



**COMMITTEE OF THE WHOLE  
MINUTES**

**Monday, March 18, 2019  
6:30 p.m.  
Council Chambers  
360 Dibble St. W.  
Prescott, Ontario**

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

Staff Matthew Armstrong, CAO/Treasurer, Kimberley Casselman, Clerk, Katie Forrester, Tourism & Recreation Coordinator, and Shawn Merriman, Manager of Building & By-Law

**1. CALL TO ORDER**

Councillor Burton, Chair, called the meeting to order at 6:30 p.m.

**2. APPROVAL OF AGENDA**

Motion: Ostrander, Jansman  
That the agenda be adopted as presented.

Carried

### **3. DECLARATIONS OF INTEREST - None**

### **4. PRESENTATIONS**

#### **4.1 Dave Annable, LG Approved – Arena Donation**

Dave Annable, LG Approved Professionals, presented Committee with a \$2,070 donation toward the Rebuild the Rink fundraising efforts, which was funds raised from their Small Business and Trade show. Mr. Annable stated that it was a very successful tradeshow with many positive reports. He thanked Town staff for their assistance.

### **5. DELEGATIONS**

#### **5.1 Leslie Hubbard – Splash Pad Committee**

Leslie Hubbard, Splash Pad Committee, presented Committee with a PowerPoint presentation. A copy of the presentation is held on file. The presentation provided information on what a splash pad was, why it made sense for Prescott, and potential locations of the future splash pad.

### **6. FINANCE & CORPORATE SERVICES**

#### **6.1 2019 Operations Budget – Revenue & Taxation**

Matthew Armstrong, CAO/Treasurer, presented Committee with a PowerPoint presentation regarding the 2019 Operations Budget. A copy of the presentation is held on file.

Discussion was held regarding the proposed tax increase of 1.95% and the additional 1% for infrastructure, having a fulsome, strategic discussion surrounding the budget, assessment patterns, and having a one-page document outlining reserves.

#### **6.2 Staff Report 22-2019 – Information Technology Maintenance and Support Request for Proposal**

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. Discussion was held regarding the process for information items and what items required Council approval as per the Town's procurement by-law.

Motion: Young, Ostander

That Committee of the Whole receive this report for information purposes, pertaining to the results of the Information Technology Maintenance and Support Request for Proposal.

Carried

**7. OPERATIONS – None**

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

**8.1 Staff Report 23-2019 – Municipal Planning Services and Official Plan Review Request for Proposal Results**

Matthew Armstrong, CAO/Treasurer, provided an overview of the RFP process. Councillor Jansman spoke to the RFP evaluation committee's work. Discussion was held regarding the timeline of the Official Plan review and zoning by-law and the length of the contract. Mr. Armstrong stated that the contract would be coming back to Council for approval.

Motion: Young, Ostrander

That Committee of the Whole direct staff to proceed with establishing a contract with WSP for the provision of Municipal Planning Services and an Official Plan Review.

Carried

**8.2 Staff Report 24-2019 - Sign By-Law Update**

Shawn Merriman, Manager of Building & By-Law, spoke to the revised sign by-law and the comments received from the public. Discussion was held regarding signage posted on old businesses, window coverings on vacant stores, PAC approval authority, luminous signage, trailer signs and portable signs, and election signs.

Motion: Todd, Ostrander

That Committee of the Whole receive this report for information and forward the revised Sign by-law and schedules to the Council meeting of March 25, 2019, for final consideration and approval.

Carried

**9. WATER & WASTEWATER - None**

**10. PROTECTIVE SERVICES & COMMUNITY LIAISON - None**

**11. CAPITAL & PROJECTS**

**11.1 Staff Report 25-2019 – Public Survey – Splash Pad Location**

Matthew Armstrong, CAO/Treasurer, provided an overview of the proposed survey questions. Committee members discussed their opinions on the potential locations of the splash pad. Further discussion was held regarding the survey questions, the costing not being accurate, washroom facilities, and the validity of the survey.

Motion: McConnell, Ostrander

That Committee of the Whole direct staff to remove the second part of question #5 of the splash pad public survey and proceed with issuing the survey to the public.

Carried

**12. NEW BUSINESS**

Councillor McConnell spoke to the dive ramp and stated that direction needed to be given to staff in order to have the ramp reinstated by the long weekend in May. Mr. Armstrong, CAO/Treasurer, stated that the scope of the project needed to be defined and that the item needed to be looked at further.

**12.1 Action Item List**

Mayor Todd asked for updates on the following Action Item List items: Wellington Elementary School Update, Traffic Light Removal, and Fire Hall Construction.

**13. PERIOD FOR MEDIA QUESTIONS - None**

**14. CLOSED SESSION – None**

**15. RISE AND REPORT - None**

**16. ADJOURNMENT**

Motion: Ostrander, Young

That the meeting be adjourned. (Time 9:27 p.m.)

Carried