



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, January 8, 2018
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Present Mayor Brett Todd, 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, and Kimberley Casselman, Director of Administration/Clerk

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:32 p.m.

2. APPROVAL OF AGENDA

Motion: Burton, Jansman
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 recent success of the Winter Cup Classic.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 01-2018 – 2018 Council Appointments

Motion: Burton McConnell

That Committee of the Whole forward By-law 01-2018, being a by-law to appoint members of Council to boards and commissions, to appoint members of Council to Standing Committees of Council, and the appointments of Deputy Mayor for the remainder of the term of Council expiring November 30, 2018, to the Council meeting of January 29, 2018 for consideration and approval.

Carried

Kimberley Casselman, Clerk, provided an overview of the report.

7.2 Staff Report 02-2018 – 2018 Council Committees and Boards

Motion: Burton, McConnell

That Committee of the Whole recommend that Council approve the Council Committees and Boards for the remainder of the term of Council which expires on November 30, 2018, as per the attached Schedule "A".

Carried

Kimberley Casselman, Clerk, provided an overview of the report. Discussion was held regarding the time period between the end of the term of Council and the new Council

approving Committee and Board members. Ms. Casselman stated that this would be a short period, but would report back on the issue at the next Council meeting.

7.3 Staff Report 03-2018 – Use of Corporate Resources for Elections Purposes Policy

Motion: Young, Ostrander

That Committee of the Whole receive this report for information and forward By-law 02-2018, being a by-law to adopt a policy regarding the use of corporate resources for election purposes for the Town of Prescott, to the Council meeting of January 29, 2018 for final consideration and approval.

Carried

Kimberley Casselman, Clerk, provided an overview of the report and proposed policy. Discussion was held regarding the policy and monitoring the Town's social media comments during the campaign period.

7.4 Presentation – 2018 Budget – Revenue & Taxation

Matthew Armstrong, Treasurer, presented a PowerPoint presentation. A copy is held on file. Discussion was held regarding OPMF funding, the Town's fire agreements with Augusta and Edwardsburgh/Cardinal, Health Centre revenue, and the tennis club. Committee members discussed the tax rate increase that each of them were comfortable with. Further discussion was held regarding the building assessments that would be presented to Council in the near future.

Motion: Todd, McConnell

That staff be directed to immediately contact the Township of Augusta and the Township of Edwardsburgh/Cardinal to review and potentially revise the Town's fire services agreements.

Carried

8. TOURISM & HERITAGE – None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Councillor McConnell reminded residents of winter parking regulations and complimented Public Works staff on snow removal operations.

10. PLANNING – None

11. ECONOMIC DEVELOPMENT

11.1 Staff Report 04-2018 – Retention of Professional Real Estate Services by the Town of Prescott

Motion: McConnell, Ostrander

That Committee of the Whole recommend that Council approve that Colliers International be retained to provide Professional Real Estate Services and that the Mayor and CAO be authorized to execute an agreement covering 2018 to 2020 for the marketing and sale of Town-owned industrial and commercial properties.

Carried

Councillor Young provided an overview of the report. Pierre Mercier, CAO, also spoke to the report and Colliers International as the firm being recommended. Discussion was held regarding Colliers International and their experience with smaller municipalities. Further discussion was held regarding the timeline for the Economic Development Strategy. Mr. Mercier stated that he would report back soon with a timeline.

12. NEW BUSINESS

12.1 Action Item List

Discussion was held regarding the repairs required at the Clock Tower. Dan Beattie, Director of Public Works & Infrastructure, stated that a new part was installed three weeks ago and that the clock is in working order.

Mr. Beattie provided an update on the traffic light removal item and that the OPP had recommended that the work be completed in the spring. Further discussion was held regarding street signs and Town Hall windows.

Mr. Armstrong spoke to the 2018 Community Grants and requested that a working group be formed to review the applications.

Motion: Young Ostrander
That Committee of the Whole recommend that Council approve that Councillors Burton, Jansman, and Laschinger be appointed to the 2018 Community Grants Working Group.

Carried

13. PERIOD FOR MEDIA QUESTIONS – None

Wayne Lowrie, Brockville Recorder & Times, asked what a 1% tax increase would equate to in dollar figures. Mr. Armstrong, Treasurer, stated that a 1% tax increase would equate to approximately \$50K.

Mr. Lowrie asked how much the Townships of Augusta and Edwardsburgh/Cardinal were currently paying for fire services. Mr. Armstrong stated approximately \$28K.

14. CLOSED SESSION

14.1 Legal Matter

Motion: Young, Ostrander
That Committee of the Whole move into Closed Session at 8:55 p.m. to address matters pertaining to:

14.1 Legal Matter

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

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

Carried

Motion: Young, Ostrander
That the meeting reconvene in Open Session. (Time: 9:35 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Committee received information and provided direction to staff on item 14.1 – Legal Matter.

16. ADJOURNMENT

Motion: Jansman, Burton

That the meeting be adjourned. (Time 9:36 p.m.)

Carried