



PRESCOTT TOWN COUNCIL

MINUTES

Monday, July 6, 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, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building & By-law

1. Call to Order

Mayor Todd called the Special Council meeting to order at 6:03 p.m.

2. Approval of Agenda

Motion 142-2020: Ostrander, Burton

That the agenda for the Special Council meeting of July 6, 2020, be approved as presented.

Carried

3. Declarations of Interest

Councillor Burton declared a Conflict of Interest on Item 7.1 - Planning Advisory Committee Report 03-2020 - Proposed Zoning By-Law Amendment - 481 McAuley Road

4. Delegations

4.1 Service Line Warranties of Canada - Elise Dostal, Senior Manager, Partner Acquisition

Elise Dostal, Service Line Warranties of Canada, spoke to a PowerPoint presentation, which outlined the program. A copy of the presentation is held on file.

Discussion was held regarding current program participants, potential liability situations, and the Town's current preferred vendor list.

5. Minutes of the previous Council meetings

5.1 Special Council Meeting - June 15, 2020

Motion 143-2020: Young, Ostrander

That the Special Council minutes dated June 15, 2020, be accepted as presented.

Carried

6. Communications & Petitions

6.1 Action Items

6.2 Information Items (under separate cover)

Motion 144-2020: Burton, Shankar

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

Carried

1. Municipal Emergency Control Group Minutes – June 12 & 26, 2020
2. Prescott Fire Department Report – June 2020
3. Prescott Police Services Board Minutes – February 27, 2020
4. Prescott Police Service Board Reports – February – May 2020
5. Planning Advisory Committee Minutes – May 27, 2020
6. Committee of Adjustment Minutes – February 13, 2020
7. Mayor's Economic Recovery Task Force Minutes – May 20, June 3 & June 17
8. Leeds, Grenville & Lanark District Health Unit Minutes – June 18, 2020
9. St. Lawrence Shakespeare Festival Letter
10. Royal Canadian Legion, Fort Wellington Branch Letter re: Request for Provincial and Federal Assistance
11. 6th Annual Leeds and Grenville Immigrant Entrepreneur Award – Press Release
12. Corporation of the Municipality of Mississippi Mills Resolution re: Support for Rural Broadband

13. Township of Lake of Bays Resolution re: Letter of Support for High Speed Internet Connectivity in Rural Ontario
14. The Municipality of West Elgin Resolution re: Access to Affordable Broadband
15. The Municipality of West Elgin Resolution re: Support of Universal Basic Income

Councillor Jansman and Councillor Shankar both spoke to Item #10 – Royal Canadian Legion, Fort Wellington Branch Letter re; Request for Provincial and Federal Assistance.

Councillor Shankar spoke to Item # 4 – Prescott Police Service Board Reports – February – May 2020.

Councillor Burton vacated her seat at 6:30 p.m.

7. Staff

7.1 Planning Advisory Committee Report 03-2020 - Proposed Zoning By-Law Amendment - 481 McAuley Road

Motion 145-2020: Jansman, McConnell

That Council deny a zoning by-law amendment under Section 34 of the *Planning Act* to allow for boarding or kenneling of animals in the residential zone R-1 at 481 McAuley Road, Prescott.

Withdrawn

Motion 146-2020: Young, McConnell

That Council direct staff to bring the proposed zoning by-law amendment – 481 McAuley Road, back to the Planning Advisory Committee for further discussion and deliberation.

Carried

Mayor Todd welcomed Tracy and CJ Smith.

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

Tracy and CJ Smith spoke to the business, the submitted concerns from neighbours, the misconception of the business being a kennel, and the cost associated with the application.

Discussion was held regarding deferring the item, requesting that the Planning Advisory Committee review the application for a second time, the cost associated with the

application, and the staff recommendation for the applicant to purchase multiple dog tags.

Councillor Burton returned to the meeting at 6:55 p.m.

7.2 Staff Report 47-2020 - Prescott Proud Dollars Business Support Campaign

Motion 147-2020: McConnell, Jansman

That Council approve a campaign to distribute Prescott Proud Dollars to participating businesses for giveaway to loyal customers in exchange for a purchase; to support business recovery during the COVID 19 pandemic as endorsed by the Mayor's Economic Recovery Task Force.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report.

Discussion was held regarding the option for customers to donate dollars back, the participating businesses, and if the BIA was financially participating in the program.

7.3 Staff Report 48-2020 - Small Business COVID-19 Grant Program

Motion 148-2020: McConnell, Jansman

That Council approve a recommendation from the Mayor's Economic Recovery Task Force to develop a Small Business COVID-19 Grant Program, in order to provide qualifying Prescott businesses with funds to offset their expenses for non-disposable health/safety equipment and materials, in response to the COVID 19 pandemic and business operating guidelines.

