



**COMMITTEE OF THE WHOLE  
MINUTES**

**Monday, April 15, 2019  
6:30 p.m.  
Council Chambers  
360 Dibble St. W.  
Prescott, Ontario**

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

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations, Kimberley Casselman, Clerk, Katie Forrester, Tourism & Recreation Coordinator, Dana Valentyne, Economic Development Officer, and Lindsey Veltkamp, Deputy Clerk

**1. CALL TO ORDER**

Councillor Burton, Chair, called the meeting 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. DELEGATIONS**

### **4.1 Julie LaRose – Fort Town Night Run**

Julie LaRose spoke to the increase in registrations for this year's run and requested that the Mayor attend and present awards for the Neon Spirit Award and the Business Spirit Award.

Mayor Todd thanked Ms. LaRose and those involved with organizing the Fort Town Night Run. Discussion was held regarding where the route was published.

## **5. PRESENTATIONS**

### **5.1 Leeds Grenville Small Business Enterprise Centre – Jeanette Johnston**

Jeanette Johnston, Leeds Grenville Small Business Enterprise Centre, spoke to a presentation. A copy of the presentation is held on file. She referenced the Leeds Grenville Small Business Enterprise Centre's core services, programs, training, and past events.

Mayor Todd thanked Ms. Johnston for sharing the centre's success stories and for empowering youth and business owners.

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

### **6.1 Staff Report 27-2019 - 2019 Capital & Operational Projects Budget**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the project planning activities, capital suggestions, future year suggestions, operational project suggestions, financial implications, and next steps involved with the budget process.

Discussion was held regarding heavy investments and the potential for money-savings through shared services. Further discussion was held regarding the ability to complete some operational projects in-house.

Motion: Todd, Shankar

That Committee of the Whole recommend that Council approve the Capital & Operational Projects Budget at a total of \$928,000 for Capital Projects and \$370,000 for Operational Projects; and

That the reserve amounts be allocated as per the budget staff report.

Carried

## **6.2 Staff Report 28-2019 – 2019 Operational Budget Strategic Discussion**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided background on the proposed 1.95% property tax increase, the 1% property tax increase dedicated to infrastructure, decrease in educational property tax rates, and that the water and wastewater budget includes a rate increase of 3%.

Discussion was held regarding the rate of increase for the water & wastewater tax.

Motion: Todd, Jansman

That Committee of the Whole recommend that Council approve the 2019 Operational Budget with the inclusion of a 1.95% property tax increase and a 1.00% property tax increase dedicated to infrastructure funding.

Carried

Motion: Young, Jansman

That Committee of the Whole recommend that Council approve the 2019 Water and Wastewater budget with the inclusion of a 3% rate increase.

Carried

## **6.3 Staff Report 29-2019 – Council-Staff Relations Policy**

Motion: Young, Ostrander

That Committee of the Whole forward the Council-Staff Relations Policy, with amendments, to the Council meeting of April 23, 2019, for final consideration and approval.

Carried

Kimberley Casselman, Clerk, spoke to the policy. She stated that the policy was mandatory due to the recent amendments to Bill 68, *Modernizing Ontario's Municipal Legislation Act* and that it was in line with the Town's Code of Conduct for Members of Council and Local Boards.

Discussion was held regarding aligning the policy to the *Municipal Act's* definitions of roles, emails to staff during after hours, and ensuring that the CAO reviews all staff reports.

**7. OPERATIONS - None**

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

**8.1 Staff Report 30-2019 – Business Directional Signage**

Motion: Jansman, Young

That Committee of the Whole recommend that Council approve the placement of new directional signs at appropriate road intersections for the purpose of promoting retail destination businesses located in areas, which are not easily visible from Prescott's arterial roads of Edward Street & King Street; and

That the businesses recommended for signage at this time include Portolano Glove Outlet and Ashley Homestore.

Carried

Dana Valentyne, Economic Development Officer, provided an overview of the report.

Discussion was held regarding ongoing issues with directional signage and the design of the signs.

**9. WATER & WASTEWATER - None**

**10. PROTECTIVE SERVICES & COMMUNITY LIAISON**

Councillor Ostrander spoke to an upcoming Emergency Management Committee meeting being held on Thursday, April 18.

**11. CAPITAL & PROJECTS**

**11.1 Staff Report 31-2019 – Splash Pad Location**

Motion: Todd, Young

That Committee of the Whole recommend that Council direct staff to proceed with the planning of the splash pad at Centennial Park.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. Discussion was held regarding the work of the splash pad committee, the process for future grant applications, and potential issues with parking at Centennial Park.

**12. NEW BUSINESS - None**

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

**14. CLOSED SESSION – None**

**15. RISE AND REPORT - None**

**16. ADJOURNMENT**

Motion: Shankar, Ostrander

That the meeting be adjourned. (Time 8:31 p.m.).

Carried