

The MUNICIPAL SERVICES COMMITTEE held a COMBINED Meeting (PUBLIC WORKS/PLANNING/COMMUNITY & LEISURE SERVICES) (GENERAL GOVERNANCE/FINANCE/PP&P/HUMAN RESOURCES) at the Municipal Office in Chantry on **Monday, December 11, 2017.**

Mayor Holman called the Meeting to order at 2:00 p.m.

Roll Call was taken and the following Members of Council were in attendance: Mayor Holman, Deputy Mayor Arie Hoogenboom, Councillors Jeff Banks, Linda Carr, Rob Dunfield, Claire Gunnewiek, Cathy Livingston, Bob Lavoie, Cathy Monck and Ron Pollard.

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; Dan Chant, Roads Coordinator; Michelle Jones, Manager of Facilities and Environmental; Cynthia Laprade, Treasurer and Jay DeBernardi, Fire Chief/CEMC.

Members of the Public and Press in attendance as attached hereto.

Mayor Holman asked if there were any emergency additions to the agenda and none were heard.

Moved By: Councillor Monck
Seconded By: Councillor Livingston

To pass a Resolution that;

The agenda be approved and adopted as presented.

Carried:

Mayor Holman asked if any Committee Member had a Pecuniary Interest on any Item on the Agenda and none were heard.

DELEGATIONS:

Christine Row, CEO of the Rideau Lakes Public Library, was in attendance to address the Committee regarding the 2018 Library Budget and Levy.

RECOMMENDATION #164-2017

Moved By: Councillor Lavoie
Seconded By: Deputy Mayor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee acknowledges the presentation by Christine Row, CEO of the Rideau Lakes Public Library Board, regarding the 2018 Library Budget and Levy.

Carried:

Wanda Seward from the Westport Daycare was in attendance to address Committee regarding the current Lease Agreement and 2016 Financials.

RECOMMENDATION #165-2017

Moved By: Councillor Pollard
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee acknowledges the presentation by Wanda Seward from the Westport Day Care regarding the current Lease Agreement and their 2016 Financials.

Carried:

DEVELOPMENT SERVICES:

Mike Dwyer, CAO, provided Committee with a verbal and written Departmental Update.

RECOMMENDATION #166-2017

Moved By: Councillor Banks
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Permit and Application Year to Year Comparison and November 2017 Permit and Application Activity as provided by Mike Dwyer, CAO.

Carried:

Malcolm Norwood, Associate Planner, provided Committee with a verbal and written Report regarding a Review of the Septic Re-Inspection Program.

RECOMMENDATION #167-2017

Moved By: Councillor Livingston
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding the Septic Re-Inspection Program as provided by Malcolm Norwood, Associate Planner;

AND FURTHER Recommends to Council that a By-Law be brought forward to Council to implement a 2018 Septic Re-Inspection Program for mandatory inspections only;

AND FURTHER Recommends to Council that the 2018 program continue on Upper Rideau Lake and prioritize properties that have not participated in the voluntary program in the past and general areas of water quality concern identified in consultation with the Lake Association.

Carried:

PUBLIC WORKS:

ROADS:

Dan Chant, Roads Coordinator, provided Committee with verbal and written Reports regarding the following:

- Roads Progress Report
- Fuel Tender

Roads Progress Report:

RECOMMENDATION #168-2017

Moved By: Councillor Gunnewiek
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Roads Progress Report as provided by Dan Chant, Roads Coordinator.

Carried:

Fuel Tender:

RECOMMENDATION #169-2017

Moved By: Deputy Mayor Hoogenboom
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Fuel Tender Report as provided by Dan Chant, Roads Coordinator;

AND FURTHER Recommends to Council that Staff be authorized to join the regional tender for the supply of furnace oil, propane and fuel with the United Counties of Leeds and Grenville in the Spring of 2019.

Carried:

RECOMMENDATION #170-2017

Moved By: Deputy Mayor Hoogenboom
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council temporarily exempt the supply of furnace oil, propane and fuel from the requirements of the procurement policy until the tender with the United Counties of Leeds and Grenville is granted, and continue with the current arrangement.

Carried:

MUNICIPAL PROPERTIES:

Michelle Jones, Manager of Facilities and Environmental Services, provided Committee with verbal and written Reports regarding the following:

- Municipal Properties Update
- Newboro Harbour – Licence Agreements with Parks Canada
- Harbour Master Report
- PowerPoint Presentation – Facilities – Our Year in Review

Municipal Properties Update:

RECOMMENDATION #171-2017

Moved By: Councillor Pollard
Seconded By: Deputy Mayor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Municipal Properties Update as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that Staff be directed and authorized to enter into further discussions with Ms. Wanda Seward for the Westport Daycare at 9863 County Road 10, Westport, for a two (2) year term, January 1, 2018 – December 31, 2019, with a monthly fee rental of \$300 in 2018 and \$350 in 2019, with a further report to be provided to Council;

AND FURTHER Recommends that Council acknowledge the Roof Asset Management Program by Garland Canada Inc. for the Elgin Municipal Complex and that options for repairs be brought forward during budget deliberations.

Carried:

Newboro Harbour – Licence Agreements with Parks Canada:

RECOMMENDATION #172-2017

Moved By: Councillor Monck
Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Newboro Harbour – Licence Agreements with Parks Canada Report as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that the Mayor and Clerk be authorized to execute the necessary documents to enter into Agreements with Parks Canada for the parking lot and the water lot at Newboro Harbour.

Carried:

Harbour Master:

RECOMMENDATION #173-2017

Moved By: Councillor Monck
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Harbour Master Report as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that options outlined in the report be taken into consideration during budget deliberations.

Carried:

Michelle Jones, Manager of Facilities and Environmental Services, provided Committee with a PowerPoint presentation of accomplishments through the Municipal Properties and Environmental Services Departments.

Mayor Holman offered congratulations and a thank you to Staff for all their hard work and accomplishments throughout 2017.

ENVIRONMENTAL SERVICES:

Michelle Jones, Manager of Facilities and Environmental Services, provided Committee with a verbal and written Environmental Services Update.

RECOMMENDATION #174-2017

Moved By: Councillor Dunfield
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Environmental Services Update as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that littering fine signs be considered during 2018 budget deliberations.

Carried:

JOINT HEALTH & SAFETY COMMITTEE:

Joint Health & Safety Committee Meeting Minutes – November 30, 2017:

RECOMMENDATION #175-2017

Moved By: Councillor Pollard
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the Minutes of the Joint Health and Safety Committee Meeting held November 30, 2017.

Carried:

Committee observed a 5-minute break at 3:45 p.m.

COMMUNITY & LEISURE SERVICES:

Sue Dunfield, Manager of Community & Leisure Services, provided Committee with a written Report regarding Volunteer Appointments.

RECOMMENDATION #176-2017

Moved By: Councillor Dunfield
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the written Report regarding Volunteer Appointments as provided by Sue Dunfield, Manager of Community & Leisure

Services;

AND FURTHER Recommends to Council that the following individuals be appointed to their respective committees:

- Portland Outdoors (Skate the Lake): Claire Jacobs and Wendy James;
- South Crosby Recreation/Parks/Events Committee: Ashley Ubdegrove.

Carried:

TREASURY:

Cynthia Laprade, Treasurer, provided a verbal and written Year-to-date Summary Report to Committee.

RECOMMENDATION #177-2017

Moved By: Councillor Carr
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Treasury Year-to-Date Summary Report, including Current Loan Balances and the Cheque Register for November 2017, as provided by Cynthia Laprade, Treasurer.

Carried:

PROTECTION TO PERSONS & PROPERTY:

FIRE SERVICES:

Jay DeBernardi, Fire Chief, provided the Committee with verbal and written Reports regarding the following:

- Naloxone Program
- Open Air Electronic Burn Permit System

Naloxone Program:

RECOMMENDATION #178-2017

Moved By: Deputy Mayor Hoogenboom
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written

Report regarding a Naloxone Program, as provided by Jay DeBernardi, Fire Chief;

AND FURTHER Recommends that Council support the efforts of the fire department training on the risks, assessment skills and use of Naloxone;

AND FURTHER Recommends that Council await further details on the availability and timing through the Province prior to moving forward with the acquisition of Naloxone kits.