Carried

Dana Valentyne, Economic Development Officer, spoke to report.

Discussion was held regarding where the funds were being pulled from for the grant program and the need for helping businesses during the COVID 19 pandemic.

7.4 Staff Report 49-2020 - Storm Water Directional Improvements

Motion 149-2020: Ostrander, McConnell

That Council approve the installation of a curb on the south side of Water Street at Sophia Street and the removal of the sidewalk and installation of an asphalt swale on Hyde Street at Sophia Street to improve the flow of road storm water, so that it flows towards the storm water collection system, at a cost of \$30,000.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the areas with issues, suggested improvements, and costs associated.

Discussion was held regarding the property on Hyde Street and past issues with transports.

7.5 Staff Report 50-2020 - Park Improvements and Updates

Motion 150-2020: Burton, Young

That Council approve:

1. the installation of an irrigation system for RiverWalk Park at an approximate cost of \$17,000 to support the staff recommendations on improving look and usability of the park area.
2. the creation and implementation of an Adopt a Garden Plot program to involve volunteers throughout the Town of Prescott to participate in the maintenance of the plethora of Town Gardens that make Prescott an enjoyable place to live, work, and visit.
3. the re-installation of the Jonathan Noonan Memorial on the west side of the Playground of Angels.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the suggested improvements that could be made to increase shade and water for gardens. Mr. Armstrong also spoke to the implementation of an Adopt a Garden Plot program, and the re-installation of the Jonathan Noonan Memorial.

Discussion was held regarding the installation of an irrigation system at RiverWalk Park, the need for shade at the park, and timeline for installation.

7.6 Staff Report 51-2020 - Maitland to Prescott Economic Development Study and Strategy

Motion 151-2020: Jansman, Shankar

That Council direct Town staff to develop and issue a joint Request for Proposal (RFP) with the Township of Augusta to:

1. Conduct a development study for the lands, with the outer boundaries being County Road 15 to the west; the St. Lawrence River to the south; County Road 26 to the north; and the municipal boundaries of Augusta and Prescott to the east; and
2. Prepare an Economic Development Strategy.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the modernization funding received from the Ministry of Municipal Affairs and Housing, the service delivery plan currently underway, and how the multidisciplinary study would help with long term efficiencies and growth of the tax base. He spoke to the timeline involved, the study's review of current infrastructure, land and water use and availability, future infrastructure servicing options, sewer and wastewater infrastructure, extensions of road and railway networks, and the advancement of an Economic Development Strategy.

Mayor Todd thanked Council and Staff at the Township of Augusta. Discussion was held regarding potential growth and making use of the modernization funds.

7.7 Staff Report 52-2020 - Video Surveillance Policy

Motion 152-2020: Young, Jansman

That Council approve the Video Surveillance Policy and the establishing by-law for implementation.

Carried

Kimberley Casselman, Director of Administration/Clerk, spoke to the report. She stated that a Town policy was required prior to the collection of video surveillance footage, so that the Town would meet legislative requirements.

Discussion was held regarding the location of the cameras, the suggestion of adding a camera to the top of the lighthouse for tourism purposes, and how captured footage would be monitored.

8. Resolutions

8.1 The Mayor's Economic Recovery Task Force Resolution - Employer and Employee Funding Program Revisions

Motion 153-2020: Jansman, Ostrander

WHEREAS the Canadian economy has been drastically impacted by the COVID-19 pandemic with provincially mandated business restrictions and closures, resulting in limited operations, employee layoffs, and financial hardships; and

WHEREAS the Federal and Provincial governments put in place funding and grant programs such as the Canada Emergency Wage Subsidy (CEWS), Canada Emergency Response Benefit (CERB) and the Ontario-Canada Emergency Commercial Rent Assistance Program (OCECRA) to assist employers and employees during this unprecedented time; and

WHEREAS the Province of Ontario is now in Stage 2 of reopening under the COVID-19 State of Emergency, but the various funding programs have not been revised to support the reopening process.

