



SPECIAL COUNCIL

March 26, 2020, 3:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Special Council meeting of March 26, 2020, be approved as presented.

3. Declarations of Interest

4. By-laws

4.1 Procedural By-law Amendment - Electronic Meetings

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RECOMMENDATION

That By-Law 12-2020, being a by-law to amend By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees, be read a first and second time.

RECOMMENDATION

That By-Law 12-2020, being a by-law to amend By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees, be read a third time, passed and signed by the Mayor and Clerk.

5.	Staff	
5.1	Staff Report 15-2020 - Actions Taken To Date for COVID-19	3
	RECOMMENDATION For information.	
5.2	Staff Report 16-2020 - Financial Measures	6
	RECOMMENDATION For information.	
5.3	Staff Report 17-2020 - 2020 Operational Budget Suggestions	9
	RECOMMENDATION For information.	
6.	Confirming By-Law – 13-2020	11
	RECOMMENDATION That By-Law 13-2020, being a by-law to confirm the proceedings of the Special Council meeting held on March 26,2020, be read a first and second time.	
	RECOMMENDATION That By-Law 13-2020, being a by-law to confirm the proceedings of the Special Council meeting held on March 26, 2020, be read a third time, passed and signed by the Mayor and Clerk.	
7.	Adjournment	

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 12-2020

**A BY-LAW TO AMEND BY-LAW NO. 42-2014, BEING A BY-LAW TO GOVERN THE
PROCEEDINGS OF COUNCIL AND ITS COMMITTEES**

**Being a by-law to amend By-law No. 42-2014, being a by-law to govern the
proceedings of Council and its Committees**

WHEREAS pursuant to Subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires every municipality to pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS the Council of the Corporation of the Town of Prescott enacted By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees on January 5, 2015; and

WHEREAS the Province of Ontario enacted the *Municipal Emergency Act, 2020*, on March 19, 2020, which amended the *Municipal Act, 2001*, to provide that during emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for the purposes of quorum; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-Law No. 42-2014 to permit Council to meet via electronic means during periods where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

NOW THEREFORE the Council of the Corporation of the Town of Prescott enacts as follows:

1. That Procedural By-law 42-2014, Section 17 be amended by replacing this section with the following text:
 17. To participate in all meetings of Council, members must be physically present in the chambers designated for this purpose except during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

As per Section 238 (3.3) of the *Municipal Act, 2001*, a member of Council, of a local board or of a committee or either of them who is participating

electronically in a meeting may be counted in determining whether or not quorum of members is present at any point in time; and

A member of council, of a local board or of a committee or either of them can participate electronically in a meeting that is closed to the public. Members will be responsible to take all reasonable measures to ensure security in the event that a closed meeting is held electronically.

Where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and as a result Town Hall and Council Chambers has been closed to the public in order to protect the health and/or safety of residents and employees, electronic meetings of council that are not closed to the public under Section 239(2) of the *Municipal Act, 2001*, will be open to the public via technological means, when physical attendance is not possible. All other applicable meeting notice provisions will remain for the electronic meetings.

Motions shall not be required to be made in writing during an electronic meeting.

All votes shall be recorded during an electronic meeting. Each member present, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce his/her vote verbally when called in alphabetical order by the clerk, and the clerk shall record each member's name and vote.

2. All other applicable provisions of By-law 42-2014 shall continue to apply.
3. This by-law shall come into force and take effect upon final passage.
4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MARCH, 2020.

Mayor

Clerk

READ A THIRD AND FINAL TIME AND PASSED THIS 26th DAY OF MARCH, 2020.

Mayor

Clerk



		Date Req'd
Information Purposes	X	March 16 '20
Policy / Action Req'd		
Strategic Plan		

REPORT TO COUNCIL

Date March 26, 2020

Report No. 15-2020

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Actions Taken to date for COVID-19

Recommendation:

For information.

Analysis

In response to the COVID-19 pandemic, the Town has taken a number of steps to help encourage social distancing to support the health and safety of all residents of Prescott.

The following is a list of actions taken to date:

- All Town facilities have been closed to the public.
- The Town remains operational and services can be accessed by calling 613-925-2812 ext 6200 or emailing admin@prescott.ca.
- The Town is focused on providing essential services including emergency services, water and wastewater services, waste management, road maintenance, snow removal (as required), and health and safety measures.
- The Library, Walker House, Recreation, 3rd party rentals, and crossing guard services have all been suspended. Employees will continue to be remunerated for regularly scheduled hours.
- Any staff member returning from out of country travel is required to remain at home for a period of 14 days. Employees will continue to be remunerated for regularly scheduled hours.



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- Any staff member that has been possibly exposed through close contact with a person that has been tested for COVID-19 is required to remain at home until the test results are known. If the test is negative, then the staff member may return to work. If the test is positive, then the staff member is to remain at home for 14 days. Employees will continue to be remunerated for regularly scheduled hours.
- Any staff member that has underlying health conditions or lives with someone with underlying health conditions that may decrease their ability to fight off a COVID-19 infection, is encouraged to work from home.
- All Town Hall office staff have been given the option to work from home and have been granted remote secure access to the network so that they can continue to work with the files and programs they use on a daily basis.
- All staff working from home are to email the Chief Administrative Officer on a daily basis to outline the focus of work for that day. A list of projects that can be done remotely is being created.
- There will be one staff member on the ground floor of Town Hall during normal operating hours to attend to deliveries which are done by non-contact means.
- Either the Chief Administrative Officer or the Clerk will be at Town Hall during normal operating hours to ensure decision making can be done quickly and efficiently.
- The Operations Department has been split into two work groups. Each group will have one week on and one week off. All employees are limited to one person per vehicle to allow for social distancing. All tasks that require two people are to be conducted in a way that allows for at least two meters of separation at all times. Employees will continue to be remunerated for regularly scheduled hours.
- The water distribution and wastewater collection staff have been split in two and will alternate days. Employees will continue to be remunerated for regularly scheduled hours.
- On March 23, 2020, the Town declared a State of Emergency to highlight the importance of social distancing and self-isolation which will help reduce the rate



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of infection thereby allowing healthcare resources the capacity to address cases as they arise. This is known as flattening the curve.

