



**COMMITTEE OF THE WHOLE  
MINUTES**

**Monday, September 16, 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, Kimberley Casselman, Director of Administration/Clerk, , Shawn Merriman, Manager of Building & By-Law, Dana Valentyne, Economic Development Officer, and Lindsey Veltkamp, Deputy Clerk

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

Carried

**3. DECLARATIONS OF INTEREST - None**

**4. PRESENTATIONS - None**

**5. DELEGATIONS - None**

**6. FINANCE & CORPORATE SERVICES**

**6.1 Staff Report 69-2019 - Strategic Plan 2019-2022 – Next Steps**

Councillor Young introduced the report. Matthew Armstrong, CAO/Treasurer, spoke to the report and provided Council with a proposed process.

Discussion was held regarding member's preference between a one-day strategic planning session versus multiple sessions, the previous strategic plan, and the process involved in 2015. Further discussion was held regarding using an outside source to mediate the strategic plan session, such as St. Lawrence College or Queen's School of Business.

Motion: Todd, Shankar

That staff be directed to look into the cost of St. Lawrence College or Queen's School of Business mediation services for the strategic planning session and report back to Council.

Carried

**6.2 Staff Report 70-2019 - 2020 Budget Process**

Councillor Young introduced the report. Matthew Armstrong, CAO/Treasurer, spoke to the proposed 2020 budget process.

Discussion was held regarding receiving budget suggestions from staff, holding special meetings for the budget process, obtaining more input from Council, and a budget public survey.

Motion: Todd, Ostrander

That Council endorse the proposed budget process and that the CAO/Treasurer report back to Council on the proposed budget meeting schedule.

Carried

## **7. OPERATIONS**

Councillor Shankar spoke to the completion of Henry Street West, the installation of the diver's ramp in RiverWalk Park, and the success of the Terry Fox run which was held on Sunday, September 15. He referenced the upcoming ground breaking ceremony for the splash pad taking place on Friday, September 20, and a public meeting hosted by the Township of Augusta regarding the Aqua World development on Saturday, September 21.

Councillor Young spoke to the upcoming United Counties of Leeds and Grenville Hazardous Waste Day being held on Saturday, September 21.

Councillor McConnell spoke to the potential need for a change room at the new dive ramp location.

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

### **8.1 Presentation: Economic Development Update - Dana Valentyne, Economic Development Officer**

Dana Valentyne, Economic Development Officer, spoke to a PowerPoint Presentation on recent Town of Prescott economic development activity. A copy of the presentation is held on file. Ms. Valentyne referenced completed activities, ongoing projects, and the number of Community Improvement Program applications.

Discussion was held regarding the need for a local seat on the RTO9 Regional Tourism Ontario board, the status of the installation of Town banners, the quick facts promotional material, and the creation of a community profile.

## **9. WATER & WASTEWATER**

Councillor McConnell spoke to the completion of Henry Street West.

## **10. PROTECTIVE SERVICES & COMMUNITY LIAISON**

Councillor Ostrander spoke to the recent addition of Connect Youth to his portfolio and the upcoming Royal Canadian Legion Week.

## 11. CAPITAL & PROJECTS

Councillor Burton spoke to the upcoming ground breaking ceremony for the splash pad taking place on Friday, September 20, at 11 a.m.

## 12. NEW BUSINESS

### 12.1 Action Item List

Mayor Todd requested that "Arena Planning/Fundraising" be added to the Action Item List.

Discussion was held regarding outstanding policies and a recent article in the Brockville Recorder & Times regarding the Upper Canada District School Board making a request for provincial funding pertaining to the expansion of Wellington Elementary School.

## 13. PERIOD FOR MEDIA QUESTIONS - None

## 14. CLOSED SESSION

Motion: Young, Shankar

That Committee of the Whole resolve into Council and move into Closed Session at 7:40 p.m. to address a matter 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 members 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

That the CAO/Treasurer, Clerk, Deputy Clerk, and Andrew Tremayne, Integrity Commissioner, remain in the room.

Carried

Young, Shankar

That Council reconvene into Committee of the Whole and move into Open Session. (Time: 8:10 p.m.).

Carried

**15. RISE AND REPORT**

During the Closed Session, Council received Integrity Commissioner Training.

**16. ADJOURNMENT**

Motion: Jansman, Burton

That the meeting be adjourned. (Time: 8:11 p.m.).

Carried