



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, February 18, 2020
6:00 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

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

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

1. CALL TO ORDER

Councillor Ostrander, Chair, called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Motion: Todd, Shankar

That the agenda be adopted as amended.

Carried

The agenda was amended by moving Item # 14.1 – Purchase & Sale to Item # 6 on the agenda.

3. **DECLARATIONS OF INTEREST** - None

4. **PRESENTATIONS** – None

5. **DELEGATIONS** - None

6. **CLOSED SESSION**

6.1 **Purchase & Sale**

Motion: Young, Todd

That Committee of the Whole resolve into Council and move into Closed Session at 6:02 p.m. to address a matter pertaining to:

Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act* - 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 resolve into Committee of the Whole and move into Open Session. (Time: 6:25 p.m.).

Carried

7. **RISE AND REPORT**

During the Closed Session, Council received information and provided direction to staff regarding Item # 6.1 – Purchase & Sale.

8. FINANCE & CORPORATE SERVICES

8.1 Budget 2020: Water & Wastewater, Administrative User Fees, Staffing Comparison, Garbage & Recycling Analysis

Councillor Young introduced item.

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He provided an overview of the water & wastewater budgets, administrative user fees, staffing comparison, and an analysis for garbage and recycling.

Discussion was held regarding the interest from the equity fund, a water and wastewater rate increase of 2%, and timing for implementing the rate increase. Further discussion was held regarding administrative fees, the staffing comparison, the option of seeking an alternative to the Town's current garbage and recycling contract, and continuing to educate residents regarding the changes to recycling through the Town's social media.

8.2 Staff Report 06-2020 - Ontario Job Site Challenge Letter of Support

Motion: Young, Shankar

That Committee of the Whole direct staff to draft a letter of support, on behalf of Council to be signed by Mayor Todd, for the Township of Edwardsburgh Cardinal's application to the Ontario Job Site Challenge.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced Mayor Sayeau's presentation and the benefits to attracting a large employer to Eastern Ontario.

Discussion was held regarding the benefits of collaboration with neighbouring municipalities, the potential jobs and developments that could be attracted to the area, and the development of proper revenue sharing.

9. OPERATIONS

Councillor Shankar spoke to ongoing snow removal taking place throughout town.

Mayor Todd left the meeting. (Time: 7:05 p.m.)

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

10.1 Staff Report 07-2020 - By-Law Enforcement Officer Appointment

Motion: Burton, Jansman

That Committee of the Whole direct staff to bring forward a by-law to appoint Paul Dedekker, Facilities Supervisor, as a By-Law Enforcement Officer, to the Council meeting of February 26, 2020.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the report.

10.2 Staff Report 08-2020 - Building and Planning Fee Review 2020

Motion: Jansman, Shankar

That Committee of the Whole direct staff to develop a revised fee structure to be brought back for further consideration.

Carried

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He provided a comparison of the Town's fees to surrounding municipalities.

Discussion was held regarding the consideration of increasing fees, the requirement of a public meeting, and the option of gradually increasing fees versus the implementation of one large fee increase.

10.3 Staff Report 09-2020 - Construction Activity in the Town of Prescott January through December 2019

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

10.4 Staff Report 10-2020 - By-Law Enforcement Activity within the Town of Prescott January 1 through December 31, 2019

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

Discussion was held regarding the number of parking infractions and the interest in issuing cat tags.

11. WATER & WASTEWATER - None

12. PROTECTIVE SERVICES & COMMUNITY LIAISON

12.1 Staff Report 11-2020 - Eastern Ontario Fire Association Competition

Motion: Burton, Young

That Committee of the Whole direct staff to support the Prescott Firefighters Association's requests for the Eastern Ontario Firefighters' Association Competition to be held in the Town of Prescott from Friday June 19th to Sunday June 21, 2020.

Motion: Young, Burton

That the main motion be amended by adding that staff be directed to purchase an a full page advertisement in the EOFA program for a total cost of \$120.00.

Motion: Burton, Young

That Committee of the Whole direct staff to support the Prescott Firefighters Association's requests for the Eastern Ontario Firefighters' Association Competition to be held in the Town of Prescott from Friday June 19th to Sunday June 21, 2020; and

That staff be directed to purchase an a full page advertisement in the EOFA program for a total cost of \$120.00.

Carried

Councillor Ostrander introduced the report and referenced some of the requests.

Matthew Armstrong, CAO/Treasurer, spoke to the report and the upcoming event.

Discussion was held regarding the annual event, the attractions, and the need for volunteers.

13. CAPITAL & PROJECTS

Councillor Burton spoke to the new plow truck that had been out recently for snow removal.

14. NEW BUSINESS

14.1 Action Item List

Councillor Burton wished to thank Barb Mashall for her years of service to the Town as a Crossing Guard. She wished Ms. Marshall a happy retirement and welcomed Nancy Cowan, who had taken over the position.

Matthew Armstrong, CAO/Treasurer, spoke to the upcoming BR+E Session being held in Augusta.

15. PERIOD FOR MEDIA QUESTIONS

Wayne Lowrie, Brockville Recorder & Times, asked what the average residential household would pay in water rates.

Matthew Armstrong, CAO/Treasurer, spoke to the two components in the water rates and stated that Rideau St. Lawrence Distribution would have a detailed explanation on their website.

Councillor Shankar wished to offer condolences to the Runciman family for the recent passing of Jeannette Runciman.

16. ADJOURNMENT

Motion: Young, Jansman

That the meeting be adjourned. (Time: 7:58 p.m.)

Carried