

TOWNSHIP OF WHITEWATER REGION
Committee Meetings

Meeting Title: Council in Committee Meeting **Date: Wednesday March 4, 2015**
Place: Municipal Council Chambers **Start Time: 6:00 p.m.**

COUNCIL IN COMMITTEE MEETING MINUTES

Any submissions received from the public, either orally or in writing may become part of the public record/package.

NOTE: As of February 4, 2015 all Committee and Council meetings will be recorded and will be available the following day to be viewed on the Township website www.whitewaterregion.ca

1. Call to Order
 2. Disclosure of Pecuniary Interest
 3. Adoption of the Agenda
- Note: Mayor Johnson will be on vacation
4. CORPORATE SERVICES COMMITTEE 6:00 – 7:15pm (Chair Charlene Jackson, Co-Chair Terry Millar)
- A. New/Unfinished Business
 1. Presentation 6:00 pm Mike Faddock & Steve Webster, Jp2g Engineering Consultants – update on Asset Management Plan – work done to date & plans to move forward
 2. Ontario Community Infrastructure (OCIF) funding – Project identification (deadline is March 31st)
 3. Council remuneration – written proposal from Bruce Beakley, Director of Human Resources, Renfrew County – discussion of approach to move forward
 4. Frequency of meetings (Council & Council in Committee – requested by Councillor McLaughlin)
 5. Conference Policy (Chair Jackson)
 6. Cobden School Parking
5. RECREATION & CULTURE COMMITTEE 7:15 – 8:45pm (Chair Chris Olmstead , Co-Chair Daryl McLaughlin)
- B. New/Unfinished Business
 1. Presentation 7:15pm Rosalie Burton, Doug Skeggs & Brian Whitehead, Muskrat Watershed Council update
 2. Delegation 7:40 pm Hugh Martin – Kayla's Kidz Club update & funding request
 3. Cobden Beach Plan 2015 (Recommendations from CAO)
 4. Taste of the Valley Planning 2015 (CAO review)
 5. Accessibility Plans for Recreation Facilities (CBO & Environmental Services Manager)
 6. Parade Float
6. ECONOMIC DEVELOPMENT COMMITTEE 8:45 – 9:15pm (Chair Terry Millar)
- C. New/Unfinished Business
 1. Entrepreneurship Development Coordinator update – Andrew Kenny
 2. Discussion of Economic Development Initiatives for 2015 (will become part of Strategic Plan update)
 7. Councillor Announcements
 8. Notice of Motion – items requested by Councillor McLaughlin for March 25, 2015 regular Council meeting: Prayer at meetings, meeting agenda delivery, recorded vote process
 9. Adjournment

1. Call to Order

Present: Reeve Terry Millar, Councillor Charlene Jackson, Councillor Dave Mackay, Councillor Daryl McLaughlin, Councillor Christopher Olmstead, Councillor Cathy Regier

Absent: Mayor Hal Johnson

Staff Present: Christine FitzSimons, Marsha Hawthorne, Steve Hodson, Bill Misener, Andrew Kenny, Erica Rice, Hope Dillabough and Danielle Howatson

2. Disclosure of Pecuniary Interest – None

3. Adoption of the Agenda

Moved by Cathy Regier, Seconded by Dave Mackay

“Be it resolved that Council in Committee of the Township of Whitewater Region adopts the agenda for the March 4, 2015 meeting.”

Carried by
Terry Millar

4. CORPORATE SERVICES COMMITTEE 6:00 – 7:15pm (Chair Charlene Jackson, Co-Chair Terry Millar)

A. New/Unfinished Business

1. Presentation 6:14 pm Mike Faddock & Steve Webster, Jp2g Engineering Consultants – update on Asset Management Plan – work done to date & plans to move forward

Mike Faddock and Steve Webster were in attendance to provide an overview of what needs to be considered and included in the preparation of an asset management plan. They broke the discussion down into four areas of consideration being the state of local infrastructure, the desired level of service, asset management strategy and financial strategy. Their concluding sentiment was that in the next steps, the municipality needs to prepare a document including all municipally owned buildings, the status of those buildings and recommends that engineers attend the properties to conduct a thorough review at which point we can identify any major repairs and replacements necessary over the next ten years with a plan to schedule any requisite work and budget accordingly.

