



PRESCOTT TOWN COUNCIL
AGENDA

September 25, 2017

6:30 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

	Pages
1. Call to Order	
2. Approval of Agenda	
Suggested Motion	
<i>"THAT the agenda for the Council Meeting of September 25, 2017, be approved as presented."</i>	
3. Declarations of Interest	
4. Presentations	
5. Delegations	
6. Minutes of the previous Council meetings	
6.1 Regular Council Minutes - August 16, 2017	1
Suggested Motion	
<i>"THAT the Council minutes of August 16, 2017, be accepted as presented."</i>	
6.2 Special Council Minutes - September 5, 2017	9
Suggested Motion	
<i>"THAT the Special Council minutes of September 5, 2017, be accepted as presented."</i>	

7. Communications & Petitions

7.1 Action Items

7.2 Information Items (under separate cover)

Suggested Motion

"THAT the information items under separate cover be received and filed."

8. Committee Reports

8.1 Committee of the Whole Report 13-2017 - September 5, 2017

a. Committee of the Whole minutes dated September 5, 2017

12

Suggested Motion

"THAT the Committee of the Whole minutes dated September 5, 2017, be accepted as presented."

8.2 Committee of the Whole Report 14-2017 - September 18, 2017

a. Committee of the Whole minutes dated September 18, 2017

16

Suggested Motion

"THAT the Committee of the Whole minutes dated September 18, 2017, be accepted as presented."

b. Walker House Roof Replacement

Suggested Motion

"THAT Council direct staff to proceed with the replacement of the Walker House Roof and to fund this expense from the Walker House Reserve Fund."

9. Mayor

10. Outside Boards, Committees and Commissions

11. Staff

12. Resolutions

13. By-laws

14. New Business

15. Notices of Motion

16. Mayor's Proclamation

16.1 Local Government Week - October 15-21, 2017

21

17. Period for Media Questions

18. Closed Session

18.1 Pay Equity

Suggested Motion

"THAT Council move into Closed Session at _____ to address matters pertaining to:

18.1 Pay Equity

- personal matters about an identifiable individual, including municipal or local board employees; and

- labour relations or employee negotiations; and

That the CAO, Treasurer, Director of Public Works & Infrastructure, and Clerk remain in the room."

19. Rise and Report

20. Confirming By-Law – 36-2017

22

Suggested Motion

"THAT By-Law 36-2017, being a by-law to confirm the proceedings of the Council meeting held on September 25, 2017, be read a first and second time."

Suggested Motion

"THAT By-Law 36-2017, being a by-law to confirm the proceedings of the Council meeting held on September 25, 2017, be read a third time, passed and signed by the Mayor and Clerk."

21. Adjournment



**PRESCOTT TOWN COUNCIL
MINUTES**

**Wednesday, August 16, 2017
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton,
Fraser Laschinger, Lee McConnell, Mike Ostrander, and
Ray Young
Staff Pierre Mercier, CAO, Matthew Armstrong, Treasurer, and Dan
Beattie, Director of Public Works & Infrastructure

1. Call to Order

Mayor Todd called the meeting to order at 6:35 p.m.

2. Approval of Agenda

Motion 283-2017: Burton, Ostrander

That the agenda for the Council Meeting of August 16, 2017, be approved as amended.

Carried

The agenda was amended as follows:

1) Under Item # 14 – New Business add:

14.1 – Prescott Fire Department Golf Tournament Hole Sponsorship

3. Declarations of Interest – None

4. Presentations – None

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Regular Council Minutes - July 17, 2017

Motion 284-2017: Laschinger, Burton

That the Council minutes of July 17, 2017, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Action Items – None

7.2 Information Items (under separate cover)

Motion 285-2017: Ostrander, McConnell

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

Carried

1. Prescott Fire Department Report – June 2017
2. Thank You Card from Mike Laking
3. United Counties of Leeds and Grenville media release – July 28, 2017
4. Municipality of Bluewater resolution re: Ontario Carbon Tax
5. Municipality of Bluewater resolution re: Removal of Tax Exemption portion on Remuneration
6. City of Owen Sound resolution re: Request for Economic Impact Analysis
7. Township of the Archipelago resolution re: Reconsider Proposed Changes Under Bill 86 re: Out of Court Payments

8. Committee Reports – None

9. Mayor

Mayor Todd spoke to his attendance at the AMO conference held August 13 to the 16. He stated that the Royal Canadian Legion, Prescott Branch, had approached him regarding the installation of banners leading from the legion to the cenotaph. Staff was directed report back to council at a later date with a full costing of the banners. Mayor Todd also stated that there was interest from members of the community to establish a splash pad group.

10. Outside Boards, Committees and Commissions

Councillor Burton stated that she had received interest from several individuals regarding the creation of a splash pad committee and that there would be a public meeting in September. She spoke to her recent attendance at the BIA meeting held on August 17, and referenced the Fire Calls for the month of June.

Councillor Laschinger spoke to his attendance at the BR+E workshop held on July 19, a guided tour of Town Hall on July 21, Loyalist Days Working Group meeting on August 8, and the closing performance of the Shakespeare Festival on August 12.

Councillor McConnell spoke to his attendance at Prescott Soccer's 50th anniversary. He reminded Councillors to submit their potential capital works projects to staff for 2018 budget consideration.

Councillor Young spoke to the Prescott Fire Department statistics for June and July, and that construction process had begun on the new fire hall. He referenced his attendance at the Prescott Police Services Board meeting held on August 10, and Rideau St. Lawrence AGM held on August 16.

Staff was directed to collect statistics on recent fire calls and potential conflicts with emergency services.

11. Staff

11.1 Staff Report 42-2017 - June 2017 Financial Report

Motion 286-2017: Young, McConnell

That Council receive the attached Financial Operating Budget, Capital Budget, Reserve Funds and Long Term Debt Reports for June 30, 2017 for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report.

11.2 Staff Report 43-2017 - Insurance Renewal

Motion 287-2017: Young, McConnell

That Council endorse the following changes to the Town of Prescott insurance coverage effective August 29, 2017:

1. Increase the General Liability coverage from \$15,000,000 to \$20,000,000
2. Add Volunteer Accident insurance to the policy
3. Change Council Member Accident insurance to 24/7 coverage

Carried

Matthew Armstrong, Treasurer, provided an overview of the report and the proposed changes to the insurance coverage. He stated that the changes to the policy would result in a 3.1% increase. He explained that the insurance company uses the term board member, however, under the town's terms, board member refers to Council member.

11.3 Staff Report 44-2017 - Health Unit Levy Apportionment Basis

Motion 288-2017: Burton, Ostrander

That Council endorse Option 2, as the basis of allocation for the municipal health unit levy.

Carried

Matthew Armstrong, Treasurer, spoke to the report. He provided Council with two options for the basis of allocation for the municipal health unit levy. He stated that changing the basis of allocation to use population data produced by Statistics Canada would increase the municipal health unit levy by \$2,267.00.

11.4 Staff Report 45-2017 - Marina Rubber Rock Installation

Motion 289- 2017: Ostrander, McConnell

That Council direct the Director of Public Works & Infrastructure to add the Rubber Rock installation at the Marina to the 2018 Capital Budget to be funded by the Marina Reserve and utilize internal resources for the installation.

Carried

Dan Beattie, Director of Public Works & Infrastructure, provided an overview of the report, including the scope of the work involved and costing.

Discussion was held regarding the 2017 budget, and impact of staff resources.

11.5 Staff Report 46-2017 - Professional Municipal Engineering Services

Motion 290-2017: Ostrander, McConnell

That Council direct staff to enter into a contract with EVB for Professional Municipal Engineering Services for 3 years with an option to extend the terms of the contract for 2 additional years.

Carried

Matthew Armstrong, Treasurer, spoke to the report.

Discussion was held regarding EVB's experience in Prescott.

11.6 Staff Report 47-2017 - Recreation Master Plan

Motion 291-2017: Burton, Ostrander

That Council accept the submission of Sierra Planning & Management for the preparation of the Town of Prescott Recreation Master Plan at an upset limit of \$ 52,400; and

That the CAO be directed to enter into an agreement with Sierra Planning & Management to confirm the terms and conditions of the project.

Carried

Pierre Mercier, CAO, provided an overview of the report. He discussed the process of the tender and the experience of Sierra Planning & Management.

