



COMMITTEE OF THE WHOLE

Monday, February 6, 2017

6:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Pages

1. CALL TO ORDER

Chaired by Mayor Brett Todd

2. APPROVAL OF AGENDA

Suggested Motion

"THAT the agenda be adopted as presented."

3. DECLARATIONS OF INTEREST

4. PRESENTATIONS

4.1 Melissa Francis, Program Manager, Leeds & Grenville Immigration Partnership

5. DELEGATIONS

6. COMMUNITY AND PROTECTIVE SERVICES

Chaired by Councillor Leanne Burton

7. FINANCE & CORPORATE SERVICES

Chaired by Councillor Teresa Jansman

7.1 Staff Report 05-2017 - Council and Committee of the Whole Meeting Time Change

1

Suggested Motion

"THAT Committee of the Whole forward By-law 07-2017, being a by-law to amend By-law 42-2014, being a by-law to govern the proceedings of Council and its Committees to the Council meeting of February 21, 2017 for final consideration and approval."

8. TOURISM & HERITAGE

Chaired by Councillor Fraser Laschinger

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Chaired by Councillor Lee McConnell

10. PLANNING

Chaired by Councillor Mike Ostrander

11. ECONOMIC DEVELOPMENT

Chaired by Councillor Ray Young

12. NEW BUSINESS

12.1 Action Item List - From January 2017

5

13. PERIOD FOR MEDIA QUESTIONS

14. CLOSED SESSION

14.1 Security of the Property

14.2 Union Negotiations

14.3 Remuneration & Benefits

14.4 Purchase & Sale

Suggested Motion

"THAT Committee of the Whole resolve into Council and move into Closed Session at _____ to address matters pertaining to:

14.1 Security of the Property

- the security of the property of the municipality or local board; and

14.2 Union Negotiations

- labour relations or employee negotiations; and

14.3 Remuneration & Benefits

- personal matters about an identifiable individual, including municipal or local board employees; and

14.4 Purchase & Sale

- a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO, Treasurer, Director of Public Works & Infrastructure, and Clerk remain in the room."

15. RISE AND REPORT

16. ADJOURNMENT



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb 21 '17
Strategic Plan		

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 05-2017

February 6, 2017

From: Kimberley Casselman, Director of Administration/Clerk

RE: Council and Committee of the Whole Meeting Time Change

Recommendation:

That Committee of the Whole forward By-law 07-2017, being a by-law to amend By-law 42-2014, being a by-law to govern the proceedings of Council and its Committees to the Council meeting of February 21, 2017 for final consideration and approval.

Background / Analysis:

Over the course of the last few months, most Council and Committee of the Whole meetings have been scheduled to start at 6:30 p.m., as opposed to the regular time of 7:00 p.m. Staff has been scheduling meetings earlier in the evening in response to the average meeting length being just over two hours. Staff has not received any negative feedback from members of Council regarding the earlier start time.

At the Committee of the Whole meeting of January 16, 2017, Mayor Todd directed the Clerk to come back with a formal way of changing the Council and Committee of the Whole meeting times to 6:30 p.m. Amending the Procedural By-law and references to Council and Committee of the Whole meeting times within allows for this change.

It is to be noted that a full review of the Town's Procedural By-law will be completed in the near future once the proposed amendments to the *Municipal Act* have been enacted.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb 21 '17
Strategic Plan		

Alternatives:

Council could choose not to change the start time of Council and Committee of the Whole meetings and continue to meet at 7:00 p.m.

Financial Implications:

N/A

Attachments:

- Draft By-Law 07-2017

Pierre Mercier
Chief Administrative Officer

Original signed by

Kimberley Casselman
Director of Administration/Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 07-2017

**A BY-LAW TO AMEND BY-LAW NO. 42-2014, BEING A BY-LAW TO GOVERN THE
PROCEEDINGS OF COUNCIL AND ITS COMMITTEES**

**Being a by-law to amend By-law No. 42-2014, being a by-law to govern the
proceedings of Council and its Committees**

WHEREAS pursuant to Subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires every municipality to pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS the Council of the Corporation of the Town of Prescott enacted By-Law 42-2014, being a by-law to govern the proceedings of Council and its Committees on January 5, 2015; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-Law No. 42-2014;

NOW THEREFORE the Council of the Corporation of the Town of Prescott enacts as follows:

1. That Procedural By-law 42-2014 be amended by changing all references to Council and Committee of the Whole meeting start times from 7:00 p.m. to 6:30 p.m. (Sections: 5, 6, and 72).
2. All other applicable provisions of By-law 42-2014 shall continue to apply.
3. This by-law shall come into force and take effect upon final passage.
4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ A FIRST AND SECOND TIME THIS 21st DAY OF FEBRUARY, 2017.

Mayor

Clerk

READ A THIRD AND FINAL TIME AND PASSED THIS 21st DAY OF FEBRUARY, 2017.

Mayor

Clerk

ACTION ITEM LIST – FROM JANUARY 2017

Date	Department	Item & Action	Status
January 9, 2017	CAO's	CAO to report back on accessibility deadline for the arena	COW Feb. 6
January 9, 2017	CAO's	Parks and Rec Master Plan RFP	In progress
January 9, 2017	Finance	2017 Capital Plan	Committee of the Whole meeting – February 13, 2017
January 16, 2017	Clerk's	Report on Use of Ranked Ballots in the 2018 Municipal Election	2019
January 16, 2017	Clerk's	Council & CoW Meeting Time Change to 6:30 p.m.	In progress
January 16, 2017	Clerk's	<i>Municipal Elections Act</i> amendments – Information Report (stated in Ranked Ballot report)	In progress
January 16, 2017	CAO's	Employee Code of Conduct	Council Meeting – February 21, 2017
January 16, 2017	CAO's	BR+E Program Update Presentation	February 13 COW
January 23, 2017	CAO/Operations	Report and resolution of support re: Municipal Fire Service as Critical Infrastructure as part of the Province's Infrastructure	Council Feb 21

Date	Department	Item & Action	Status
		Strategy	
January 23, 2017	Finance	Report on Property Taxation for Railway Right-of-ways	In progress
January 23, 2017	CAO/By-Law	Parking By-law Review	In progress
January 23, 2017	CAO/HR	Union Negotiations / Salary Grids / Pay Equity	COW Feb 6