

**CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE**

DRAFT MINUTES

Special Committee of the Whole (Daytime) No. 1

**January 8, 2020, 2:30 p.m.
Held in Meeting Room 1, 285 County Road 44**

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| PRESENT | Mayor Nancy Peckford Deputy Mayor Jim McManaman Councillor John Barclay Councillor Doreen O'Sullivan |
| Staff Present | Gary Dyke, Chief Administrative Officer Cahl Pominville, Director of Corporate Services/Clerk Marcus Hewitt, Director of Finance Matt Gilmer, Economic Development Officer Jill Sturdy, Corporate Media Relations Officer |

A. APPROVAL OF AGENDA

Mayor Peckford opened the meeting at 2:38 p.m.

SPCW(D)-2020-001

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| Moved by | Jim McManaman |
| Seconded by | Doreen O'Sullivan |

That the Committee of the Whole (Daytime) agenda for January 8, 2020 be approved as presented.

CARRIED

B. DISCLOSURE OF INTEREST

None

C. COMMUNICATIONS

- Part 2 Council article appeared in the NG Times.
- Discussed upcoming articles. Councillor O'Sullivan to submit articles on the Municipal Centre, Police Services Board (PSB) survey, and Library. Councillor Strackerjan to submit an article on waste management.
- An update was provided by Cahl Pominville on live stream in the meeting room.
- Jill Sturdy- Direction from the PSB for road safety strategy. Meeting held to develop the public awareness portion. Will focus on a different topic each month. The schedule has been confirmed. It will launch on January 22 with the County and OPP. There will be a media release at the launch and minimum of two social media blasts per month. The PSB is looking into a grant to assist with communication materials. Councillor Barclay noted that Don Sherritt from the PSB looked to a strategy which would include awareness.
- Jill Sturdy- Provided an update on the County Rd. 43 campaign. The MPs are not back until the end of January. Mayor Peckford provided an update on the Federal contacts. The County is budgeting for the bridge in 2020.

D. DISCUSSION FORUMS

- Councillor Barclay- The February 25 Discussion Forum will be on waste management and held in Oxford Mills.
- March 31 Discussion Forum on rural affairs will be held in Bishops Mills.
- The Parks, Recreation & Culture master plan presentation will be on March 24 in the Municipal Centre.

E. WORK PLAN UPDATE

- Mayor Peckford- We have not spent time aligning the Work Plan with the Senior Management Team (SMT). Gary Dyke advised that he will discuss with SMT as to where staff fit into the Work Plan. He has invited colleague to speak to SMT on integration. This person could also speak to Council on an annual business plan for Directors to work to for the year. Gary provided an update on the process. Mayor Peckford noted that she would like to schedule meeting time for Council with Gary's colleague.

F. KEMPTVILLE CAMPUS UPDATE

- Deputy Mayor McManaman- Has a draft copy of the December 9 Board meeting. Highlights were provided- presentation on North Grenville snow dump by Ryan Brault, master plan presentation on January 7, 2020 budget, upgrading financial reporting systems, janitorial tender, tender review, maple syrup production, Campus forest certification media event, ongoing talks of food processing hub, employment contract extensions, and a review of leases. Mayor Peckford noted that the Board will establish an Advisory Committee to the Board for the campus for one year.
- Matt Gilmer- Places to Grow funding opportunity through Ontario East. A good opportunity for the campus. Webinar tomorrow.
- Councillor Barclay- Did Ryan Brault also speak about a Public Works garage in the future? Deputy Mayor McManaman advised that he had.
- Councillor Barclay- Is a garage and snow dump on the radar to consider when preparing the Master Plan. Deputy Mayor McManaman advised that it is.
- The Campus Summit will be held on February 10-11.

G. REVIEW OF UPCOMING COUNCIL/COMMITTEE OF THE WHOLE AGENDA

- An update was provided by Cahl Pominville.
- Matt Gilmer- We will be submitting an application to the United Way for \$15,000 for accessible transportation. We are currently working on a Memorandum of Understanding with Allegiance Transportation Services (ATS). ATS owner, Chris Mackay will attend a future Council meeting with details.

H. NEW BUSINESS

1. 2020 Municipal Budget - Next Steps
 - Gary Dyke- Has met with Marcus Hewitt and SMT. We will be using a different structure and format. There will be two discussion forums- one in late January and one in early February in Oxford Mills and Bishops Mills. They will be directed information sessions. They start at 6 p.m. with a brief staff presentation at 6:45 p.m. The public can provide written comments at the forum or online. Staff will then provide Council with a staff recommended budget in February. We will make structural changes to the budget presentation to be more user friendly. Staff will review the budget for further savings in the next two weeks.
 - Councillor Barclay- Will there be any takeaways at these forums? Gary advised that a staff draft recommended budget will be presented at these sessions. The draft will be provided to Council ahead of the two forums. The tentative dates on January 28 and February 6. The goal is to have an Operations budget approved in December.
 - Mayor Peckford- This structure can provide more background for Council. We will block off three dates for Council meetings. All may not be needed. The goal is to have the budget approved by the end of February. These special meetings will only have the budget on the agenda.
 - Marcus Hewitt- We want to make sure that we stay on top of tenders. We will ask for possible pre-budget approval on high priority tender projects.
2. Advisory Committees
 - Councillor Barclay- Look to have the Chairs and Vice Chairs of each Advisory Committee at a meeting. A short report will be made by each. Jill Sturdy will poll the Chairs and Vice Chairs about February 19 or 20. It will be a 6 p.m. start time. Councillor Barclay suggested a focus session rather than a report. We want to look to Committee collaboration. We will bring this topic back to next week's daytime meeting.

- Gary Dyke- Staff need to be involved with Committee work plans for budget impact and to be integrated into the overall Municipal Work Plan. Mayor Peckford noted that there needs to be communication to all Chairs and Vice Chairs as to what is expected from them as a report. Gary Dyke added that it is important for them to understand their authority from the start. The Mayor noted that staff support varies.
- 3. Court House Building
 - Councillor O’Sullivan- If RED funding comes through, we are still responsible for funding the project. Gary Dyke advised that the funding model is in the budget. Staff will prepare a report to show impacts with or without funding. The Committee discussed next steps on a MOU with the North Grenville Historical Society. Matt Gilmer noted that future use and partnerships are important for our application. Gary Dyke added that the MOU will probably not change if Council proceeds without funding.
- 4. Council Code of Conduct Review
 - Councillor Barclay- Section 2.5 is not in keeping with what we do now. Gary Dyke added that the plan is to meet with Council to review a number of items that might flow into the code of conduct.
- 5. Sponsorships
 - Gary Dyke- Staff are working on it.
- 6. Affordable Housing
 - This item to be added as a standing agenda item.
 - Mayor Peckford- The Task Force have added two recommendations to their report. Gary Dyke will have a meeting with Carl Cannon this week and staff next week. A final report will come to Council.

I. QUESTIONS FROM THE PUBLIC & MEDIA

None

J. ADJOURNMENT

The meeting adjourned at 4:24 p.m.

NANCY PECKFORD
Mayor

CAHL POMINVILLE
Clerk