



**COMMITTEE OF THE WHOLE
MINUTES**

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

Present Mayor Brett Todd, Councillors Leanne Burton, Lee McConnell, Gauri Shankar, Mike Ostrander, 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 & By-Law, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

Mayor Todd, Chair, called the meeting to order at 6:31 p.m.

2. APPROVAL OF AGENDA

Motion: McConnell, Burton
That the agenda be adopted as presented.

Carried

3. DECLARATIONS OF INTEREST - None

4. PRESENTATIONS - None

5. DELEGATIONS - None

6. FINANCE & CORPORATE SERVICES - None

7. OPERATIONS

7.1 Staff Report 32-2019 - 2019 July-August In-Kind Facility Rental Requests

Motion: Burton, Shankar

That Committee of the Whole direct staff to proceed with administering the in-kind facility rentals of the Leo Boivin Community Centre to PLAY Sports and the Summer Concert Series.

Carried

Councillor Shankar spoke to the in-kind facility rental requests. He provided background on both of the organizations looking to make use of the Leo Boivin Community Centre during the months of July and August.

Discussion was held regarding PLAY Sports, the duration of the rentals, ensuring organizations have their own insurance, and the opportunity to increase Community Centre rentals. Further discussion was held regarding staff reporting back on the usage and cost to operate the Community Centre.

7.2 Staff Report 33-2019 - Application for Facility Fee Waivers Form

Motion: Shankar, Ostrander

That Committee of the Whole recommend that Council adopt an "Application for Facility Fee Waiver" form, to assist in collecting the information required to assist non-profit organizations and civic groups, and to streamline the process of waiving facility fees for these groups.

Carried

Councillor Shankar spoke to the report and the proposed form. Councillor Young suggested the requirement for outside insurance to be added to the form.

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

8.1 Presentation - Economic Development Snapshot Spring 2019

Dana Valentyne, Economic Development Officer, spoke to a presentation on recent Town of Prescott Economic Development activities. A copy of the presentation is held on file. Ms. Valentyne referenced completed and ongoing activities, the total amount granted for 2018-2019 Community Improvement Program applications, and continued marketing and communications.

Discussion was held regarding potential CIP enhancements, supporting areas of focus, and marketing strategies for the north end of town.

8.2 Staff Report 34-2019 - Business Directional Signage Design Options

Motion: McConnell, Burton

That Committee of the Whole direct staff to proceed with Option #4, as per staff report 34-2019, for the business directional signage design.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report and signage design options. Discussion was held regarding the signage options, sizes, and Town facility signage.

8.3 Staff Report 35-2019 - Parking Solutions for the Town of Prescott

Motion: Burton, McConnell

That Committee of the Whole direct staff to proceed with a consultation process for additional parking options throughout the town.

Carried

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He referenced the perceived parking issues in town and provided an overview of current parking options.

Discussion was held regarding additional parking options, vacant properties, parking fees, and parking enforcement.

8.4 Staff Report 36-2019 - Construction Activity in the Town of Prescott January through March 2019

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He referenced the number of permits issued and applications submitted to the Planning Department.

8.5 Staff Report 37-2019 - By-law Enforcement Activity within the Town of Prescott January 1 through March 31, 2019

Shawn Merriman, Manager of Building & By-Law, spoke to the report.

Discussion was held regarding the number of garbage receptacles on King Street, the increase in dog tag purchases, noise complaints regarding commercial truck parking and the associate OPP costs.

9. WATER & WASTEWATER - None

10. PROTECTIVE SERVICES & COMMUNITY LIAISON - None

11. CAPITAL & PROJECTS

11.1 Staff Report 38-2019 - Scuba Diver Entrance Ramp

Motion: Burton, Young

That Committee of the Whole recommend that Council approve the installation of a water access ramp to be located adjacent to RiverWalk Park at an estimated cost of \$9,500 + HST.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced meetings with the scuba divers group, the ramp location, and the estimated cost.

Discussion was held regarding the benefit to tourism activity within the town, longevity of the ramp, and timeline for installation.

12. NEW BUSINESS

12.1 Action Item List

Councillor Shankar spoke to the new traffic light located on King Street.

Councillor Burton requested an update on the grand opening of the Fire Hall.

Councillor Young spoke to three portable signs recently set up in town as traffic counters during the 401 construction.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

Motion: Ostrander, Young

That Committee of the Whole resolve into Council and move into Closed Session at 8:41 p.m. to address matters pertaining to:

14.1 Integrity Commissioner Training

- Under Section 239(3.1) of the Municipal Act, 2001, for the purpose of educating or training the member with regard to "Integrity Commissioner Training", and that this portion of the meeting, no member discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the Council, local board, or committee; and

14.2 2019 Community Awards

- Under Section 239(2) (b) of the Municipal Act, 2001 - personal matters about an identifiable individual, including municipal or local board employees; and

That the CAO/Treasurer, Director of Operations, Clerk, Deputy Clerk, Tourism & Recreation Coordinator, and Andrew Tremayne, Integrity Commissioner, remain in the room.

Carried

Motion: Ostrander, Young

That the meeting reconvene in Open Session. (Time: 9:51 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Council received training on Item #14.1 – Integrity Commissioner Training, and provided staff with direction regarding Item # 14.2 – 2019 Community Awards.

16. ADJOURNMENT

Motion: Burton, Young

That the meeting be adjourned. (Time: 9:56 p.m.)

Carried