

**THE CORPORATION OF THE
TOWNSHIP OF BONNECHERE VALLEY
MINUTES
COMMITTEE MEETING
TUESDAY OCTOBER 24, 2023 1:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING AND VIA ZOOM CONFERENCING**

PRESENT **Mayor Jennifer Murphy
Deputy Mayor Merv Buckwald
Councillor Brent Patrick
Councillor Tracey Sanderson
CAO Annette Gilchrist
Deputy CAO Sandra Barr**

REGRETS **Councillor John Epps**

GALLERY **None**

CALL TO ORDER COMMITTEE MEETING

Chair, Merv Buckwald called the meeting to order at 1:30 p.m.

ADDITIONS TO AGENDA

MOVED BY **Tracey Sanderson**

THAT: the agenda be accepted with as presented with the additional of a closed session regarding an identifiable individual, and Item 8.4 Flags. Carried

PECUNIARY INTEREST OR GENERAL NATURE THEREOF

APPROVAL OF MINUTES

MOVED BY **Jennifer Murphy**

That: The Minutes of the Committee Meeting on October 10, 2023 be accepted as presented. Carried

DELEGATIONS **None**

REPORTS

Recreation & Culture

Kevin McGrath, Manager of Recreation and Culture, was present and gave his report.

- a) Taste of the Valley was held on Saturday, August 12 and was very well attended, with close to 1000 people attending the event;
- b) Arena - EHL started their season October 13 with 6 teams in the league. Minor Hockey and Figure Skating are in full swing. Public skating began this month as well as the Seniors/Parents and Tots skate, both showing good numbers. All part-time staff are back - Noreen, Laurie and Mark. Committee recommends updating name of the skate to Parents and Tot's Skate;
- c) Christmas Dinner prices: Ullrich's - \$32.95/plate; Schmidt's - \$27.50/plate Rio - \$37.00/plate. Committee recommends going with Schmidt's;
- d) Eagles Nest – The Library is having their BUPL Rocks Fundraiser on Saturday November 18, 2023. Lisa Agnew is looking to have her hall rental fees waived as she is hosting a Fundraiser Paint Night for Hospice. Committee provided direction to staff waiving the rental fee for the Hospice Fundraiser. There are four hall rentals in October;
- e) Rotary Beach - The building is closed for the season, with the water turned off and winterized;
- f) Centennial Park - The building is closed for the season, with the water turned off and winterized. The OPP are handling the vandalism and we've handed over the video footage. Campbell Monument put in another stone;

- g) Tourist Booth - The building is closed for the season, with the water turned off and winterized. Bob Peltzer has the new sundial to install on the time capsule. Staff are hoping to get it installed this month;
- h) The fountain in the Bonnechere River will be removed this month;
- i) Legion Field - The splash pad will be winterized this month;
- j) McRae - The building is closed for the season, with the water turned off and winterized.

Recreation Report Received.

Finance

Sandra Barr, Deputy CAO, was present and gave her report.

- a) The Provisional Budget Report and Balance Sheet for the period ending September 30, 2023 was provided to Committee;
- b) On September 28, 2023 Sandra attended an Asset Management Workshop in Pembroke;
- c) On October 5, 2023 Sandra attended a Tax Policy Working Group Meeting and a Shared Services meeting at the County of Renfrew;
- d) On October 18, 2023 Sandra attended the Legal Seminar by Cunningham Swan at the Eganville Arena;
- e) The Township Auditors, MacKillican & Associates were at the office on October 11th and 12th for the interim procedural audit;
- f) Tax Adjustment Report - Under Section 357 of the Municipal Act 2001, an application for an adjustment of taxes has been made for the following property and an assessment report has been received by MPAC. Committee recommends that the application for an adjustment of taxes for 111 Nien Mar Lane be approved due to a demolition. And further that an adjustment of taxes in the amount of \$402.16 be made to the property.

Financial Report Received.

Administration

Annette Gilchrist, CAO, was present and gave her report.

- a) After reviewing the cost of issuing replacement Dog Tags, staff has amended the Fee By-Law for Council's consideration this evening by adding replacement tag at a cost of \$12.00 per tag to recoup the cost;
- b) The Administration Department implemented a pilot program for flexible summer hours. Following the pilot certain factors were measured to determine the success of the pilot. These factors were employee satisfaction, better work/life balance, reducing absenteeism, maintaining, or increasing productivity and maintaining or increasing public service levels. To measure these factors a survey was completed before and after the pilot program, absenteeism was tracked as well as complaints received and task expectations. All employees filled out the survey however only two participated in the pilot. One chose to be off Thursday and the other chose to be off Mondays. The survey indicated a drop in job satisfaction. This could have been a reduction of teamwork as there was less time to communicate and work together. Absenteeism was reduced and productivity remained the same. Service levels increased when employees stayed later to serve public that wanted an appointment after 4:30. Based on these outcomes, a discussion is needed with staff before recommending it for 2024. A change to the implementation that increases participation and allows more time for staff to be in the office on the same days would be necessary to move forward in 2024. The Public Works pilot will be reported on at the next meeting;
- c) A copy of the by-law declaring the Museum a heritage building in 1977 was provided to Committee. According to Heritage Ontario before any refurbishment is completed on the building it must be approved by Council. This year there was discussion on moving the flag poles lower so that we can replace the flags ourselves and not have to depend on a bucket truck from a third party to be available. Committee recommends approval, a resolution will come forward to Council;
- d) We recently received complaints regarding the condition of the flower beds this summer. It was a hot dry summer, however after an investigation we determined a few things that were done differently this year. For 2024 we have