2. Ontario Community Infrastructure (OCIF) funding – Project identification (deadline is March 31st)

Discussion took place surrounding options for expenditure of the OCIF funding including the Cast In Place repair on Highway 17 and road resurfacing on various roadways with in the municipality.

Moved by Terry Millar, Seconded by Chris Olmstead

“Be it resolved that the Corporate Services Committee of the Township of Whitewater Region agrees that the OCIF funding should be applied to the construction on Cast in Place on Hwy 17.”

Carried by
Charlene Jackson

3. Council remuneration – written proposal from Bruce Beakley, Director of Human Resources, Renfrew County – discussion of approach to move forward

CAO Christine FitzSimons identified that the cost of Bruce Beakley’s time to conduct the remuneration review of council would cost approximately \$1,000.00 plus mileage. Staff was directed to contact Mr. Beakley to inquire about the cost of the outside consultant that the County of Renfrew used to review remuneration of the county councilors and bring the numbers back to council for discussion.

4. Frequency of meetings (Council & Council in Committee – requested by Councillor McLaughlin)

Discussion centered round the frequency of council meetings and the duration of the current meetings. Councillor McLaughlin identified that one council meeting and one committee meeting a month is not adequate. Councillor Jackson identified that as council becomes more comfortable with process the duration of meetings should not be so intensive and that there is a provision to schedule special meetings at any time. Discussion was tabled until Mayor Johnson returns from vacation.

5. Conference Policy (Chair Jackson)

Councillor Jackson inquired whether there was a policy in place regarding staff attendances at conferences. CAO FitzSimons was directed to obtain a copy of the County of Renfrew’s policy on conferences and seminars and use it to draft a policy applicable to the Township of Whitewater Region. The draft policy is to be brought back to council on March 25, 2015 for discussion.

6. Cobden School Parking

Concerns were raised regarding the state of parking in and around Cobden School. Staff was directed to set up a meeting with the school, Renfrew County District School Board and Renfrew County Joint Transportation Consortium. Chief Building Inspector Doug Schultz identified he would set up a meeting and advise council.

RECESS at 7:30pm

ALL MEMBERS PRESENT at 7:37pm

5. RECREATION & CULTURE COMMITTEE 7:15 – 8:45pm (Chair Chris Olmstead , Co-Chair Daryl McLaughlin)

B. New/Unfinished Business

1. Presentation 7:37 pm Rosalie Burton, Doug Skeggs & Brian Whitehead, Muskrat Watershed Council update

Members of the Muskrat Watershed Council were in attendance to provide an overview to new council and to identify what their mission and vision is regarding the state of the Muskrat watershed. Staff identified that we provide administrative support when necessary as well as a meeting place for the MWC to hold their various meetings and science nights. The MWC is looking for any funding that the municipality will provide and will continue to meet with council when necessary to provide updates.

2. Delegation 8:10 pm Hugh Martin – Kayla's Kidz Club update & funding request

Hugh Martin and Dave Alexander joined the meeting to update council and staff on the success of this year's Kayla's Kidz program. They identified that they had 78 participants between the ages of 4-12 years.

RECESS at 8:12pm

ALL MEMEBERS PRESENT at 8:16pm

They identified that the no cost, no pressure, no commitment approach to hockey provided an opportunity for children to participate where many would not have without this program. Kayla's Kidz are looking for a contribution from council. It was noted that this matter would come back to council at budget time for further discussion.

3. Cobden Beach Plan 2015 (Recommendations from CAO)

CAO FitzSimons is seeking direction from council with respect to a plan for our Cobden beach in order to keep it in better usable condition than last year. She identified that the Township was unable to secure a swim instructor and assistant last year and would like to start the process now and try to entice an instructor to the area as soon as possible.

Moved by Terry Millar, Seconded by Dave Mackay

"Be it resolved that the Recreation & Culture Committee of the Township of Whitewater Region directs the CAO to advertise for 2 Positions for the summer swim program, at a rate of \$15 for the instructor and \$11.50 for the instructor assistant."

