

The MUNICIPAL SERVICES COMMITTEE (PUBLIC WORKS/PLANNING/COMMUNITY & LEISURE SERVICES) held a Meeting at the Municipal Office in Chantry on **Monday, June 11, 2018.**

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, Councillors Jeff Banks, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Bob Lavoie, Cathy Monck and Ron Pollard.

Deputy Mayor Linda Carr and Councillor Livingston were absent with prior notice.

Mayor Holman expressed Committee's condolences at the passing of Councillor Livingston's father on Sunday.

Also in attendance were Mike Dwyer, CAO; Ginny Okum, Departmental Secretary; Dan Chant, Roads Coordinator; Michelle Jones, Manager of Facilities and Environmental Services; Sue Dunfield, Manager of Community & Leisure Services and Cynthia Laprade, Treasurer.

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 noted.

Moved By: Councillor Banks
Seconded By: Councillor Dunfield

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:

Howard Allan of the Auditing Firm of Allan & Partners LLP was in attendance to present the Management Letter and Draft 2017 Audited Financial Statements.

RECOMMENDATION #74-2018

Moved By: Councillor Banks
Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee recommends that Council acknowledge the presentation and Management Letter as provided by Howard Allan from the Auditing Firm of Allan & Partners LLP;

AND FURTHER that Council acknowledge and accept the draft 2017 Financial Statements for December 31, 2017 as prepared and provided by Allan & Partners;

AND FURTHER that Council request that Allan & Partners provide Council with a final copy of the 2017 Financial Statements and Consolidated Financial Statements including a signed audit report.

Carried:

DEVELOPMENT SERVICES:

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

RECOMMENDATION #75-2018

Moved By: Councillor Pollard
Seconded By: Councillor Gunnewiek

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 2018 Permit and Application Activity as provided by Mike Dwyer, CAO.

Carried:

Malcolm Norwood, Senior Planner, provided Committee with a written report regarding an Update on the Septic Re-inspection program.

RECOMMENDATION #76-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the written report regarding an Update on the Septic Re-inspection Program, as provided by Malcolm Norwood, Senior Planner;

AND FURTHER Recommends to Council that Staff be directed to contact the Lower Rideau Lake Association to investigate fulfilling the remaining 18 properties of the mandated 150 septic re-inspections on the Lower Rideau Lake.

Carried:

Committee requested that Staff obtain Reports on trends in water quality for the lakes that have been included in the program.

PUBLIC WORKS:

ROADS:

Dan Chant, Roads Coordinator, provided Committee with a verbal and written Roads Progress Report.

RECOMMENDATION #77-2018

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:

MUNICIPAL PROPERTIES:

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

RECOMMENDATION #78-2018

Moved By: Councillor Monck
Seconded By: Councillor Pollard

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 a verbal and written Environmental Services Update.

RECOMMENDATION #79-2018

Moved By: Councillor Pollard
Seconded By: Councillor Gunnewiek

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:

COMMUNITY & LEISURE SERVICES:

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

- Hamlet and Welcome Sign Update
- Volunteer Appointments
- Special Events – Risk Management
- Active Transportation Summit
- Seniors Expo

Hamlet and Welcome Sign Update:

RECOMMENDATION #80-2018

Moved By: Councillor Monck
Seconded By: Councillor Pollard

To pass a Resolution that;

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

AND FURTHER Recommends to Council that the Township continue with a progressive maintenance program to replace the existing hamlet signs;

AND FURTHER Recommends to Council that a bulk order be considered when replacing Hamlet signs as it is more economical.

Carried:

Volunteer Appointments:

RECOMMENDATION #81-2018

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 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:

- **North Crosby Beautification Sub-Committee:** Ed Bethune and Nancy Pearce;
- **Youth Advisory Council:** Taylor Westendorp and Hayden Lamerault.

Carried:

Special Events – Risk Management:

RECOMMENDATION #82-2018

Moved By: Councillor Gunnewiek
Seconded By: Councillor Banks

To pass a Resolution that;

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

AND FURTHER Recommends to Council that By-Law 2007-19 be reviewed and a Report be provided back to Committee if updates are required.

Carried:

Active Transportation Summit:

RECOMMENDATION #83-2018

Moved By: Councillor Banks
Seconded By: Councillor Dunfield

To pass a Resolution that;

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

AND FURTHER Recommends to Council that an Active Transportation Plan be considered when developing future Parks & Recreation Master Plans and/or Official Plans for Rideau Lakes.

Carried:

Seniors Expo:

RECOMMENDATION #84-2018

Moved By: Councillor Monck
Seconded By: Councillor Lavoie

To pass a Resolution that;

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

AND FURTHER Recommends to Council that a similar event be held in 2023.

Carried:

TREASURY:

Cynthia Laprade, Treasurer, provided Committee with a verbal and written Report regarding Reconciliation of Financial Reports to Audited Financial Statements.

RECOMMENDATION #85-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Reconciliation of Financial Reports to Audited Financial Statements as provided by Cynthia Laprade, Treasurer.

Carried:

Mayor Holman commented that this type of Reconciliation Report should be mandatory for every municipality in Ontario that uses a cash basis system.

ADMINISTRATION:

Advertising for Elgin Days:

Mary Ellen Truelove, Clerk, provided Committee with a written Report regarding Advertising for Elgin Days.

RECOMMENDATION #86-2018

Moved By: Councillor Gunnewiek
Seconded By: Mayor Holman

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Advertising for Elgin Days as provided by Mary Ellen Truelove, Clerk;

AND FURTHER Recommends to Council that \$315 be provided for flyer distribution re Elgin Days.

RECORDED VOTE:

<u>YES</u>	<u>NO</u>
Councillor Dunfield Councillor Gunnewiek	Councillor Banks
Councillor Lavoie	Councillor Hoogenboom
Councillor Pollard Mayor Holman	Councillor Monck

Carried:

Portland School Building and Environmental Review:

Mike Dwyer, CAO, provided a verbal and written Report to Committee regarding the Portland School Building and Environmental Review.

RECOMMENDATION #87-2018

Moved By: Councillor Lavoie
Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding the Portland School Building and Environmental Review as provided by Mike Dwyer, CAO;

AND FURTHER Recommends that Council authorize Staff to obtain quotes for a detailed environmental and structural and Class A environmental assessment;

AND FURTHER Recommends to Council that a 60-day extension to the Purchase/Sale Agreement be requested.

Carried:

BUSINESS ARISING:

Municipal Services Committee May 28, 2018: Recommendation #77-2018 re: Letter to Minister Qualtrough re: Postal Services and Recommendations on Standing Committee of Government Operations

Committee agreed to forward the letter as amended.

CORRESPONDENCE:

The following correspondence was received and reviewed by Committee:

- 13.1 Perth & Smiths Falls District Hospital: Request for Delegation – Support for Capital Needs
- 13.2 Westport Rideau Lakes Canada Day Committee: Request to secure funds for North Crosby Canada Day Event

Councillor Hoogenboom left the meeting for a prior commitment.

Perth & Smiths Falls District Hospital:

RECOMMENDATION #88-2018

Moved By: Councillor Pollard
Seconded By: Councillor Lavoie

To pass a Resolution that;

WHEREAS correspondence was received from the Perth & Smiths Falls District Hospital requesting to be a delegation to address Council requesting support for their capital needs;

NOW THEREFORE the Municipal Services Committee Recommends that the Perth & Smiths Falls District Hospital be invited to an upcoming meeting.

Carried:

Westport Rideau Lakes Canada Day Committee: Request to secure funds for North Crosby Canada Day Event:

RECOMMENDATION #89-2018

Moved By: Councillor Pollard
Seconded By: Councillor Lavoie

To pass a Resolution that;

WHEREAS Committee received correspondence from Dave Wickenden, Westport Rideau Lakes Canada Day Committee, requesting that the \$1500 grant for the Canada Day Events in North Crosby be secured to help with the financial needs of the Committee;

AND WHEREAS \$1500 was budgeted in 2018 to be provided to North Crosby Recreation for the Canada Day Events;

NOW THEREFORE the Municipal Services Committee Recommends to Council that the \$1500 originally budgeted be provided to Royal Canadian Legion Branch 542 for Canada Day purposes.

Carried:

NEW BUSINESS:

Consent to Attend Events: None

Councillor Banks left the meeting for a prior commitment.

Mayor Holman Comments:

- *Freedom of the City* to the Village of Westport and the Township of Rideau Lakes was granted to Canadian Forces School of Communications and Electronics, Canadian Armed Forces (Kingston) in an impressive ceremony in Westport on Saturday. A plaque was presented to the Township.

Councillor Gunnewiek reported on her attendance at the Upper Canada District School Board Local Partnership Meeting. UCDSB is seeking partnerships with local municipalities.

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 none were heard.

CLOSE MEETING

Moved By: Councillor Monck
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 4:23 p.m. to discuss matters as per Section 239(2) (b) (e) of the Municipal Act.

Carried:

Moved By: Councillor Monck
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 4:43 p.m.

Carried:

RECOMMENDATION #90-2018

Moved By: Councillor Monck
Seconded By: Councillor Pollard

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 14, 2018;

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 #91-2018

Moved By: Councillor Monck
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, June 11, 2018.

Carried:

Moved By: Councillor Lavoie
Seconded By: Councillor Dunfield

To pass a Resolution that;

This Meeting do now adjourn at 4:46 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk