



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, May 16, 2022**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present	Mayor Brett Todd, Councillor Leanne Burton, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services

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**1. Call to Order**

Mayor Todd began the meeting by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.

He then called the meeting to order at 6:06 p.m.

**2. Approval of Agenda**

Motion 117-2022

Moved By McConnell

Seconded By Young

That the agenda for the Council meeting of May 16, 2022 be approved as amended.

Carried

The agenda was amended by moving Item 12 - Closed Session and Item 13 - Rise and Report to follow Item 19 - Mayor Proclamation and by moving Item 14.4 - Staff Report 60-2022 - Recreation Complex Field Report to follow Item 13 - Rise and Report.

**3. Declarations of Interest**

Mayor Todd declared a Conflict of Interest on Item 18.2 - Purchase & Sale, and a potential conflict on Item 14.4 - Staff Report 60-2022 - Recreation Complex Field Report.

**4. Presentations**

**4.1 Dr. Kellam Retirement**

Mayor Todd welcomed Doctor George Kellam, thanked him for his years of service and congratulated him on his retirement.

Dr. Kellam expressed his thanks and spoke to his past 44 years of experience, and the Doctor joining the Prescott Family Health Team.

Discussion was held regarding the importance of local physicians and physician recruitment.

**5. Delegations**

There were no delegations.

**6. Minutes of the previous Council meetings**

**6.1 May 2, 2022**

Motion 118-2022

Moved By Burton

Seconded By Ostrander

That the Council minutes dated May 2, 2022, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Township of Augusta, Township of Edwardsburgh-Cardinal, Town of Prescott: Press Release - Statement of Intent**

Motion 119-2022

Moved By Young

Seconded By Ostrander

That Council endorse the Press Release in principle; and

That Staff be directed to proceed with organizing a Joint Special Council meeting with all three municipalities.

Carried

Mayor Todd spoke to the Press Release. He provided a brief overview of the items listed on the Press Release, with the inclusion of the re-creation of the Municipal Drug Strategy. He spoke to the process, the basic approval Council, the upcoming Joint Special Council meeting to be held on Monday, May 30th and extending an invitation to the Township of Edwardsburgh Cardinal.

Discussion was held regarding past Joint Special Council meetings, the inclusion of the Township of Edwardsburgh Cardinal, and local news articles highlighting the Press Release.

**8. Consent Reports**

Motion 120-2022

Moved By Ostrander

Seconded By McConnell

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. Approved Committee of Adjustment Meeting Minutes – March 17, 2022
2. Approved Planning Advisory Committee Meeting Minutes – March 24, 2022
3. Approved BIA Committee Meeting Minutes – April 12, 2022
4. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – April 29, 2022
5. City of Vaughn resolution of support re: Municipal Final Authority for Development Planning

**9. Committee Reports**

There were no committee reports.

**10. Mayor**

Mayor Todd spoke to upcoming discussions with the Councils of the Township of Augusta and the Township of Edwardsburgh Cardinal.

## **11. Outside Boards, Committees and Commissions**

Councillor Burton spoke to the opening of the Splash Pad, the work completed at the beach, upcoming events taking place over the long weekend, and congratulated Doctor Kellam on his retirement.

Councillor Jansman spoke to the Planning Advisory Committee meeting held on May 5, the BIA meeting held on May 10, the current Explore Prescott promotion, and the upcoming BIA AGM to be held on May 31, the approval of the Digital Main Street funding approval, and the Trade Sessions held at South Grenville District High School offered through St. Lawrence College's Mobile Lab.

Councillor McConnell spoke to current school curriculum, available seasonal positions with the St. Lawrence Shakespeare Festival, and commented on the garbage along the waterfront and beach use.

Councillor Ostrander spoke to the Small Halls Ontario event held on May 14 and updated Council on the Ukrainian refugee family.

Councillor Shankar spoke to the Recreation Centre location tour, the updates to G dock at the Sandra S. Lawn Harbour & Marina, his participation in McHappy Day, and stated that he looked forward to working with neighbouring municipalities.

Councillor Young spoke to the condition of the gardens in town.

## **12. Staff**

### **12.1 Staff Report 57-2022 - 2022 Street Repaving Update**

Motion 121-2022

Moved By Young

Seconded By Burton

That Council direct staff to proceed with repaving of the following street sections in 2022:

- Duke Street from Park to Linda to newer paved intersection
- Henry Street west from St. Lawrence Street to West Street
- Centre from Park Street west to James Street
- Complete Intersection at Boundary Street and Churchill Road east

- Intersection Joint at Park Street west and Edward
- Intersection Joints at King Street and Sophia Street (north and south)
- Dibble Street west from Ann Street to Sophia Street

Carried

Nathan Richard, Director of Operations, spoke to the report. He referenced previous discussions regarding the paving options, the suggested locations for repaving, and spoke to the financial implications.

Discussion was held regarding potential fluctuations of costs for repaving, the addition of Dibble Street west from Ann Street to Sophia Street, and the condition of the municipal parking lot located downtown.

Further discussion was held regarding the condition of the pavement between the brick crosswalks on King Street.

## **12.2 Staff Report 58-2022 - Administrative Fees**

Motion 122-2022

Moved By Jansman

Seconded By Ostrander

That Council direct Staff to bring forward an amending by-law to set the Marriage License Fee to \$125.00 and the Civil Marriage Ceremony Fee to \$300.00 + HST during business hours and \$350.00 plus HST for afterhours effective July 1, 2022, to the Council meeting of June 6, 2022, for final review and consideration.

Carried

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

Discussion was held regarding the current numbers of licenses issues, keeping rates lower, and increasing the promotion of civil marriage ceremonies.

**12.3 Staff Report 59-2022 - Edward Street Sidewalk - East side from King Street to Water Street**

Motion 123-2022

Moved By Jansman

Seconded By Ostrander

That Council select Option 3 as outlined in Staff Report 59-2022 to be brought back to the Council meeting of June 6, 2022, for final review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the options outlined in the report and the financial impact of each option.

Discussion was held regarding the cost associated with the relocation of the trees, the maintenance and costs associated with all the options, and the removal of the sidewalk.

Further discussion was held regarding the benefits of Option 3, current available accessibility funds, and the timelines associated.

**12.4 Staff Report 61-2022 - River Route Transit Service Partnership Agreement - Draft**

Motion 124-2022

Moved By Jansman

Seconded By Ostrander

That Council provide feedback to staff on the River Route Transit Service Partnership Agreement – Draft by May 24<sup>th</sup>, 2022: and

That the final agreement return to Council once all partnering municipalities have had an opportunity to review and provide feedback.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the roles and responsibilities outlined , the financial arrangements, and increasing ridership.

Discussion was held regarding the direct costs associated with the transit, the partnership with the City of Brockville, and the current ridership.

Further discussion was held regarding the received gas tax funding, ensuring an annual report is brought back to Council prior to the renewal timeline, and the administrative lead the Town has had for the project.

**13. Resolutions**

There were no resolutions.

**14. By-laws**

There were no by-laws for approval.

**15. New Business**

There was nothing to report under new business.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

**17.1 World Oceans Day - June 8, 2022**

Mayor Todd Proclaimed June 8th as World Oceans Day in the Town of Prescott.



**18. Closed Session**

Motion 125-2022

Moved By Burton

Seconded By Ostrander

That Council move into Closed Session at 7:28 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

That the CAO/Treasurer, Director of Operations, Clerk, Manager of Community Services, Deputy Clerk, and Economic Development Officer remain in the room.

Carried

Mayor Todd left the meeting at 8:25 p.m.

Motion 126-2022: McConnell, Ostrander

That the meeting be extended. (Time: 9:14 p.m.)

Carried

Motion 127-2022: Young, McConnell

That Council reconvene in Open Session. (Time: 9:14 p.m.).

Carried

**19. Rise and Report**

During the Closed Session, Council approved item 18.1 – Closed Session minutes and gave staff direction on item 18.2 – Purchase & Sale.

**20. Staff Report 60-2022 - Recreation Complex Field Report**

Motion 128-2022

Moved By Young

Seconded By Ostrander

That Council direct staff to work on the planning and design of the outdoor activities and amenities as outlined in Staff Report 60-2022 and return to Council for approval of the final layout and design.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the responses received from the public survey, the requests from user groups, the associated fees with securing the use of an amenity, and willingness to travel for facility use.

Samantha Joudoin-Miller, Manager of Community Services, spoke to the outdoor recreation field layout which included some of the requests from user groups.

Nathan Richard, Director of Operations, spoke to the suggested layout based on feedback received from the public survey, and the alternatives for each area.

Mr. Armstrong spoke to ongoing conversations regarding requirements and needs versus wants.

Discussion was held regarding a breakdown of cost for each section, the children's play area, and the locations of storage buildings.

**21. Confirming By-Law – 25-2022**

Motion 129-2022

Moved By Burton

Seconded By Ostrander

That By-Law 25-2022, being a by-law to confirm the proceedings of the Council meeting held on May 16, 2022, be read and passed, signed by the Deputy Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 130-2022

Moved By McConnell  
Seconded By Jansman

That the meeting be adjourned to June 6, 2022. (Time: 9:47 p.m.)

Carried

  
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Mayor  
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Clerk