



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, April 3, 2018
6:30 p.m.
Health Centre Meeting Room
555 King Street West
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton,
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, Katie Allard,
Tourism & Recreation Coordinator, and Lindsey Veltkamp,
Corporate Services Executive Assistant

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:27 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST – None

4. PRESENTATIONS – None

5. DELEGATIONS

6. COMMUNITY AND PROTECTIVE SERVICES

6.1 Staff Report 17-2018 - Appointment of an Emergency Response Information Officer

Motion: Young, Ostrander

That Committee of the Whole recommend that Council appoint the Katie Allard as the Emergency Management Information Officer in accordance with the provisions of the *Emergency Management and Civil Protection Act, R.S.O. 1990*.

Carried

Pierre Mercier, CAO, spoke to the report. He stated that updated legislation required a staff member, not an elected official, to be appointed as an Emergency Response Information Officer, and that Katie Allard was an ideal candidate.

Discussion was held regarding the Act, the Town's emergency management group, and compliance.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 18-2018 - Restricted Acts of Council ("Lame Duck" Periods)

Motion: Young, McConnell

That Committee of the Whole receive this report for information; and

That the Municipal Clerk be directed to prepare the necessary by-law, for the next meeting of Council, delegating authority to the Chief Administrative Officer and the Director of Finance/Treasurer from July 27, 2018 to December 3, 2018 to:

1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
2. Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

That this by-law shall come into force only in the event that it is determined by the Municipal Clerk that Council is in a "Lame Duck" position.

Carried

Kimberley Casselman, Director of Administration/Clerk, spoke to the report.

Discussion was held regarding the Provincial legislation, collaboration between Council and staff during Lame Duck periods, and the intent of the legislation.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Councillor McConnell spoke to the Public Work's department upcoming street sweeping.

10. PLANNING

Pierre Mercier, CAO, spoke to an upcoming Planning Advisory Committee (PAC) meeting being held on April 24th, as well as a public meeting for the Community Improvement Program (CIP) on May 3rd.

Discussion was held regarding the PAC's role on the CIP, the abolishment of the Ontario Municipal Board (OMB) and the implementation of Local Planning Appeal Tribunals (LPATs).

11. ECONOMIC DEVELOPMENT- None

12. NEW BUSINESS

12.1 Action Item List

Councillor McConnell spoke to past emergency management exercises and requested that Council be asked to participate in this year's exercise.

Councillor Laschinger asked staff if there was a plan to include a cornerstone or time capsule at the new Fire Hall. Katie Allard, Tourism & Recreation Coordination, spoke to a planned time capsule being part of the South Grenville Chamber of Commerce's 125th anniversary event.

Discussion was held regarding holding a plaque dedication once the construction of the Fire Hall was complete.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

14.1 2018 Community Awards

Motion: Burton, Ostrander

That Committee of the Whole move into Closed Session at 6:55 p.m. to address matters pertaining to:

14.1 2018 Community Awards

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

That the CAO, Treasurer, Director of Public Works & Infrastructure, Clerk, Tourism & Recreation Coordinator, and Executive Assistant remain in the room.

Carried

Motion: Burton, Ostrander

That the meeting reconvene in Open Session. (Time: 7:08 p.m.).

Carried

15. RISE AND REPORT

During the Closed Session, Committee members received information regarding Item 14.1 – 2018 Community Awards.

16. ADJOURNMENT

Motion: Burton, Young

That the meeting be adjourned. (Time: 7:09 p.m.)

Carried