



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, April 18, 2017
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Councillors Leanne Burton, Teresa Jansman, Fraser
Laschinger, Lee McConnell, Mike Ostrander, and Ray Young

Staff Pierre Mercier, CAO, Matthew Armstrong, Treasurer, Dan
Beattie, Director of Public Works & Infrastructure, Kimberley
Casselman, Director of Administration/Clerk, and Lindsey
Veltkamp, Corporate Services, Executive Assistant

1. CALL TO ORDER

The meeting was called to order by Deputy Mayor Fraser Laschinger at 6:17 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST – None

4. **PRESENTATIONS** - None

5. **DELEGATIONS** - None

6. **COMMUNITY AND PROTECTIVE SERVICES**

Councillor Burton spoke to the upcoming Pitch-In Community Clean Up on Saturday, April 23rd. She also spoke to the Community Yard Sale taking place on May 13th.

7. **FINANCE & CORPORATE SERVICES**

7.1 **Staff Report 15-2017 – Purchasing By-Law**

Motion: Burton, McConnell

That Committee of the Whole forward By-law 17-2017, being a by-law to provide for the purchasing policies, practices, and procedures of goods and service by the Town of Prescott known as the “Purchasing By-Law”, to Council for consideration and approval.

Carried

Matthew Armstrong, Treasurer, spoke to the proposed by-law and the changes that had been made to it since it was presented at the last Committee of the Whole meeting. He spoke to further suggestions offered by Council members. Discussion was held regarding the understanding of the by-law by Council and staff, Council approval of significant equipment, streamlining the purchasing process, the budget and approval process, and the process for outside boards and committees remaining the same.

7.2 **Staff Report 16-2017 – Financial and Human Resource Policy Review – Working Group**

Motion: Burton, Young

That Committee of the Whole recommend that Council establish a Working Group of three members of Council to work with staff to create a new set of financial and human resource policies for the Town of Prescott

and subsequently recommend them to Council for consideration, review, and adoption.

Motion: Young, Burton

That the main motion be amended by adding the Working Group member names – Mayor Todd, Councillors Jansman and Ostrander.

Carried

Motion: Burton, Young

That Committee of the Whole recommend that Council establish a Working Group, consisting of Mayor Todd and Councillors Jansman and Ostrander, to work with staff to create a new set of financial and human resource policies for the Town of Prescott and subsequently recommend them to Council for consideration, review, and adoption.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report and spoke to the proposed working group's role. Council members spoke to the benefits of sub-committees and working groups. Councillor Jansman stated that she would like to be on the working group and that Mayor Todd had expressed an interest. Councillor Ostrander also volunteered.

7.3 Staff Report 17-2017 – 2018 Municipal Election – Alternative Voting Method By-law

Motion: Young, Ostrander

That Committee of the Whole receive Staff Report 17-2017 for information and forward By-law 18-2017, being a by-law to authorize an alternative voting method for the 2018 Municipal Election, to the Council meeting of April 24, 2017 for final consideration and approval.

Carried

Kimberley Casselman, Director of Administration/Clerk, provided an overview of the report. Discussion was held regarding the Provincial amendments to the *Municipal Elections Act*.

7.4 Staff Report 18-2017 – Funding Request – Canadian Scout Jamboree 2017

Motion: Burton, McConnell

That Committee of the Whole recommend that Council approve a donation in the amount of \$1,000.00 to the 7th Prescott Scouts for the Canadian Scout Jamboree 2017.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. Discussion was held regarding approving the donation.

7.5 Staff Report 19-2017 – March 2017 Financial Report

Motion: Young, Ostrander

That the attached Financial Operating Budget, Capital Budget, Reserve Funds and Long Term Debt Reports for March 31, 2017 be accepted for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. He stated that this was the first financial report for 2017 and also spoke to the St. Lawrence Lodge payment amount.

8. TOURISM & HERITAGE – None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Councillor McConnell spoke to recent coyote sightings in town. He reminded residents to keep an eye on their small animals when outdoors.

10. PLANNING

10.1 Staff Report 20-2017 - Official Plan Review

Motion: Young, Jansman

That Committee of the Whole receive this report for information.

Carried

Councillor Ostrander spoke to the draft Official Plan and his recent meetings with the CAO regarding it. Pierre Mercier, CAO, spoke to the draft Official Plan and the process for moving forward. He asked that Council members review the plan and provide him with their comments via email.

11. ECONOMIC DEVELOPMENT – None

12. NEW BUSINESS

12.1 Action Item List

No items were added to the Action Item List.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION – None

15. RISE AND REPORT – None

16. ADJOURNMENT

Motion: Young, McConnell

That the meeting be adjourned. (Time 7:34 p.m.)

Carried

Original signed by

Mayor

Original signed by

Clerk