



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, October 5, 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, Nathan Richard, Interim Director of Operations, Lindsey Veltkamp, Deputy Clerk, Dana Valentyne, Economic Development Officer, 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 6:00 p.m.

**2. Approval of Agenda**

Motion 220-2020: Ostrander, Jansman

That the agenda for the Special Council meeting of October 5, 2020, be approved as presented.

Carried

### **3. Declarations of Interest**

Councillor Jansman declared a Conflict of Interest on Item #9.1 – Agreements & Negotiations.

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

#### **4.1 Special Council Minutes - September 21, 2020**

Motion 221-2020: Young, Burton

That the Special Council minutes dated September 21, 2020, be accepted as presented.

Carried

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

#### **5.1 Action Items**

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

Motion 222-2020: Ostrander, McConnell

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

Carried

1. Municipal Emergency Control Group Minutes – September 18, 2020
2. Prescott Fire Department Fire Report – August & September 2020
3. Planning Advisory Committee Minutes – June 24, 2020 & September 10, 2020
4. Prescott Police Services Board Minutes – July 23, 2020
5. Prescott BIA Board of Management Minutes – August 19, 2020
6. Prescott Fire Department – Fire Prevention Week 2020
7. Leeds, Grenville & Lanark District Health Unit – Board of Health Summary – September 17, 2020
8. Letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing re: SRA Phase 2
9. United Counties of Leeds and Grenville – Media Release, September 25, 2020
10. Lanark, Leeds and Grenville Addictions and Mental Health – Media Release, September 30, 2020
11. Township of Leeds and the Thousand Islands Resolution of Support re: Boarder Closure
12. The Corporation of the Town of Niagara-on-the-Lake Resolution of Support re: Boarder Closure
13. The Township of Montague Resolution of Support re: Boarder Closure
14. Town of Rainy River Resolution of Support re: Prescott Boarder Closure
15. Corporation of the Nation Municipality Resolution of Support re: Boarder Closure
16. Champlain Township Resolution of Support re: Broadband and cellular infrastructure

## **6. Staff**

### **6.1 Staff Report 67-2020 - Service Delivery and Operational Review - Draft Report**

Matthew Armstrong, CAO/Treasurer, introduced Ted Darby, TDC Group Management Consulting, and spoke briefly to the highlights of the draft report and feedback from the public survey.

Ted Darby, TDC Group Management Consulting, provided an overview of the draft report. A copy of the Mr. Darby's presentation is held on file. Mr. Darby referenced the methodology, key results, potential opportunities, and next steps.

Discussion was held regarding municipal comparators, taxation and assessment, and recreation expenses.

### **6.2 Staff Report 68-2020 - Options for Prescott's Collection of Historical Artifacts**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the current collection of historical artifacts, the space requirements to house the artifacts, and provided multiple options.

Discussion was held regarding the issues with accessibility at 202 King Street, climate control concerns, security options for the artifacts, and the option of having a secondary location for the artifacts at Fort Wellington.

Deputy Mayor Young assumed the Chair at 7:57 p.m.

Motion 223-2020: Todd, Ostrander

That Council direct staff to begin the negotiations towards the establishment of a Prescott Museum and Tourism Information Centre at 202 King Street West; and

That staff report back to Council with a budget, timeline, and all other particulars with regards to this and the moving of the artifacts currently housed in the Forwarders' Museum; and

That a dialogue be opened with both the Downtown Prescott BIA and South Grenville Chamber of Commerce for the potential shared use of part of this facility.

Carried

Further discussion was held regarding the closing date for the Forwarders' Museum sale, requirements for a long-term curator, and the 5-year lease term associated with 202 King Street.

Mayor Todd resumed the Chair at 8:11 p.m.

### **6.3 Staff Report 69-2020 - Traffic Calming Measures**

Motion 224-2020: Burton, Ostrander

That Council direct staff to develop a policy and procedure for the consideration and implementation of traffic calming measures and that these be brought back to Council for further consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided background on speed management, speeding concerns, possible advantages and disadvantages associated with traffic calming measures. He referenced options for speed control measures including vertical and horizontal measures, physical obstructions, and mitigating measures.

Mayor Todd spoke to areas of concern that had been brought forward and visible slower speeds in Town after the implementation of the 40 km/h speed.

### **6.4 PAC Report 08-2020 - Temporary Use By-Law - 481 McAuley Road**

Motion 225-2020: Young, Ostrander

That Council approve a temporary use by-law that would allow for a home occupation of animal care in the residential zone R-1 at 481 McAuley Road, Prescott, which would include the following:

1. It would allow for an in-house animal care program that would follow the Town's Animal control By-law in terms of the types and number of animals on site.
2. That any time the animals are taken off of the property, that they be leashed at all times.
3. That the rear yard be fenced at the dwelling so that should the business owner have any concerns with an animals' disposition they can be confined the rear yard of the dwelling and must be under supervision.

4. That tags be issued every year for the business for dogs which may come with no tags so that they can be returned promptly.
5. That the business understands that at any time, with proper notice, the temporary use by-law can be revoked by the Town's By-law Officer due to noncompliance.
6. That this By-law will only be valid until December 31, 2022, at which time it will cease to exist.

