

MINUTES

Sue Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor McCreery and Councillor Gillespie.

Staff Present: Andrew McNeely, Chief Administrative Officer
Shelley Stedall, Treasurer/Director of Corporate Services
Ashley Sage, Clerk
Mark Smuck, Director of Community Services
Michelle Schaeffe, Township Planner

Convene: 6:00 p.m.

Chair Mayor Foxton

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

C-413-19 Moved by Councillor Rolleman
Seconded by Councillor McCreery

THAT Council adopt the August 12, 2019 Committee of the Whole Agenda as presented with the following amendment:

i) Amend item 4.3.5 Report No. CAO-35-2019: Vehicular Speed & Traffic Calming: Morrison Road, Between Studiman Road and Shellard Road to replace "Sheffield" with "Shellard."

CARRIED

3. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None reported.

4. **STANDING COMMITTEE**

C-414-19 Moved by Councillor Ostner
Seconded by Councillor Gillespie

THAT the Committee of the Whole meeting be adjourned to move into Standing Committees at 6:01 p.m.

CARRIED

C-436-19 Moved by Councillor McCreery
Seconded by Councillor Rolleman

THAT the Committee of the Whole meeting be reconvened at 9:01 p.m.
CARRIED

5. CLOSED SESSION

None.

6. RECONVENE INTO OPEN SESSION

7. BUSINESS ARISING FROM CLOSED SESSION

8. CONFIRMATORY BY-LAW

By-law No. 3083-19 - Being a By-law to Confirm the Proceedings of Committee of the Whole on August 12, 2019.

C-437-19 Moved by Councillor Rolleman
Seconded by Councillor McCreery

THAT By-law No. 3083-19 Being a By-law to Confirm the Proceedings of Committee of the Whole on August 12, 2019 be read a First, Second, third time; and be finally passed, signed and sealed by the Mayor and Clerk.
CARRIED

9. ADJOURNMENT

C-438-19 Moved by Councillor McCreery
Seconded by Councillor Rolleman

THAT WHEREAS business before this Committee of the Whole Meeting has been completed at 9:02 p.m.

AND BE IT RESOLVED THAT this Meeting adjourns and meets again on August 12, 2019 for Regular Council.
CARRIED



Susan Foxton, Mayor



Ashley Sage, Clerk

MINUTES

Margaret McCreery was in the Chair. Also, present at the meeting were Mayor Foxtan, Councillor Rolleman, Councillor Ostner and Councillor Gillespie.

Staff Present: Andrew McNeely, Chief Administrative Officer
Shelley Stedall, Treasurer/Director of Corporate Services
Ashley Sage, Clerk
Mark Smuck, Director of Community Services
Michelle Schaeffe, Township Planner

4. STANDING COMMITTEE

4.1 FINANCE COMMITTEE (Chair Councillor Margaret McCreery)

C-415-19 Moved by Councillor Gillespie
Seconded by Councillor Ostner

THAT the Finance Committee call the meeting to order at 6:02 p.m.
CARRIED

Councillor McCreery requests that items 4.1.1 and 4.1.2 be removed from the consent agenda.

4.1.1 Report No. FIN-23-2019: Mitchell Drain 2016 Project End Report

This item is removed from the consent agenda for discussion.

C-416-19 Moved by Mayor Foxtan
Seconded by Councillor Rolleman

THAT Council receive report FIN 23-2019;

AND THAT Council adopt By-law 3068-19 – Mitchell Drain Actual Cost By-law.
CARRIED

4.1.2 Report No. FIN-24-2019: 2020 Budget Direction and Schedule.

This item is removed from the consent agenda for discussion.

C-417-19 Moved by Councillor Ostner
 Seconded by Councillor Gillespie

THAT FIN Report No. 24-2019 regarding 2020 Budget Direction and Schedule be received;

AND FURTHER THAT the Finance Committee recommend to Council the continuance of a target for the dedicated transfer to Capital Reserves at least equal to 1.5% of the 2020 Municipal Levy;

AND THAT staff be directed to prepare and submit the 2020 draft Operating and Capital budget within a maximum guideline of a 3% increase in the Municipal tax rate (after assessment growth);

AND THAT staff publish the adopted 2020 Budget Meeting Schedule in conjunction with the 2020 Council Meeting Schedule on the Township’s website, Facebook and Twitter accounts as part of the ongoing public consultation and community outreach program;

AND THAT the following Meetings be scheduled to deal with the 2020 Budget Components:

Monday, August 12, 2019	6:00 pm	Committee of Whole – Finance	Report to Finance Committee: 2020 Budget Schedule / Key Drivers / Guiding Principles to Establish 2020 Budget
Wednesday, August 14, 2019	1:00 pm	Committee of Whole – Finance	Council Education Workshop – Ten Year (2019 – 2028) Capital Forecast / Funding Strategy
Tuesday Nov. 12, 2019	6:00 pm	Committee of Whole – Finance	3 rd Quarter 2019 Variance Report and Year End Projections
Monday Dec. 9 th , 2019	6:00 pm	Committee of Whole – Finance	<ul style="list-style-type: none"> • 2020 Fees and Charges Review and By-law • Draft 2020 Budget Document and Business Plans circulated with a Report. • Report on Pre-Approval for

			Tenders/RFP's for key infrastructure projects for 2020 delivery.
Mon. & Tues. Jan. 13 & 14, 2020	6:00 pm	Committee of Whole – Finance	Full Review by Directors of the 2020 Budget – Operations and updated Capital & 10 Year Capital Forecast
Tuesday Jan. 28, 2020	6:00 pm	Committee of Whole – Finance	Further Review of Items from Jan 13/14 Detailed Budget Review sessions (IF NEEDED).
Monday Feb. 10, 2020	6:00 pm	Committee of Whole – Finance	Report to recommend approval of Budget and in principal 10-year Capital Forecast
Monday Feb. 24, 2020	7:00 pm	Council	Consideration of 2020 Budget and Township Tax Rates By-law
Tuesday April 14, 2020	6:00 pm	Committee of Whole - Finance & Admin.	Report on Final Full Tax Rate By-law (including Region and School Board Rates.)
Monday April 27, 2020	7:00 pm	Council	Consideration of Final Full Tax Rate By-law (including Region and School Board Rates)

CARRIED

C-418-19 Moved by Councillor Rolleman
 Seconded by Councillor Ostner

THAT the Finance Committee meeting be adjourned at 6:13 p.m.
CARRIED


 Margaret McCreery, Chair


 Ashley Sage, Clerk

MINUTES

Rod Rolleman was in the Chair. Also, present at the meeting were Mayor Foxtan, Councillor Ostner, Councillor McCreery and Councillor Gillespie.

Staff Present: Andrew McNeely, Chief Administrative Officer
Shelley Stedall, Treasurer/Director of Corporate Services
Ashley Sage, Clerk
Mark Smuck, Director of Community Services
Michelle Schaeffe, Township Planner

4. STANDING COMMITTEE

4.2 DEVELOPMENT SERVICES COMMITTEE

(Chair Councillor Rod Rolleman)

C-419-19 Moved by Councillor McCreery
Seconded by Councillor Gillespie

THAT the Development Services Committee call the meeting to order at 6:13 p.m.

CARRIED

C-420-19 Moved by Mayor Foxtan
Seconded by Councillor McCreery

THAT the Development Services Committee approve items 4.2.1 to 4.2.2 as presented.

CARRIED

4.2.1 Report No. PD-40-2019: Report Part IV Ontario Heritage Act Amend By-law to Designate 1720 Spragues Rd. – Karen Scott Booth

Item approved as presented:

“THAT PD Report No. 40-2019 be received;

AND THAT By-law 3080-19, being a by-law to amend By-law 2076-04 which designates the 1.5 storey stone farm house and 1 storey octagonal rubble stone farm outbuilding at 1720 Spragues Road under the authority of the *Ontario Heritage Act*, be enacted.

AND THAT Staff be directed to process the amendment in accordance with the provisions of the Ontario Heritage Act R.S.O. 1990, C.O.18, as amended.”

4.2.2 Report No. PD-45-2019: Exemption From Site Plan Control Process 2561970 Ontario Inc. (Patrick MacNeil & Tony Pys) Addition to an Existing Building 1302 Swan Street.

Item approved as presented:

“THAT PD Report No. 45-2019 be received;

AND THAT the Development Services Committee recommend to Council the enactment of By-law No. 3087-19, being a By-law to further amend By-law No. 2105-05 to permit the Exemption of a proposed addition to the existing accessory building (quonset hut) in the amount of approximately 90.1 sq.metres (970 sq.ft.) located at 1302 Swan Street, from the Site Plan Control Process.”

C-421-19 Moved by Councillor Gillespie
Seconded by Councillor Ostner

THAT the Development Services Committee meeting be adjourned at 6:15 p.m.

CARRIED



Rod Rolleman, Chair



Ashley Sage, Clerk

MINUTES

Derrick Ostner was in the Chair. Also, present at the meeting were Mayor Foxton, Councillor Rolleman, Councillor McCreery and Councillor Gillespie.

Staff Present: Andrew McNeely, Chief Administrative Officer
Shelley Stedall, Treasurer/Director of Corporate Services
Ashley Sage, Clerk
Mark Smuck, Director of Community Services
Michelle Schaeffe, Township Planner

4. STANDING COMMITTEE

4.3 COMMUNITY SERVICES COMMITTEE

(Chair Councillor Derrick Ostner)

C-422-19 Moved by Councillor McCreery
Seconded by Councillor Rolleman

THAT the Community Services Committee call the meeting to order at 6:15 p.m.

CARRIED

Councillor Rolleman requests that item 4.3.2 be removed from the consent agenda.

Councillor Gillespie requests that item 4.3.3 be removed from the consent agenda.

Irene Schmidt-Adeney, 95 Piper Street, Councillor Rolleman and Councillor Ostner requests that item 4.3.4 be removed from the consent agenda.

Aine Leadbetter of Morrison Road and Councillor Gillespie requests that item 4.3.5 be removed from the consent agenda.

Councillor Rolleman requests that item 4.3.6 be removed from the consent agenda.

4.3.1 Report No. REC-06-2019: Replacement Play Structure Swing Sets - ND-RFP-17-2019

Item approved as presented:

“THAT Report No. REC-06-2019 be received;

AND THAT Council approve the award of contract ND-RFP-17-2019 for the Supply

and Install of Swings Sets at Various Township Parks to PlayPower LT Canada Inc. in the amount of \$13,505.25 (plus HST);

AND THAT the Mayor and Clerk be authorized to execute any necessary documents to facilitate the completion of this project.”

4.3.2 Report No. REC-07-2019: NDCC Accessibility Upgrades – ND-RFT-21-2019

This item is removed from the consent agenda for discussion.

C-424-19 Moved by Mayor Foxton
Seconded by Councillor Rolleman

THAT Report No. REC-07-2019 be received;

AND THAT Council approve the award of contract ND-RFT-21-2019 for the Supply and Install of Accessibility Upgrades – Automatic Door Openers at the North Dumfries Community Complex to Record Automatic Doors Canada Inc. in the amount of \$19,000 (plus HST);

AND THAT the Mayor and Clerk be authorized to execute any necessary documents to facilitate the completion of this project.

CARRIED

4.3.3 Report No. PW-10-2019: Request for Proposal Award ND-RFP-31-2019 Three (3) Year Boulevard Tree Replacement Program (2019, 2020, 2021)

This item is removed from the consent agenda for discussion.

C-425-19 Moved by Councillor Rolleman
Seconded by Councillor McCreery

THAT Report No. PW-10-2019 be received;

AND THAT Council approve the award of contract ND-RFP-31-2019 for the Three (3) year Boulevard Tree Replacement Program to 2096152 Ontario Inc. o/a Dundee Nursery and Landscaping in the aggregate amount of \$74,756.76 (plus HST); (\$30,076.66 – 2019, \$22,340.05 – 2020, \$22,340.05 – 2021)

AND THAT the Mayor and Clerk be authorized to execute any necessary documents to facilitate the completion of this project.

CARRIED

4.3.4 Report No. CAO-34-2019: After Action Report: 2019 Canada Day Celebrations and Opportunities for Year 2020

This item is removed from the consent agenda for discussion.

C-426-19 Moved by Councillor McCreery
Seconded by Councillor Rolleman

THAT Council receive CAO Report No. 34-2019;

AND THAT Council, for fiscal Year 2020, authorize a tax levy for the hosting of a Canada Day event as outlined as Option #1 at 25% (\$5,000) of the estimated cost of \$20,000

AND THAT Council, for fiscal Year 2020, authorize a Grant to cover the expense associated with the reservation of the picnic pavilion at Clyde Park for Canada Day celebrations.

AND THAT Staff provide an After Action Report to Council following the 2020 Canada Day Celebrations and outlining opportunities for Year 2021.

CARRIED

4.3.5 Report No. CAO-35-2019: Vehicular Speed & Traffic Calming: Morrison Road between Studiman Road and Shellard Road.

This item is removed from the consent agenda for discussion.

C-427-19 Moved by Councillor Gillespie
Seconded by Councillor McCreery

THAT Council receive CAO Report No. 35-2019;

AND THAT Staff be directed to undertake the following interim measures with respect to speeding traffic on Morrison Road, between Studiman Road and Shellard Road, as follows:

- i) Continue to liaise with the Waterloo Regional Police Service seeking spot traffic enforcement;
- ii) Install line pavement markings in the form of a centreline and edge of pavement to establish a defined lane width equivalent to

3 metres;

- iii) Install the centreline removable bollards (April to November);
- iv) Retain a traffic consultant to conduct a Speed Study Analysis with recommendations for this portion of Morrison Road; and,
- v) Monitor speed and traffic volumes after Items 2 ii) and iii) are installed.

AND THAT Staff return with a Traffic Calming Report & draft Policy for the consideration of Council at the October 15th, 2019 Meeting. This Report will also include a Public Education & Outreach element that is designed to raise the profile of speeding and its impact upon the community;

AND THAT as part of the 2020 Budget deliberations, Council consider the purchase of four (4) traffic / speed mobile signs for utilization throughout the Township for the purposes of public education and establishing baseline traffic data.

CARRIED

C-428-19 Moved by Councillor Rolleman
Seconded by Councillor McCreery

THAT the Community Services Committee be temporarily adjourned at 7:10 p.m. to accommodate the Public Meeting Agenda and scheduled delegations, as set out in the Regular Council agenda.

CARRIED

C-429-19 Moved by Councillor Rolleman
Seconded by Councillor McCreery

THAT the Community Services Committee be reconvened at 8:49 p.m.

CARRIED

4.3.6 Report No. CAO-36-2019: Change in Scope – Design and Construction of the Skate Park Facility.

This item is removed from the consent agenda for discussion.

C-430-19 Moved by Mayor Foxton
Seconded by Councillor Rolleman

THAT CAO Report No. 36-2019 be received;

AND THAT New Line Skatepark Designs Inc. be informed that their services with respect to the last phase of their workplan, that being the preparation of the detailed design specification drawings / tender package for the proposed skatepark facility will not be pursued and that the contractual obligations are now finished;

AND THAT Staff be authorized to prepare and issue to the marketplace for competitive bids a Request for Proposal (RFP) for the design / build of a poured in place concrete skatepark facility, utilizing the preferred design concept as presented to Council in November 2018 and May 2019, as the basis for the bid document;

AND THAT the design / construction cost (not including HST) for the skatepark facility will be identified in the RFP with an upset valuation not to exceed \$620,000;

AND THAT the commencement date for the construction of the skatepark facility is to be no later than May 1st, 2020;

AND THAT Staff return in the Fall of 2019 to Council with the results arising from the competitive bid process for a design / build contract.

CARRIED

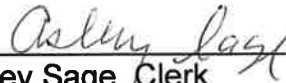
C-431-19 Moved by Councillor Gillespie
Seconded by Councillor McCreery

THAT the Community Services Committee meeting be adjourned at 8:03 p.m.

CARRIED



Derrick Ostner, Chair



Ashley Sage, Clerk

MINUTES

Pamela Gillespie was in the Chair. Also, present at the meeting were Mayor Foxton, Councillor Rolleman, Councillor Ostner and Councillor McCreery.

Staff Present: Andrew McNeely, Chief Administrative Officer
Shelley Stedall, Treasurer/Director of Corporate Services
Ashley Sage, Clerk
Mark Smuck, Director of Community Services
Michelle Schaeffe, Township Planner

4. STANDING COMMITTEE

4.4 GOVERNANCE & PROTECTIVE SERVICES COMMITTEE
(Chair Councillor Pamela Gillespie)

C-432-19 Moved by Councillor Ostner
Seconded by Councillor McCreery

THAT the Governance & Protective Services Committee call the meeting to order at 8:56 p.m.
CARRIED

Mayor Foxton requests that item 4.4.2 be removed from the consent agenda.

C-433-19 Moved by Mayor Foxton
Seconded by Councillor Ostner

THAT the Governance & Protective Services Committee approve items 4.4.2 as presented.
CARRIED

4.4.1 Report No. CAO-33-2019: Implementation Plan: 2019-2020 Corporate Strategic Plan.

Item approved as presented:

“THAT Council receive CAO Report No. 33-2019;

AND THAT Council adopt the Implementation Plan: 2019 – 2022 Corporate Strategic Plan included as Attachment No. 1 to this Report.”

4.4.2 Report No. FIN-25-2019: 2019 December Municipal Office Holiday Schedule

This item is removed from the consent agenda for further discussion.

C-434-19 Moved by Mayor Foxton
Seconded by Councillor Ostner

THAT Report No. FIN-25-2019 regarding the 2019 December Office Holiday Schedule be received;

AND FURTHER THAT Governance and Protective Services Committee recommend that Council authorize the Township Municipal Offices be closed from Tuesday, December 24th, 2018 at 12:00 p.m. through to Thursday, January 2, 2020 at 8:30 a.m.

AND THAT staff be directed to advertise the holiday office closure on the Township's website and social media accounts, community newsletter (eblast) and advertise in the local paper;

AND THAT Governance and Protective Services Committee recommend that Council cancel the November 26, 2019 Public Meeting and reschedule for Monday, November 25, 2019 if a Council Public Planning meeting is required to be held.

CARRIED

C-435-19 Moved by Councillor Ostner
Seconded by Councillor McCreery

THAT the Governance & Protective Services Committee meeting be adjourned at 9:01 p.m.

CARRIED



Pamela Gillespie, Chair



Ashley Sage, Clerk