

The MUNICIPAL SERVICES COMMITTEE (PUBLIC WORKS/PLANNING/COMMUNITY & LEISURE SERVICES) held a Meeting at the Municipal Office in Chantry on **Monday, March 12, 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, Deputy Mayor Cathy Livingston, Councillors Linda Carr, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Bob Lavoie, Cathy Livingston, Cathy Monck and Ron Pollard.

Councillor Banks was absent with prior notice

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; 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 none were noted.

Moved By: Councillor Carr  
Seconded By: Councillor Monck

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: None

DEVELOPMENT SERVICES:

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

**RECOMMENDATION #31-2018**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Pollard

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

Carried:

**PUBLIC WORKS:**

**ROADS:**

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

- Roads Progress Report
- RFP for Operational Services (PW2018-5)
- RFP for Brush Trimming (PW2018-6)
- RFP for Brush Cutting (PW2018-7)
- Tender for Surface Treatment (PW2018-8)
- RFP for 2018 Backhoe (PW2018-9)
- RFP for Culvert Supply (PW2018-10)
- RFP for Geotextile Cloth (PW2018-11)
- RFP for Half Ton Truck (PW2018-12)
- RFP for Pulverizing (PW2018-13)
- RFP for Tandem Plow Truck (PW2018-14)
- RFP for CRF Application (PW2018-15)

**Roads Progress Report:**

**RECOMMENDATION #32-2018**

Moved By: Deputy Mayor Livingston  
Seconded By: Councillor Hoogenboom

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:

**Tender and RFP's:**

**RECOMMENDATION #33-2018**

Moved By: Councillor Hoogenboom  
Seconded By: Councillor Carr

WHEREAS Tenders and Request for Proposals were advertised for numerous products and services required for 2018;

NOW THEREFORE the Municipal Services Committee recommends that Council acknowledge the verbal and written Reports as provided by Dan Chant, Roads Coordinator, regarding the Tender and RFPs PW2018-5 to PW2018-14;

AND FURTHER Recommends that the Tender and RFPs be awarded as follows:

<b>Tender Number</b>	<b>Description</b>	<b>Company</b>	<b>Pricing</b>
PW2018-5	Operational Services	N/A	Kept on file for any projects
PW2018-6	Brush Trimming	Steven Lewis	\$87.50/hour
PW2018-7	Brush Cutting	Mike Morris Equipment Inc.	\$114.00/hour
PW2018-8	Surface Treatment	Duncor Enterprises Inc.	\$699,230.80 + HST
PW2018-9	2018 Backhoe	Nortrax	\$147,310.00 + HST
PW2018-10	Culvert Supply – Plastic	Ideal Pipe	As per list in report with procurement occurring as needed
PW2018-10	Culvert Supply – Galvanized	ES Hubbell & Sons	As per list in report with procurement occurring as needed
PW2018-11	Geotextile Cloth	Hanes Geo Components	\$33,255.70 + HST
PW2018-12	Half Ton Truck	Dilawri Chrysler	\$31,500.00 + HST
PW2018-13	Pulverizing	Greenwood Paving	\$7,930.00 + HST
PW2018-14	Tandem Plow Truck	Francis Canada Truck Centre	\$287,948.00 + HST
PW2018-15	CRF Application	Superior Road Products	As listed within the report

Carried:

**MUNICIPAL PROPERTIES:**

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

**RECOMMENDATION #34-2018**

Moved By: Councillor Hoogenboom  
 Seconded By: Councillor Lavoie

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 authorized to post soft compliance no-smoking signs at all Township Community Hall entrances, noting a requested 9m setback.

Carried:

ENVIRONMENTAL SERVICES:

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

**RECOMMENDATION #35-2018**

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

Carried:

COMMUNITY & LEISURE SERVICES:

Minutes of the following Committee meetings were read as distributed to Committee:

- Joint Hall Board Sub-Committee Meeting Minutes/Action Item Listing: March 7, 2018
- Joint Recreation Sub-Committee Meeting Minutes/Action Item Listing: March 7, 2018

Joint Hall Board Sub-Committee Meeting: March 7, 2018:

**RECOMMENDATION #36-2018**

Moved By: Deputy Mayor Livingston  
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the Minutes of the Joint Hall Board Sub-Committee Meeting held March 7, 2018;

AND FURTHER Recommends that Council acknowledge all Recommendations included in said Minutes;

AND FURTHER Recommends to Council that any Action Items within the Joint Hall Board Minutes be added to the Action Items Listing for future Budget consideration;

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

- **Newboro Community Hall Board:** Cliff Cormier and John Welch;
- **Portland Community Hall Board:** Claire Jacobs.

Carried:

Joint Recreation Sub-Committee Meeting: March 7, 2018:

**RECOMMENDATION #37-2018**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the Minutes of the Joint Recreation Sub-Committee Meeting held March 7, 2018;

AND FURTHER Recommends that Council acknowledge all Recommendations included in said Minutes;

AND FURTHER Recommends to Council that any Action Items within the Joint Recreation Minutes be added to the Action Items Listing for future Budget consideration.

Carried:

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

- Department Update
- Volunteer Appointments
- 2018 Canada Day

Department Update:

**RECOMMENDATION #38-2018**

Moved By: Councillor Dunfield  
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee acknowledges the Department Update report as provided by Sue Dunfield, Manager of Community & Leisure Services.

Carried:

Volunteer Appointments:

**RECOMMENDATION #39-2018**

Moved By: Councillor Lavoie  
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:

- Portland Outdoors (Skate the Lake): Kellie Hone-Gray and Shelly Perry;
- Delta Athletic Recreation Society: Stefanie Dopson, Grant Ross and Curtis Sly;
- Youth Advisory Committee: Nate High;
- North Crosby Parks/Rec/Events Committee: Andrea Mackenzie.

Carried:

2018 Canada Day:

**RECOMMENDATION #40-2018**

Moved By: Councillor Pollard  
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report, as amended, regarding 2018 Canada Day, as provided by Sue Dunfield, Manager of Community & Leisure Services.

Carried:

BUSINESS ARISING: None

CORRESPONDENCE:

The following correspondence was received and reviewed by Committee:

- 11.1 Metroland Media: Advertising in Progress Magazine
- 11.2 Catherine Ryan, Youth Leader of Rideau Pastoral Charge: Request to Waive Hall Rental Fee
- 11.3 Sylvia Jones, MPP Dufferin-Caledon: Requirements for Asset Management Plans

**RECOMMENDATION #41-2018**

Moved By: Councillor Dunfield  
Seconded By: Councillor Monck

To pass a Resolution that;

WHEREAS correspondence was received from Metroland Media regarding placing an advertisement and editorial in the annual “Progress” Magazine at a cost of \$300;

NOW THEREFORE the Municipal Services Committee Recommends to Council that an editorial be placed in the 2018 edition of Progress Magazine at a cost of \$300.

Carried:

**RECOMMENDATION #42-2018**

Moved By: Councillor Monck  
Seconded By: Councillor Carr

To pass a Resolution that;

WHEREAS correspondence was received from Catherine Ryan, Youth Leader of the Rideau Pastoral Charge, requesting the fee of \$136.00 be waived for the use of the Newboro Community Hall on March 3, 2018;

NOW THEREFORE the Municipal Services Committee Recommends to Council that the fee of \$136.00 for the Newboro Hall Rental be reimbursed to the Rideau Pastoral Charge.

Carried:

**RECOMMENDATION #43-2018**

Moved By: Councillor Gunnewiek  
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council receive and file correspondence item 11.3.

Carried:

**NEW BUSINESS:**

Consent to Attend Events: None

Mayor Holman Comments:

- A roads and hall tour for Council will be scheduled within the next month
- County Budget passed – maintain same tax rate.

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 meeting.

Committee observed a break at 2:57 p.m.

Moved By: Councillor Hoogenboom  
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 3:05 p.m. to discuss matters as per Section 239(2) (c) and (d) of the Municipal Act.

Carried:

Moved By: Councillor Lavoie  
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 3:47 p.m.

Carried:

**RECOMMENDATION #44-2018**

Moved By: Deputy Mayor Livingston  
Seconded By: Councillor Dunfield

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 February 12, 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 #45-2018**

Moved By: Councillor Pollard  
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, March 12, 2018.

Carried:

Moved By: Councillor Carr  
Seconded By: Councillor Dunfield

To pass a Resolution that;

This Meeting do now adjourn at 3:48 p.m.

Carried:

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Ronald E. Holman  
Mayor

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Mary Ellen Truelove  
Clerk