



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, November 21, 2022

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk

1. Call to Order

Mayor Shankar welcomed the guests in the audience and then called the meeting to order at 6:06 p.m.

2. Approval of Agenda

Motion 255-2022

Moved By Burton

Seconded By Young

That the agenda for the Council meeting of November 21, 2022, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

4.1 SDGHS - Leadership Presentation

Mayor Shankar welcomed Christine Sloan and the student leadership group from South Grenville District High School.

Christine Sloan provided a brief overview of the conference, the number of students that attended, and the student leadership group. Ms. Sloan shared a short video with Council showcasing the students experiences.

Discussion was held regarding the trip, the grades of the students, and the guest speakers.

Further discussion was held regarding the promotion of the program, ongoing Energizer meetings for Student Council, and the organization of events.

Matthew Armstrong, CAO/Treasurer spoke to the Community Grant program that would be accepting submissions in the early new year.

Christine Sloan and students left at 6:16 p.m.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 November 7, 2022

Motion 256-2022

Moved By McConnell

Seconded By Burton

That the Council minutes dated November 7, 2022, be accepted as presented.

Carried

6.2 Inaugural Meeting Minutes - November 15, 2022

Motion 257-2022

Moved By Young

Seconded By Lockett

That the Inaugural Meeting minutes dated November 15, 2022, be accepted as presented.

Carried

7. Communications & Petitions

There were no items under communications and petitions.

8. Consent Reports

Motion 258-2022

Moved By Campbell

Seconded By Lockett

That all items listed under the Consent Reports section, save and except Item 8.1(4) - Township of Warwick Resolution, be accepted as presented.

Carried

Councillor McConnell spoke to Item 8.1 - Information Package - Township of Warwick resolution re: CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure.

Item 8.1(4) was moved under Item 13 - Resolutions.

8.1 Information Package (under separate cover)

1. Approved BIA Minutes – October 11, 2022
2. Northumberland County resolution of support re: Streamlining Governing Legislation for Physicians in Ontario
3. Northumberland County resolution of support re: Childcare Workforce Challenges
4. Township of Warwick resolution re: CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure

8.2 Staff Report 107-2022 - Water and Sewer Operation By-Law

Recommended Motion:

That Staff be directed to bring back the by-law attached to Staff Report 107-2022 to the Council meeting of December 5, 2022 for final approval.

Carried

8.3 Staff Report 108-2022 - Financial Report - October 2022

Recommended Motion:

For information.

9. Committee Reports

There were no items under Committee Reports.

10. Mayor

Mayor Shankar spoke to the Light Up the Night Parade that took place on Friday, November 18, and the work of the operations staff.

11. Outside Boards, Committees and Commissions

There were no items discussed under Item 11 - Outside Boards, Committees, and Commissions.

12. Staff

12.1 Staff Report 109-2022 - By-Law Enforcement

Shawn Merriman, Manager of Building and By-Law, spoke to the report. He provided background to Council regarding the purpose of the department.

He provided an overview of the complaints and concerns received, the updates to certain by-laws, and the upcoming revision of the business licensing bylaw. He explained the difference between active and passive enforcement.

Discussion was held regarding the current process where concerns prompt action, the types of concerns being expressed by citizens, and the definition of a vacant building as described in the Vacant Building By-law.

Further discussion was held regarding open air burning, parking reminders for on street parking during the winter months, and the potential need for additional staffing should Council decide to proceed with having an active department.

12.2 Staff Report 110-2022 - 2023 Operational and Project Budget Process

Motion 259-2022

Moved By Burton

Seconded By Campbell

That Council approve the 2023 Operational and Project Budget Process as outlined in report 110-2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He reviewed the suggested process, the timelines for the 2023 Operational Budget and Project Development.

Discussion was held regarding outstanding budgeted items, bringing a project list to Council at the next meeting, and the suggested process providing understanding for new members of Council.

Further discussion was held regarding scheduling facility tours for members of Council.

12.3 Staff Report 111-2022 - 2023 Replacement of F Dock and Gas Dock RFP

Motion 260-2022

Moved By Young

Seconded By Lockett

That Council direct Staff to issue a Request for Proposals for the replacement of the Marina F Dock and Fuel Dock in 2023.

Carried

Nathan Richard, Director of Operations, spoke to the report. He provided background on the purpose of the report, reviewed the current age and condition of the docks, and the suggested design aspects.

Mr. Richard reviewed options for the materials to be used on the docks, the timeline for issuing the RFP, and expected installation date.

Discussion was held regarding the timeline for issuing the RFP with an expected deadline due date for the end of January, and how municipal RFPs are advertised.

Further discussion was held regarding the electrical pedestals on the docks, and the replacements being included in the RFP.

12.4 Staff Report 112-2022 - Casual/Contract Building Officials By-law Appointment

Shawn Merriman, Manager of Building and By-law, spoke to the report. He provided background on the legislative requirements of the department, the ongoing support from neighbouring municipalities, and the suggested appointments listed in the by-law.

Discussion was held regarding the software used by the Town of Prescott as well as neighbouring municipalities and the difference between casual and contract employees.

13. Resolutions

13.1 Township of Warwick Resolution of Support - CN Railway Contribution Requirements Under the Drainage Act and Impacts on Municipal Drain Infrastructure

Motion 261-2022

Moved By McConnell

Seconded By Kirkby

That Staff be directed to bring back more information on Item 8.1(4) Township of Warwick Resolution re: CN Railway Contribution Requirements Under the Drainage Act and Impacts on Municipal Drain Infrastructure.

Carried

14. By-laws

14.1 Chief Building Official Alternatives

Motion 262-2022

Moved By Burton

Seconded By Kirkby

That By-Law 49-2022, being a by-law to amend By-Law No. 26-2019, being a by-law to appoint Building Inspectors for the Corporation of the Town of Prescott (Contract/Casual) be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.2 Council Appointments 2023

Motion 263-2022

Moved By Lockett

Seconded By Young

That By-Law 50-2022, being a by-law to appoint Members of Council to boards and commissions, to appoint Members of Council to the Committees of Council, and the appointments of Deputy Mayor for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

There were no items under New Business.

16. Notices of Motion

There were no notices of motion presented.

17. Mayor's Proclamation

17.1 Founder's Day - December 4

Mayor Shankar proclaimed December 4, 2022 as Founder's Day in the Town of Prescott.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 264-2022

Moved By Lockett

Seconded By Young

That Council move into Closed Session at 7:15 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (October 17, 2022)

19.2 Board Appointments

- Under Section 239(2)(b) of Municipal Act - personal matters about a identifiable individual, including municipal employee or local board employees; and

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

Carried

Motion 265-2022

Moved By Burton

Seconded By Campbell

That Council reconvene in Open Session. (Time: 8:19 p.m.)

Carried

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes dated October 17, 2022 and gave Staff direction on Item 19.2 - Board Appointments.

Motion 266-2022

Moved By Burton

Seconded By Young

That Council approve the following appointments to boards and committees for 2023:

Committee of Adjustment

Daniel Slunder

Laurie Bosnall

Jim Hutton

Craig Worden

Luis Zelayeta

Library Board

Anne Gillard (Chief Librarian/CEO)
Leanne Burton (Council Rep)
Peggy Arcand
Laurie Bosnall
Jason Copeland
Elaine McCurdie
Patricia Lemaire
Randy Pelehos

Planning Advisory Committee

Mayor Gauri Shankar (Council Rep)
Leanne Burton (Council Rep)
Tracey Young (Council Rep)
Jason Copeland (Citizen Member)
James Hutchinson (Citizen Member)

Prescott Heritage Committee

Ray Young
Ruby Nixon
Lee McConnell (Council Rep)
Luis Zelayeta
Joan Rupert-Barkley

Prescott Cemetery Board

Teresa Jansman
Elaine McCurdie
Ray Young
Lee McConnell (Council Rep)

Police Services Board

Rob Samojillo (Citizen Member)
Jeffrey Laushway (Provincial appointee)

Mayor Gauri Shankar (Council Rep)
Mary Campbell (Council Rep)

Walker House

Maria McKibbin
Pat Marshall
Jo Savage
Irene Mueller
Sharon Stein
Tom Van Dusen
Sharon Flood
Leanne Burton (Council Rep)

Carried

21. Confirming By-Law – 51-2022

Motion 267-2022

Moved By Campbell
Seconded By Burton

That By-Law 51-2022, being a by-law to confirm the proceedings of the Council meeting held on November 21, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 268-2022

Moved By Kirkby
Seconded By Lockett

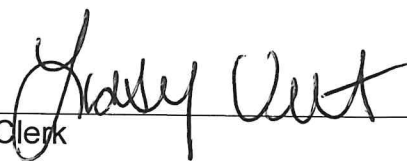
That the meeting be adjourned to Monday, December 5, 2022. (Time: 8:24 p.m.)

Carried

Mayor

A stylized, cursive handwritten signature in black ink, appearing to be "Don".

Clerk

A cursive handwritten signature in black ink, appearing to be "Haley West".