



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, September 17, 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, Kimberley Casselman, Director of Administration/Clerk, Shawn Merriman, Manager of Building and By-Law, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order at 6:28 p.m.

2. APPROVAL OF AGENDA

Motion: Young, McConnell
That the agenda be adopted as amended.

Carried

The agenda was amended by adding the following item:

- 1) Under Item #12 – ADD 12.2 Cyber Security

3. DECLARATIONS OF INTEREST - None

4. PRESENTATIONS

4.1 Leeds & Grenville Approved Professionals Inc. - David Annable & Angie Witham

Dave Annabel, Leeds & Grenville Approved Professionals Inc., spoke to the membership program. Mr. Annabel referenced their expansion, number of active members, current partnerships, internal approval process, and the vetting of professionals.

Discussion was held regarding the interactions between the L&G Group and the South Grenville Chamber.

5. DELEGATIONS - None

6. COMMUNITY AND PROTECTIVE SERVICES

6.1 Staff Report 46-2018 - By-Law Enforcement Activity within the Town of Prescott - January 1 through August 31, 2018

Motion: Jansman, Ostrander

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

Carried

Shawn Merriman, Manager of Building and By-Law, spoke to the report. He referenced parking infractions in commercial areas, increasing signage in that area, the documenting street signage, and the option of installing a gate at Centre Drive.

Discussion was held regarding the option of a gate installation and communication with the Fire Chief prior to any installation.

6.2 Staff Report 47-2018 - Memorial Bench Program

Motion: Jansman, Young

That Committee of the Whole recommend to Council that the changes outlined in this report be made to the Memorial Bench Program.

Matthew Armstrong, CAO, spoke to the report. He referenced the bench installation cost, variety of bench styles within the town, and commemorating the unmarked benches that are already installed.

Discussion was held regarding the need for trees in some areas, the town absorbing the bench installation cost, and the option of moving existing benches to new locations.

Motion: Todd, Young

That the main motion be amended by adding that the town continue to absorb the installation costs of the benches, plaques, and trees.

Defeated

6.3 Staff Report 48-2018 - Taxicab License Allocation change to By-law 04-2014

Motion: Jansman, McConnell

That Committee of the Whole recommend to Council that the following change be made to By-law 04-2014 pertaining to the licensing, regulating, and governing of vehicles used for hire including owners and drivers of taxicabs, limousines and accessible taxicab services in the Town of Prescott.

Part 3 section 27 b) and c)

1. b) A Taxicab Stand Owner shall not be entitled to more than 50% of the Taxicab License allocation except in circumstances contained in part c below.
2. c) Where not all of the Taxicab Licenses have been allotted to Taxicab Stand Owner's, the remained licenses may be temporary allocated to above the 50% threshold established in part b on a first come first serve basis up to 75% of the total Taxicab License allocation. This temporary allocation will cease upon a request for a Taxicab License from any other Taxicab Stand Owner whose current Taxicab License

allocation is less than 50% and there are no other remaining unallocated Taxicab Licenses.

Carried

Matthew Armstrong, CAO, provided an overview of the report.

Discussion was held regarding the nature of the town's Taxicab licenses, the need for additional taxicab in town, and providing the Taxicab Stand Owner with plenty of notice if allocation of the licenses were to change.

6.4 Staff Report 49-2018 - Commercial General Liability Coverage – Private Transportation Companies By-Law 27-2018

Motion: Todd, Ostrander

That Committee of the Whole recommend to Council that the following change be made to Part IV, Section 14 of By-law 27-2018 pertaining to the licensing, regulating, and governing of Private Transportation Companies in the Town of Prescott.

14. Every Private Transportation Company shall, while licensed under this by-law, comply with the following minimum insurance requirements:
 - (a) Have in place at all times Commercial Vehicle insurance subject to limits not less than Five Million Dollars (\$5,000,000.00);
 - (b) The PTC shall provide confirmation that it has Commercial General Liability insurance in place subject to limits not less than Five Million Dollars (\$5,000,000.00), inclusive per occurrence for bodily injury, death and damage to property including loss of use, that includes: blanket contractual liability; premises, property and operations liability; products and completed operations liability; contingent employers liability; personal injury, owners and contractors protective coverage; broad form property damage; occurrence property damage, employees as additional insured, and cross liability and severability of interest provision;
 - (c) All required Commercial General Liability policies shall be in the name of the Private Transportation Company, and the Town of Prescott shall be named as an additional insured.

Carried

Matthew Armstrong, CAO, provided an overview of the report.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 50-2018 - August 2018 Financial Report

Motion: Burton, McConnell

That the attached Financial Operating Budget Report for August 31, 2018 be accepted for information purposes.

Carried

Matthew Armstrong, CAO, provided an overview of the report.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

9.1 Staff Report 51-2018 - Highway 401 Construction Update

Motion: Burton, Jansman

That Committee of the Whole receive this report as an update on the Highway 401 construction from Johnstown to Maitland.

Carried

Matthew Armstrong, CAO provided the Committee of the Whole with the construction update.

Discussion was held regarding the lack of notification provided to the town and the timeline for the removal of the downtown streetlights.

10. PLANNING

10.1 Staff Report 52-2018 - Construction Activity in the Town of Prescott - January through August 2018

Motion: Burton, Jansman

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

Carried

Shawn Merriman, Manager of Building and By-Law, spoke to the report. He stated that the month of August was an average month and referenced the use of the casual building inspector.

10.2 Staff Report 53-2018 - Report on Bill 177 and the Effect on the Building Code Act

Motion: Jansman, Burton

That Committee of the Whole receive the report on Bill 177 for information purposes.

Carried

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

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Mayor Todd referenced the status of street sign installations.

12.2 Cyber Security

Councillor Laschinger spoke to recent incidents in other municipalities regarding the hacking of computer systems.

Matthew Armstrong, CAO, spoke to the town's cyber security insurance.

Discussion was held regarding the implementation of training for staff.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

Motion: Ostrander, McConnell

That Committee of the Whole move into Closed Session at 8:17 p.m. to address a matter pertaining to:

14.1 South Grenville Chamber of Commerce Award Nominations

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

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

Carried

Motion: Ostrander, McConnell

That the meeting reconvene in Open Session. (Time: 8:35 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: Burton, McConnell

That the meeting be adjourned. (Time 8:37 p.m.)

Carried