- recommitted to ensuring annual training at Temperate Gardens which was implemented in prior years and to discuss best watering methods at that time to ensure the flower beds are maintained according to best practices;
- e) Applications for the two organizations chosen have been filed for the County of Renfrew Warden Community awards. CAO Annette Gilchrist will let Council know if one of them are chosen;
 - f) The Provincial Volunteer awards are also accepting applications for individuals and Annette Gilchrist will look to Committee for any suggestions during closed session;
 - g) Mayor Murphy, Councillor Sanderson and CAO Gilchrist are booked to attend the ROMA conference in January 2024;
 - h) The Lake Clear Report will be presented by our consultants on Tuesday November 28th;
 - i) Christmas Holiday Hours - Similar to prior years and other local municipalities, the Township Office will be closed December 27th, 28th, and 29th to observe the Christmas and New Years holiday season. The Waste Site Changes are listed below and will be posted in our upcoming November/December Newsletter and posted online and in the paper closer to the holiday season. Sunday, December 24th (Christmas Eve) – the Lake Clear and McGrath Road Waste Sites will be OPEN from 12 pm to 4 pm. Monday, December 25th (Christmas Day) – Sand Road Waste Site will be CLOSED. Tuesday, December 26th (Boxing Day) – NO Curbside Pick-up for Recycling. Wednesday, December 27th – Curbside Pick-up for Recycling. Thursday, December 28th – Regular schedule for Curbside Garbage Pickup. Sunday, December 31st (New Years Eve) – the Lake Clear and McGrath Road Waste Sites will be OPEN from 12 pm to 4 pm. Monday, January 1st (New Years Day) – Sand Road Waste Site will be CLOSED.
 - j) Emergency Management - CEMC Erica Rice's report for emergency training requirements is attached hereto. The training is scheduled for October 24th prior to Council at 11am. Lunch will follow and Committee will still commence at 1:30pm. The resolution to approve the Emergency Management Committee will come forward to Council this evening. The Emergency Exercise has been tentatively scheduled for Wednesday November 22nd.

Administrative Report Received.

CORRESPONDENCE

(A) Correspondence "A"

1. AMO Watchfile Oct 5, 2023
2. AMO Watchfile Oct 12, 2023
3. FCM Communique October 10
4. FIR Return Award Bonnechere Valley
5. Municipalities Memo for BBFA AP

(B) Correspondence "B"

1. Cigarette Producer Responsibility
2. Multicultural Festival Partnership Opportunities
3. Catch and Release Justice in Ontario
4. Illegal Land Use Enforcement
5. Mental Health Workshops
6. Request from the Legion regarding Remembrance Day Wreaths
7. Call for an Amendment to the Legislation Act
8. Senior Active Living Fair

(C) Correspondence "C"

B.6 Committee recommends ordering two Remembrance Day Wreaths.

B.5 Committee directed Annette Gilchrist to get a quote on hosting a Mental Health Workshop and possible cost sharing with a neighboring municipality.

NEW/UNFINISHED BUSINESS

- (1)** Museum Update – Tracey Sanderson updated Committee on the Bonnechere Museum. The Museum now has cameras in place inside and outside the building. They are hosting a fundraiser for future improvements on Saturday October 28th from 6 to 9pm;
- (2)** Library Update – Brent Patrick updated Committee on the Bonnechere Union Public Library. Library staff are preparing for BUPL Rocks on November 18, 2023. There technology upgrades are now complete. Participation at the Library is up and their Youth Nights are going very well;
- (3)** Reminder Generations Board Meeting at 3:30pm – Meeting was cancelled;
- (4)** Flags – The flags on the bridge will be replaced shortly. Committee recommends that a back up bucket truck be found to be able to replace the flags in a more timely manner.

ESTABLISH NEXT MEETING DATE

The next Meeting will be held on Tuesday November 14, 2023

MEDIA SESSION

CLOSED SESSION

MOVED BY **Jennifer Murphy**

THAT: Committee proceed in Closed Session in accordance with the Municipal Act 2001, section 239.2 to deal with the matters as indicated below:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

Carried

MOVED BY **Brent Patrick**

THAT: Committee moves out of Closed Session to rise and report that Committee met to receive information and give staff direction regarding the Boat Launch at Opeongo Mountain Resort, nominations for Ontario Volunteer Service Award, concerns regarding an ongoing animal control issue and to approve minutes from October 10, 2023. Carried

CONCLUSION

MOVED BY **Brent Patrick**

THAT: the meeting adjourns at 2:58 p.m.

Carried

Merv Buckwald, Chair

Annette Gilchrist, CAO