



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, April 6, 2021

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, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, and Dana Valentyne, Economic Development Officer

1. Call to Order

Mayor Todd called the meeting to order at 6:03 p.m.

2. Approval of Agenda

Motion 77-2021: McConnell, Shankar

That the agenda for the Council meeting of April 6, 2021, be approved as amended.

Carried

The agenda was amended as follows:

1) Under Item #17 – Proclamations add:

17.1 - Green Shirt Day

3. Declarations of Interest – None

4. Presentations

4.1 FolkFest 2021 - George Tierney

George Tierney, FolkFest founding member, spoke to the event. He provided background on the event, the planning process, and adhering to changing COVID restrictions. He referenced the hope to expand the event to offer satellite events in other areas but keeping the Town of Prescott as the home location for Folkfest.

Discussion was held regarding considering the Township of Augusta for a satellite location for an event, the success of last year's event, the expected ticket cost, and plans to grow the event in the future.

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Council Minutes - March 15, 2021

Motion 78-2021: Burton, Ostrander

That the Council minutes of March 15, 2021, be accepted as presented.

Carried

7. Communications & Petitions

7.1 OPP Detachment Board Proposal Process

Mayor Todd spoke to the item. He referenced the suggested model for Police Services Board's, the discussions at past PSB meetings regarding the current model, and that a letter would be submitted to the Solicitor General on behalf of the Prescott Police Services Board to express the Board's wishes to continue with its current governance model.

Discussion was held regarding the two current provincial vacancies on the Board and what the Board composition would consist of if it moved to a combined model.

8. Consent Reports

Motion 79-2021: Ostrander, Shankar

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

Carried

8.1 Information Package (under separate cover)

1. Town of Prescott Municipal Emergency Control Group Minutes – February 26, 2021 & March 12, 2021
2. Police Services Board Minutes – January 21, 2021 & February 25, 2021
3. Planning Advisory Committee Meeting Minutes – February 17, 2021
4. Leeds, Grenville and Lanark District Health Unit Board of Health Meeting Summary – March 25, 2021
5. United Counties of Leeds and Grenville Media Release re: 2021 Budget Tax Decrease – March 25, 2021
6. Leeds, Grenville & Lanark Health Unit Notes from Weekly Zoom Call with Municipalities, MP's and MPP's – March 19, 2021 & March 26, 2021
7. South Grenville Beacon Newspaper Media Release – March 24, 2021
8. Employment Education Centre - We Are The Change Program
9. MPAC Letter re: Province-wide assessment update postponement
10. City of Kingsville resolution re: amendments to Bill C-21 (municipal firearm by-laws)
11. Town of Orangeville resolution re: withdrawal of Schedule 3 from Bill 257 Building Broadband Faster Act
12. Municipality of Calvin resolution of support re: Universal Paid Sick Days
13. City of Kitchener resolution re: Planning Act application timelines

Councillor McConnell spoke to Item #2 – Police Services Board Minutes – January 21, 2021 & February 25, 2021.

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to his attendance at the Joint Services Committee meeting and the Housing Affordability Task Force meeting. He stated that the United Counties had announced a new CAO, Raymond Callery. He referenced his attendance at a St. Lawrence Corridor Economic Development Commission meeting held last week and a Planning Advisory Committee meeting held on March 30. He spoke to the success of the Township of Augusta Mayor's Breakfast event and thanked all those involved.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at the virtual Augusta Township Mayor's Breakfast event, the International Women's Day event, and the virtual Chamber of Commerce Annual Awards Banquet. She thanked the Operations staff for their great work spring cleaning the streets and sidewalks.

Councillor Jansman spoke to her attendance at a Planning Advisory Committee meeting held on March 30 and spoke to an upcoming Planning Advisory Committee meeting being held later in April.

Councillor McConnell spoke to Walker House virtual programming and stated that the Prescott Public Library was closed but curbside pickup was available. He spoke to his attendance at a recent St. Lawrence Shakespeare meeting and stated that an announcement would be made soon regarding the 2021 season.

Councillor Ostrander spoke to his attendance at a Connect Youth meeting and stated that the Prescott Food Bank was looking for more drivers for meal deliveries.

Mayor Todd requested that staff reach out to the Connect Youth organization to arrange for a presentation to Council.

Councillor Shankar spoke to his attendance at the Township of Augusta Mayor's Breakfast event and the Joint Collaborative Economic Task Force meeting.

Councillor Young spoke to his attendance at the St. Lawrence Lodge Committee of Management meeting.

12. Staff

12.1 Staff Report 32-2021 - Cannabis License Holder Notification to Municipalities

Motion 80-2021: Shankar, Burton

That Council direct staff to bring the attached resolution regarding the notification of local authorities of any license issuance, amendment, suspension, reinstatement, or revocation within the municipality to the Council meeting of April 19, 2021 for final review and consideration.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report.

12.2 Staff Report 33-2021 - RiverWalk Park, Kelly's Beach, and Waterfront Trail - Project Updates

Motion 81-2021: Ostrander, Young

That Council direct staff to implement the improvements noted in Staff Report 33-2021 for RiverWalk Park, Kelly's Beach, and the Waterfront Trail and within the 2021 Projects Budgets approved by Council.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He provided background on the budgets associated with each area of improvement and provided an analysis of RiverWalk Park, Kelly's Beach, and the Waterfront Trail projects.

Each area was broken down and discussed separately.

Discussion was held regarding Kelly's Beach, repurposing the large concrete slabs along the shoreline, a potential area for dogs to access the water, options for the location of a non-motorized dock, and a location for a raft at the beach.

Discussion was held regarding the projects at RiverWalk Park, updating the suggested trees and shrubs to include more native species, a letter received regarding the use of native species of trees, and considering the suggestions.

Council requested that staff consider the letter received on the use of native tree species and bring back a report to a future meeting of Council regarding the selection of trees and shrubs in Riverwalk Park.

Discussion was held regarding the Heritage River Trail, the areas of local drainage, the combination of the two parking lots in the area, and work being completed internally by staff.

12.3 Staff Report 34-2021 - Dibble Street East - Road Reconstruction Project Tender Results

Motion 82-2021: Young, Burton

That Council approve the selection of Ken Miller Excavating Ltd. for major road reconstruction of Dibble Street east from Boundary Street to Vankoughnet Street in 2021 with an estimated construction budget of \$1,560,694 for Phase 1; and

That Council approve the selection of Ken Miller Excavating Ltd. for major road reconstruction on Dibble Street east from Vankoughnet Street to Edward Street in with an estimated construction budget of \$1,048,344 for Phase 2; and

That Council provide staff direction to enter into a construction contract with Ken Miller Excavating Ltd. for the major road reconstruction on Dibble Street East from Boundary Street to Edward Street with an estimated construction budget of \$2,609,038 for the complete road project, including Phase 1 and Phase 2.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He provided background on past discussions of Council regarding the reconstruction of Dibble Street east and East Street.

Josh Eamon, EVB, spoke to the design of the street, the pricing, and the effects of removing one sidewalk from the street.

Mr. Richard referenced the process going forward, and the bids received during the RFP process. He spoke to the financial details and the environmental implications.

Discussion was held regarding the expected amount of rock under the street, the project's two-year timeline, the removal of the sidewalk on one side of the street, and the option of moving the utility poles.

Further discussion was held regarding the amount put aside for contingency, the change in the location of sidewalk removal, and the process to redesign the street to include a second sidewalk.

Council recessed at 8:38 p.m.

Council resumed at 8:50 p.m.

12.4 Staff Report 35-2021- Augusta & Prescott Land Development/Needs Analysis and Economic Development Request For Proposal Results

Motion 83-2021: McConnell, Ostrander

That Council approve the selection of MDB Insight to undertake the Augusta and Prescott Land Development / Needs Analysis & Economic Development Strategies at a cost of \$162,574 plus HST, to be split evenly between the Township of Augusta and the Town of Prescott and paid through the use of the Municipal Modernization Funding received from the Province of Ontario in 2019.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the joint RFP process, the number of bids received, the technical and price rankings, and that the Joint Collaborative Economic Task Force had endorsed the selection of MDB Insight.

Discussion was held regarding the partnership with the Township of Augusta on the RFP, the work the Task Force, and possibility of cost savings through the partnership.

12.5 Staff Report 36-2021-Natural Gas Appointment and Retainer Agreement - Local Authority Services

Motion 84-2021: Burton, Ostrander

That Council direct staff to prepare a By-law to enter into the updated agreement with the Local Authority Services for the purchase of natural gas and bring it back to the Council meeting of April 19, 2021 for further review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the new agreement would update the agreement from 2017.

13. Resolutions

13.1 Prescott Heritage Committee - Member Appointment

Motion 85-2021: McConnell, Burton

That Council appoint Joan Rupert-Barkley to the Prescott Heritage Committee for the remainder of 2021.

Carried

14. By-laws

14.1 Committee of Adjustment Appointment By-Law

Motion 86-2021: Young, Ostrander

That By-Law 14-2021, 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 and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Motion 87-2021: Burton, Ostrander
That the meeting be extended. (Time: 9:07 p.m.)

Carried

14.2 2021 Estimates By-Law

Motion 88-2021: McConnell, Young
That By-Law 15-2021, being a by-law to adopt the estimates for the sums required during the year 2021 for general purposes of the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.3 2021 Tax Ratios By-Law

Motion 89-2021: Young, Burton
That By-Law 16-2021, being a by-law to set tax ratios for the year 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.4 2021 Tax Rates By-Law

Motion 90-2021: Ostrander, Young
That By-Law 17-2021, being a by-law to adopt tax rates for municipal purposes for the year 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.5 2021 Capping Thresholds By-Law

Motion 91-2021: Young, Shankar
That By-Law 18-2021, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.6 Fire Safety Grant Transfer Agreement

Motion 92-2021: Ostrander, Shankar

That By-Law 19-2021, being a by-law to authorize a Transfer Payment Agreement between Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal and the Corporation of the Town of Prescott, 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 Green Shirt Day

Mayor Todd proclaimed April 7th, 2021, as Greet Shirt Day in the Town of Prescott.

18. Closed Session

Motion 93-2021: Shankar, Ostrander

That Council move into Closed Session at 9:17 p.m. to address matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase and Sale

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

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

Carried

19. Rise and Report

During the Closed Session, Council accepted the Closed Session minutes as presented on Item 18.1 – Approval of the Closed Session Minutes and provided staff with direction on Item 18.2 – Purchase and Sale.

20. Confirming By-Law – 20-2021

Motion 94-2021: Ostrander, McConnell

That By-Law 20-2021, being a by-law to confirm the proceedings of the Council meeting held on April 6, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 95-2021: Jansman, Young

That the meeting be adjourned to Monday, April 19, 2021, at 6:00 p.m.
(Time: 9:32 p.m.)

Carried

Matthew Armstrong, CAO/Treasurer, confirmed availability for a Special Council meeting to be held Monday, April 12, 2021.

Mayor

Clerk