020: Ostrander, Shankar

That the meeting reconvene in Open Session (Time: 8:35 p.m.)

Carried

9. Rise and Report

During the Closed Session, Council received information and provided direction to staff on Item 8.1 – Purchase & Sale.

10. Confirming By-Law – 17-2020

Motion 105-2020: Young, Jansman

That By-Law 17-2020, being a by-law to confirm the proceedings of the Special Council meeting held on May 19, 2020, be read a first and second time.

Carried

Motion 106-2020: Young, Jansman

That By-Law 17-2020, being a by-law to confirm the proceedings of the Special Council meeting held on May 19, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

11. Adjournment

Motion 107-2020: Ostrander, Jansman

That the meeting be adjourned to Monday, June 1, 2020 at 6:00 p.m. (Time: 8:37 p.m.)

Carried

Original signed by

Mayor

Original signed by

Clerk