



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, February 19, 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, Gauri Shankar and Ray Young

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST - None

4. PRESENTATIONS

4.1 Prescott Fire Department - Year-End Presentation

Barry Moorhouse, Prescott Fire Chief, introduced Officers in attendance, including Brent Norton, Paul Arcand, and John Houston. Chief Moorhouse provided Council with a PowerPoint presentation. A copy of the presentation is held on file. He spoke to the PFD calls for 2018, medical calls, the current membership, and the new fire hall.

Mayor Todd thanked the Chief and crew for their service.

Discussion was held regarding trends in calls, paramedic services, and discussion with surrounding municipal Fire Chiefs regarding fire service agreements.

4.2 Arena Fundraising - Judi Baril

Judi Baril, Arena Fundraising Working Group member, provided Council with a PowerPoint presentation. A copy of the presentation is held on file. She spoke to the fundraising research conducted to date, user data, naming opportunities at the new arena, and the next steps in the fundraising campaign.

Discussion was held regarding how individuals could submit their names to become members of the working group.

5. DELEGATIONS - None

6. FINANCE & CORPORATE SERVICES

6.1 Presentation - 2019 Operations Budget: Parks & Recreation, Transportation, Environmental

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He referenced the budgetary timelines, expense budget assumptions, and the budgets for Parks and Recreation, Transportation and Environmental services.

Discussion was held regarding the wastewater treatment and wastewater collection agreement savings, the Forwarders' museum, the tourism budget, and increasing

wayfinding signage. Further discussion was held regarding the cost of waste diversion, snow removal, and the current status of the Town's reserves.

6.2 Staff Report 13-2019 - Revised Code of Conduct for Members of Council and Local Boards

Motion: Todd, Shankar

That Committee of the Whole receive this report for information and forward the revised Code of Conduct for Members of Council and Local Boards to the Council meeting of February 25, 2019, for final consideration and approval.

Carried

Kimberley Casselman, Clerk, spoke to the report. She stated that the Code of Conduct presented was a draft that included mandated Provincial amendments. She spoke to the Code being applied to local board members and the expanded role of the Integrity Commissioner.

Discussion was held regarding internal communication, a social media policy, and the clause in the code related to the Local Planning Appeal Tribunal.

6.3 Staff Report 14-2019 - Pregnancy and Parental Leave Policy for Members of Council

Motion: McConnell, Ostrander

That Committee of the Whole receive this report for information and forward the Pregnancy and Parental Leave for Members of Council policy to the Council meeting of February 25, 2019, for final consideration and approval.

Carried

Kimberley Casselman, Clerk, spoke to the mandatory policy and provided highlights to Council.

6.4 Staff Report 15-2019 - Prescott Marina Advisory Committee

Motion: Jansman, Young

That Committee of the Whole recommend that Council approve the establishment of the Prescott Marina Advisory Committee comprised of Councillor Ray Young, two members of staff, and a minimum of two marina users.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to a recent meeting held at Town Hall with boaters from the marina and their wish to become more involved with marina operations.

Discussion was held regarding the opportunity to address marina issues at the beginning of the season, the staff members that be involved in the committee, the minimum number of marina user committee members, and the fees paid by marina users.

7. OPERATIONS - None

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

8.1 Staff Report 16-2019 - Sign By-Law Update

Motion: Jansman, Ostrander

That Committee of the Whole receive this report for information and provide feedback to staff on the proposed Sign By-Law.

Motion: Todd, Ostrander

That the original motion be amended by adding that staff be directed to put the proposed Sign By-Law out for public comment and report back to Council at the March 4th Committee of the Whole Meeting with an update.

Carried

Motion: Jansman, Ostrander

That Committee of the Whole receive this report for information and direct staff to put the proposed Sign By-Law out for public comment and report back to Council at the March 4th Committee of the Whole meeting with an update.

Carried

Shawn Merriman, Manager of Building and By-Law, spoke to the update. He referenced the past sign by-law, staff consultation, and examples from other municipalities.

Discussion was held regarding the comparability between the Town's fees and surrounding municipalities, monitoring sign infractions, the process involved for new businesses and costs involved, and the funding provided by the CIP for signage.

9. WATER & WASTEWATER - None

10. PROTECTIVE SERVICES & COMMUNITY LIAISON - None

11. CAPITAL & PROJECTS - None

12. NEW BUSINESS

Councillor Shankar thanked the Operations Department for their hard work on snow removal efforts.

12.1 Action Item List

Discussion was held regarding the timeline for the traffic light removal downtown and adding the Splash Pad to the Action Item List. Staff was also directed to add Asset Management Review to the list.

Matthew Armstrong, CAO/Treasurer, stated that these items would be added and brought forward to Council at a later meeting.

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 8:59 p.m.)

Carried