



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, November 19, 2018
6:30 p.m.
Health Centre Meeting Room
555 King Street West
Prescott, Ontario**

Present Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Fraser Laschinger, Lee McConnell, Michael Ostrander, and Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dan Beattie, Director of Operations, Kimberley Casselman, Director of Administration/Clerk, 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: McConnell, 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

6.1 Staff Report 70-2018 - By-law Enforcement Activity within the Town of Prescott January 1 through October 31, 2018

Motion: Young, Jansman

That Committee of the Whole receive the By-law Enforcement Activity report from January 1, 2018 to October 31, 2018, for information.

Carried

Councillor Burton spoke to the report.

Discussion was held regarding the increase in dog tag purchases and the update on the South Coast Shuttle service.

7. FINANCE & CORPORATE SERVICES

7.1 Staff Report 71-2018 - Integrity Commissioner Reappointment

Motion: Burton, Ostrander

That Committee of the Whole recommend that Council continue with the appointment of Andrew Tremayne as the Town of Prescott Integrity Commissioner until such appointment is rescinded by Council.

Carried

Councillor Jansman spoke to the report.

Kimberley Casselman, Clerk, referenced an upcoming option of a joint RFP in 2019 for an Integrity Commissioner with the United Counties of Leeds and Grenville.

7.2 Staff Report 72-2018 - Water and Wastewater Treatment Plant Request for Proposal

Motion: McConnell, Burton

That Committee of the Whole receive this report for information purposes, as it pertains to the request for proposal for the operations and maintenance of the water and wastewater treatment facilities for the Town of Prescott.

Carried

Councillor Jansman spoke to the report. She referenced that the Ontario Clean Water Agency (OCWA) was the top submission and that once the negotiations were finalized the Town would be saving approximately \$104,000 in 2019.

Dan Beattie, Director of Operations, spoke to the extensive RFP process.

7.3 Staff Report 73-2018 - October 2018 Financial Report

Motion: Ostrander, Young

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

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that in the month of October, the Town did not generate the \$30,000 in arena related revenue that it normally would have, but that it was able to decrease expenses for the arena by \$15,000 in comparison to budget.

Discussion was held regarding staff reporting back with a more detailed report of the financial figures associated with the arena while it is inactive.

8. TOURISM & HERITAGE - None

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Councillor McConnell spoke to the recent snowfall and the cleaning of gutters.

10. PLANNING

10.1 Staff Report 74-2018 - Construction Activity in the Town of Prescott January through October 2018

Motion: Young, Jansman

That Committee of the Whole receive the construction activity report from January 1, 2018 to October 31, 2018 for information.

Carried

Discussion was held regarding the construction progress at Northern Cables and the upcoming Planning Advisory Committee meeting being held on November 20 at 4 p.m.

11. ECONOMIC DEVELOPMENT - None

12. NEW BUSINESS

12.1 Action Item List

Councillor Jansman requested an update on the crosswalk lights and referenced accessibility issues at the Irvine crosswalk.

Councillor McConnell spoke to the fire hall construction. Discussion was held regarding the timeline for completion of the fire hall.

13. PERIOD FOR MEDIA QUESTIONS

Wayne Lowrie, Brockville Recorder & Times, asked for clarification on the cost of OCWA's new contract and the amount being saved.

Matthew Armstrong, CAO/Treasurer, stated that the town would be saving nearly 15% on this contract in 2019.

14. CLOSED SESSION

Motion: Jansman, Laschinger

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

14.1 Approval of Closed Session Minutes

14.2 Identifiable Individual

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

That the CAO/Treasurer and Clerk remain in the room.

Carried

Motion: Jansman, Burton

That Council resolve back into Committee of the Whole and reconvene in Open Session. (Time: 8:10 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Council accepted Closed Session minutes (Item 14.1) and received a report from the Integrity Commissioner (Item 14.2). The report is available from the Clerk's Office. Council also directed staff to develop a social media policy.

16. ADJOURNMENT

Motion: Jansman, Young

That the meeting be adjourned. (Time: 8:10 p.m.)

Carried