



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, June 1, 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, Deputy Clerk, Shawn Merriman, Manager of Building & By-law

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**1. Call to Order**

Mayor Todd called the Special Council meeting to order at 6:01 p.m.

**2. Approval of Agenda**

Motion 108-2020: Ostrander, McConnell

That the agenda for the Special Council meeting of June 1, 2020, be approved as presented.

Carried

**3. Declarations of Interest – None**

#### **4. Minutes of the previous Council meetings**

##### **4.1 Special Council Meeting - May 19, 2020**

Motion 109-2020: Burton, Jansman

That the Special Council meeting minutes dated May 19, 2020, be accepted as presented.

Carried

#### **5. Communications & Petitions**

##### **5.1 Action Items - None**

##### **5.2 Information Items (under separate cover)**

Motion 110-2020: Jansman, Shankar

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

Carried

1. Municipal Emergency Control Group Minutes – May 15 & 20, 2020
2. Leeds, Grenville & Lanark District Health Unit – Board of Health Meeting Summary May 21, 2020
3. Letter from South Grenville Food Bank re: Donations and Program Guide
4. City of Ogdensburg Resolution re: Supporting the Ogdensburg Prescott Bicycle and Pedestrian Ferry Service
5. Township of Central Frontenac Resolution in support of Township of Armour re: Request of support for High Speed Internet Connectivity in Rural Ontario
6. Town of Fort Erie Resolution re: Request of support for High Speed Internet Connectivity in Rural Ontario
7. The Corporation of the City of Cambridge Resolution re: Provincial Funding for Rehabilitation Facilities

Councillor Burton spoke to Item #3 – Letter from South Grenville Food Bank re: Donations and Program Guide.

#### **6. Staff**

##### **6.1 Staff Report 35-2020 - COVID-19 Actions Update - June 1, 2020**

Matthew Armstrong, CAO/Treasurer, spoke to the report and outlined the plans for Pride 2020 including the repainting of the Pride crosswalk, raising the Pride flag at Town Hall, and having a proclamation for Pride month at the next Council meeting.

Discussion was held regarding the use of benches by the waterfront and the current advice from the health unit to keep them off limits to the public in order to encourage social distancing. Mayor Todd stated that this item would be reviewed by the Municipal Emergency Management Control Group and reported back to Council.

## **6.2 Staff Report 36-2020 Community Grant Program Allocations**

Motion 111-2020: Young, Ostrander

That Council approve the following 2020 Community Grant payments:

- \$2,700 Prescott Minor Soccer
- \$1,000 Girls Incorporated
- \$18,000 St. Lawrence Shakespeare Festival

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided a break down for each request and clarified that the community grant for the St. Lawrence Shakespeare Festival would be divided into two equal payments. Discussion was held regarding the expenses of the Prescott Soccer Association and community groups submitting final reports at the end of the year for review.

## **6.3 Staff Report 37-2020 - Canada / US Border Crossings - Essential Traffic Only - COVID-19**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the resolution of support from Fort Erie from the last meeting's information package. Mayor Todd spoke to recent conversations with Mayors in municipalities that border the United States and added that this was a moot point now, as the border closure was extended to June 21, 2020.

## **6.4 Staff Report 38-2020 - Two Lane Intersection Stop Bar Changes**

Motion 112-2020: Young, Ostrander

That Council direct staff to implement the following changes to two lane intersection stop bars in the Town of Prescott in 2020 if feasible, or in 2021:

- Edward Street at Churchill Road – Move the stop bar back on the middle South bound lane to allow for an easier turning radius for large

vehicles turning left from Churchill Road onto Edward Street to head North.

- Edward Street at King Street – Move the stop bars back on the inner lanes South Bound on Edward Street at King Street, West Bound on King Street at Edward Street, and East Bound on King Street at Edward Street, to allow for an easier turning radius for large vehicles.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He described the proposed locations of the stop bars.

Discussion was held regarding visibility concerns, traffic light timing at the intersection of Churchill Road and Edward Street, the timeline for completion, grinding down the old lines versus painting over the lines, and ensuring the public is made aware of the changes.

#### **6.5 Staff Report 39-2020 - Site Plan Control Agreement (Major) 950 Industrial Road**

Motion 113-2020: Burton, Jansman

That Council approve Site Plan Control Agreement – 950 Industrial Road, file number SPC 2020-01, subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.
2. Any charges in relation to improvement or development shall be paid to the Town of Prescott.
3. That the agreement and schedules attached are registered on title.

