



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, June 4, 2018
6:30 p.m.
Health Centre Meeting Room
555 King Street West
Prescott, Ontario**

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

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations, Kimberley Casselman, Director of Administration/Clerk, Katie Allard, Tourism & Recreation Coordinator, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:31 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST – None

4. PRESENTATIONS – None

5. DELEGATIONS

5.1 Angela Smale - Bus/Shuttle Service for the Town of Prescott

Angela Smale, South Coast Shuttle Inc., referenced the need for accessible transportation within the town. She spoke to the shuttle bus proposal, phases of the project, possible transit routes, costs, and support from the town. She stated that her proposal would have no financial implications for the town.

Discussion was held regarding the possibility of a regional bus, community research, and the next steps in the project.

Motion: Burton, Jansman

That Council support the bus/shuttle concept and that staff be directed to bring back a report and by-law on the issue and reach out to the Townships of Edwardsburgh/Cardinal and Augusta about potentially expanding the service.

Carried

6. COMMUNITY AND PROTECTIVE SERVICES

6.1 Katie Allard, Tourism & Recreation Coordinator - 2018 Summer Play Guide

Katie Allard, Tourism & Recreation Coordinator, provided an overview of the 2018 Summer Play Guide. She spoke to the opening of the Centennial Pool, community partners, additional programming, and locations to pick up the 2018 Summer Play Guide.

Discussion was held regarding the incorporation of community organizations and the link between the guide and the recreation master plan.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 27-2018 - Policy Review

Motion: Todd, Laschinger

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

HR-100-01 General

HR-200-02 Employee Code of Conduct

HR-200-03 Recruitment

HR-200-04 Employee Concerns

HR-500-01 Employee Service Recognition Program

HR-500-02 Employee Assistance Program

HR-500-04 Training and Development

HR-600-01 Occupational Health and Safety

HR-600-02 Workplace Violence and Workplace Harassment Policy

HR-600-03 Workplace Discrimination

HR-600-04 Investigation Procedure

HR-700-06 Employee Pregnancy & Parental Leave

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report and the Policy Working Group's recent meetings.

Discussion was held regarding Provincial and Federal regulations regarding pregnancy and parental leave, the employee code of conduct, and administering a review of the new policies for current employees.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

9.1 Staff Report 28-2018 - Additional Line Marking for No Parking Areas at Dibble and Centre Streets, and Dibble and Edward Streets, and a Pedestrian Cross Walk across King Street East at Russell Street

Matthew Armstrong, CAO/Treasurer, spoke to the locations for line painting and asked for clarification from Committee regarding the locations.

Discussion was held regarding the addition of an accessible parking spot at St. Andrew's Church, the location of the pedestrian cross walk at King Street East and Russell Street, a possible barrier between Centre Drive and Fischl Drive, and creating a designated truck route in town.

Motion: Todd, Burton

That Committee of the Whole recommend that Council approve additional line marking for no parking areas at Dibble and Centre Streets and Dibble and Edward Streets, an additional accessible parking spot at the main entrance of St. Andrew's Church, and a pedestrian cross walk across King Street East and Russell Street, as outlined in staff report 28-2018.

Carried

Motion: Todd, Burton

That staff be directed to report back on parking provisions at King and Edward Streets, staggering lines at King and Edward Streets, a Town truck route, and the access road at Prescott Centre Drive and Fischl Drive.

Carried

9.2 Staff Report 29-2018 - Sidewalk Replacement, South Side of Henry Street across from Fire Hall

Matthew Armstrong, CAO/Treasurer, provided an overview of the report. He spoke to the side walk survey, estimated costs, and alternatives.

Discussion was held regarding adding the sidewalk replacement cost to the fire hall budget.

Motion: Young, Todd

That Committee of the Whole recommend that Council approve the replacement of the sidewalk on Henry Street, which runs along the north side of the post office and Royal Canadian Legion, at an estimated cost of \$13,520 + HST, as outlined in staff report 29-2018.

Carried

10. PLANNING

Councillor Ostrander referenced the upcoming PAC and Public Meeting being held on June 28th at 6:30 p.m.

Kimberley Casselman, Clerk, stated that the meeting information would be posted online and in the Prescott Journal.

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Mayor Todd spoke to the recent accident on Highway 401. He thanked involved first responders and offered his thoughts and prayers to the victims and their families.

13. PERIOD FOR MEDIA QUESTIONS - None

14. CLOSED SESSION - None

15. RISE AND REPORT - None

16. ADJOURNMENT

Motion: Burton, Ostrander

That the meeting be adjourned. (Time: 7:46 p.m.)

Carried