Carried:

Open Air Electronic Burn Permit System:

RECOMMENDATION #179-2017

Moved By: Councillor Livingston

Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Open Air Electronic Burn Permit System as provided by Jay DeBernardi, Fire Chief;

AND FURTHER Recommends to Council that Staff be directed to move forward with having the on-line burn permit system developed and initiated.

Carried:

ADMINISTRATION:

Marky Ellen Truelove, Clerk, provided Committee with a verbal and written Report regarding HST on User Fees/Sales.

RECOMMENDATION #180-2017

Moved By: Councillor Dunfield

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding HST on User Fees/Sales as provided by Mary Ellen Truelove, Clerk;

AND FURTHER Recommends to Council that the User Fee By-Law (2015-1), be amended to add HST to applicable services and fees, with hall rentals being rounded to the nearest dollar for ease of on-site payments;

AND FURTHER Recommends to Council that wherever HST charged, it shall be shown as a separate

line item.

Carried:

BUSINESS ARISING: None

CORRESPONDENCE:

The following correspondence was received and reviewed by Committee:

- 15.1 Eastern Ontario MPP's – Support for Expanding Highway 401
- 15.2 Robert Stephens: Garbage Issues
- 15.3 Alan Fleming: Township Property Standards
- 15.4 John Welsh: Township Property Standards
- 15.5 Ministry of Citizenship & Immigration: Volunteer Service Awards
- 15.6 Royal Canadian Legion Ontario Command: Military Service Recognition Book
- 15.7 David Dillenbeck: Thank you re: Renaming of R10
- 15.8 Ernie Hardman - Extension of Two-Way Radio Exemption

RECOMMENDATION #181-2017

Moved By: Councillor Lavoie
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee recommends that Council support the expanding of Highway 401 through Eastern Ontario to six (6) lanes and that the Ministry of Transportation add the expansion plans to its Southern Highway Program.

Carried:

RECOMMENDATION #182-2017

Moved By: Councillor Carr
Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council receive and file correspondence items 15.2 to 15.8.

Carried:

NEW BUSINESS:

Councillor Gunnewiek: Minimum Property Standards:

Committee held a discussion regarding minimum property standards within the Township and the current Safe Properties By-Law.

Staff were directed to come forward to the January Municipal Services Committee with options.

Consent to Attend Events: None

Mayor Holman Comments:

- *Celebrating the Season* very successful on Saturday night
- Area of Delta no longer receiving EMC as EMC Brockville purchased by Post Media.
 - Committee asked that a motion be brought forward at the next meeting requesting the Smiths Falls EMC to cover the Delta Area
- Staff to receive \$50 Christmas gift as budgeted and provided for in previous years

Mayor Holman asked the Press if they had any questions and questions were asked and answered.

Mayor Holman asked the Public if they had any questions and questions were asked and answered.

Councillor Banks left the meeting at 4:45 p.m.

CLOSE MEETING

Moved By: Councillor Carr
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 4:47 p.m. to discuss matters as per Section 239(2) (b) and (c) of the Municipal Act.

Carried:

Moved By: Councillor Carr
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 5:20 p.m.

Carried:

RECOMMENDATION #183-2017

Moved By: Councillor Pollard

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee approves and adopts the Minutes of the Closed Session of the Municipal Services Committee (PW) Meeting held October 10, 2017 and the Municipal Services Committee (GG) Meeting held November 27, 2017;

AND FURTHER that the Municipal Services Committee provided direction to Staff and authorizes Staff to follow through on matters as discussed in closed session as per Section 239(2) of the Municipal Act.

Carried:

RECOMMENDATION #184-2017

Moved By: Councillor Lavoie
Seconded By: Deputy Mayor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, December 11, 2017.

Carried:

Moved By: Councillor Carr
Seconded By: Councillor Monck

To pass a Resolution that;

This Meeting do now adjourn at 5:21 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk