



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, October 21, 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, Clerk, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

Councillor McConnell 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

5.1 St. Lawrence Shakespeare Festival - Richard Sheridan Willis & James Richardson

Richard Sheridan Willis, Artistic Director, St. Lawrence Shakespeare Festival, spoke to the festival's history and success in Prescott. He stated that the festival was now asking the Town of Prescott for an additional \$30K. He spoke to staff, volunteer, and donor departures, and the opportunity to reinvent the festival. Mr Sheridan Willis also spoke to the value the festival brought to Prescott.

Council members thanked Mr. Sheridan Willis and all involved with the St. Lawrence Shakespeare Festival for their hard work and contributions. Discussion was held regarding this request being in addition to the annual amount provided by the Town.

Motion: Todd, Ostrander

That this request be referred to staff to report back on at the next Council meeting.

Carried

6. FINANCE & CORPORATE SERVICES

6.1 Staff Report 75-2019 - September 2019 Financial Report

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced recreation expenses and revenues and the building department budget. Discussion was held regarding protective services revenue.

6.2 Staff Report 76-2019 - Policy Review

Motion: Burton, Young

That Committee of the Whole recommend that Council approve the following policies:

C-200-01 Social Media Policy for Members of Council

FN-100-01 Council and Employee Travel and Expenses

FN-100-02 Corporate Credit Card Policy

Carried

Councillor Young introduced the item. He spoke to the work of the Policy Working Group. Matthew Armstrong, CAO/Treasurer, spoke to approved HR policies and additional policies that would be brought forward to the working group and Council in the future.

Discussion was held regarding the Social Media Policy, specifically section 3.1. and election year requirements. Further discussion was held regarding the Council and Employee Travel and Expenses Policy and the Corporate Credit Card Policy, including defining the term emergency, exceeding credit card limits, and the approval process for credit card invoices.

6.3 Staff Report 77-2019 - Shared Services Opportunity - Building and By-Law Services for South Grenville

Motion: Young, Burton

That Committee of the Whole direct staff to work on developing an agreement with the Township of Augusta and the Township of Edwardsburgh Cardinal to provide building and bylaw services to the residents of all three municipalities, for further consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the vacancy of a full-time Chief Building Official in Edwardsburgh Cardinal, discussions with staff members in each municipality, and the benefit of offering mentoring with a shared services agreement.

Discussion was held regarding the cost sharing with a shared services agreement and the qualifications required by Chief Building Officials.

7. OPERATIONS – None

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

8.1 Staff Report 78-2019 - Construction Activity in the Town of Prescott January through September 2019

Councillor Jansman provided a brief overview of the report.

8.2 Staff Report 79-2019 - By-Law Enforcement Activity within the Town of Prescott January through September 2019

Matthew Armstrong, CAO/Treasurer, spoke to the report.

8.3 Staff Report 80-2019 - Parking Solutions through Amendments to By-Law 47-2017

Motion: Todd, Young

That staff be directed to bring the permanent parking availability and parking fees back to the October 28, 2019 meeting for approval.

Carried

Councillor Ostrander provided some background on the report as a member of the Parking Solutions Working Group.

Discussion was held regarding the streets referenced in the report, parking signage on busier streets, parking options around churches in Prescott and in the downtown area.

Further discussion was held regarding parking and lack of access to certain streets during an emergency, potential accidents, and illegal parking.

Motion: Todd, Young

That staff be directed to bring forward an amending by-law to incorporate the revised permitted parking provisions and updated fees in the Town's Parking By-Law.

Carried

Councillor Jansman spoke to the issue of the Provincial consultation regarding changes to building code services and how it would affect municipalities. She stated that Shawn Merriman, Manager of Building and By-law, would be bringing an update to Council at a future meeting.

9. WATER & WASTEWATER

Councillor McConnell spoke to street sweeping which had begun and asked that residents avoid blowing their lawn clippings into the streets.

10. PROTECTIVE SERVICES & COMMUNITY LIAISON

Councillor Ostrander asked if staff had received any comments or complaints regarding the downtown traffic lights. Matthew Armstrong, CAO/Treasurer, stated that although the occasional concern had been received, the majority of concerns were made via social media and not formally to the Town. Mr. Armstrong spoke to conversations with the BIA and that stated that their feedback was mostly positive.

Further discussion was held regarding parking in non-parking spots downtown.

11. CAPITAL & PROJECTS

11.1 Incorporation of Curling into the Community Centre - Verbal Update

Matthew Armstrong, CAO/Treasurer, stated that staff was working with the Town's engineers to determine the advantages and disadvantages of including a curling club into the arena plans particularly surrounding the ice plant. He stated that he would report back to Council on this issue once he had further information.

12. NEW BUSINESS

12.1 Action Item List

Mayor Todd spoke to the upcoming deadline for the Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream and that a meeting with the Minister of Infrastructure, Laurie Scott, had been set for November 4.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

14.1 Purchase & Sale Item

Motion: Young, Shankar

That Committee of the Whole resolve into Council and move into Closed Session at 8:50 p.m. to address a matter pertaining to:

14.1 Purchase & Sale

- Under Section 239(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, Clerk, and Deputy Clerk remain in the room.

Carried

Motion: Young, Shankar

That Council reconvene into Committee of the Whole and move into Open Session. (Time: 9:35 p.m.)

Carried

15. RISE AND REPORT

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

16. ADJOURNMENT

Motion: Jansman, Burton

That the meeting be adjourned. (Time: 9:38 p.m.)

Carried