



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, May 21, 2019
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

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

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

1. CALL TO ORDER

Councillor Jansman, Chair, called meeting to order at 6:28 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST - None

4. PRESENTATIONS - None

5. DELEGATIONS

5.1 Shawn Merriman - Rideau Ferry Regatta Cardboard Boat Municipal Challenge

Shawn Merriman, Manager of Building & By-Law, spoke to the Rideau Ferry Regatta cardboard boat municipal challenge. A copy of Mr. Merriman's presentation is held on file. Mr. Merriman provided an overview of the challenge and urged Council members to participate on the event on August 17.

6. FINANCE & CORPORATE SERVICES

6.1 Staff Report 39-2019 - 2019 Community Grants Program Allocation

Motion: Young, McConnell

That Committee of the Whole recommend that Council approve the 2019 Community Grant allocations as per staff report 39-2019.

Carried

Councillor Young spoke to Community Grant Application Review Working Group, which included Councillors McConnell, Ostrander, and Young. He referenced some new applicants, the submitted requests, and reduced amounts requested.

Discussion was held regarding prior recipients, the reduction in the request from the St. Lawrence Shakespeare Festival, organizations requesting in-kind donations submitting applications, and leaving some funds available for late requests.

6.2 Staff Report 40-2019 - Finance Report - April 2019

Councillor Young provided a brief overview of the report. Matthew Armstrong, CAO/Treasurer, also spoke to the report. He referenced seasonal discrepancies, funds received from the Provincial government, and areas of concern due to decrease in funding.

Discussion was held regarding the reduction in funding and the pressure imposed on municipalities.

7. OPERATIONS

7.1 Staff Report 41-2019 - Leo Boivin Community Centre Financial & Usage Report

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the revenue generated by rentals, costs involved, and usage.

Discussion was held regarding the increase in rentals for the month of July, the requirement for renters to have their own insurance, and the Town's online booking portal.

7.2 Recreation Leisure & Play Guide - Summer 2019 - Verbal Update

Councillor Shankar highlighted the information in the guide.

Katie Forrester, Tourism & Recreation Coordinator, spoke to the guide. She referenced new programming, the new structure for day trips, the available creative art workshops, the Town's online registration portal, and community movie nights.

Discussion was held regarding the variety of information provided by the guide, available contact information, and the municipal compost site being able to accept food scraps.

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

8.1 Staff Report 42-2019 - Casual Use of Contracted Building Inspectors

Motion: Ostrander, McConnell

That the Committee of the Whole direct staff to bring forward the By-law to appoint building inspectors for the Town of Prescott to the Council meeting of May 27, 2019 for final consideration and approval.

Carried

Shawn Merriman, Manager of Building & By-law, spoke to the report. He referenced the need for adequate coverage for his department and the qualifications of the proposed contract building inspectors.

8.2 Green Initiatives - Discussion

Councillor Jansman referenced a recent media article in Hamilton regarding banning single use plastic. She spoke to starting a conversation surrounding setting an example as a municipality and making greener choices at Town events.

Katie Forrester, Tourism & Recreation Coordinator, spoke to the Town's events and staff's commitment to reduce waste when planning events. Discussion was held regarding a potential certification, creating levels of achievements, and Provincial green infrastructure funding.

9. WATER & WASTEWATER

Councillor McConnell spoke to the St. Lawrence River water levels.

10. PROTECTIVE SERVICES & COMMUNITY LIAISON

Councillor Ostrander spoke to his attendance at a recent Ontario Fire Marshall's seminar held on May 11. Councillor Shankar also spoke to his attendance at the seminar.

11. CAPITAL & PROJECTS

11.1 Staff Report 43-2019 - Centennial Park Splash Pad

Motion: Burton, Shankar

That Council approve:

1. an analysis approach for parking over the summer months to note available spaces in the parking lot west of Centennial Park;
2. the installation of bathrooms in the building housing the splash pad pumps at an estimated incremental cost of \$15,000;
3. the exploration of alternative solutions to replacing the playground base at Centennial Park; and
4. that the splash pad theme be deferred to the Splash Pad Community Group to choose their top choices, which will then come back to Council for final approval.

Carried

Councillor Burton referenced a recent Splash Pad Community Group fundraiser and stated that the group had raised and donated a total of \$6,500 to date.

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that staff was looking for further direction in order to continue with the planning for the Centennial Splash Pad.

Discussion was held regarding parking options, playground base options, the option of installing bathrooms, and the splash pad theme. Further discussion was held regarding current parking availability, and the cost for the potential construction of washrooms.

12. NEW BUSINESS

12.1 Action Item List

Councillor Shankar requested that a future discussion take place regarding the reduction of members of Council. Kimberley Casselman, Clerk, spoke to the timelines involved, process, and requirements in the *Municipal Act, 2001*.

Matthew Armstrong, CAO/Treasurer, stated that the removal of traffic lights on King Street had begun and spoke to the process.

Councillor Jansman requested an update on the status of the completion of the fire hall and the public perception regarding the cost of the facility.

Discussion was held regarding the status of the fire hall and having staff report back to Council outlining and showing the construction expenditures within the budgeted amount.

13. PERIOD FOR MEDIA QUESTIONS

Wayne Lowrie, Brockville Recorder & Times, asked staff how many vehicles could potentially park in the proposed parking lot options for the splash pad. Matthew Armstrong, CAO/Treasurer, stated approximately 20 cars.

14. CLOSED SESSION

14.1 Purchase & Sale

Motion: Young, Shankar

That Committee of the Whole resolve into Council and move into Closed Session at 7:55 p.m. to address a matter pertaining to:

14.1 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act, 2001* - a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO/Treasurer, Director of Administration/Clerk, Deputy Clerk, Tourism & Recreation Coordinator, and Manager of Building & By-Law Services remain in the room.

Motion: McConnell, Jansman

That Council reconvene into Committee of the Whole and move into Open Session. (Time: 8:52 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Council received information and provided staff direction regarding Item # 14.1 – Purchase and Sale.

16. ADJOURNMENT

Motion: Shankar, Burton

That the meeting be adjourned. (Time: 8:53 p.m.)

Carried