



**PRESCOTT TOWN COUNCIL**

**MINUTES**

**Monday, March 15, 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 Justin St. Pierre, Digital Service Squad

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**1. Call to Order**

Mayor Todd called the meeting to order at 6:05 p.m.

**2. Approval of Agenda**

Motion 65-2021: Ostrander, Young

That the agenda for the Council meeting of March 15, 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 - March 1, 2021**

Motion 66-2021: Shankar, Ostrander

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

Carried

**7. Communications & Petitions – None**

**8. Consent Reports**

Motion 67-2021: McConnell, Ostrander

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 Fire Department Report February/March 2021
2. BIA Minutes – February 9, 2021
3. Leeds, Grenville & Lanark District Health Unit Board of Health Summary – February 25, 2021
4. United Counties of Leeds and Grenville Media Release re: Council, Committee of the Whole, and Joint Services Committee highlights – March 3, 2021
5. Fire Marshal’s Communiqué regarding the Ontario Fire College Training Modernization
6. Municipality of Halton resolution of support re: AMO recommendations to the Long-Term Care COVID-19 Commission
7. Norfolk County resolution of support re: Agricultural Advisory Board’s letter concerning the application of the carbon tax on primary agriculture producers

## **8.2 Staff Report 25-2021 - 2020 Annual Drinking Water Quality Report**

Recommendation:

That Council accept the 2020 Annual Drinking Water Quality Report.

Carried

## **8.3 Staff Report 26-2021 - Emergency Management Program**

Recommendation:

For information.

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd spoke to his attendance at a recent Separated Municipalities Joint Services Partners meeting with the City of Brockville and the Town of Gananoque. He referenced the Fire Services Report that came before the group and referred to EORN's successful funding application for the improvement of cellular connectivity.

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

Councillor Jansman spoke to her attendance at a recent virtual BIA meeting.

Councillor McConnell spoke to the current hours of operation at the Prescott Public Library, the programming offered by Walker House, and an upcoming meeting of the St. Lawrence Shakespeare Festival.

Councillor Ostrander spoke to the Prescott Fire Report provided in the Council Information package.

Discussion was held regarding options for presenting Fire Fighters with awards for years of service.

Councillor Shankar spoke to his attendance at the Community Awards Working Group meeting held on March 12 and referenced an upcoming Joint Collaborative Economic Task Force meeting.

Councillor Young spoke to his attendance at a Community Grant Working Group meeting held on March 9.

Mayor Todd thanked John Walsh, President and CEO of Rideau St. Lawrence Utilities, for his service and congratulated Mr. Walsh on his retirement.

## **12. Staff**

### **12.1 Digital Mainstreet Presentation**

Dana Valentyne, Economic Development Officer, introduced Justin St. Pierre, Digital Service Squad Member.

Mr. St. Pierre spoke to a PowerPoint presentation. A copy of the presentation is held on file. He spoke the Digital Service Squad position and provided an overview of the program. He referenced the number of businesses involved, the grants to local businesses, and the use of social marketing as well as future webinars and podcasts.

Discussion was held regarding the term future proof, the current funding available, and the success stories in Town.

### **12.2 Staff Report 27-2021 - Concerns with Cannabis Production Facilities**

Councillor Young introduced the report.

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She referenced concerns voiced by other municipalities regarding the need for municipalities to be notified of local licence holders.

Discussion was held regarding recreational cannabis use, a past situation in Town involving an illegal facility, the passing of the St. Charles resolution in 2020, and potential legislative updates.

Motion 68-2021: Young, Burton

That staff be directed to prepare a report updating Council on the current regulations regarding cannabis production; and

That staff prepare a resolution of support to be brought to the Council meeting of April 6, 2021, for further discussion and consideration.

Carried

### **12.3 Staff Report 28-2021 - Community Grants**

Motion 69-2021 – McConnell, Young

That Council approve the 2021 Community Grant payments totaling \$38,350 as outlined in Staff Report 28-2021; and

That Council approve a one-time payment to St. Lawrence Shakespeare Festival in the amount of \$6,500 for the modernization of equipment which will be supported by using the provincial modernization grant received by the Town in 2019.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided a break down for each request.