Discussion was held regarding the timeline for the release of Sierra Planning & Management's final report, and Council's involvement in the progression of the report.

Pierre Mercier, CAO, stated that there would be opportunities for input as well as clear expectations for feedback from all groups at the first meeting.

11.7 Staff Report 48-2017 - Ontario Community Infrastructure Fund Top-Up Allocation

Motion 292-2017: McConnell, Ostrander

That Council directs staff to submit an application for Ontario Community Infrastructure Fund (OCIF) Top-Up Component for Linda Street and Linda Place to be completed in 2018.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. He stated that the timing of the application lined up with the Linda Street and Linda Place project.

11.8 Staff Report 49-2017 - Public Works Equipment Purchase

Motion 293-2017: McConnell, Ostrander

That Council receive this report for information regarding the purchase of equipment for Public Works.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report.

12. Resolutions

12.1 St. Lawrence Corridor Economic Development Commission - Town of Prescott Industrial Representative

Motion 294-2017: Young, McConnell

That Council appoint Shelley Bacon as the Town of Prescott Industrial Representative for the St. Lawrence Corridor Economic Development Commission.

Carried

Mayor Todd spoke to Mr. Shelley Bacon's background and involvement in the community.

13. By-laws – None

14. New Business

Motion 295-2017: Young, Burton

That Prescott Council show our support for the Prescott Fire Department with the purchase of a hole sponsorship of \$100 for their September golf tournament.

Carried

Staff was requested to look into the availability of town property for additional parking for Seaway Church on Churchill Road.

15. Notices of Motion – None

16. Mayor's Proclamation

16.1 Prostate Cancer Awareness Month - September 2017

Mayor Todd proclaimed September 2017 as Prostate Cancer Awareness Month in the Town of Prescott.

17. Period for Media Questions – None

18. Closed Session – None

19. Rise and Report – None

20. Confirming By-Law – 34-2017

Motion 296-2017: Laschinger, Burton

That By-Law 34-2017, being a by-law to confirm the proceedings of the Council meeting held on August 16, 2017, be read a first and second time.

Carried

Motion 297-2017: Laschinger, Burton

That By-Law 34-2017, being a by-law to confirm the proceedings of the Council meeting held on August 16, 2017, be read a third time, passed and signed by the Mayor and Deputy Clerk.

Carried

21. Adjournment

Motion 298-2017: Ostrander, Young

That the meeting adjourns to Monday, September 25, 2017 at 6:30 p.m.

(Time: 8:13 p.m.)

Carried

Mayor

Clerk



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, September 5, 2017

6:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Fraser Laschinger, Mike Ostrander, and Ray Young.

Staff Pierre Mercier, CAO, Matthew Armstrong, Treasurer, Dan Beattie, Director of Public Works & Infrastructure, Kimberley Casselman, Director of Administration/Clerk, and Lindsey Veltkamp, Corporate Services Executive Assistant

1. Call to Order

Mayor Todd called the meeting to order at 6:31 p.m.

Council observed a moment of silence in honour of the late Augusta Township Deputy Mayor George Elliot.

2. Approval of Agenda

Motion 299-2017: Ostrander, Young

That the agenda for the Special Council Meeting of September 5, 2017, be approved as presented.

Carried

3. Declarations of Interest - None

4. Staff

4.1 Presentation – Allan and Partners LLP

Motion 300-2017: Jansman, Burton

That Council receive the 2016 Consolidated Financial Statements, as presented by the Town's Auditor, Howard Allan.

Carried

Mr. Howard Allan, Allan and Partners LLP, spoke to the Town's 2016 Consolidated Financial Statements. Mr. Allan highlighted that the Town had prepared their own financial statements, which was a step in the right direction. Mr. Allan spoke to the Town's rate of taxation, net debt, average taxes, tax arrears, long-term debt, and the annual repayment limit. Mr. Allan also spoke to the importance of a long range financial plan. He referenced the Audit Findings Report and the issues being addressed.

Council members thanked the Treasurer, Matthew Armstrong, for his work on preparing the financial statements. Discussion was held regarding the Town's net surplus and capital spending. Further discussion was held regarding the need for a long term financial plan, and the Town's overall debt load.

4.2 Staff Report 50-2017 – Water Treatment Plant Upgrades Tender

Motion 301-2017: Jansman, Burton

That Council direct staff to enter into a contract with Chevron Construction Services Ltd. for upgrades to the Prescott Water Treatment Plant.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. He spoke to the funding of the project and needed repairs.

6. Period for Media Questions

Austin Ling, 107.9 Coast FM, inquired as to the funding sources for the water treatment plant upgrades. Mr. Armstrong stated that 50% of the funding would be from the Federal Government and 25% would be from the Provincial Government.

7. Confirming By-Law – 35-2017

Motion 302-2017: Young, Ostrander

That By-Law 35-2017, being a by-law to confirm the proceedings of the Special Council meeting held on September 5, 2017, be read a first and second time.

Carried

Motion 303-2017: Young, Ostrander

That By-Law 35-2017, being a by-law to confirm the proceedings of the Special Council meeting held on September 5, 2017, be read a third time, passed and signed by the Mayor and Clerk.

Carried

8. Adjournment

Motion 304-2017: Laschinger, Jansman

That the meeting be adjourned to Monday, September 25, 2017, at 6:30 p.m.
(Time: 6:57 p.m.)

Carried

Mayor

Clerk



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, September 5, 2017
7:00 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Fraser Laschinger, Mike Ostrander, and Ray Young

Staff Pierre Mercier, CAO, Matthew Armstrong, Treasurer, Dan Beattie, Director of Public Works & Infrastructure, Kimberley Casselman, Director of Administration/Clerk, and Lindsey Veltkamp, Corporate Services Executive Assistant

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:58 p.m.

2. APPROVAL OF AGENDA

Motion: Burton, Young
That the agenda be adopted as presented.

Carried

3. **DECLARATIONS OF INTEREST** - None
4. **PRESENTATIONS** - None
5. **DELEGATIONS** - None
6. **COMMUNITY AND PROTECTIVE SERVICES** - None

7. **FINANCE & CORPORATE SERVICES**

7.1 **Staff Report 51-2017 - July 2017 Financial Report**

Motion: Ostrander, Burton

That Committee of the Whole receive the Financial Operating Budget, Capital Budget, Reserve Funds and Long Term Debt reports for July 31, 2017, for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. He spoke to the second and third tax installment revenue, St. Lawrence Street completion, incoming invoices from the new Fire Hall project, and the reserves.

Discussion was held regarding Infrastructure Ontario loans, water and wastewater budget, and traffic lights.

7.2 **Presentation - 2018 Capital Planning**

Matthew Armstrong, Treasurer, presented a PowerPoint presentation regarding 2018 Capital Planning. A copy of the presentation is held on file. Mr. Armstrong spoke to previously approved projects for 2018, planning based items, the asset management plan, the recreation master plan, and a capital plan.

Discussion was held regarding the recreation master plan, LED light replacements, wayfinding signage, the importance of receiving front line staff input, and Town branding.

Mr. Armstrong requested that Council members submit their top five priority items, which would assist with costing and the overall budget process. He stated that he would bring back the costing of these items in October.

8. TOURISM & HERITAGE

Councillor Laschinger spoke to the upcoming dedication of the Sandy Hill Cemetery gates, being held on September 16th at 11:00 a.m.

9. TRANSPORTATION & ENVIRONMENTAL SERVICES - None

10. PLANNING

Councillor Ostrander stated that there would be an Official Plan update coming soon.

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Councillor Jansman requested that an additional date be considered for yard waste pick up due to the recent storms.

Councillor Laschinger requested to meet with staff to prepare for the upcoming Jean Casselman Wadds plaque unveiling ceremony.

Discussion was held regarding the removal of traffic lights, installment of the crosswalks, and the line painting.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION – None

15. RISE AND REPORT - None

16. ADJOURNMENT

Motion: Young, Ostrander

That the meeting be adjourned. (Time 7:55 p.m.)

Carried



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, September 18, 2017
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present	Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Fraser Laschinger, Lee McConnell, Mike Ostrander, and Ray Young
Staff	Pierre Mercier, CAO, Matthew Armstrong, Treasurer, Dan Beattie, Director of Public Works & Infrastructure, Kimberley Casselman, Director of Administration/Clerk, and Lindsey Veltkamp, Corporate Services Executive Assistant

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:31 p.m.

