



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, October 19, 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

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**1. Call to Order**

Mayor Todd called the meeting to order at 6:00 p.m.

**2. Approval of Agenda**

Motion 240-2020: Young, McConnell

That the agenda for the Council meeting of October 19, 2020, be approved as presented.

Carried

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

**6. Minutes of previous meetings**

**6.1 Committee of the Whole Minutes**

Motion 241-2020: Burton, Shankar

That the Committee of the Whole minutes dated March 2, 2020, be accepted as presented.

Carried

**6.2 Council Minutes**

Motion 242-2020: Young, Burton

That the Council minutes of February 26, 2020, and the Special Council minutes of March 16, 2020 and October 5, 2020, be accepted as presented.

Carried

Discussion was held regarding the reasoning behind minutes from February and March being brought forward for approval.

Kimberley Casselman, Clerk, explained that when the Town declared a State of Emergency and Council moved to Special Council meetings, regular meeting minutes were not brought forward to the Special meetings for approval.

**7. Communications & Petitions - None**

**8. Consent Reports**

Moton 243-2020: Shankar, Young

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Carried

Kimberley Casselman, Clerk, explained the Consent Reports section on the agenda. She stated that recent amendments to the Procedural By-Law permitted a consent reports section, where routine reports could be accepted by one motion without discussion.

## **8.1 Council Information Package**

1. Municipal Emergency Control Group Minutes – October 2, 2020
2. The Grenville Sentinel – June, July, August & September 2020 Issue
3. Township of Lake of Bays Letter re: Reform to the Municipal Insurance Policy
4. Township of Asphodel-Norwood resolution re: Cannabis Production
5. Town of Plympton-Wyoming resolution of support re: Municipality of Tweed – Cannabis Production Facilities, the Cannabis Act, and Health Canada Guidelines
6. Town of Plympton-Wyoming resolution of support re: Wollaston Township – Request to review the Municipal Elections Act

## **9. Committee Reports - None**

## **10. Mayor – None**

## **11. Outside Boards, Committees and Commissions**

Councillor McConnell stated that this week was Ontario Public Library Week and reminded viewers that the Prescott Public Library was now open its regular hours. Councillor McConnell also spoke to the Walker House Program Coordinator's weekly column in the South Grenville Journal.

Councilor Jansman spoke to recent BIA activity and stated that a Digital Service Squad team member had been hired which was a position split between the Town of Prescott, the Township of Augusta, and the Township of Edwardsburgh/Cardinal.

Councillor Young spoke to his attendance at the virtual meetings for the St. Lawrence Lodge Board of Management and the Leeds, Grenville and Lanark District Health Unit Board of Health.

## **12. Staff**

### **12.1 Staff Report 70-2020 - Service Delivery and Operational Review - Draft Report**

Matthew Armstrong, CAO/Treasurer, spoke to the report.

Ted Darby, TDC Group Management Consulting, spoke to a PowerPoint presentation. A copy of the presentation is held on file. Mr. Darby referenced a peer review meeting between staff at the Town of Prescott and the Township of Augusta, opportunities for cost savings, and improved service delivery.

Discussion was held regarding Appendix #1 supplied at the previous meeting, the implementation timeline, and the Joint Collaborative Task Force.

Matthew Armstrong, CAO/Treasurer, stated that staff would be bringing the full service delivery review report for adoption to the next Council meeting, as well as an implementation plan.

### **12.2 Staff Report 71-2020 - Sidewalk Snowplow Tender Results**

Motion 244-2020: McConnell, Burton

That Council approve the selection of Joe Johnson Equipment and the 2020 MT7 Trackless machine and attachments with an upset limit of \$185,000 including attachments and trade-ins.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the received proposals, suggestions from staff regarding the equipment, and the options for sidewalk snowplow attachments within budget.

Matthew Armstrong, CAO/Treasurer, spoke to a decrease in prices and attachment options.

Discussion was held regarding the model of the sidewalk snowplow, costing, age of the current sidewalk snowplows, and the environmental implication section in the report.

### **12.3 Staff Report 72-2020 - Computer Controller for Snowplow Truck**

Motion 245-2020: Young, Burton

That Council approve the purchase of a Computer Controller for the 2010 snowplow from Gincor with an upset limit of \$15,860 plus HST.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the purpose of the computer controller, the potential cost savings, and environmental impacts.

Discussion was held regarding the added benefit of not having to remove sand from sewers and past messaging from the Provincial government regarding the use of computerized systems.

**12.4 Staff Report 73-2020 - Draft Water and Wastewater Agreement between Augusta and Prescott for the Development at 1686 King Street West in the Township of Augusta**

Motion 246-2020: Ostrander, Young

That Council agree in principle to the Draft Water and Wastewater Agreement between Augusta and Prescott; and

That the agreement be brought back to Council for final review after being reviewed and approved by the Township of Augusta.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the property, the developer's plan, the payment breakdown, and that the agreement was only for the property located at 1686 King Street West.

Discussion was held regarding the costs that would be covered by the Township of Augusta and the developers. Further discussion was held regarding recent repaving done on Henry Street.

Mr. Armstrong stated that this agreement could come back to Council in November for approval, but stated that it would be dependent on the Township of Augusta.

**12.5 Staff Report 74-2020 - Lease of 202 King Street West - Museum and Complimentary Uses**

Motion 247-2020: Young, Ostrander

That Council authorize the Mayor and Clerk to enter into a lease agreement for a term of 5 years for 202 King Street West for \$2,000 plus HST per month inclusive of utilities, plus a yearly consumer price index increase following the first year, to provide space for a Prescott Museum and complementary uses.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the concerns brought forward from members of Council regarding the property. He spoke to potential cost sharing for the renovations through the CIP program, the potential use of the space, the installation of a security system, the timeline for opening the museum, and expected operating costs.

**13. Resolutions – None**

**14. By-laws**

**14.1 Snowplow Debenture By-Law**

Motion 248-2020: Young, Ostrander

That By-Law 44-2020, being a by-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital work(s) of the Corporation of the Town of Prescott (The Municipality); and to authorize entering into of a rate offer letter agreement pursuant to which the municipality will issue debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor's Proclamation**

**17.1 National Disability Employment Awareness Month**

Mayor Todd proclaimed the month of October 2020 as National Disability Employment Awareness Month in the Town of Prescott.

**18. Closed Session – None**

**19. Rise and Report – None**

**20. Confirming By-Law – 45-2020**

Motion 249-2020: Burton, Shankar

That By-Law 45-2020, being a by-law to confirm the proceedings of the Council meeting held on October 19, 2020, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**21. Adjournment**

Motion 250-2020: Ostrander, Young

That the meeting be adjourned to Monday, November 2, 2020, at 6:00 p.m.  
(Time: 7:34 p.m.).

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Mayor

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Clerk