

The MUNICIPAL SERVICES COMMITTEE (GENERAL GOVERNANCE/FINANCE/PP&P/ HUMAN RESOURCES) held a Meeting at the Municipal Office in Chantry on **Monday, November 27, 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 Ron Holman, Deputy Mayor Cathy Monck, Councillors Linda Carr, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Cathy Livingston, Bob Lavoie and Ron Pollard.

Councillor Banks was absent with prior notice.

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; 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 noted.

Moved By: Councillor Livingston
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The agenda be approved and adopted as presented.

Carried:

Mayor Holman asked if any Committee Member had a direct or indirect Pecuniary Interest in regards to any Agenda Item, and if so, the Nature of that Interest and none were heard.

DELEGATIONS:

Crystal Scott, President of the Elgin & Area Cooperative Nursery School, was in attendance to address Committee regarding future expansion of the School to a full-time day care.

RECOMMENDATION #183-2017

Moved By: Councillor Carr
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the presentation by Crystal Scott, Jessica Bryce and Danielle Bresee, representing the Elgin & Area Cooperative Nursery School regarding future expansion of the school to a full-time day care;

AND FURTHER Recommends that Council supports in principle, the Elgin & Area Cooperative Nursey School's initiative to expand operations for the benefit of the local community;

AND FURTHER Recommends that Council directs staff to work with the Elgin & Area Cooperative Nursery School to identify potential appropriate locations which could accommodate the needs of a full-time day care.

Carried:

FINANCE:

Cynthia Laprade, Treasurer, provided Committee with verbal and written Reports regarding the following:

- Treasury YTD Summary Report
- 2017 Capital Loan
- Lower Beverley Lake Park Board Loan

Treasury Year-to-Date Summary Report:

RECOMMENDATION #184-2017

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 Treasury Year-to-Date Summary Report, including Current Loan Balances, the Cheque Register for October 2017 and the Estimate of HST Taxable Revenue as provided by Cynthia Laprade, Treasurer.

Carried:

2017 Capital Loan:

RECOMMENDATION #185-2017

Moved By: Councillor Lavoie
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding 2017 Capital Loan as provided by Cynthia Laprade, Treasurer;

AND FURTHER Recommends to Council that Staff prepare a By-Law for Council's consideration for a Loan Agreement between the Township and RBC for the provision of the 2017 Capital Loan of \$850,000 (**5-year term**) in accordance with the 2017 Capital Budget;

Carried:

Lower Beverley Lake Park Board Loan:

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 Lower Beverley Lake Park Board Loan as provided by Cynthia Laprade, Treasurer;

AND FURTHER Recommends that Council approve a \$64,000 loan to Beverley Lake Park to eliminate a running deficit, with funds to be drawn from the Parkland Reserve Fund with an interest rate of 2.59%, being a comparable rate to a bank loan.

Discussion was held and the following amending motion was brought forward:

RECOMMENDATION #186-2017

Moved By: Councillor Gunnewiek
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the 2nd paragraph of the main motion be amended to read 1.3%.

Denied:

RECOMMENDATION #187-2017

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 Lower Beverley Lake Park Board Loan as provided by Cynthia Laprade, Treasurer;

AND FURTHER Recommends that Council approve a \$64,000 loan to Beverley Lake Park to eliminate a running deficit, with funds to be drawn from the Parkland Reserve Fund with an interest rate of 2.59%, being a comparable rate to a bank loan, with payback earlier than five years if possible.

Carried:

PROTECTION TO PERSONS & PROPERTY:

CEMC:

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

- CEMC Update
- Municipal Emergency Program Committee Terms of Reference
- Municipal Emergency Program Committee Appointments

CEMC Update:

RECOMMENDATION #188-2017

Moved By: Councillor Livingston
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Community Emergency Management Update for the period of October 15 to November 19, 2017 as provided by Jay DeBernardi, CEMC;

AND FURTHER Recommends that Council acknowledge and accept the Minutes of the Emergency Management Program Committee Meeting held October 27, 2017, including updates to the Emergency Plan, Hazard Identification Risk Analysis, and Public Education.

