



**COMMITTEE OF THE WHOLE
MINUTES**

**Tuesday, September 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, Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations , Kimberley Casselman, Director of Administration/Clerk, Katie Forrester, Tourism and Recreation Coordinator, Shawn Merriman, Manager of Building and By-Law Services, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:30 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. **DECLARATIONS OF INTEREST** - None

4. **PRESENTATIONS** - None

5. **DELEGATIONS** - None

6. **COMMUNITY AND PROTECTIVE SERVICES**

6.1 Staff Report 39-2018 - Commemorative Tree Program

Motion: Jansman, Young

That Committee of the Whole recommend that Council approve the Commemorative Tree Program and direct staff to advertise and receive applications.

Motion: Todd, Lee

That the main motion be amended by adding that staff bring back more information on the Memorial Bench Program.

Carried

Motion: Jansman, Young

That Committee of the Whole recommend that Council approve the Commemorative Tree Program and direct staff to advertise and receive applications; and

That staff bring back more information on the Memorial Bench Program.

Carried

Katie Forrester, Tourism and Recreation Coordinator, spoke to the program. She stated that the previous memorial bench program was unsustainable due to the high volume of benches and the level of care required for upkeep and maintenance, and that a commemorative tree program could work as a replacement.

Discussion was held regarding increasing the number of tree species offered in the program, the continued maintenance of the existing benches, the possibility of adding benches to the downtown core, and lack of space for additional benches in some areas.

6.2 Staff Report 40-2018 - By-law Enforcement Activity within the Town of Prescott - January 1 through July 31, 2018

Motion: Young, Ostrander

That Committee of the Whole receive this report on By-law enforcement activity from January 1 through July 31, 2018, for information purposes.

Carried

Shawn Merriman, Manager of Building and By-Law Services, spoke to the report.

Discussion was held regarding cat tags, the number of dog tags issued, and the charges laid in the recent littering incident.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 41-2018 - July 2018 Finance Report

Motion: Burton, Ostrander

That Committee of the Whole receive the attached Financial Operating Budget Report for July 31, 2018, for information purposes.

Carried

Matthew Armstrong, CAO, spoke to the report.

Discussion was held regarding the arena's revenue deficit and potential OCIF funding.

7.2 Staff Report 42-2018 - Joint Election Compliance Audit Committee Appointments

Motion: Young, Laschinger

That Committee of the Whole receive this report for information and forward the attached by-law to appoint members to an Election Compliance Audit Committee for the Town of Prescott for the Council term dated December 1, 2018 to November 14, 2022, to the Council meeting of September 24, 2018, for consideration and approval.

Carried

Kimberley Casselman, Clerk, spoke to the report.

Discussion was held regarding which committee members would be returning to the committee from the previous term.

8. TOURISM & HERITAGE – None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES - None

10. PLANNING

10.1 Staff Report 43-2018 - Construction Activity in the Town of Prescott - January through June 2018

Motion: Burton, Laschinger

That Committee of the Whole receive this report for Construction Activity in the Town of Prescott for January through June 2018, for information purposes.

Carried

Shawn Merriman, Manager of Building and By-Law Services, spoke to the report. He stated the purpose of the report was to keep Council informed on how the department was doing in relation to permits issued and fees collected.

10.2 Staff Report 44-2018 - Construction Activity in the Town of Prescott - January through July 2018

Motion: McConnell, Jansman

That Committee of the Whole receive this report on Construction Activity in the Town of Prescott from January through July 2018, for information purposes.

Carried

Shawn Merriman, Manager of Building and By-Law Services, provided an overview of the report.

10.3 Staff Report 45-2018 - Event Report regarding AMO Conference - August 21, 2018

Motion: Jansman, Young

That Committee of the Whole receive the event report for the 2018 AMO Conference for information.

Carried

Shawn Merriman, Manager of Building and By-Law, provided an overview of the report. Council members thanked him for the conference update.

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Mayor Todd referenced the continued construction on highway 401 and how it might affect the downtown traffic light removal.

Discussion was held regarding the timing of the traffic light removal, and the newly installed crosswalk located at Edward Street and Irvine Street.

Further discussion was held regarding the status of the animal control by-law update, and receiving an update on potential building renovations at Wellington Elementary School.

13. PERIOD FOR MEDIA QUESTIONS

Wayne Lowrie, Brockville Recorder & Times, inquired about the littering charges in town.

Shawn Merriman, Manager of Building and By-Law Services, stated that the charges were laid against a small group of people and that the Town's portion of the charges were minor, while the OPP and CN charges would be separate and larger.

14. CLOSED SESSION

Motion: Ostrander, McConnell

That Committee of the Whole move into Closed Session at 7:45 p.m. to address a matter pertaining to:

14.1 South Grenville Chamber of Commerce Annual Award Nominations

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

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

Carried

Motion: Ostrander, McConnell

That the meeting reconvene in Open Session. (Time: 7:55 p.m.).

Carried

15. RISE AND REPORT

During the Closed Session, Committee of the Whole provided direction on nominations for the South Grenville Chamber of Commerce Annual Awards.

16. ADJOURNMENT

Motion: Young, Burton

That the meeting be adjourned. (Time: 7:58 p.m.)

Carried