



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, November 2, 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, Dana Valentyne, Economic Development Officer

1. Call to Order

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

2. Approval of Agenda

Motion 251-2020: Young, Ostrander

That the agenda for the Council meeting of November 2, 2020, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations

4.1 KPMG – 2019 Audit

Motion 252-2020: Burton, Shankar

That Council receive the 2019 Consolidated Financial Statements, as presented by the Town's Auditor, KPMG.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the highlights of the 2019 audit. He spoke to the consolidated financial statements, taxes receivable, deferred revenue, accumulated municipal equity, and a decrease in net debt. Mr. Armstrong thanked KPMG for working with staff on the audit.

Lori Huber and Stephanie Mutheardy, KPMG, spoke to the audit findings report. A copy of the report is held on file.

Discussion was held regarding the debt load due to the investment in capital expenditures, and the municipal comparators outlined in the audit findings report.

5. Delegations – None

6. Minutes of previous meetings

6.1 Council Minutes – October 19, 2020

Motion 253-2020: Ostrander, Shankar

That the Council minutes of October 19, 2020, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Moton 254-2020: Shankar, McConnell

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

Carried

8.1 Council Information Package

1. Municipal Emergency Control Group Minutes – October 16, 2020
2. Prescott Police Services Board Minutes – September 24, 2020
3. United Counties of Leeds and Grenville Media Release – October 22, 2020
4. The Honourable Maryam Monself, Minister for Women and Gender Equality and Rural Economic Development Response Letter re: Town of Prescott Resolution to Support Funding for Reliable High-Speed Internet
5. Corporation of the City of Clarence-Rockland Letter and Resolution re: Cannabis Retail Stores
6. Town of Lincoln resolution re: Support Resolution from the Municipality of Tweed, Cannabis Production Facilities, the Cannabis Act, and Health Canada Guidelines

8.2 Staff Report 75-2020 – Financial Report – September 2020

Recommendation:
For information.

8.3 Staff Report 76-2020 – Strategic Plan

Recommendation:
That Council approve the Town of Prescott Strategic Plan.

Carried

8.4 Staff Report 77-2020 – Blue Box Program Update and Waste Services Request for Proposal

Recommendation:
For information.

9. Committee Reports - None

10. Mayor

Mayor Todd thanked staff for their work on the virtual Halloween events that took place during the week leading up to Halloween. He thanked Kevin Bunce, Joanna Freer, and volunteers, for organizing various Halloween events. Mayor Todd spoke to the upcoming virtual Remembrance Day ceremony and noted that local Legions still needed support.

Discussion was held regarding the purchase of a wreath for the Remembrance Day ceremony.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to the Halloween celebrations and the decorations in town.

Councillor Jansman spoke to the virtual Halloween activities. She thanked Kevin Bunce and Town staff for their hard work.

Councillor McConnell spoke to the library being open its regular business hours. He also spoke to ongoing repairs at Walker House and its virtual events.

Councillor Ostrander spoke to his involvement in the Legion's audit team in preparation for their upcoming grant applications.

Councillor Shankar spoke to his attendance at a virtual South Grenville Chamber of Commerce meeting and Wastewater Treatment Facility Management Board meeting held on Wednesday, October 28. He referenced the Halloween decorating and involvement of residents in Town.

Councillor Young spoke to the recent COVID-19 outbreak at St. Lawrence Lodge. He explained what constituted an outbreak and the current situation at the lodge.

12. Staff

12.1 Staff Report 78-2020 – Service Delivery and Operational Review – Final Review

Motion 255-2020: Burton, Ostrander

That Council approve the final version of the Town of Prescott Service Delivery and Operational Review and direct staff to proceed with the implementation plan.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He outlined the initiatives identified by the service delivery review, the timelines associated with each project, and the membership of the Joint Collaborative Task Force.

Discussion was held regarding the public survey results, the requests received for more walking and bicycle paths, and working with the Township of Augusta and the Township of Edwardsburgh Cardinal to explore the possibilities of connecting paths.

12.2 Staff Report 79-2020 – St. Lawrence Shakespeare Festival Board Member

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced recent conversations with the St. Lawrence Shakespeare Festival Board about having a Council member appointed to the board as a formal Council representative. Mr. Armstrong also stated that Councillor McConnell had been approached by the festival to sit on the board as a private citizen.

Discussion was held regarding the board's response to Council's request and the additional support the Town provides to the festival.

Motion: Young, Ostrander

That Council appoint Councillor McConnell as a Council representative to the St. Lawrence Shakespeare Festival Board.

Withdrawn

Motion 256-2020: Burton, Ostrander

That Council insist that a formal Council representative sit on the St. Lawrence Shakespeare Festival board.

Carried

12.3 Staff Report 80-2020 – Edwardsburgh Cardinal – Prescott Automatic Fire Aid Agreement

Motion 257-2020: Young, Ostrander

That Council approve the Edwardsburgh Cardinal – Prescott Automatic Fire Aid Agreement.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the base rate would increase by the annual consumer price index for Ontario, that calls would be billed out according to the MTO rate, that each call would have a minimum fifteen minute callout charge per vehicle, and that the estimated revenue was expected to double.

Discussion was held regarding past intermunicipal agreements and the updated coverage area.

12.4 Staff Report 81-2020 – COVID Small Business Grant Second Phase

Motion 258-2020: Burton, Ostrander

That Council approve the second phase of the COVID Small Business Grant program to direct funds to businesses participating in Prescott's Digital Service (DSS) program, who are deemed ineligible to receive subsequent Digital Transformation Grant (DTG) funds, due to this commercial zoning/location.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to phase one of the Small Business Grant program, the applications received, and the need for an additional grant for ineligible businesses. He referenced the guidelines and process involved in order to determine eligibility.

Dana Valentyne, Economic Development Officer, spoke to the importance of including all businesses and not differentiating between businesses along King Street and those not within the downtown core.

Discussion was held regarding the inclusion of businesses outside of the downtown core, the increase in online businesses, and the digital economy.

12.5 Staff Report 82-2020 – COVID Grant Funding Program for Non-Profit Organizations

Motion 259-2020: Ostrander, Shankar

That Council approve the creation of a COVID Grant Program for non-profit organizations to help support the fixed costs of those organizations for 2020, if they are not eligible to access a grant program for any other level of government.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the need for a grant program for non-profit organizations and the qualifications in order to be considered eligible.

Discussion was held regarding applicants that may have already received funding through the Town's community grant, that the funding would only cover costs from 2020, and organizations that might service multiple municipalities.

13. Resolutions – None

14. By-laws

14.1 Water and Wastewater Agreement – 1686 County Road 2, Township of Augusta

Motion 260-2020: Burton, Ostrander

That By-Law 46-2020, being a by-law to authorize a Water and Wastewater Servicing Agreement between the Corporation of the Town of Prescott and the Corporation of the Township of Augusta for the property located at 1686 County Road 2, Township of Augusta, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, stated that the Township of Augusta had passed and approved the agreement at their previous Council meeting.

Discussion was held regarding the access to the property from County Road 2, sharing the site plan with residents, the dates associated with the agreement, and the portion of the water and sewer infrastructure the Town is responsible for.

Further discussion was held regarding the water and wastewater treatment facility and servicing other residences within the Township of Augusta.

14.2 Automatic Fire Aid Agreement with the Township of Edwardsburgh Cardinal

Motion 261-2020: Young, Ostrander

That By-Law 47-2020, being a by-law to authorize an Automatic Aid Agreement between the Corporation of the Town of Prescott and the Corporation of the Township of Edwardsburgh Cardinal for fire protection services, 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 - None

18. Closed Session

18.1 Identifiable Individual

Motion 262-2020: Shankar, Ostrander

That Council move into Closed Session at 8:12 p.m. to address matters pertaining to:

18.1 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act, 2001* – personal matters about an identifiable individual, including municipal or local board employees; and

That the CAO, Clerk, and Deputy Clerk remain in the electronic meeting.

Carried

Motion: 263-2020: Ostrander, Shankar

That the meeting reconvene in Open Session. (Time: 8:30 p.m.)

Carried

19. Rise and Report

During the Closed Session, Council provided staff direction in regard to Item 18.1 Identifiable Individual.

20. Confirming By-Law – 48-2020

Motion 264-2020: Burton, Young

That By-Law 48-2020, being a by-law to confirm the proceedings of the Council meeting held on November 2, 2020, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 265-2020: Burton, McConnell

That the meeting be adjourned to Monday, November 16, 2020, at 6:00 p.m. (Time: p.m.).

Carried

Mayor

Clerk