

The MUNICIPAL SERVICES COMMITTEE (PUBLIC WORKS/PLANNING/COMMUNITY & LEISURE SERVICES) held a Meeting at the Municipal Office in Chantry on **Monday, June 12, 2017**.

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

Councillor Cathy Monck was absent with prior notice.

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; Brittany Mulhern, Manager of Development Services; Dan Chant, Roads Coordinator; Michelle Jones, Manager of Facilities and Environmental Services and Sue Dunfield, Manager of Community & Leisure Services.

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

Mayor Holman asked if there were any emergency additions to the agenda and the following additions were noted: under 8.1 – PUBLIC WORKS – ROADS: **ADD 8.1.5** Salmon Side Road and **8.1.6** Wild Parsnip.

Moved By: Deputy Mayor Livingston  
Seconded By: Councillor Lavoie

To pass a Resolution that;

The agenda be approved and adopted as amended.

Carried:

Mayor Holman asked if any Committee Member had a Pecuniary Interest on any Item on the Agenda and the following was declared:

I, Jeff Banks, do declare a direct or indirect pecuniary interest in regards to item number 6.1 on the Municipal Services (Public Works) Agenda dated June 12, 2017 in accordance with the Municipal Conflict of Interest Act, as amended. The pecuniary interest is of the following general nature: property ownership.

Signed: Councillor Jeff Banks  
Received: Mayor Ronald E. Holman

#### DELEGATIONS:

Sommer Casgrain-Robertson, General Manager of Rideau Valley Conservation Authority, was in attendance at Council's request to address Committee regarding the Otter Lake Outlet.

Councillor Pollard joined the meeting at 2:05 p.m.

#### **RECOMMENDATION #69-2017**

Moved By: Councillor Dunfield  
Seconded By: Deputy Mayor Livingston

To pass a Resolution that;

The Municipal Services Committee acknowledges the presentation by Sommer Casgrain-Robertson, General Manager of Rideau Valley Conservation Authority, regarding the Otter Lake Outlet;

AND FURTHER Recommends to Council that the RVCA be requested to strike a working group tasked with outlining the pathway to each option outlined within the presentation.

Carried:

**DEVELOPMENT SERVICES:**

Brittany Mulhern, Manager of Development Services, provided Committee with verbal and written Reports regarding the following:

- Departmental Update
- Source Water Protection Plan – Extend & Amend Agreement with Enforcement Authority

**Departmental Update:**

**RECOMMENDATION #70-2017**

Moved By: Councillor Gunnewiek  
Seconded By: Deputy Mayor Livingston

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 May 2017 Permit and Application Activity as provided by Brittany Mulhern, Manager of Development Services.

Carried:

**Source Water Protection Plan – Extend & Amend Agreement with Enforcement Authority:**

**RECOMMENDATION #71-2017**

Moved By: Councillor Hoogenboom  
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Source Water Protection Plan – Extend & Amend Agreement with Enforcement Authority as provided by Brittany Mulhern, Manager of Development Services;

AND FURTHER Recommends that Council approve the amendments and extension of the Agreement with the Mississippi Rideau Office for the Enforcement Authority of the Source Water Protection Plan.

Carried:

**PUBLIC WORKS:**

**ROADS:**

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

- Roads Progress Report
- Retroreflectivity Inspection
- Fog Seal
- Hard Surface Program Map (*information purposes*)

**Roads Progress Report:**

**RECOMMENDATION #72-2017**

Moved By: Councillor Pollard  
Seconded By: Councillor Carr

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:

**Retroreflectivity Inspection:**

**RECOMMENDATION #73-2017**

Moved By: Councillor Banks  
Seconded By: Councillor Pollard

To pass a Resolution that;

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

AND FURTHER Recommends to Council that staff proceed with entering into an agreement for five years with Advantage Data Collection for retroreflectivity inspection of signs within the Township of Rideau Lakes, at the quoted price of \$8,648.50 per year for five years.

Carried:

**Fog Seal:**

**RECOMMENDATION #74-2017**

Moved By: Councillor Pollard  
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

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

AND FURTHER Recommends to Council that Staff proceed with Smiths Construction applying fog seal application to three kilometers of Cedar Valley Road at a cost of \$1.25/ m<sup>2</sup> plus HST.

Carried:

A copy of the Hard-Surface Program Map was provided to Committee for information purposes only and will be discussed at a future date.