Carried:

Municipal Emergency Program Committee:

RECOMMENDATION #189-2017

Moved By: Councillor Pollard
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the two verbal and written Reports regarding Municipal Emergency Program Committee as provided by Jay DeBernardi, CEMC;

AND FURTHER Recommends that a By-Law be brought forward to establish the Municipal Emergency Program Committee under the provided Terms of Reference; and to appoint the indicated individuals to said Committee.

Carried:

FIRE SERVICES:

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

- Fire Department Update
- Honorarium Review
- Apparatus Replacement
- Appointments

Fire Department Update:

RECOMMENDATION #190-2017

Moved By: Councillor Carr
Seconded By: Deputy Mayor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Fire Department Update for the period of October 15 to November 19, 2017 as provided by Jay DeBernardi, Fire Chief.

Carried:

Honorarium Review:

Committee asked that the Honorarium Review be moved to Closed Session. The CAO confirmed that discussion regarding the Honorarium Review could take place in Closed Session under Section 239 (d) of the Municipal Act being labour relations or employee negotiations.

Apparatus Replacement:

RECOMMENDATION #191-2017

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 Report regarding Apparatus Replacement as provided by Jay DeBernardi, Fire Chief;

AND FURTHER Recommends that Council direct Staff to move forward with the procurement of two (2) former EMS units from the United Counties of Leeds and Grenville EMS, which, after retrofitting, will replace Rescue 65 and Rescue 63;

AND FURTHER Recommends that said retrofit costs be part of the 2018 Capital Budget.

Carried:

Appointments:

RECOMMENDATION #192-2017

Moved By: Councillor Pollard
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Appointments as provided by Jay DeBernardi, Fire Chief;

AND FURTHER Recommends that Council appoint the following individuals to the role indicated, assigned to the home station indicated:

- William Plumley Firefighter (Firefighter Interior) Station #1 Delta;
- James Merriman Firefighter (Firefighter Interior) Station #1 Delta;
- Dillon Haining Firefighter (Firefighter Interior) Station #3 Elgin;

AND FURTHER Recommends that Schedule 'A' to By-Law #2005-47 be amended to reflect said appointments.

Carried:

ADMINISTRATION:

Mike Dwyer, CAO, provided Committee with a verbal and written Report regarding Delta Servicing Innovation Study – Professional Services.

RECOMMENDATION #193-2017

Moved By: Councillor Livingston
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Delta Servicing Innovation Study – Professional Services as provided by Mike Dwyer, CAO;

AND FURTHER Recommends that Council authorize Staff to engage Dillon Consulting to complete the Community Characterization Report for the Delta Servicing Innovation Project - Phase 2.

Carried:

CORRESPONDENCE:

The following correspondence was received and considered by Committee:

- 10.1. Residents of Portland: Petition regarding Condition of Queen St.
- 10.2. Resident: Impounded Dog
- 10.3. Ontario Provincial Police: Municipal Policing Bureau Updates
- 10.4. Ministry of Community Safety and Correctional Services: OPP Billing
- 10.5. Ministry of Municipal Affairs: Bill 148
- 10.6. AMO: Queen’s Park Legislative Update
- 10.7. Ministry of Finance: Ontario Municipal Partnership Fund Allocations

RECOMMENDATION #194-2017

Moved By: Councillor Livingston
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

The Municipal Services Committee Recommends that Council receive and file correspondence items 10.1 to 10.7.

Carried:

BUSINESS ARISING:

RECOMMENDATION #195-2017

Moved By: Councillor Dunfield
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

WHEREAS further correspondence was received from Community and Primary Health Care regarding fees charged for the use of Township Halls;

AND WHEREAS at the Municipal Services Committee meeting held November 13, 2017, staff were given direction to review the request for further clarification.

