



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, February 16, 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, Dana Valentyne, Economic Development Officer, and Shawn Merriman, Manager of Building & Bylaw

1. Call to Order

2. Approval of Agenda

Motion 35-2021: Ostrander, McConnell

That the agenda for the Council meeting of February 16, 2021, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations – None

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Council Minutes - February 1, 2021

Motion 36-2021: Young, Burton

That the Council minutes of February 1, 2021, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Motion 37-2021: Ostrander, Shankar

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

Carried

8.1 Council Information Package (under separate cover)

1. Prescott BIA Board of Management Approved Minutes - December 8, 2020 & January 12, 2021
2. Town of Prescott Municipal Emergency Control Group Minutes – January 29, 2021
3. Perth County resolution of support re: Significant Negative Impacts of Current Value Assessments
4. Township of Lake of Bays resolution of support re: Township of Augusta's request for Support of the Reversal of the Decision to Close the Ontario Fire College
5. Township of Lake of Bays resolution of support re: Municipality of Mississippi Mills support to Amend the Municipal Elections Act
6. Township of Lake of Bays resolution of support re: Municipality of West Greys request for support to Repeal Schedule 8 of Bill 229, Protect, Support and Recover from the COVID-19 Act, 2020
7. Township of Asphodel-Norwood resolution of support re: the Review of the Deadline for Municipalities to Complete a Community Safety & Well-Being Plan by the Solicitor General
8. Township of Guelph/Eramosa resolution of support re: Advocacy for Reform of the MFIPPA Legislation
9. City of St. Catharines resolution of support re: Universal Paid Sick Days in Ontario
10. Township of Conmee resolution of support re: Criminal Records and Municipal Election Candidates

8.2 Staff Report 14-2021 - Financial Policy Approvals

Recommendation:

That Council approve the Tangible Capital Asset Policy and the Wastewater Treatment Plant – Reserve Fund Policy.

Carried

8.3 Staff Report 15-2021 - Joint Services Committee - Agreement Update

Recommendation:

That the Corporation of the Town of Prescott agrees to amend the Joint Operating Agreement for the Leeds and Grenville Joint Services Committee by deleting Section 2.9; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to his attendance at a Cross Borders Mayor’s meeting held on February 4, a Joint Services Committee meeting held on February 3, and referenced an upcoming meeting of the Committee to be held on March 3.

11. Outside Boards, Committees and Commissions

Councillor Burton acknowledged the hard work of the Operations Department and staff during the recent snow and efforts in snow removal and keeping the streets and sidewalks clear.

Councillor Jansman spoke to her attendance at a BIA meeting held on February 9 and an upcoming Planning Advisory Committee meeting to be held on February 17.

Councillor McConnell spoke to the Prescott Public Library being open to the public and referenced the Library’s hours of operation.

Councillor Ostrander spoke to the upcoming interviews for the Part-Time Fire Chief position.

Councillor Shankar applauded the community for their commitment and for adhering to preventative guidelines allowing the Town to return to the Green Prevent framework.

12. Staff

12.1 Staff Report 16-2021 - Information Items - February 1, 2021

Lindsey Veltkamp, Clerk, spoke to the report.

Discussion was held regarding the overview provided for each of the resolutions of support covered in the report.

Motion 38-2021: McConnell, Young

That staff be directed to prepare separate resolutions of support for the Reversal of the Closure of the Ontario Fire College, Municipal Drainage Matters and need for coordination with CN Railway, Increased Municipal Insurance Rates, Future Grant Application Deadlines, and Infrastructure Funding Opportunities and bring them back to the Council meeting of March 1, 2021.

Carried

Mayor Todd spoke to recent conversations regarding the correspondence section of the agenda and placing items under that section to highlight information requiring extra attention.

12.2 Staff Report 17-2021 - Draft Encroachment Agreement - 254 King Street West - Seaway Valley Pharmacy

Motion 39-2021: Burton, Ostrander

That Council approve the encroachment agreement for 254 King Street West, subject to the conditions outlined in report 17-2021; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building and Bylaw spoke to the report.

Discussion was held regarding the installation of a step outside versus a step inside the store, the requirements for an accessibility ramp, the accommodation of ramps along King Street and spacing, and considering future requirements for accessibility purposes.

Motion 40-2021: Burton, Ostrander

That Staff be directed to create a report outlining the options for accessibility ramps for businesses in the downtown core.

Carried

12.3 Staff Report 18-2021 - Draft Encroachment Agreement - 232 King Street West - Zens Inn

Motion 41-2021: Young, Burton

That Council approve the encroachment agreement for 232 King Street West, subject to the conditions outlined in report 18-2021; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building and Bylaw, spoke to the report.

12.4 Staff Report 19-2021 - Digital Main Street Program Extension Opportunity & Update

Motion 42-2021: Young, Ostrander

That Council approve a one-month extension to the Digital Main Street Program Coordinator position and subsequent funding support through the Grenville CFDC Community Economic Development Funding Program, for the period of March 1 to March 31, 2021.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the extension of the Coordinator positions for the Digital Main Street Program, the additional funding through the Grenville CFDC Community Economic Development Funding Program, the positive responses received from businesses, and business participation.

Discussion was held regarding positive business responses, the success of the program, and the Town's early involvement in the program.

12.5 2021 Budget Presentation: Revenue, Fees, and Taxation

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file.

Discussion was held regarding budgeting for the possibility of events in 2021, whether its beneficial to utilize the COVID funding or to retain a portion of the funding in case of a third wave, and the decrease in past due taxes.

Further discussion was held regarding the OPP contract, arranging a date with Rideau St. Lawrence to come before Council at an upcoming meeting, concerns received from residents regarding the size and quality of Town garbage bags, and residential assessment values for 2020.

12.6 2021 Project Prioritization

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He provided Council with the subcategories for the projects, an overview of each of the projects, projects that were considered priorities by staff, and Council feedback on priority projects.

Discussion was held regarding the replacement of the pool pump and filter, continuing with the support of the Brockville General Hospital Project and the CIP Program, the waterfront projects of interest including docks for non-motorized watercraft, solar lighting along the Heritage Trail, and sunshades in the parks.

Further discussion was held regarding the projects listed under Downtown Projects, the creation of a Beautification Plan, the sidewalk replacements in the downtown core, the future location of the Dog Park, and new equipment purchases.

13. Resolutions – None

14. By-laws – None

15. New Business

Mayor Todd spoke to concerns with the parking spaces located to the west side of Bobby's Restaurant with the proximity of the spaces to the corner and large amount of snowfall and snowbanks on Edward Street.

16. Notices of Motion – None

17. Mayor's Proclamation – None

Council recessed at 8:32 p.m.

Council resumed at 8:45 p.m.

18. Closed Session

Motion 43-2021: McConnell, Ostrander

That Council move into Closed Session at 8:45 p.m. to address matters pertaining to:

18.1 HR Matters

- Under Section 239(d) of the *Municipal Act* - labour relations or employee negotiations; and

18.2 Purchase & Sale

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

18.3 Board Appointments

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

18.4 Approval of Closed Session Minutes; and

That the CAO/Treasurer, Clerk, Interim Director of Operations, and Deputy Clerk remain in the room.

Carried

19. Rise and Report

During the Closed Session Staff received direction on Items 18.1 – HR Matter and 18.2 – Purchase & Sale.

Under Item 18.3 – Identifiable Individual, Council approved the appointment of Blinda Campbell and Jeanne Fox Dibble to the Prescott BIA Board of Management for the year 2021 and accepted the Closed Session minutes as presented on Item 18.4 – Approval of Closed Session Minutes.

20. Confirming By-Law – 07-2021

Motion 44-2021: Ostrander, Young

That By-Law 07-2021, being a by-law to confirm the proceedings of the Council meeting held on February 16, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 45-2021: Burton, Shankar

That the meeting be adjourned to Monday, March 1, 2021, at 6:00 p.m. (Time: 9:26 p.m.)

Carried

Mayor

Clerk