Salmon Side Road:

**RECOMMENDATION #75-2017**

Moved By: Councillor Hoogenboom

Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that Staff be directed to proceed with the preparation work of Salmon Side Road, from the Golf Club Road to the municipal address of 26 Salmon Side Road in 2017, using the funds held in reserve for that road, plus other funds up to \$30,000, with a review for hard-surfacing to take place in the fall of 2017 for budget implications.

Carried:

Wild Parsnip:

Councillor Gunnewiek inquired as to the results of the County spraying program for Wild Parsnip. Discussion was held and Dan Chant, Roads Coordinator was asked to contact Larry Sudds, County Weed Inspector, and request that an evaluation be provided.

**MUNICIPAL PROPERTIES:**

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

**RECOMMENDATION #76-2017**

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 Municipal Properties Update as provided by Michelle Jones, Manager of Facilities and Environmental Services.

Carried:

ENVIRONMENTAL SERVICES:

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

- Environmental Services Update
- Private Road Curbside Collection Review

Environmental Services Update:

**RECOMMENDATION #77-2017**

Moved By: Councillor Lavoie  
Seconded By: Councillor Banks

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.

Carried:

Committee observed a 5-minute break at 3:55 p.m.

Private Road Curbside Collection Review:

**RECOMMENDATION #78-2017**

Moved By: Councillor Carr  
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Private Road Curbside Collection Review as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that Staff be directed to prepare a draft Policy for consideration which would implement Option #4 for both winter and summer private road collection.

Carried:

**JOINT HEALTH & SAFETY COMMITTEE:**

**Joint Health & Safety Committee Meeting Minutes – May 11, 2017:**

**RECOMMENDATION #79-2017**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the Minutes of the Joint Health and Safety Committee Meeting held May 11, 2017.

Carried:

**Health & Safety Policies:**

**RECOMMENDATION #80-2017**

Moved By: Councillor Dunfield  
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Health & Safety Policies Report as provided by Michelle Jones and Ginny Okum, Co-Chairs of the Joint Health & Safety Committee;

AND FURTHER Recommends to Council that a By-Law to adopt the following Polices be brought forward to Council for consideration:

- Workplace Health and Safety Policy & Program;
- Workplace Harassment Policy & Program;
- Workplace Violence Policy & Program.

Carried:

**COMMUNITY & LEISURE SERVICES:**

Sue Dunfield, Manager of Community & Leisure Services, provided Committee with verbal and written Reports regarding the following:

- Trillium
- Volunteer Appointments
- Volunteer Appreciation Event
- Youth in Action – After School Program Final Report for 2016-17

Trillium:

The following motion was brought forward:

Moved By: Councillor Carr  
Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Trillium as provided by Sue Dunfield, Manager of Community & Leisure Services;

AND FURTHER Recommends to Council that Staff be directed to apply through the Capital Stream Trillium grant program for renovations to the Newboro Hall washrooms, in connection with the funding available through the Small Halls funding, with an application deadline of October 25<sup>th</sup>, 2017.

A discussion was held and the following amending motion was brought forward:

**RECOMMENDATION #81-2017**

Moved By: Councillor Lavoie  
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the 2<sup>nd</sup> paragraph of the main motion be amended to read: “And Further Recommends to Council that Item 10.1 – Trillium, be deferred to the next meeting.

**Denied:**

**RECOMMENDATION #82-2017**

Moved By: Councillor Carr  
Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Trillium as provided by Sue Dunfield, Manager of Community & Leisure Services;

AND FURTHER Recommends to Council that Staff be directed to apply through the Capital Stream Trillium grant program for renovations to the Newboro Hall washrooms, in connection with the funding available through the Small Halls funding, with an application deadline of October 25<sup>th</sup>, 2017.

Carried:

Volunteer Appointments:

**RECOMMENDATION #83-2017**

Moved By: Deputy Mayor Livingston  
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

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

- DARS (Delta Athletic Recreation Society): Brandon James Brooker;
- South Crosby Recreation/Parks/Events Committee: Charles Bentley and Roy Moroughan;
- North Crosby Beautification: Pam Tucker;
- Chantry Beautification: Bob Wilkinson;

AND FURTHER Recommends that the following individual be removed with regret:

- South Crosby Recreation/Parks/Events Committee: Diane Haskins.

