



**COMMITTEE OF THE WHOLE  
MINUTES**

**Monday, February 13, 2017  
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 Mericer, CAO, Matthew Armstrong, Treasurer, Dan Beattie, Director of Public Works & Infrastructure, Kimberley Casselman, Director of Administration/Clerk, Jessica Crawford, Finance Administrative Assistant, and Lindsey Veltkamp, Corporate Services Administrative Assistant.

**1. CALL TO ORDER**

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

## **2. APPROVAL OF AGENDA**

Motion: Ostrander, McConnell

That the agenda be adopted as presented.

Carried

## **3. DECLARATIONS OF INTEREST – None**

## **4. PRESENTATIONS**

### **4.1 BR+E Program - Jacqueline Shoemaker-Holmes**

Jacqueline Shoemaker-Holmes, BR+E Coordinator, spoke to the Business Retention + Expansion Program. A copy of the presentation is held on file. Ms. Shoemaker-Holmes provided an overview of the four stages of the program, goals, focus, and the completed work to date. She stated that the BR+E was still looking for volunteers and stated that those interested should visit the Town's website for more information.

Discussion was held regarding the inclusion of home based businesses, working with other BR+E Coordinators from surrounding areas, and if businesses outside of Prescott were considered. Further discussion was held regarding the program being viewed as a process and not another project.

## **5. DELEGATIONS**

### **5.1 Michel Larose - Fort Town Night Run**

Michel Larose spoke to the Fort Town Night Run event. He provided an overview of the proposed road closures, route, and necessary Town resources.

Discussion was held regarding changes to the route, Town resources, and traffic flow.

Pierre Mercier, CAO, requested a meeting with Mr. Larose in order to go over details including cost and liability insurance. Mr. Mercier stated that staff would report back to Council on the event.

## **6. COMMUNITY AND PROTECTIVE SERVICES**

### **6.1 Verbal Update - Fire Hall Public Information Session**

Dan Beattie, Director of Public Works & Infrastructure, spoke to the recent Fire Hall Public Information Session. He thanked everyone who attended and stated that four feedback forms had been submitted.

Discussion was held regarding the next steps in the process, the two design options, and the importance of the functionality of the building.

## **7. FINANCE & CORPORATE SERVICES**

### **7.1 Presentation - 2017 Capital & Operational Project Plan**

Matthew Armstrong, Treasurer, spoke to the report. He provided comparatives of the 2015 municipal debt per household to other single-tier municipalities, 2016 annual repayment limit uses, and the 2016 annual repayment limit with the additions of RiverWalk Park, the Fire Hall, and street lights.

Discussion was held regarding the repairs to Linda Street and Linda Place, adding the arena to the Capital Projects list, the Town's debt repayment, adding the Clock Tower to Operational Projects, and the Asset Management Plan.

Motion: Todd, Jansman

That the Capital and Operational Project Plan be approved and forwarded to Council with the addition of the Leo Boivin Community Centre to the Capital Project Planning list for further review in 2017.

LOST on a division of 4 NAYS and 3 YEAS, as follows:

NAYS (4): Councillors Burton, Laschinger, McConnell, and Young

YEAS (3): Councillors Jansman, Ostrander, and Mayor Todd

Motion: Laschinger, Young

That the 2017 Capital and Operational Project Plan be brought forward to the Council meeting of February 21, 2017.

Carried

## **7.2 Presentation - 2017 Operations Budget**

Matthew Armstrong, Treasurer, spoke to the 2017 Operations Budget. He provided an overview of the changes to revenue, expenses, income statement budget, and reserves.

Motion: Young, McConnell

That the Operational & Water/Wastewater Budget be forwarded to Council for approval.

Carried

## **7.3 Presentation - 2017 Property Taxation**

Matthew Armstrong, Treasurer, spoke to the 2017 Property Taxation presentation. He stated that property taxes were based on property assessments set by the Municipal Property Assessment Corporation. He explained tax ratios, property tax changes by class, and the effect on the average household.

Discussion was held regarding MPAC's property assessments, the option to appeal, and the possibility of adding 1% on top of the regular tax increase in the future to help with infrastructure needs.

Motion: Todd, McConnell

That the 2017 Property Assessment adjustment to the tax class ratios be forwarded to Council for approval.

Carried

**8. TOURISM & HERITAGE - None**

**9. TRANSPORTATION & ENVIRONMENTAL SERVICES – None**

**10. PLANNING – None**

**11. ECONOMIC DEVELOPMENT – None**

**12. NEW BUSINESS**

**12.1 Action Item List**

Staff was directed to add the Wiser Hall deadline and the Clock Tower work to the Action Item List.

**13. PERIOD FOR MEDIA QUESTIONS – None**

**14. CLOSED SESSION**

Motion: Burton, Jansman

That the Committee of the Whole resolve into Council and move into Closed Session at 9:27 p.m. 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 Staff Remuneration & Benefits – Councillor Request

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

14.3 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.

Carried

Motion: Burton, Jansman

That Council resolve into Committee of the Whole and reconvene in open session. (Time 10:46 p.m.)

Carried

**15. RISE AND REPORT**

During the Closed Session, Council received information on items 14.1, 14.2, and 14.3. Council provided direction on items 14.1 and 14.3.

**16. ADJOURNMENT**

Motion: Burton, Ostrander

That the meeting be adjourned. (Time: 10:47 p.m.)

Carried

*Original signed by*

Mayor

*Original signed by*

Clerk