Carried by
Chris Olmstead

4. Taste of the Valley Planning 2015 (CAO review)

CAO FitzSimons identified some issues that presented themselves at last year's Taste of The Valley, namely the muddy field that caused some distress to some of the vendors and attendees. She advised that the recreation committee at the arena has been approached and asked if we could use the parking lot for the 2015 Taste of the Valley and that the municipality would provide a bus service from the church to the arena for players on that weekend. The recreation committee advised they would rent the parking lot to us at a rate of \$2,500 per day. Councillor Olmstead advised that he would speak to members of the recreation committee and return to the March 25, 2015 council meeting with further information.

5. Accessibility Plans for Recreation Facilities (CBO & Environmental Services Manager)

Chief Building Inspector Doug Schultz advised that the drawings funded by the accessibility budget are almost complete. Discussion took place regarding whether or not this is a project that will be completed in 2015 to improve the washroom facilities at Cobden Park. It is an item that needs to be budgeted for.

Moved by Terry Millar, Seconded by Cathy Regier

"Be it resolved that the Council in Committee of the Township of Whitewater Region agrees to extend the Meeting of 9:00 March 4, 2015 past 9pm,"

Staff is directed to prioritize a list of projects that need to be completed in the 2015 budget year so that the next project can be identified for completion.

This matter was tabled until asset management plan discussions.

6. Parade Float

It was discussed that we need more versatility out of our parade banner so that we can use it for multiple functions ie: World Kayaking Championship, Taste of the Valley, etc. CAO FitzSimons advised she would contact Rick at Yellow Jacket to get an idea of costing for a banner with removable lettering that is double sided. She will advise of an amount to include at budget time. Councillor McLaughlin reiterated that he will park the float but not be responsible for it.

6. ECONOMIC DEVELOPMENT COMMITTEE 8:45 – 9:15pm (Chair Terry Millar)

This meeting has been tabled and will be brought back to the March 11, 2015 Council in Committee meeting

C. New/Unfinished Business

1. Entrepreneurship Development Coordinator update – Andrew Kenny

2. Discussion of Economic Development Initiatives for 2015 (will become part of Strategic Plan update)

7.

Councillor Announcements

Councillor Jackson was wondering about the status of the letter from the Mayor in support of the low flight of the jets during the World Kayaking Championships. Danielle identified that she had been leaving messages for Mr. Troutman with no reply. Councillor Jackson advised that we need to contact Paula Troutman at the Petawawa Runge's store. Danielle was directed to contact Paula Troutman and advise Councillor Jackson when she receives a reply.

Also, Councillor Jackson would like to know if we can loan a large Canadian Flag to the Championship. Staff identified that there are two and that it should not be an issue.

Westmeath Winter Carnival is on March 7-10, 2015. On Saturday March 7, 2015 will be a pancake breakfast and Sunday March 8 will be a spaghetti dinner.

Trivia at the Ag Hall on March 8, 2015.

Tentative scheduling of the Senior Staff meeting with council has been made for April 8, 2015 to be confirmed when Mayor Johnson returns.

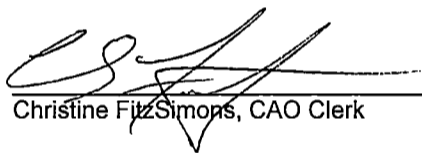
8. **Notice of Motion – items requested by Councillor McLaughlin for March 25, 2015 regular Council meeting: Prayer at meetings, meeting agenda delivery, recorded vote process**

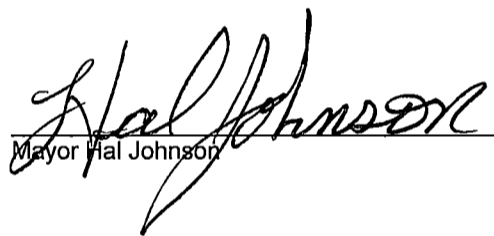
9. **Adjournment**

Moved by Dave Mackay, Seconded by Cathy Regier

“Be it Resolved that the March 4, 2015 Council in Committee meeting of the Township of Whitewater Region be adjourned at 9:31pm.”

Carried by
Terry Millar


Christine FitzSimons, CAO Clerk


Mayor Hal Johnson