



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, January 7, 2019
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Michael Ostrander, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations, Kimberley Casselman, Director of Administration /Clerk, Shawn Merriman, Manager of Building & By-Law, Katie Forrester, Tourism & Recreation Coordinator, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. APPROVAL OF AGENDA

Motion: Ostrander, McConnell

That the agenda be adopted as amended.

Carried

The agenda order was amended by moving the Recreational Cannabis Retail Sales in Prescott item to Section 10: Protective Services & Community Liaison.

1) Under Item #10 – ADD 10.1 Recreational Cannabis Retail Sales in Prescott

3. DECLARATIONS OF INTEREST - None

4. PRESENTATIONS - None

5. DELEGATIONS - None

6. FINANCE & CORPORATE SERVICES

6.1 2019 Operations Budget - Administration, Protective Services, Planning and Development

Matthew Armstrong, CAO/Treasurer, spoke to the presentation. A copy of the presentation is held on file. He provided Committee members with an overview of the budget timeline, and budgets for administration, protective services, and planning and development.

Discussion was held regarding the administration budget and second floor renovations, the 2018 planning projection, and payment options for EORN network updates.

6.2 Staff Report 01-2019 - 2019 Community Grant Application Review Working Group

Motion: Ostrander, Jansman

That Committee of the Whole recommend that Council appoint the following three members to the Community Grant Application Review Working Group for 2019 Grants:

1. Councillor McConnell
2. Councillor Young
3. Councillor Ostrander

Carried

Councillor Young spoke to the role of the working group.

7. OPERATIONS - None

8. ECONOMIC DEVELOPMENT, BUILDING, BY-LAW, PLANNING & HERITAGE

8.1 Staff Report 03-2019 - Construction Activity in the Town of Prescott January through November 2018

Motion: Ostrander, Young

That Committee of the Whole receive the construction activity report from January 1, 2018 to November 30, 2018 for information.

Carried

Councillor Jansman spoke to the report.

Discussion was held regarding plans for the department in the upcoming year and providing Council with an update at a future meeting.

8.2 Staff Report 04-2019 - By-law Enforcement Activity within the Town of Prescott January 1 through November 30, 2018

Motion: Jansman, Todd

That Committee of the Whole receive the By-law Enforcement Activity report from January 1, 2018 to November 30, 2018 for information.

Carried

Councillor Jansman spoke to the success of the dog tag campaign.

Shawn Merriman, Manager of Building and By-law, spoke to a recent littering offence.

Discussion was held regarding the littering offence and continued parking issues with commercial trucks.

8.3 Staff Report 05-2019 - Amendment to Taxi By-law 04-2014

Motion: Jansman, Young

That Committee of the Whole instruct staff to bring forward an amendment to the Taxi By-Law to remove the maximum number of licenses available to be issued in the Town of Prescott, to recognize the use of technology in dispatch services, and add the requirement for General Commercial Liability Insurance in addition to the insurance requirements already in the by-law.

Carried

Shawn Merriman, Manager of Building and By-law, provided background on the current taxi licenses and companies.

Discussion was held regarding the current relationship between the two taxi companies and the rationale behind limiting the number of licenses.

8.4 Staff Report 06-2019 - Business Improvement Area By-Law Update Required

Motion: Jansman, Ostrander

That Committee of the Whole instruct staff to revise the Business Improvement Area By-Law 41-79, as amended, to reflect the Provincial guidelines as set out in the Municipal Act, 2001, as amended.

Carried

Matthew Armstrong, CAO, spoke to the need for updating the current business improvement area by-law due to inconsistencies with the *Municipal Act*.

Discussion was held regarding the regulations provided by the *Municipal Act*. Further discussion was held regarding concerns regarding the BIA's executive committee, possibilities of instating term limits for the chair, and the issue with finding members who wish to sit on the board.

9. WATER & WASTEWATER - None

10. PROTECTIVE SERVICES & COMMUNITY LIAISON

10.1 Staff Report 02-2019 – Recreational Cannabis Retail Sales in Prescott

Motion: Jansman, Young

That Committee of the Whole recommend that Council approve that provincially licensed retail outlets selling Cannabis be allowed in the Town of Prescott and that staff be directed to inform the Province of this by January 22, 2019.

Carried

Discussion was held regarding the initial quantity of retail licenses to be approved by the Province, updating the Town's current smoking areas by-law to reflect the *Smoke Free Ontario Act*, and the possibility of creating policy surrounding potential recreational cannabis retail applications within the Town of Prescott.

Matthew Armstrong, CAO, stated that a Special Council meeting would need to be held in order to officially pass the resolution and notify the Province prior to the January 22 deadline.

11. CAPITAL & PROJECTS – None

12. NEW BUSINESS

12.1 Action Item List - None

Matthew Armstrong, CAO/Treasurer, provided an update on OMPF funding. He stated that this funding was currently under review by the Province and he would provide further updates to Council on this matter.

13. PERIOD FOR MEDIA QUESTIONS - None

14. CLOSED SESSION

14.1 Legal Matter

Motion: Ostrander, Young

That Committee of the Whole resolve into Council and move into Closed Session at 7:56 p.m. to address a matter pertaining to:

14.1 Legal Matter

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

That the CAO/Treasurer, Director of Operations, Clerk, Deputy Clerk, and Tourism and Recreation Coordinator remain in the room.

Carried

Motion: Young, Ostrander

That Council reconvene into Committee of the Whole and move into Open Session. (Time 8:28 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Council received information and provided direction to staff on a legal matter.

16. ADJOURNMENT

Motion: Jansman, Young

That the meeting be adjourned. (Time: 8:29 p.m.)

Carried