- The Municipal Emergency Control Group met March 13, 16, 18, and 23. Each meeting is used to review new information as it becomes available and determine what actions should be taken to address risks as they arise. The group will continue to meet regularly throughout this event and take actions that are within our authority to maintain the health and safety of everyone in the Town of Prescott.

Alternatives:

Council may wish to alter the actions taken to date.

Financial Implications:

None

Attachments:

None

Submitted by

Matthew Armstrong
 Chief Administrative Officer & Treasurer



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REPORT TO COUNCIL

Date March 26, 2020

Report No. 16-2020

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Financial Measures

Recommendation:

For information.

General Expenditures

The implementation of social distancing and self-isolation to help protect the health and safety of all residents of Prescott means that the Town will be focused on supporting the essential services we provide including emergency services, water and wastewater services, waste management, road maintenance, snow removal (as required), and health and safety measures.

- All non-essential staff travel has been suspended at this time.
- The Library, Walker House, and Recreation services have been suspended.
- All Town buildings have been closed to the public.
- No work that will incur expenditures on 2020 projects is being undertaken at this time.
- Contractor work, where staff is not needed to be in attendance, is continuing in the short term for previously approved projects. This includes work on the second phase of the 2nd floor of Town Hall.
- Seasonal positions were advertised for in February. The resumes are being reviewed, and for those that are successful and have worked for the Town



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before, it is recommended that they are given a conditional letter of offer. This allows the Town to secure seasonal staffing provided the restrictions from COVID-19 have been lifted by the time they are scheduled to start. For those who have not worked for the Town before, they will be given a phone interview to assess their skills, qualifications, and experience. If the candidate is successful, it is recommended that a conditional letter of offer be given.

- All reasonable attempts will be made to avoid unnecessary expenditures so as to offset possible reductions in revenue.
- Quarterly school board taxes will still be paid to each school board.
- All ongoing contractual payments for police services and the Joint Services offered by the United Counties of Leeds and Grenville will be paid.
- All utilities will continue to be paid.
- All debt payments will continue to be paid.
- All invoices for services rendered and goods received will be paid.

Property Tax Measures

The interim property tax billings were sent out at the beginning of February and were due February 28, 2020. As of March 23, 2020, there was \$412,662 of the interim property taxes that remained outstanding. Therefore 89% of the interim taxes have been paid. The Town could suspend the calculation of interest on the outstanding amount of interim taxes at this time. Only the interest on outstanding interim taxes would be suspended, which based on the current amount outstanding, would reduce revenue by \$5,200 per month. Interest on all amounts outstanding from December 31, 2019, and prior, would continue to be charged interest. If interest is waived on all outstanding property tax amounts, it would reduce revenue by \$13,400 per month.

Once the budget has been passed, the final billing for property taxes are historically sent out in July and split into two equal payments that are due at the end of July and at the end of August. For 2020, the Town could provide flexible payment options with interest waived on current year tax amounts until a date in the fall of this year.



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2020 Budget

Options to reduce the 2020 Operational Budget and the Water and Wastewater Budgets are included in a separate staff report.

Alternatives:

Council may wish staff to explore or implement other financial measures.

Financial Implications:

Unknown at this time.

Attachments:

None

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer



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REPORT TO COUNCIL

Date March 26, 2020

Report No. 17-2020

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: 2020 Operational Budget Suggestions

Recommendation:

For information.

Analysis

The economic conditions in Canada and across the globe have changed rapidly over the last month. The 2020 Operational Budgets do not have to be passed until the end of May which will allow Council time to consider actions that will help address the economic reality we are all faced with.

There are several options laid out below that can be considered during Council's decision-making process for the 2020 Budget.

Operational Budget

The original 2020 Operational Budget called for a 1.55% increase to the overall property tax levy. There are several changes that could be made to the 2020 Operational Budget that would result in a property tax levy increase of zero. They include:

- Remove the 1% increase dedicated to the infrastructure reserve for 2020
- Remove the additional \$24,000 in sidewalk repairs and replacements that was included in the 2020 budget
- Reduce the Town Hall repairs budget by \$6,000 for 2020



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The above three initiatives would result in a property tax levy increase of zero. This is combined with a property tax rate decrease for educational taxes in 2020.

Water and Wastewater Budgets

The 2020 Water and Wastewater Budgets were previously put forward including an increase of 2% on current rates. Given the current economic conditions the rates could remain unchanged for 2020. The Water and Wastewater budget not only pays for the day to day provision of water and wastewater services, but it is also used to pay for road reconstruction work which is essential to maintaining these core infrastructure assets in good working order. Without continued transfer to reserves, the ability to address road reconstruction projects will be diminished thereby increasing the risk of infrastructure failure.

Alternatives:

Council may wish for staff to explore other options for the 2020 Budget.

Financial Implications:

None

Attachments:

None

Submitted by

Matthew Armstrong
 Chief Administrative Officer & Treasurer

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 13-2020

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE SPECIAL COUNCIL
MEETING HELD ON MARCH 26, 2020**

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

WHEREAS certain actions of Council do not require the enactment of a specific by-law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MARCH, 2020.

Mayor

Clerk

**READ A THIRD AND FINAL TIME AND PASSED THIS 26th DAY OF MARCH,
2020.**

Mayor

Clerk