



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, September 7, 2021

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Councillors Leanne Burton, Lee McConnell, Mike Ostrander, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, and Shawn Merriman, Manager of Building & By-law Services, Dana Valentyne, Economic Development Officer
Regrets	Councillors Teresa Jansman and Gauri Shankar

1. Call to Order

Mayor Todd called the meeting to order at 6:02 p.m.

2. Approval of Agenda

Motion 203-2021: Ostrander, McConnell

That the agenda for the Council meeting of September 7, 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 August 23, 2021

Motion 204-2021: Young, Burton

That the Council minutes dated August 23, 2021, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Request for Support - OHIP Optometry Services Motion

Motion 205-2021: Young, Ostrander

That staff be directed to bring back a resolution of support to the Council meeting of September 20, 2021, regarding OHIP optometry services.

Carried

7.2 Nature's Best Hope: A New Approach to Conservation That Starts in Your Yard

Mayor Todd asked that a letter of thanks be sent to Astrid Muschalla for her comments submitted.

8. Consent Reports

Motion 206-2021: Ostrander, Young

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. Weekly Zoom Call Notes – August 27, 2021
2. Leeds and Grenville Counties Correspondence: Point in Time – Community Housing and Service Needs Campaign
3. City of Hamilton Resolution of Support re: Noise Concerns and Expiry of Extended Construction Hours
4. City of Brantford Resolution of Support re: Proclamation of 2022 as Year of the Garden

8.2 Staff Report 82-2021 - Financial Report - July 2021

Recommendation:

For information.

9. Committee Reports – None

10. Mayor

Mayor Todd thanked the OPP, Prescott Fire Department, Northern Cables, Town staff and all others involved with the CN Train Derailment that took place last Thursday. He spoke to his attendance at the 2020 Community Awards that took place on September 4, and the Labour Day fireworks show on Saturday night. He also thanked Al Torrence from the Upper Canada Musicians and thanked Alaine Chartrand and family for their continued support and donation.

11. Outside Boards, Committees and Commissions

Councillor Burton expressed thanks for all those involved with the CN Train Derailment. She spoke to the positive feedback received regarding the Labour Day festivities.

Councillor McConnell spoke to the fireworks show on September 4, the Prescott Public Library's hours of operations, the St. Lawrence Shakespeare Festival's performance of Salt Water Moon, and its success.

Councillor Ostrander spoke to his attendance at the Community Awards presentation which took place on September 4 and asked that staff consider an inclement weather venue for town events, the Royal Canadian Legion Branch 97 meals were taking place

on Thursdays and referenced an upcoming Housing Needs survey taking place at the South Grenville Food Bank on Wednesday September 22.

12. Staff

12.1 Staff Report 83-2021 - Alternative Voting Methods 2022 Election

Motion 207-2021:

That Council receive Staff Report 83-2021 for information and direct staff to bring the attached draft By-law, being a by-law to authorize an alternative voting method for the 2022 Municipal Election, to the Council meeting of September 20, 2021, for final consideration and approval.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She referenced the timeline for passing the Alternative Voting Method By-law, an upcoming RFP for the supply of Internet and Telephone Voting Systems, and the option to eliminate paper ballots for the 2022 municipal election.

Discussion was held regarding methods of voting for residents, the number of voters that used paper ballots in the 2018 municipal election, and the potential need to sanitize devices in the 2022 municipal election.

12.2 Staff Report 84-2021 - 2021 Community Awards - Heroes of COVID

Motion 208-2021: Ostrander, Young

That staff be directed to release the Heroes of COVID nomination package; and purchase 100 pewter coins with velvet bags; and

That Council appoint Mayor Todd, Councillor Burton, and Councillor Young to the 2021 Community Awards Selection Panel.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She outlined the new format for the Heroes of COVID-19 Community Awards for the year of 2021, the nomination package, and nomination timeline.

Kaitlin Mallory, Deputy Clerk, spoke to the design options for the coins, the option to add colour, and the cost for each coin with packaging.

Discussion was held regarding the material of the coin, the options for packaging, and the possibility to add to the number of coins purchased if interest is shown.

12.3 Staff Report 85-2021 - National Day of Truth and Reconciliation

Motion 209-2021: Burton, Ostrander

That staff be directed to bring the attached proclamation to the Council meeting of September 20, 2021; and

Prepare for a National Day of Truth and Reconciliation ceremony on September 30, 2021; and

That a land acknowledgement be read prior to calling Council meetings to order.

Carried

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

Discussion was held regarding a ceremony on September 30 for National Day of Truth and Reconciliation and the draft land acknowledgements to be read prior to calling Council meetings to order.

12.4 Staff Report 86-2021 - Vacant Building Registry By-law

Motion 210-2021: Ostrander, Burton

That Council accept staff report 86-2021 for information and provide feedback to staff prior to September 30, 2021; and

That staff be directed to bring back the By-law to the Council meeting of October 18, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building & By-law Services, spoke to the report. He referenced the purpose of the Vacant Building Registry, the fees associated, and that feedback be provided prior to September 30.

Discussion was held regarding the clarification on the administrative fees outlined in the by-law, building inspections and the associated costs.

Further discussion was held regarding the length of vacancy, support from the Economic Development Department, and the opportunity to discuss the item further at the meeting of October 18.

12.5 Staff Report 87-2021 - Administrative Monetary Penalties System By-Law

Motion 211-2021: Young, Ostrander

That Council accept staff report 87-2021 for information and provide feedback to staff prior to September 30, 2021; and

That staff be directed to bring back the By-law to the Council meeting of October 18, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building & By-law Services, spoke to the report. He referenced the purpose of the Administrative Monetary Penalties System, the benefit to bringing the process in house to resolve issues, and the current process for handling fines.

Discussion was held regarding the potential savings through the implementation of an AMPS and the costs associated with bringing charges before the courts.

12.6 Staff Report 88-2021 - Accessibility Improvement Options for Downtown Businesses

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the possible improvements to accessibility Downtown businesses could make to their establishments, a guide issued by the OBIAA regarding the Business of Accessibility, and suggested examples of different focus areas including costing.

13. Resolutions

13.1 Municipal Significant Event - Laughs at the Leo

Motion 212-2021: Burton, Young

That Council of the Corporation of the Town of Prescott recognized the "Laughs at the Leo" event, taking place on June 4, 2022, as one of municipal significance. This event is considered as having municipal significance as it is taking place at a municipal facility.

Carried

14. By-laws – None

15. New Business – None

16. Notices of Motion – None

17. Mayor’s Proclamation

Mayor Todd proclaimed September 20 – 26, 2021 as Rail Safety Week in the Town of Prescott.

18. Closed Session

Motion 213-2021: Ostrander, Burton

That Council move into Closed Session at 7:31 p.m. to discuss matters pertaining to:

18.1 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, Interim Director of Operations, Deputy Clerk, and Economic Development Officer remain in the room.

Carried

19. Rise and Report

During the Closed Session, Council received information regarding Item 18.1 – Purchase & Sale.

20. Confirming By-Law – 40-2021

Motion 214-2021: Young, Ostrander

That By-Law 40-2021, being a by-law to confirm the proceedings of the Council meeting held on September 7, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 215-2021: McConnell, Burton

That the meeting be adjourned until Monday, September 20, 2021, at 6:00 p.m.

(Time: 8:03 p.m.).

Carried

Mayor

Clerk