THEREFORE BE IT RESOLVED THAT the Council of the Town of Prescott advocates for getting Employees and Employers back to work by requesting that the Provincial and Federal Government implement the following program revisions:

- Canada Emergency Wage Subsidy (CEWS) revisions to adjust eligibility requirements currently restricting some businesses
- Canada Emergency Response Benefit (CERB) revisions to provide an incentive for employees and businesses to return to operations quickly and safely
- Ontario-Canada Emergency Commercial Rent Assistance Program (OCECRA) revisions to ensure commercial tenants receive available rent reduction supports available through this program, despite program uptake by commercial property owners; and

That Council and staff of the Town of Prescott work with the Canadian Federation of Independent Businesses, the municipalities in the United Counties of Leeds and Grenville, and the Eastern Ontario Mayor's Caucus to advocate on behalf of small and medium independent businesses, to

help them and their employees return to work and start the economic recovery process; and

That a copy of this resolution be sent to MP Michael Barrett, MPP Steve Clark, and all Leeds and Grenville municipalities.

Carried

Mayor Todd provided background on the resolution. Discussion was held regarding the rent assistance program.

8.2 The Mayor's Economic Recovery Task Force Resolution - Health & Safety Guidance for Businesses

Motion 154-2020: Shankar, Jansman

WHEREAS businesses have been drastically impacted by the COVID-19 pandemic and are now struggling with reopening due to interim adjustments to methods of service delivery to meet health and safety guidelines and regulations; and

WHEREAS the need for a clear and concise guide for businesses regarding health and safety measures and contacts for enforcement would benefit and be invaluable to local businesses as they implement measures to help safeguard the public and their employees.

THEREFORE BE IT RESOLVED THAT the Council of the Town of Prescott advocates, in consultation with the Leeds, Grenville and Lanark District Health Unit, for the development of a clear and concise guide for businesses to use when determining who to contact when health and safety measures related to COVID-19 need to be enforced; and

That within this guide there be an enforcement responsibility chart for who is responsible to set the COVID-19 health and safety related guidelines and which organization to contact when seeking clarification on those guidelines; and

That a copy of this resolution be sent to the Leeds, Grenville and Lanark District Health Unit and Leeds and Grenville municipalities.

Carried

9. By-laws

9.1 Video Surveillance Policy

Motion 155-2020: Young, Ostrander

That By-Law 26-2020, being a by-law to establish a Video Surveillance Policy for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 156-2020: Shankar, Young

That By-Law 26-2020, being a by-law to establish a Video Surveillance Policy for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

10. New Business

10.1 Motion of which prior notice was given - Mayor Todd

Motion 157-2020: Todd, Jansman

That Council direct staff to implement a speed limit of 40km/hour for all motor vehicles within the Town of Prescott, and that all plans and preparations with regard to signage, notice to residents, and all other necessary matters to enact this change be completed so that the new speed limit can come into effect on or before September 7, 2020, in time for the start of the school year.

Carried

CARRIED on a division of 4 YEAS and 3 NAYS, as follows:

YEAS: Councillors Jansman, Ostrander, Shankar, and Mayor Todd

NAYS: Councillors Burton, McConnell, and Young

Deputy Mayor Shankar introduced the motion.

Matthew Armstrong, CAO/Treasurer, spoke to the staff report. He provided background on the motion, and referenced the Pedestrian Death Report, and the Gateway Speed Limits in Residential Areas report.

Discussion was held regarding past data from Town speed signs, recent safety concerns, the effects of removing the lights on King Street, and posting signage.

11. Closed Session

11.1 Purchase and Sale

Motion 158-2020: Burton, Ostrander

That Council move into Closed Session at 8:50 p.m. to address matters pertaining to:

11.1 Purchase & Sale

- Under Section 238(2)(c) of the *Municipal Act, 2001* - a proposed or pending acquisition or disposition of land by the municipality; and

That the CAO/Treasurer, Economic Development Officer, Clerk, and Deputy Clerk remain in the room.

Carried

Motion 159-2020: Young, Ostrander

That the meeting reconvene in Open Session (Time: 9:50 p.m.)

Carried

12. Rise and Report

During the Closed Session, Council provided staff with direction on Item #11.1 – Purchase & Sale.

Motion 160-2020: Ostrander, Shankar

That Council direct the Mayor and CAO to sign a purchase and sale agreement with Alantra Leasing Inc. for the sale of the property legally known as Part Lots O,R,S, Plan 19, Prescott Ontario, at the purchase price of \$250,000.

Carried

13. Confirming By-Law – 27-2020

Motion 161-2020: Burton, McConnell

That By-Law 27-2020, being a by-law to confirm the proceedings of the Special Council meeting held on July 6, 2020, be read a first and second time.

Carried

Motion 162-2020: Ostrander, Young

That By-Law 27-2020, being a by-law to confirm the proceedings of the Special Council meeting held on July 6, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

14. Adjournment

Motion 163-2020: Jansman, Ostrander

That the meeting be adjourned to Monday, August 10, 2020 at 6:00 p.m.
(Time: 9:54 p.m.)

Carried

Mayor

Clerk