Discussion was held regarding the increased request from FolkFest, the number of organizations receiving funding from the Town, and the second intake for community grants later in the year.

### **12.4 Staff Report 29-2021-Eastern Ontario Transit Pilot Project**

Motion 70-2021: Ostrander, Burton

That Council direct staff to enter into a funding agreement with the Eastern Ontario Leadership Council for the Commuter Strategy Pilot Project; and

That Council direct Staff to enter into an operating agreement with the City of Brockville, Township of Augusta, and Township of Edwardsburgh Cardinal for the Brockville to Cardinal transit route as part of the Commuter Strategy Pilot Project; and

That Council approve up to \$10,000 of modernization funding to subsidize the operations of the Commuter Pilot Project transit service during the pilot phase.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He announced that the Town had been successful in its application for funding. He stated that the pilot project would not be possible without the help of the City of Brockville.

Discussion was held regarding the duration of the project, the ability to pause the project if the COVID pandemic affects the results, the potential operating costs, and the costs of tickets.

Further discussion was held regarding monthly reviews of ridership and updating Council with any changes.

### **12.5 Staff Report 30-2021 - 2021 Projects Budget**

Motion 71-2021: Shankar, Ostrander

That Council approve the 2021 Projects Budget as outlined in Staff Report 30-2021.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the combined project dollar amount, the increased support to the Community Improvement Program, and the status of the Dibble Street project.

Discussion was held regarding the investment and completion of projects in Town.

### **12.6 Staff Report 31-2021 - 2021 Operational Budget**

Motion 72-2021: Young, Burton

That Council approved the 2021 Operational Budget with total revenues and expenditures of \$9,359,612, and

That Council approve the 2021 Water and Wastewater Budget with total revenues and expenditures of \$2,913,022, and

That Council approve that the final property tax payment for 2021 shall be split into two equal payments due August 31, 2021 and October 29, 2021, and

That the 2021 Estimates By-law for \$5,619,943, 2021 Tax Ratios By-law, and 2021 Capping Thresholds By-law be prepared for the Council meeting of April 6, 2021.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the increase based on the median property types, and a 0% increase to water and wastewater rates for 2021.

Discussion was held regarding the 1.25% increase, the budget process for 2021, and the accomplishments of the Town.

### **13. Resolutions – None**

**14. By-laws**

**14.1 Fire Chief Appointment**

Motion 73-2021: Jansman, Young

That By-Law 12-2021, being a by-law to amend By-Law No. 03-2011, being a by-law to appoint a Fire Chief and Deputy Fire Chief, 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.

Council wished to thank Barry Moorhouse for his dedication to the Fire Department and welcomed Renny Rayner.

Mayor Todd requested that both Mr. Moorhouse and Mr. Rayner attend an upcoming Council meeting.

**15. New Business – None**

**16. Notices of Motion – None**

**17. Mayor's Proclamation – None**

**18. Closed Session**

Motion 74-2021: McConnell, Ostrander

That Council move into Closed Session at 7:34 p.m. to address matters pertaining to:

18.1 Approval of Closed Session Minutes; and

18.2 Board Appointments

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

18.3 Land Updates

- Under Section 239(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, Economic Development Officer, and Deputy Clerk remain in the room.

Carried

## **19. Rise and Report**

During the Closed Session, Council accepted the Closed Session minutes as presented on Item 18.1 – Approval of Closed Session Minutes and provided staff with direction on Item 18.2 – Board Appointments and Item 18.3 – Land Updates.

## **20. Confirming By-Law – 13-2021**

Motion 75-2021: Burton, Young

That By-Law 13-2021, being a by-law to confirm the proceedings of the Council meeting held on March 15, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

## **21. Adjournment**

Motion 76-2021: Ostrander, Shankar

That the meeting be adjourned to Tuesday, April 6, 2021, at 6:00 p.m.  
(Time: 8:35 p.m.)

Carried

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Mayor

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Clerk