Carried:

Volunteer Appreciation Event:

**RECOMMENDATION #84-2017**

Moved By: Councillor Carr  
Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding a Volunteer Appreciation Event as provided by Sue Dunfield, Manager of Community & Leisure Services;

AND FURTHER Recommends to Council that the Volunteer Appreciation Event take place on Monday, August 21<sup>st</sup>, 2017 at the Portland Legion from 5:30-7:00 pm for a cost up to \$1000.00.

Carried:



Youth in Action – After School Program Final Report for 2016-17:

**RECOMMENDATION #85-2017**

Moved By: Councillor Carr  
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Youth in Action – After School Program Final Report for 2016-17 as provided by Sue Dunfield, Manager of Community & Leisure Services;

AND FURTHER Recommends that Council support the continuation of the program for the 2017-18 school year.

Carried:

Invitations were extended for Council members to participate in Elgin Days events July 8 & 9, and to attend the Seniors Special Events Picnic at Lower Beverley Lake Park on Friday, June 16.

**ADMINISTRATION:**

Mike Dwyer, CAO, provided Committee with verbal and written Reports regarding the following:

- Small Halls – Foundation Donation
- Highway Nuisance By-Law

**Small Halls – Foundation Donation:**

**RECOMMENDATION #86-2017**

Moved By: Councillor Banks  
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledges the verbal and written Small Halls – Foundation Donation Report as provided by Mike Dwyer, CAO;

AND FURTHER Recommends to Council that Staff be authorized to develop and execute the necessary work plans as outlined in the report, and utilize the donated funds to carry them out with the addition of \$15,000 for the Newboro Hall kitchen and \$15,000 to be placed in reserve for use in 2018 for the Newboro Hall washrooms in order to meet accessibility standards.

Carried:

Highway Nuisance By-Law:

**RECOMMENDATION #87-2017**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledges the verbal and written Highway Nuisance By-Law Report as provided by Mike Dwyer, CAO;

AND FURTHER Recommends that Council authorize Staff to prepare a draft Highway Nuisance By-Law for further Committee review and eventual Council consideration.

Carried:

BUSINESS ARISING: None

CORRESPONDENCE:

The following correspondence was received and reviewed by Committee:

- Kathryn Allwright, LG&LDHU Public Health Nurse: Participation in Municipal Drug Strategy
- Municipality of Brockton: Conservation Authorities Act
- Ontario Honours and Awards: Ontario Medal for Good Citizenship

Participation in Municipal Drug Strategy:

**RECOMMENDATION #88-2017**

Moved By: Councillor Hoogenboom  
Seconded By: Councillor Lavoie

To pass a Resolution that;

WHEREAS correspondence was received from the Leeds Grenville & Lanark District Health Unit welcoming participation from the Township of Rideau Lakes in the Municipal Drug Strategy which has been initiated as a collaborative approach to addressing substance misuse in the communities;

NOW THEREFORE the Municipal Services Committee Recommends that Councillor Gunnewiek be appointed to the Leeds Municipal Drug Strategy Committee.

Carried:

**RECOMMENDATION #89-2017**

Moved By: Councillor Banks  
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council receive and file correspondence items 13.2 and 13.3.

Carried:

**NEW BUSINESS:**

Consent to Attend Events: None

Mayor Holman Comments:

- Attended noon reception for Principal Sharon Halladay's retirement
- Congratulations to Lombardy Agricultural Society on new washrooms
- County road 36 awarded \$765,000

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

No members of the public were present at this time.

**CLOSE MEETING**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 5:34 p.m. to discuss matters as per Section 239(2) (b) and (c) of the Municipal Act.

Carried:

Moved By: Councillor Banks  
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 5:58 p.m.

Carried:

**RECOMMENDATION #90-2016**

Moved By: Councillor Carr  
Seconded By: Councillor Hoogenboom

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 May 8, 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:

Councillor Carr advised Committee of the Newboro Canada Day parade and also asked if a report could come forward on the costing of the By-Election. Staff were directed to prepare a report for the next Municipal Services Committee Meeting.

**RECOMMENDATION #91-2017**

Moved By: Councillor Dunfield  
Seconded By: Deputy Mayor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, June 12, 2017.

Carried:

Moved By: Councillor Lavoie  
Seconded By: Deputy Mayor Livingston

To pass a Resolution that;

This Meeting do now adjourn at 6:02 p.m.

Carried:

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Ronald E. Holman  
Mayor

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Mary Ellen Truelove  
Clerk