



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, November 20, 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 Mercier, CAO, Matthew Armstrong, Treasurer, Kimberley Casselman, Director of Administration/Clerk

1. CALL TO ORDER

The meeting was called to order by Mayor Todd at 6:35 p.m.

2. APPROVAL OF AGENDA

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

Carried

3. DECLARATIONS OF INTEREST

Councillor Jansman declared a conflict of interest regarding Item 7.1 – Staff Report 66-2017 – Group Benefits Plan Advisor.

4. PRESENTATIONS - None

5. DELEGATIONS - None

6. COMMUNITY AND PROTECTIVE SERVICES- None

7. FINANCE & CORPORATE SERVICES

Councillor Jansman vacated her seat. (Time: 7:36 p.m.) Mayor Todd chaired Item 7.1.

7.1 Staff Report 66-2017 – Group Benefits Plan Advisor

Motion: Burton, Ostrander

That Committee of the Whole receive this report regarding a Group Benefits Plan Advisor for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. Discussion was held regarding the submissions received, the preferred submission, and the current benefits plan advisor.

Committee of the Whole requested that staff place this item on the next Council agenda for approval.

Councillor Jansman returned to her seat. (Time: 6:54 p.m.)

7.2 Staff Report 67-2017 – Intelivote Systems Inc. Agreement – Telephone and Internet Voting

Motion: Laschinger, Young

That Committee of the Whole forward By-Law 44-2017, being a by-law to authorize an agreement with Intelivote Systems. Inc. for the purpose of providing telephone and internet voting for the 2018 Municipal Election, to the Council meeting of November 27, 2017, for final consideration and approval.

Carried

Kimberley Casselman, Director of Administration/Clerk, provided an overview of the report. Discussion was held regarding the option of still having paper ballots on Election Day, the voting location being at Town Hall for the 2018 Municipal Election, and technology needs.

7.3 Presentation – 2018 Project Planning

Matthew Armstrong, Treasurer, presented a PowerPoint presentation regarding the 2018 Capital Expenditures Survey. Committee members discussed the survey overall, the arena, needs and wants, and the items highlighted in the survey as being in line with Council's priorities.

Mr. Armstrong spoke to the 2018 budget process. He stated that the Operating budget would be brought forward to Council in December and that the Capital budget would be the focus in January. Mr. Mercier spoke to the next steps for the Recreation Master Plan process.

7.4 Staff Report 68-2017 – Policy Review

Motion: Burton, Todd

That Committee of the Whole recommend that Council approve the following policies:

HR-200-01 Employee Confidentiality Statement

HR-200-05 Employee Information

HR-200-06 Employee Job Descriptions

HR-200-07 Personnel Records

HR-200-09 Appropriate Use, Care and Security of Electronic Resources

HR-200-11 Criminal Record Background Check (CPIC)

HR-200-12 Employees Driver's License

HR-300-01 Discipline

HR-300-02 Terminations

HR-300-03 Retirement

HR-400-01 Leave of Absence
HR-400-02 Military Reservist Leave
HR-400-03 Inclement Weather
HR-500-05 Post-Traumatic Stress Disorder Prevention
HR-700-05 Bereavement Leave
HR-700-07 Jury / Witness Leave
HR-700-08 Short Term Disability (Sick Leave)

Carried

Matthew Armstrong, Treasurer, spoke to the report and the Policy Working Group's recent meetings. Mr. Armstrong stated that he has received feedback regarding the policies and would be making some minor changes to them. Discussion was held regarding the term "incompetence" being included in the Discipline Policy. Further discussion was held regarding the Military Reservist Leave Policy and the Jury / Witness Leave Policy.

7.5 Staff Report 69-2017 – October 2017 Financial Report

Motion: Young, Laschinger

That the attached Financial, Operating Budget, Capital Budget, Reserve Funds and Long Term Debt Reports for October 31, 2017 be accepted for information purposes.

Carried

Matthew Armstrong, Treasurer, provided an overview of the report. Discussion was held regarding the repairs being completed at the water treatment plant and brick buildings like the plant and the new Fire Hall.

8. TOURISM & HERITAGE

Councillor Laschinger stated that the annual Founder's Day fell on a Monday this year. He stated that a presentation would be made at the December 4th Committee of the Whole meeting followed by a short reception.

Committee recessed at 8:10 p.m.

Committee resumed at 8:22 p.m.

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

9.1 Presentation – Parking By-Law

Matthew Armstrong, Treasurer, presented the results of the online Parking Survey. Pierre Mercier, CAO, presented a PowerPoint presentation regarding the revised Parking By-Law.

Discussion was held regarding the revised by-law including: driving vehicles and bicycles on sidewalks, recreational pathways, disabled parking, bus loading zones, the removal of traffic lights in the near future, limiting the amount of times a vehicle can park in front of a private residence. Further discussion was held regarding issues surrounding particular intersections and parking areas.

Motion: Laschinger, Ostrander

That the meeting be extended. (Time: 10:35 p.m.)

Carried

Committee further discussed parking on private property, emergency prohibition of parking, winter parking, the proposed fine increases, accessibility, and parking surrounding the churches. Mr. Mercier asked that Council members send any additional comments to him prior to the next meeting. He added that he would work on revising the by-law and hopefully bring it to the next Council meeting.

10. PLANNING- None

11. ECONOMIC DEVELOPMENT- None

12. NEW BUSINESS

12.1 Action Item List

Mayor Todd stated that he was approached by a resident regarding the docking of the Canadian Empress in town. Mr. Mercier stated that there were regulations surrounding that and that he would report back on the issue.

13. PERIOD FOR MEDIA QUESTIONS – None

14. CLOSED SESSION

14.1. Solicitor-Client Privilege and Purchase & Sale

Motion: Ostrander, Young

That Committee of the Whole move into Closed Session at 10:07 p.m. to address a matter pertaining to:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- a proposed or pending acquisition or disposition of land by the municipality or local board; and

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

Carried

Motion: Ostrander, Young

That the meeting reconvene in Open Session. (Time: 10:30 p.m.)

Carried

15. RISE AND REPORT

During the Closed Session, Committee members received information from staff regarding Item 14.1 – Solicitor-Client Privilege and Purchase & Sale.

16. ADJOURNMENT

Motion: Young, Burton

That the meeting be adjourned. (Time 10:31 p.m.)

Carried