Carried

Councillor Jansman spoke to the item. She referenced the original decision of the Planning Advisory Committee based on public feedback and the recent approval from the Committee following a review of the application.

Shawn Merriman, Manager of Building & By-Law, spoke to the staff recommendation and the various requirements. Discussion was held regarding the requirements and if the applicants were in support of them.

#### **6.5 PAC Report 09-2020 - Proposed Zoning By-Law Amendment - 555 King Street West**

Motion 226-2020: Jansman, Burton

That Council adopt a zoning by-law amendment under Section 34 of the *Planning Act* to remove the special exemption RW-2, to allow for all uses as noted in the CW zone in the Town of Prescott.

Carried

Councillor Jansman spoke to the item. She referenced the application, the decision of the Planning Advisory Committee, and the current limitations to the property under the current zoning.

Discussion was held regarding the approved uses under the new zoning for the property, the request from the United Counties to change the zoning, and how much property behind the building was not owned by the Town.

## **7. By-laws**

### **7.1 Procedural By-Law**

Motion 227-2020: Burton, Young

That By-Law 39-2020, being a by-law to govern the proceedings of Council and its Committees and to repeal By-Law 42-2014, be read a first and second time.

Carried

Motion 228-2020: Burton, Young

That By-Law 39-2020, being a by-law to govern the proceedings of Council and its Committees and to repeal By-Law 42-2014, be read a third time, passed and signed by the Mayor and Clerk.

Carried

### **7.2 Sale of Land - Forwarders' Museum**

Motion 229-2020: Ostrander, McConnell

That By-Law 40-2020, being a by-law to authorize the sale of the land by the Corporation of the Town of Prescott to Ashley Davies and Josee Davies; that land being 201 Water Street, Plan 19 Blk 2 PT lot 13 PT lot 14 RP 15R632 Part 2; Town of Prescott; PIN 68162-0110 (LT), be read a first and second time.

Carried

Motion 230-2020: Burton, Shankar

That By-Law 40-2020, being a by-law to authorize the sale of the land by the Corporation of the Town of Prescott to Ashley Davies and Josee Davies; that land being 201 Water Street, Plan 19 Blk 2 PT lot 13 PT lot 14 RP 15R632 Part 2; Town of Prescott; PIN 68162-0110 (LT), be read a third time, passed and signed by the Mayor and Clerk.

Carried

### **7.3 Temporary Use By-Law - 481 McAuley Avenue**

Motion 231-2020: Young, Ostrander

That By-Law 41-2020, being a by-law to amend the Town of Prescott Zoning By-Law No. 09-2009, as amended, to permit a temporary use at 481 McAuley Road, be read a first and second time.

Carried

Motion 232-2020: Young, Burton

That By-Law 41-2020, being a by-law to amend the Town of Prescott Zoning By-Law No. 09-2009, as amended, to permit a temporary use at 481 McAuley Road, be read a third time, passed and signed by the Mayor and Clerk.

Carried

### **7.4 Zoning By-Law Amendment - 555 King Street West**

Motion 233-2020:

That By-Law 42-2020, being a by-law to amend by-law No. 09-2009 to remove site specific zoning CW-2 at 555 King Street West, Prescott, to allow for all the uses of the CW zone, be read a first and second time.

Carried

Motion 234-2020: Burton, Shankar

That By-Law 42-2020, being a by-law to amend by-law No. 09-2009 to remove site specific zoning CW-2 at 555 King Street West, Prescott, to allow for all the uses of the CW zone, be read a third time, passed and signed by the Mayor and Clerk.

Carried

## **8. Mayor's Proclamation**

### **8.1 Ontario Public Library Week**

Mayor Todd proclaimed the week of October 18-24, 2020, as Ontario Public Library week in the Town of Prescott.

Councillor McConnell stated that the Library had returned to its normal hours of operation.

## **9. Closed Session**

### **9.1 Agreements & Negotiations**

Motion 235-2020: Young, Burton

That Council move into Closed Session at 8:51 p.m. to address matters pertaining to:

#### 9.1 Agreements & Negotiations

- Under Section 239(2)(k) of the *Municipal Act, 2001* - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; and

That the CAO/Treasurer, Clerk, and Deputy Clerk remain in the meeting.

Carried

Councillor Jansman vacated her seat at 8:51 p.m. and did not participate in the Closed Session meeting.

Motion 236: Young, McConnell

That Council move into Open Session. (Time: 9:01 p.m.)

Carried

Councillor Jansman returned to the meeting at 9:01 p.m.

## **10. Rise and Report**

During the Closed Session, staff received direction on Item 9.1 Agreements & Negotiations.



**11. Confirming By-Law – 43-2020**

Motion 237-2020: Ostrander, Burton

That By-Law 43-2020, being a by-law to confirm the proceedings of the Special Council meeting held on October 5, 2020, be read a first and second time.

Carried

Motion 238-2020: Shankar, McConnell

That By-Law 43-2020, being a by-law to confirm the proceedings of the Special Council meeting held on October 5, 2020, be read a first and second time.

Carried

**12. Adjournment**

Motion 239-2020: Ostrander, Jansman

That the meeting be adjourned to Monday, October 21, 2020, at 6:00 p.m. (Time: 9:03 p.m.).

Carried

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Mayor

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Clerk