2. APPROVAL OF AGENDA

Motion: McConnell, Ostrander
That the agenda be adopted as presented.

Carried

3. DECLARATIONS OF INTEREST – None

4. PRESENTATIONS - None

5. DELEGATIONS - None

6. COMMUNITY AND PROTECTIVE SERVICES - None

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 52-2017 - August 2017 Financial Report

Motion: Laschinger, Burton
That Committee of the Whole receive the attached Financial Operating Budget, Capital Budget, Reserve Funds, and Long Term Debt Reports for August 31, 2017, for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report.

Discussion was held regarding the Infrastructure Ontario loans and the Loyalist Days budget.

7.2 Staff Report 53-2017 - Walker House Roof Replacement

Motion: Young, Burton

That Committee of the Whole recommend that Council direct staff to proceed with the replacement of the Walker House Roof and to fund this expense from the Walker House Reserve Fund.

Carried

Matthew Armstrong, Treasurer, spoke to report. He provided an overview of the roof's current state at Walker House, the risk of further damage over the winter season, and the cost for replacement.

Discussion was held regarding the age of the current shingles, the advantages of considering a steel roof, and the contractor of record.

7.3 Presentation - 2018 Project Planning

Matthew Armstrong, Treasurer, presented a PowerPoint presentation regarding 2018 Project Planning. A copy of the presentation is held on file. Mr. Armstrong spoke to the scoring system for 2018 projects, previously approved projects, development based projects, and infrastructure based projects.

Discussion was held regarding the replacement of the windows at Town Hall, creating a capital project survey for residents to voice their priorities, status of upgrades and accessibility at the arena.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Councillor McConnell spoke to the sidewalk work and asphalt work continuing in town.

10. PLANNING - None

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Councillor Laschinger requested that the Community Improvement Plan Update be added to the action item list.

Councillor Young requested that the traffic light removal be added to the action item list.

Councillor Jansman requested that the Fire Hall construction be added as a standing item in order to provide Council with verbal updates, and for staff to come up with a communication plan to keep residents in the area informed.

Discussion was held regarding the Clock Tower, Treasure Day on Saturday, September 23rd, installation of street signs being added to the action item list, the status of the paving at the Prescott Curling Club, and legion banners.

Councillor Laschinger requested that the Official Plan be added to the action item list.

Mayor Todd spoke to his recent meeting with the Ministry of Transportation.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

Motion: Burton, Young

That Committee of the Whole move into Closed Session at 7:45 p.m. to address matters pertaining to:

14.1 South Grenville Chamber of Commerce Annual Award Nominations

- personal matters about an identifiable individual, including municipal or local board employees; and

14.2 HR Matter

- personal matters about an identifiable individual, including municipal or local board employees; and

That the CAO, Treasurer, Director of Public Works and Infrastructure, and Clerk remain in the room.

Carried

Motion: Jansman, Burton

That the meeting reconvene in Open Session. (Time: 9:05 p.m.).

Carried

15. RISE AND REPORT

During the Closed Session, Committee of the Whole provided direction on nominations for the South Grenville Chamber of Commerce Annual Awards, and received information and provided staff with direction on item 14.2 – HR Matter.

16. ADJOURMENT

Motion: Burton, Jansman

That the meeting be adjourned. (Time: 9:05 p.m.)

Carried



PROCLAMATION LOCAL GOVERNMENT WEEK

Whereas the week of October 15 to 21, 2017 will be celebrated in Ontario as Local Government Week; and

Whereas the municipal order of government performs functions that significantly impact the day-to-day life of citizens throughout the world; and

Whereas the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Ministry of Municipal Affairs, and the Association of Municipalities of Ontario (AMO), acknowledge and celebrate the significant role that municipal governments play in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario.

Now, Therefore, I, Mayor Brett Todd, do hereby proclaim the week of October 15 to 21, 2017, as Local Government Week in the Town of Prescott and do commend its thoughtful observance to all citizens of our municipality.

Dated this 25th day of September, 2017.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 36-2017

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON SEPTEMBER 25, 2017**

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 25th DAY OF SEPTEMBER, 2017.

Mayor

Clerk

**READ A THIRD AND FINAL TIME AND PASSED THIS 25th DAY OF
SEPTEMBER, 2017.**

Mayor

Clerk