



**PRESCOTT TOWN COUNCIL
MINUTES**

**Monday, March 21, 2022
6:00 p.m.
Virtual Meeting**

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, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Jessica Crawford, Deputy Treasurer

1. Call to Order

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

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

He then called the meeting to order at 6:02 p.m.

2. Approval of Agenda

Motion 60-2022

Moved By McConnell

Seconded By Ostrander

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

Carried

Mayor Todd stated that the next meeting would be held in Council Chambers for members of Council with the option to attend virtually.

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 March 7, 2022

Motion 61-2022

Moved By Shankar

Seconded By Jansman

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

Carried

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 62-2022

Moved By Young

Seconded By Burton

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. Committee of Adjustment Approved Minutes – December 23, 2021
2. Leeds, Grenville & Lanark District Health Unit Weekly Call with Municipalities, MP's and MPP's – March 11, 2022
3. Community Podcast Episode Sponsorship – Canadian History Ehx
4. Township of Lake of Bays resolution of support re: Hospital Capital Funding
5. Township of Woolwich resolution of support re: Federal and Provincial Funding to Support Mental Health
6. Town of The Blue Mountains resolution of support re: Housing and Affordability Issues
7. Town of Wasaga Beach resolution of support re: Regional Government Service Delivery Review Task Force – Fire Services
8. Township of Chapple resolution of support re: Northwestern Ontario Municipal Association (NOMA) supporting expansion of Northern Ontario School of Medicine

Councillor Jansman spoke to Item 3 - Community Podcast Episode Sponsorship - Canadian History Ehx, and Item 4 - Township of Lake of Bays resolution of support re: Hospital Capital Funding.

8.2 Staff Report 30-2022 - 2021 Annual Drinking Water Quality Report

Recommendation:

That Council accept the 2021 Annual Drinking Water Quality Report.

Carried

8.3 Staff Report 31-2022 - 2021 Prescott Wastewater System Annual Report

Recommendation:

That Council accept the 2021 Annual Wastewater System report.

Carried

9. Committee Reports

There were no items under Committee Reports.

10. Mayor

Mayor Todd had nothing to report.

11. Outside Boards, Committees and Commissions

Councillor Burton had nothing to report.

Councillor Jansman spoke to her attendance at a BIA meeting held on March 8.

Councillor McConnell spoke to his attendance at the Curling Club as an instructor for Walker House members and a recent Library Board meeting. He referenced the updated Library hours starting on April 4, an upcoming "Welcome Back" week event, and the new incoming Chief Librarian, Anne Gillard.

Councillor Ostrander spoke to Community Homelessness Prevention Initiative funding Connect Youth received and referenced the Royal Canadian Legion, Branch 97's weekly meals.

Councillor Shankar had nothing to report.

Councillor Young had nothing to report.

Mayor Todd mentioned pothole repairs in Town and asked residents to report issues to Town staff.

12. Staff

12.1 Staff Report 32-2022 - 2022 Community Grant Recommendations - Intake #1

Motion 63-2022

Moved By Burton

Seconded By Young

That Council approve the 2022 Community Grant Allocation Recommendations for Intake #1, totaling \$41,600 as outlined in Staff Report 32-2022.

Carried

Councillor McConnell spoke to the applications on behalf of the Community Grant Working Group.

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced multiple organizations that did not apply but were expected to apply in the second intake. He outlined the requested amounts, the applications received from new organizations, and the total requested amount.

Discussion was held regarding the request from the Royal Canadian Legion and the possibility of applying for Trillium Grant funding.

12.2 Staff Report 33-2022 - Official Plan Review - Statutory Public Open House

Motion 64-2022

Moved By McConnell

Seconded By Ostrander

That Council direct staff to schedule the Statutory Public Open House for the Official Plan Review prior to the end of April 2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the first Special Council meeting regarding the Official Plan review, feedback received from the provincial government on the draft plan, and the Statutory Public Open House to be held in April.

Discussion was held regarding the location for the open house and providing advanced notice to the public.

12.3 Staff Report 34-2022 - Information Technology Maintenance and Support - Request for Proposal Results

Motion 65-2022

Moved By Burton

Seconded By Young

That Council direct staff to enter into a three year contract with Onserve for the provision of Information Technology Maintenance and Support for the Town of Prescott.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the review of IT services, the RFP submissions received, and staff's recommendation to returning to Onserve for the provision of Information Technology Services. He provided Council with a list of additional municipalities that are serviced by Onserve.

Discussion was held regarding the onboarding process and potential interruption of services.

12.4 Staff Report 35-2022 - Improving Monitoring and Public Reporting of Sewage Overflows and Bypass Program Funding

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the funding developed by the provincial government, the additional municipalities that were selected, and outlined the goal of the funding.

Mayor Todd stated that the municipality was not selected due to any bypass issues but only to make improvements.

Discussion was held regarding the number of overflow bypasses in town, the locations where overflows have occurred, and the new technology covering all of the bypasses.

Further discussion was held regarding the timeline for installation work to begin.

12.5 Staff Report 36-2022 - Community Improvement Plan Amendments

Motion 66-2022

Moved By Jansman

Seconded By Burton

That Council direct staff to undertake a comprehensive review of the Community Improvement Plan Program and bring forward amendments and recommendations to the Planning Advisory Committee for consideration, in accordance with Part IV of the *Planning Act, R.S.O. 1990*, as amended.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the current CIP program, the total approved grant and loan amounts since 2018, and potential opportunities to improve the program. She provided Council with an overview of some of the issues applicants have when applying for the program and the additional limitations and gaps in the Downtown Guidelines.

Discussion was held regarding potential increases to the budget, the consideration of past applicants that may have already received funding, the need to create a performance matrix to ensure improvements are completed, and a review funding criteria.

Further discussion was held regarding the timeline for the program review to come back to Council.

12.6 Staff Report 37-2022 - 2022 Operational Budget

Motion 67-2022

Moved By Young

Seconded By Ostrander

That Council approved the 2022 Operating Budget with total revenues and expenditures of \$10,042,035, and

That Council approve the 2022 Water and Wastewater Budget with total revenues and expenditures of \$2,939,397, and

That Council approve that the final property tax payment for 2022 shall be split into two equal payments due August 31, 2022 and October 31, 2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the process to date and the 2.85% property tax increase which includes the dedicated 1% to the infrastructure reserve and a 2% increase to water and wastewater rates.

Discussion was held regarding the amount to net contributions, what the contributions will be used for, and the completion of the budget process.

12.7 Staff Report 38-2022 - 2022 Capital and Operating Projects Budget

Motion 68-2022

Moved By Young

Seconded By Burton

That Council approve the 2022 Capital and Operating Projects Budget as outlined in Staff Report 38-2022.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the budget amount, the projects included in the budget amount, and ongoing projects.

Discussion was held regarding the start of projects in Centennial Park, the work of Council and staff during the budget process, and projects accomplished to date.

13. Resolutions

13.1 Notice of Surplus Land

Motion 69-2022

Moved By McConnell

Seconded By Young

That Council declare the vacant real property located north of the CN Rail line and south of Churchill Road from Boundary Street to Claxton Terrace, as surplus to the needs of the Corporation of the Town of Prescott; and

That the subject property be used for the purpose of future residential development that maintains a portion for public access to park space, and provides for a multi-use path connecting Boundary Street with Claxton Terrace; and

That staff be directed to proceed with the notice provisions of By-Law 16-1995 for a period of 30 days.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the resolution. He referenced the process and notice period.

Mayor Todd spoke to the current housing crisis, the need for affordable housing and stated that Council would consider the needs of the residents in the area.

14. By-laws

14.1 Restricted Authority Council Period ("Lame Duck")

Motion 70-2022

Moved By Burton

Seconded By Young

That By-Law 12-2022, being a by-law to delegate authorities during a restricted authority Council period ("Lame Duck") for the Town of Prescott

be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.2 Transfer Payment Agreement - Minister of Environment, Conservation and Parks

Motion 71-2022

Moved By Shankar

Seconded By McConnell

That By-Law 13-2022, being a by-law to authorize the signing of terms and conditions for the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program as provide by Her Majesty the Queen in Right of Ontario as represented by the Minister of Environment, Conservation and Parks, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.3 River Route Transit Service - Establishing By-Law

Motion 72-2022

Moved By Burton

Seconded By Ostrander

That By-Law 14-2022, being a by-law to authorize the execution of an agreement with Her Majesty The Queen In Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario - Dedicated Gas Tax Funds, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He stated that in order to obtain the Gas Tax Funding the by-law is required, and that the Township of Edwardsburgh Cardinal and the Township of Augusta have both passed the resolution.

14.4 2022 Estimates By-Law

Motion 73-2022

Moved By Ostrander

Seconded By Young

That By-Law 15-2022, being a by-law to adopt the estimates for the sums required during the year 2022 for general purposed 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

Matthew Armstrong, CAO/Treasurer, spoke to the by-law and the amount to be raised through property taxes.

14.5 2022 Tax Ratios By-Law

Motion 74-2022

Moved By Young

Seconded By Burton

That By-Law 16-2022, being a by-law to adopt tax rates for municipal purposes for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law.

14.6 2022 Tax Rates By-Law

Motion 75-2022

Moved By Young

Seconded By Burton

That By-Law 17-2022, being a by-law to adopt tax rates for municipal purposes for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He referenced the municipal tax rates outlined in the by-law and the tax payment due dates.

14.7 2022 Capping Thresholds By-Law

Motion 76-2022

Moved By Young

Seconded By McConnell

That By-Law 18-2022, 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 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the by-law. He referenced the purpose of the by-law, and the requirement to pass the capping by-law.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There was no Mayoral Proclamation.

18. Closed Session

Motion 77-2022

Moved By Young

Seconded By Ostrander

That Council move into Closed Session at 7:16 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & 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, Economic Development Officer, and Deputy Clerk remain in the room.

Carried

19. Rise and Report

During the Closed Session Council approved Item 18.1 - Closed Session Minutes and received information on Item 18.2 - Purchase & Sale.

20. Confirming By-Law – 19-2022

Motion 78-2022

Moved By Ostrander

Seconded By Burton

That By-Law 19-2022, being a by-law to confirm the proceedings of the Council meeting held on March 21, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

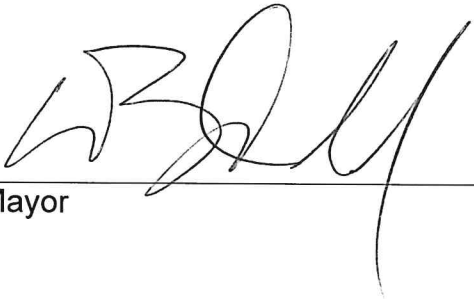
21. Adjournment

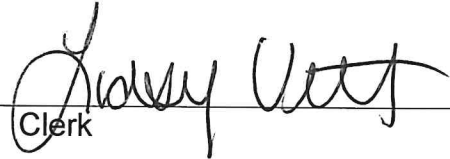
Motion 79-2022

Moved By Shankar
Seconded By Burton

That the meeting be adjourned to Monday, April 4, 2022. (Time: 7:41 p.m.)

Carried



Mayor

Clerk