



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, June 18, 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

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of
Operations , Kimberley Casselman, Director of
Administration/Clerk, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:33 p.m.

2. APPROVAL OF AGENDA

Motion: Burton, Laschinger
That the agenda be adopted as amended

Carried

The agenda was amended by adding the following items:

- 1) Under Item # 12 – ADD 12.1 Tom Carr Soccer Field on Prince Street
ADD 12.2 Update on the Tourist Information Centre

3. DECLARATIONS OF INTEREST – None

4. PRESENTATIONS – None

5. DELEGATIONS

5.1 Sandra Lawn, Chair, Prescott Business Improvement Area Board of Management

Sandra Lawn presented a PowerPoint presentation to Committee, on behalf of the Prescott BIA Coordinator, Deron Johnston.

Ms. Lawn spoke to the BIA Action Plan for 2018, the BIA's four pillars including economic development, physical improvements, marketing, promotion and events, and leadership and management.

Discussion was held regarding the BIA's request for a letter of support from the Town for its EODP funding application. Committee asked Ms. Lawn to submit the application for Council's review before the next Council meeting.

Motion: Burton, Ostrander

That Committee of the Whole recommend that Council approve that the Prescott BIA receive a letter of support from the CAO in their application for EODP funding; and

That staff be directed to work with the Prescott BIA to support improvements in the downtown.

Carried

6. COMMUNITY AND PROTECTIVE SERVICES – None

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 30-2018 – Property Taxation for High-tonnage Railway Right-of-ways

Motion: McConnell, Burton

That Committee of the Whole recommend that Council pass a resolution at the Council meeting of June 25, 2018, identifying that the Town of Prescott wishes to utilize the high-tonnage property taxation rate for the railway right-of-way and requests that the Minister consider the high-tonnage rate for individual railway right-of-way properties that meet the high-tonnage threshold in the Town of Prescott.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the staff report. Discussion was held regarding other jurisdictions and provinces receiving more funds for railways, the Minister of Finance's role, and associations that were currently working on this issue. Staff was directed to obtain more information on this matter and report back to Council.

7.2 Staff Report 31-2018 – Main Street Revitalization Initiative

Motion: Burton, Ostrander

That Committee of the Whole recommend that Council pass a by-law authorizing the signing of the Main Street Revitalization Initiative funding agreement between the Association of Municipalities Ontario and the Town of Prescott, at the Council meeting of June 25, 2018.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the staff report. Discussion was held regarding allocating the funds to the Town's Community Improvement Program and monitoring the use of the funds in 2018 and the first half of 2019 to ensure that the full amount is spent on eligible projects by March 31, 2020.

7.3 Staff Report 32-2018 – Policy Review

Motion: Burton, Laschinger

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

HR-200-08 Orientation

HR-200-10 Dress Code

HR-500-03 Performance Management Program

HR-600-07 Management of Substance Abuse

HR-600-08 Workplace Accommodation

HR-700-01 Non-Union Terms & Conditions of Employment - General

HR-700-02 Categories of Non-Union Employees

HR-700-03 Vacation (Non-Union Employees)

HR-700-04 Statutory/Paid Holidays, Personal Leaves

HR-700-09 Employee Benefits

HR-700-10 Long Term Disability

HR-700-11 Pension Plan

HR-700-12 Non-Union Hours of Work

HR-700-13 Non-Union Overtime

HR-700-14 Non-Union Salary Administration

HR-700-15 Dispute Resolution

HR-700-16 Merger or Amalgamation

HR-TOC Human Resources Policies and Procedures Manual Table of Contents

Carried

Councillor Jansman spoke to the Policy Working Group's recent meeting to review the last group of HR policies. Discussion was held regarding the two types of work weeks for non-union staff – 35 hours/week and 40 hours/week, group benefits not being offered to staff over the age of 65 due to insurance company practices, OMERS payments, and updating wording in certain policies to add clarity.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

9.1 Staff Report 33-2018 – Private Transportation Company By-Law

Motion: Jansman, Todd

That Committee of the Whole receive this report for information and forward the by-law for licensing, regulating, and governing Private Transportation Companies in the Corporation of the Town of Prescott, to the Council meeting of June 25, 2018 for final consideration and approval.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the staff report and draft by-law. Discussion was held regarding a PTC Owner having to provide 30 days' notice to the Town if they were not going to renew their license. Mr. Armstrong stated that this could be added to the by-law and stated that it would not be up to the Town to provide the service if a PTC ceased to operate.

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 would be taking place in the third floor meeting room of Town Hall.

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Tom Carr Soccer Field on Prince Street

Councillor Burton spoke to the use of the Tom Carr Soccer Field and the condition of the field lights. Discussion was held regarding the budget, the recreation master plan, and the Kriska ball field situation.

Motion: Burton, Ostrander

That staff be directed to report back to Council on the cost of replacing the lights at the Tom Carr Soccer Field and provide an update on the Kriska ballfield situation.

Carried

12.2 Update on the Tourist Information Centre

Councillor Laschinger spoke to the Tourist Information Centre at the Forwarders' Museum and asked that a sign be placed on the building indicating that it was currently closed and directed tourists to where they could obtain information.

Staff stated that they would report back on this issue at an upcoming meeting and that a building update for the Forwarders' Museum would be coming back to Council in September.

12.3 Action Item List

Discussion was held regarding traffic light removal item and construction along highway 401. Further discussion was held regarding street sign installation, Canadian Empress docking, welcome signage at the waterfront, and the potential Prescott-Ogdensburg Bicycle and Pedestrian Ferry.

13. PERIOD FOR MEDIA QUESTIONS - None

14. CLOSED SESSION - None

15. RISE AND REPORT - None

16. ADJOURNMENT

Motion: Ostrander, Jansman

That the meeting be adjourned. (Time: 8:14 p.m.)

Carried