



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, January 21, 2019
6:45 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Michael Ostrander, and Gauri Shankar

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

1. CALL TO ORDER

The meeting was called to order at 6:44 p.m.

2. APPROVAL OF AGENDA

Motion: Jansman, Shankar

That the agenda be adopted as amended.

Carried

The agenda was amended by moving Item #6 –Strategic Plan Review and Refresh to follow Item #10.1 – Staff Report 11-2019.

3. DECLARATIONS OF INTEREST

Councillor Gauri Shankar declared a conflict of interest on Item #8.1 – Staff Report 08-2019 – Business Improvement Area By-Law Update, as he is a member of the Prescott Business Improvement Area.

4. PRESENTATIONS - None

5. DELEGATIONS

5.1 Brockville General Hospital Foundation

David Beatty, BGH Board Member, introduced Nick Vlacholias, BGH President and Chief Executive Officer.

Mr. Vlacholias, spoke to a PowerPoint presentation. A copy of the presentation is held on file. Mr. Vlacholias spoke to the progress of the BGH project and to the Town's support. He referenced workforce demographics, the changes occurring in the health care system, the project completion date, and new operational efficiencies.

Discussion was held regarding the Town's donation in 2018 and provincial funding.

6. FINANCE & CORPORATE SERVICES

6.1 Staff Report 07-2019 - Strategic Plan Review and Refresh

This item was discussed following Item #10.1.

Committee of the Whole worked on reviewing and updating the Town's Strategic Plan. Karen McDonald Hurley, Opportunity Group, facilitated the strategic plan session.

Matthew Armstrong, CAO/Treasurer, stated that staff would return to Council with the changes and that a further Strategic Plan session would take place in the future.

7. OPERATIONS

Councillor Shankar spoke to the opening of the outdoor rink located behind Town Hall and thanked the Operations Department for their work keeping the streets clear and safe.

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

8.1 Staff Report 08-2019 - Business Improvement Area By-Law Update

Motion: Jansman, Ostrander

That Committee of the Whole recommend to Council the adoption of the amended Business Improvement Area By-law.

Carried

Councillor Gauri Shankar declared a conflict of interest on this item, as he is a member of the Prescott BIA. A copy of Councillor Shankar's declaration is held on file with the Clerk's Office. Councillor Shankar refrained from voting on this item.

Matthew Armstrong, CAO/Treasurer, spoke to the staff report.

Discussion was held regarding board appointment notice, difficulties meeting quorum requirements, the cost of belonging to the BIA, and the option of expanding the BIA area.

8.2 Staff Report 09-2019 - By-law Enforcement Activity within the Town of Prescott January 1 through December 31, 2018

Motion: Ostrander, Jansman

That Committee of the Whole receive the By-law Enforcement Activity report from January 1, 2018 to November 31, 2018 for information.

Carried

Shawn Merriman, Manager of Building and By-Law Services, spoke to the report. He referenced the changes in the department including the ability to accept credit card payments for commercial parking fines and transferring hard copies of logs into electronic copies.

Discussion was held regarding updating the current property standards by-law, the status for reviewing the sign by-law, and commercial parking in the north end.

8.3 Staff Report 10-2019 - Construction Activity in the Town of Prescott January through December 2018

Motion: Jansman, Shankar

That Committee of the Whole receive the construction activity report from January 1, 2018 to December 31, 2018 for information.

Carried

Shawn Merriman, Manager of Building and By-law Services, spoke to the staff report.

Discussion was held regarding current building permit fees and the average amount of permit fees for surrounding municipalities.

9. WATER & WASTEWATER - None

10. PROTECTIVE SERVICES & COMMUNITY LIAISON

10.1 Staff Report 11-2019 - 2019 Community Awards: Citizen of the Year, Volunteer of the Year

Motion: Shankar, Todd

That Committee of the Whole recommend that Council appoint three members of Council to the 2019 Citizen and Volunteer of the Year Awards Selection Panel.

The main motion was amended by the following:

Motion: Todd, Ostrander

That the main motion be amended by adding Business of the Year Award as a third award category.

Carried

Motion: Jansman, Todd

That the main motion be amended by adding the following Council members as selection panel members: Mayor Todd and Councillors Jansman and Shankar.

Carried

Motion: Shankar, Todd

That Committee of the Whole recommend that Council approve the creation of a Business of the Year award and appoint Mayor Todd and Councillors Jansman and Shankar to the 2019 Community Awards Selection Panel.

Carried

Councillor Ostrander spoke to the report. He referenced the process involved as a member of the selection panel and provided background on the awards.

Discussion was held regarding the importance of recognizing members of the community and the creation of a business of the year award.

Committee of the Whole recessed at 7:50 p.m.

Committee of the Whole reconvened at 8:00 p.m.

(Item 6.1 - Staff Report 07-2019 - Strategic Plan Review and Refresh was discussed following the recess. See minutes above.)

11. CAPITAL & PROJECTS – None

12. NEW BUSINESS

Mayor Todd referenced the recent passing of the United Counties of Leeds and Grenville Joint Services Committee budget.

Mayor Todd spoke to the recent successful Trillium Grant application for the construction of a splash pad.

Councillor Burton spoke to the successful Trillium Grant application and referenced upcoming fundraisers for the Splash Pad Committee.

13. PERIOD FOR MEDIA QUESTIONS

Wayne Lowrie, Brockville Recorder & Times, asked what the cost would be for a splash pad and if the grant money had to be spent by a certain date.

Matthew Armstrong, CAO/Treasurer, stated that the estimated amount was between \$275K to \$300K and that the funding would need to be spent during the calendar year.

14. CLOSED SESSION - None

15. RISE AND REPORT - None

16. ADJOURNMENT

Motion: Jansman, Todd

That the meeting be adjourned. (Time 9:11 p.m.)

Carried