



**PRESCOTT TOWN SPECIAL COUNCIL
MINUTES**

Monday, September 21, 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

1. Call to Order

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

2. Approval of Agenda

Motion 201-2020: Young, Ostrander

That the agenda for the Special Council meeting of September 21, 2020, be approved as presented.

Carried

3. Declarations of Interest – None

4. Minutes of the previous Council meetings

4.1 Special Council Minutes – September 8, 2020

Motion 202-2020: Burton, Jansman

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

Carried

5. Communications & Petitions

5.1 Action Items - None

5.2 Information Items (under separate cover)

Motion 203-2020: Jansman, Burton

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

Carried

1. Planning Advisory Committee Minutes – June 24, 2020
2. BIA Minutes – July 27, 2020
3. Lanark, Leeds and Grenville Addictions and Mental Health Letter re: New Board of Directors
4. Township of Elizabethtown-Kitley Resolution of Support re: Canada/US Boarder Closure
5. Loyalist Township Resolution re: Support of the Canadian Ferry Association's request of the Ministry of Transportation
6. Township of Wollaston Resolution re: Review of *Municipal Elections Act*

6. Staff

6.1 Staff Report 63-2020 - Procedural By-Law Update

Kimberley Casselman, Director of Administration/Clerk, spoke to the report. She referenced the updates to the by-law based on discussion from the previous meeting regarding options for the reconsideration of a motion.

Motion 204-2020: Young, Ostrander

That staff be directed to proceed with option A for the reconsideration of a motion and bring back the draft Procedural By-Law to the next meeting for final consideration and approval.

Carried

6.2 Staff Report 64-2020 – Financial Report – August 2020

Matthew Armstrong, CAO/Treasurer, provided an overview of the report.

6.3 Staff Report 65-2020 – COVID-19 Funding & Expenses

Motion 205-2020: Burton, Ostrander

That Council direct staff to develop a COVID-19 grant program to support non-profit organizations that primarily rely on donations and memberships which have faced a dramatic decline in revenue while faced with ongoing fixed costs regardless of operations.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the proposed grant program. Discussion was held regarding the program and how organizations would qualify, COVID-19 grant funding from the Province, grant reporting, and organizations that serve areas within and outside of Prescott.

6.4 Staff Report 62-2020 – Prescott – Edwardsburgh Cardinal Fire Agreement – Follow Up

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He spoke to the hourly rate amount, fire department insurance, the 2019 revenue being lower than previous years, how the base rate was determined, risk, yearly inflation escalator, and a minimum charge per call. Discussion was held regarding budgeting, risk, insurance, and a negotiation clause with a timeline of five years or when major equipment is purchased.

Motion: 206-2020: Young, Ostrander

That Council direct staff to share the draft fire services agreement with the Township of Edwardsburgh Cardinal for their review and consideration.

Carried

7. By-laws

7.1 Parking By-Law Amendment – Boundary Street

Motion 207-2020: Burton, Young

That By-Law 35-2020, being a by-law to amend By-Law No. 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 208-2020: Young Burton

That By-Law 35-2020, being a by-law to amend By-Law No. 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

7.2 Committee of Adjustment Appointments

Motion 209-2020: Ostrander, McConnell

That By-Law 36-2020, being a by-law to amend By-Law No. 02-2019, being a by-law to appoint members to the Committee of Adjustment for the term of Council expiring November 14, 2022, be read a first and second time.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the interview process and the successful applicants.

Motion 210-2020: Ostrander, Young

That By-Law 36-2020, being a by-law to amend By-Law No. 02-2019, being a by-law to appoint members to the Committee of Adjustment for the term of Council expiring November 14, 2022, be read a third time, passed and signed by the Mayor and Clerk.

Carried

7.3 Sale of Land – Development Drive (Blacks Creek Innovations Inc.)

Motion 211-2020: Burton, McConnell

That By-Law 37-2020, being a by-law to authorize the sale of approximately 4.5 acres of land along Development Drive by the

Corporation of the Town of Prescott to Blacks Creek Innovations Inc. be read a first and second time.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to sale of land. Dana Valentyne, Economic Development Officer, spoke to the proposed development and potential job creation.

Motion 212-2020: Young, Jansman

That By-Law 37-2020, being a by-law to authorize the sale of approximately 4.5 acres of land along Development Drive by the Corporation of the Town of Prescott to Blacks Creek Innovations Inc. be read a third time, passed and signed by the Mayor and Clerk.

Carried

8. Closed Session

Motion 213-2020: Young, Shankar

That Council moved into Closed Session at 7:15 p.m. to address matters pertaining to:

8.1 Purchase & Sale

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

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

Carried

Motion 214-2020: Burton, Ostrander

That the meeting reconvene in Open Session. (Time: 8:39 p.m.)

Carried

9. Rise and Report

During the Closed Session, staff received direction on item 9.2 – Purchase & Sale.

Motion: Jansman, McConnell

That staff be directed to prepare the sale of land by-law for the sale of 201 Water Street West (Forwarders' Museum) to Ashly Davies for the purchase price of \$30,000.00.

The following amendment was put forward:

Motion 215-2020: McConnell, Ostrander

That the main motion be amended by adding “and that staff be directed to research possibilities for a future museum.”

The amendment was CARRIED on a division of 7 YEAS and 0 NAYS, as follows:

YEAS: Councillors Burton, Jansman, McConnell, Ostrander, Young, Shankar, and Mayor Todd

NAYS: None

Motion 216-2020: Jansman, McConnell

That staff be directed to prepare the sale of land by-law for 201 Water Street West (Forwarders' Museum) to Ashly Davies for the purchase price of \$30k; and

That staff be directed to research possibilities for a future museum.

The main motion, as amended, was CARRIED on a division of 7 YEAS and 0 NAYS, as follows:

YEAS: Councillors Burton, Jansman, McConnell, Ostrander, Young, Shankar, and Mayor Todd

NAYS: None

Discussion was held regarding the timeline for removing the artifacts from the property. Mayor Todd expressed his preference for a museum located downtown.

10. Confirming By-Law – 38-2020

Motion 217-2020: Ostrander, Burton

That By-Law 38-2020, being a by-law to confirm the proceedings of the Special Council meeting held on September 21, 2020 be read a first and second time.

Carried

Motion 218-2020: Burton, McConnell

That By-Law 38-2020, being a by-law to confirm the proceedings of the Special Council meeting held on September 21, 2020, be read a third time, passed and signed by the Mayor and Clerk.

Carried

11. Adjournment

Motion 219-2020: Burton, Ostrander

That the meeting be adjourned to Monday, October 5, 2020, at 6:00 p.m. (Time: 8:55 p.m.).

Carried

Mayor

Clerk