Carried

Shawn Merriman, Manager of Building & By-law, spoke to the application and report.

Discussion was held regarding the location of the structure and CAI Inc. investment in Prescott.

**6.6 Staff Report 40-2020 - Site Plan Control Agreement (Major) 171 King Street West**

Motion 114-2020: Jansman, Shankar

That Council approve Site Plan Control Agreement – 171 King Street West, file number SPC 2020-02, subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.
2. Any charges in relation to improvement or development shall be paid to the Town of Prescott.
3. That an Approved Record of Site Condition be received from the Ministry of Environment prior to occupancy being granted.
4. That the agreement and schedules attached are registered on title.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the progress of the development, the minor variance application approved by the Committee of Adjustment for the development, and the proposed layout of the development.

Discussion was held regarding the location of the entrance to parking, connecting the waterfront to King Street, water diversion, and the timeline for construction completion.

Further discussion was held regarding initiatives regarding increasing site lines between King Street to RiverWalk Park.

**7. By-laws**

**7.1 Site Plan Agreement - 950 Industrial Road**

Motion 115-2020: Young, Ostrander

That By-Law 18-2020, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and Prescott International Group, O/A CAI Inc., be read a first and second time.

Carried

Motion 116-2020: Jansman, Young

That By-Law 18-2020, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and Prescott

International Group, O/A CAI Inc., be read a third time, passed, and signed by the Mayor and Clerk.

Carried

## **7.2 Site Plan Agreement - 171 King Street West**

Motion 117-2020: Burton, Shankar

That By-Law 19-2020, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and 1154923 Canada Inc., be read a first and second time.

Carried

Motion 118-2020: Ostrander, Young

That By-Law 19-2020, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and 1154923 Canada Inc., be read a third time, passed, and signed by the Mayor and Clerk.

Carried

## **7.3 2020 Estimates By-Law**

Motion 119-2020: Young, McConnell

That By-Law 20-2020, being a by-law to adopt the estimates for the sums required during the year 2020 for general purposes of the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 120-2020: Ostrander, Burton

That By-Law 20-2020, being a by-law to adopt the estimates for the sums required during the year 2020 for general purposes of the Corporation of the Town of Prescott, be read a third time, passed, and signed by the Mayor and Clerk.

Carried

Councillor Young stated that Council had decided to approve a 0% increase. Matthew Armstrong, CAO/Treasurer, stated that this by-law was a housekeeping item to assign the total levy for 2020.

#### **7.4 2020 Tax Ratios By-Law**

Motion 121-2020: McConnell, Young

That By-Law 21-2020, being a by-law to set tax ratios for the year 2020, be read a first and second time.

Carried

Motion 122-2020: Burton, McConnell

That By-Law 21-2020, being a by-law to set tax ratios for the year 2020, be read a third time, passed, and signed by the Mayor and Clerk.

Carried

#### **7.5 2020 Tax Rates By-Law**

Motion 123-2020: Ostrander, Young

That By-Law 22-2020, being a by-law to adopt tax rates for municipal purposes for the year 2020, be read a first and second time.

Carried

Motion 124-2020: Burton, Young

That By-Law 22-2020, being a by-law to adopt tax rates for municipal purposes for the year 2020, be read a third time, passed, and signed by the Mayor and Clerk.

Carried

#### **7.6 2020 Capping Thresholds By-Law**

Motion 125-2020: Shankar, Ostrander

That By-Law 23-2020, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2020, be read a first and second time.

Carried

Motion 126-2020: Burton, Young

That By-Law 23-2020, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2020, be read a third time, passed, and signed by the Mayor and Clerk.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law and stated that the Town of Prescott currently did not have any capped properties, but if it did this by-law would apply.

**8. Confirming By-Law – 24-2020**

Motion 127-2020: Ostrander, McConnell

That By-Law 24-2020, being a by-law to confirm the proceedings of the Special Council meeting held on June 1, 2020, be read a first and second time.

Carried

Motion 128-2020: Burton, Shankar

That By-Law 24-2020, being a by-law to confirm the proceedings of the Special Council meeting held on June 1, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

**9. Adjournment**

Motion 129-2020: Shankar, Ostrander

That the meeting be adjourned to Monday, June 15, 2020 at 6:00 p.m. (Time: 7:20 p.m.).

Carried

*Original signed by*

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Mayor

*Original signed by*

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Clerk