NOW THEREFORE the Municipal Services Committee Recommends that a Report from Staff be brought forward to the December Municipal Services Committee outlining full accounting of funds received and paid by CPHC for rental fees.

Carried:

NEW BUSINESS:

Consent to Attend Events:

RECOMMENDATION #196-2017

Moved By: Councillor Pollard
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the following be approved for Council Members as a Circumstance as per the Remuneration By-Law:

Event	Date of Event	Council Member
Trails Tourism Workshop	December 5 th	Hoogenboom

Carried:

Elgin Municipal Complex Parking Lot:

Councillor Gunnewiek addressed Committee regarding improvements to the Elgin Municipal Complex Parking Lot. The suggestion was for the two parking lots to be connected including a drop-off in front of the Post Office and Community Hall entrance.

Discussion was held and Staff were requested to look into alternatives for a drop-off at the library entrance.

Mike Dwyer, CAO, advised Committee of the following regarding the Elgin Main St. redevelopment:

- Box culvert on Main St. between Highway 15 and Perth St. needs to be replaced.
- Engineering design indicated full street lighting, not decorative heritage lighting.

Committee confirmed they wanted decorative heritage lighting.

December 2017 and January 2018 Meeting Dates:

RECOMMENDATION #197-2017

Moved By: Deputy Mayor Monck
Seconded By: Councillor Dunfield

To pass a Resolution that;

WHEREAS upcoming Municipal Services Committee (Gen. Governance) are scheduled for December 25 2017 (Statutory Holiday) and January 22, 2018 (Council members at ROMA Conference);

NOW THEREFORE the Municipal Services Committee Recommends that Council combine the Municipal Services (GG) Meeting with the Municipal Services (PW) Meeting on December 11, 2017;

AND FURTHER that the Municipal Services (GG) meeting scheduled for January 22, 2018 be moved to Wednesday, January 24, 2018;

AND FURTHER Recommends that Special Municipal Services Committee (GG) meetings be held on Monday, January 15th at 2:00 p.m. (Asset Management Plan and Long Term Financial Sustainability Plan) and on Monday, January 29th at 2:00 p.m. (Budget).

Carried:

Gift - ROMA Conference:

RECOMMENDATION #198-2017

Moved By: Councillor Pollard

Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that a \$100 gift be provided for the 2018 ROMA Conference from a local source.

Carried:

Mayor Holman's Comments:

- December 21st will be serving lunch to all Staff if any Council members are available to help

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

No members of the Public were in attendance at this time.

Committee observed a 5-minute break at 4:07 p.m.

CLOSE MEETING

Moved By: Councillor Carr

Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 4:12 p.m. to discuss matters as per Section 239(2) (b), (c) and (d) of the Municipal Act.

Carried:

Moved By: Councillor Livingston
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 5:42 p.m.

Carried:

RECOMMENDATION #199-2017

Moved By: Deputy Mayor Monck
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 (GG) Meeting held October 23, 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 #200-2017

Moved By: Councillor Hoogenboom
Seconded By: Councillor Dunfield

To pass a Resolution that;

WHEREAS a public call for Expressions of Interest was undertaken for the disposal or lease of the Phillippsville Public Works Garage property;

AND WHEREAS Expressions of Interest were received;

AND WHEREAS Council deems it in the Municipality's interest to dispose of the lands, while retaining rights to the sand dome, salt shed, fuel and associated access;

NOW THEREFORE the Municipal Services Committee Recommends that Council authorize the Mayor and Clerk to sign any necessary documents to execute the sale of the Phillippsville Public Works Garage.

Carried:

RECOMMENDATION #201-2017

Moved By: Councillor Carr
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, November 27, 2017.

Carried:

Moved By: Councillor Lavoie
Seconded By: Councillor Dunfield

To pass a Resolution that;

This Meeting do now adjourn at 5:46 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk