



COMMITTEE OF THE WHOLE

Monday, November 5, 2018

6:30 p.m.

Health Centre Meeting Room

555 King Street West

Prescott, Ontario

Pages

1. CALL TO ORDER

Chaired by Mayor Brett Todd

2. APPROVAL OF AGENDA

Suggested Motion

"THAT the agenda be adopted as presented."

3. DECLARATIONS OF INTEREST

4. PRESENTATIONS

5. DELEGATIONS

6. COMMUNITY AND PROTECTIVE SERVICES

Chaired by Councillor Leanne Burton

7. FINANCE & CORPORATE SERVICES

Chaired by Councillor Teresa Jansman

Suggested Motion

"THAT Council approve that the 2018-2022 Council meet as Committee of the Whole on the first and third Monday's of each month and meet as Council on the fourth Monday of the month; and

That the Chair for Committee of the Whole rotate every four months on a last name alphabetical basis to each Councillor. The chair of Committee of the Whole will also be the Deputy Mayor for those four months."

8. TOURISM & HERITAGE

Chaired by Councillor Fraser Laschinger

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Chaired by Councillor Lee McConnell

10. PLANNING

Chaired by Councillor Mike Ostrander

11. ECONOMIC DEVELOPMENT

Chaired by Councillor Ray Young

12. NEW BUSINESS

12.1 Action Item List

9

13. PERIOD FOR MEDIA QUESTIONS

14. CLOSED SESSION

15. RISE AND REPORT

16. ADJOURNMENT



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| | | Date Req'd |
| Information Purposes | | |
| Policy / Action Req'd | X | Nov 26 '18 |
| Strategic Plan | | |

REPORT TO COMMITTEE OF THE WHOLE

Report No. xx-2018

November 3, 2018

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Council Committee & Council Meeting Options

Recommendation:

That Council approve that the 2018-2022 Council meet as Committee of the Whole on the first and third Monday's of each month and meet as Council on the fourth Monday of the month; and

That the Chair for Committee of the Whole rotate every four months on a last name alphabetical basis to each Councillor. The chair of Committee of the Whole will also be the Deputy Mayor for those four months.

Background:

As the new term of Council begins in December, it is a good time to review the Committee and Council meeting structure. In this past term, Council members met as Committee of the Whole on the first and third Monday's of each month and as Council on the fourth Monday to pass items rising from the previous Committee of the Whole meetings.

In previous terms of Council, the Committee of the Whole structure was not employed but instead various committees were established and met on a regular basis with members being a subset of Council. While all Council members were welcome to be present at any of the Committee meetings, only those members of the Committee could vote on the matter at hand. Items would rise from Committee to the Council table for review and approval.



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Analysis:

Proposed Changes to Meeting Agendas and Procedures

The following suggestions have been developed over the past several months after eliciting feedback from various stakeholders.

1. Agendas will be sent out by the end of day on the Thursday prior to the meeting to allow members of Council to ask questions of the portfolio chairs or staff prior to the meeting.
2. Committee of the Whole would have a rotating chair where each portfolio chair is responsible for chairing the meetings for four months. This would allow for development of each Councillor in chairing and running a meeting. The Deputy Mayor assignment will mirror the Committee of the Whole Chair rotation.
3. Minutes from all outside Boards and Committees will be included in the monthly Council information package.
4. A written report will be submitted by the Mayor and each Portfolio Chair to be included in the Council Meeting package and only highlights spoken to at the meeting.
5. As part of the Communications and Petitions section of the Council Agenda, there will be a document showing the next month's upcoming events, conferences, meetings, etc.

Proposed Changes to Portfolio Design

The structure outlined below is to align with staff responsibilities and with a focus on creating a bi-directional conduit of communication through which Council can provide feedback and keep informed.

Each Portfolio Chair will meet with their assigned staff representative on a regular basis, to be mutually agreed upon.

Members of Council that want or need information about a specific portfolio will ask the portfolio chair for the information. The portfolio chair will respond, if able, or will defer to their assigned staff representative.



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Mayor

Staff Representative

- CAO & Treasurer
- Clerk

Areas of Responsibility

- Council Leadership
- Municipal Spokesman
- Presides over Council Meetings
- Inter-governmental relations

Group Memberships

- Joint Services with the United Counties
- Eastern Ontario Mayor's Caucus
- Police Services Board
- Community Emergency Management Committee
- St. Lawrence Corridor Economic Development Commission
- Planning Advisory Committee
- Wastewater Treatment Facility Board of Management
- Policy Working Group
- Arena Fundraising Working Group
- Prescott-Ogdensburg Pedestrian / Bicycle Ferry Working Group

Finance & Corporate Services Portfolio

Staff Representatives

- CAO & Treasurer
- Clerk

Areas of Responsibility

- Accessibility Reporting
- Policy Development
- Corporate Contracts
- Finance
- Governance Issues
- Human Resources
- Information Technology
- Town records and communications



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Group Memberships

- Policy Working Group
- Wastewater Treatment Facility Board of Management

Operations

Staff Representative

- CAO & Treasurer
- Director of Operations

Areas of Responsibility

- Facilities
- Public Works
- Parks & Recreation, Tourism
- Waste Management
- Roads & Sidewalks
- Bridges
- Fleet
- Street signage and lighting

Group Memberships

- Policy Working Group
- Wastewater Treatment Facility Board of Management
- Walker House Board
- Communities in Bloom

Economic Development, Building, By-law, Planning, & Heritage

Staff Representatives

- CAO & Treasurer
- Manager of Building & By-law
- Economic Development Officer

Areas of Responsibility

- Economic Development Actives
- By-law Enforcement
- Building Permit Process
- Official Plan
- Planning & Zoning
- Community Improvement Program
- Heritage



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Committee Memberships

- Planning Advisory Committee – Chair
- Business Improvement Area
- Business Fair & Expo
- Heritage Committee
- South Grenville Chamber of Commerce
- Prescott-Ogdensburg Pedestrian / Bicycle Ferry Working Group

Water & Wastewater

Staff Representative

- CAO & Treasurer
- Director of Operations

Areas of Responsibility

- Water Distribution
- Water Treatment
- Urban Storm Management
- Wastewater Collection
- Wastewater Treatment

Group Memberships

- Wastewater Treatment Facility Board of Management

Protective Services & Community Liaison

Staff Representatives

- CAO & Treasurer
- Fire Chief

Areas of Responsibility

- Policing
- Fire Department
- Emergency Planning
- Liaison to Outside Boards and Committees

Committee Memberships

- Police Services Board
- Fire Services Meetings
- Community Emergency Management Committee
- Municipal Drug Strategy

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- St. Lawrence Lodge
- Leeds-Grenville, Lanark Health Unit Board of Management
- Prescott Public Library Board
- Prescott Youth Centre Board
- Shakespeare Board

Capital & Projects

Staff Representatives

- CAO & Treasurer
- Director of Operations

Areas of Responsibility

- Capital & Project Planning
- Capital & Project Reporting

Group Memberships

- Wastewater Treatment Facility Board of Management
- Planning Advisory Committee
- Cemetery Board of Management

Various Committee & Council Meeting Structures

There are a number of models used by the neighbouring municipalities for Committee and Council meetings.

1. Some municipalities do not have Committees but instead meet as Council once or twice a month.
2. Some municipalities use a Committee of the Whole model, but resolve into a Council meeting directly before or after the Committee of the Whole meeting to review and approve any items from the prior meeting. These municipalities meet twice a month.
3. Some municipalities use a Committee of the Whole structure which meet once or twice a month and then items rise to the Council meeting(s) which occur once or twice a month.



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4. Some municipalities use a Committee of the Whole structure which meet twice a month but the topics are predefined at each meeting depending on if it is the first or second meeting of the month. Items rise from Committee of the Whole to Council for review and adoption at meetings held once or twice a month.
5. Some municipalities have two overarching Committees (For Example: Finance & Operations, Planning & Development) with like items grouped together and a membership that is a subset of Council. Items from these Committees rise to Council which may meet once or twice a month.

As you can see from the above, there is no one perfect structure of Committees and Council meetings.

Alternatives:

1. Committee of the Whole meetings twice per month on the second and fourth Monday's and be limited to 1 hour and 45 minutes.

Council meetings twice per month on the second and fourth Monday's directly before the Committee of the Whole Meeting and be limited to 30 minutes.

By-laws and resolutions from each Committee of the Whole meeting would rise to the Council meeting two weeks away. Council meetings will consider the items from the Committee of the Whole meeting 2 weeks prior.

2. Continue with Committee meetings twice per month on the first and third Monday's. Council meeting once per month on the fourth Monday.

The Committee Meetings would be broken down by subject

Economic Development & Planning and Other – 1st Monday of the Month

- o Economic Development, Building, By-law, Planning, & Heritage
- o Protective Services & Outside Boards
- o Capital and Projects

Finance & Operations – 3rd Monday of the Month



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- Finance and Corporate Services
- Operations
- Water & Wastewater

Items from the Committee meetings would rise to Council for review and discussion.

Financial Implications:

None

Attachments:

None

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer

ACTION ITEM LIST

| Date | Department | Item & Action | Status |
|-----------------------|-------------------|--|---|
| Prior to January 2017 | Finance | RFPs for Building Services, Banking and Audit Services | Planning & Official Plan Review RFP Currently Active |
| January 9, 2017 | CAO | Schedule an Economic Development Session & Review of Strategic Plan | Fall 2018 |
| January 16, 2017 | Clerk's | Report on Use of Ranked Ballots in the 2018 Municipal Election | 2019 Following Municipal Election debrief and analysis |
| January 23, 2017 | CAO/Operations | Report and resolution of support re: Municipal Fire Service as Critical Infrastructure as part of the Province's Infrastructure Strategy | Fall 2018 |
| March 27, 2017 | CAO/Clerk's | Regional school closures and Wellington Elementary School Update | Have reached out to School Board for update. |
| April 3, 2017 | Operations | Centennial Park Improvements | Part of Recreation Master Plan analysis and rollout |
| September 18, 2017 | Operations | Traffic Light Removal | Irvine crosswalk lights installed. Remaining to be installed around the 15 th of November. |
| September 18, 2017 | Operations | Fire Hall Construction | Completion in Fall 2018 |

| Date | Department | Item & Action | Status |
|--------------------|-------------------|------------------------------|---|
| September 18, 2017 | Operations | Street Sign Installation | 2 remaining |
| March 5, 2018 | By-Law | Animal Control By-law Update | Development after signs and property standards by-law |