



**Committee of the Whole (COW) Meeting Minutes**  
**June 21, 2017 -- 7:00 pm**

Present: Dave Foley, Commission Chair; Tom Mulrooney, COW Chair; Nancy Hatch, Commissioner, Michael Heisler, Commissioner; Bill Nauss, Vice-Chair; Forrest McWade, Clerk Treasurer; Maxine Veinot, Recording Secretary

Regrets: nil

Absent: nil

There was one member of the public in attendance.

**1.0 Call to Order**

Commission Chair Foley called the June 21, 2017, Committee of the Whole (COW) meeting to order at 7:00 pm and turned the meeting over to COW Chair, Commissioner Mulrooney.

**2.0 Public Forum**

- **Bill Zinck Jr., #436, Highway:** Mr. Zinck Jr. asked the Commission to consider changing the Public Forum so that electors do not have to sign up to speak, instead they would just raise their hand.

**3.0 Agenda Additions**

10.1 Newsletter– Commissioner Hatch

10.2 Village Area Advisory Committee report – Commissioner Hatch

10.3 In Camera session re HR issue – Commission Chair Foley

**4.0 Clerk's Report**

Clerk Treasurer McWade reported that the Lido Pool is getting painted and then will be filled, the pumps primed and tested, and ready to open June 26, 2017. The Lifeguards will be coming in for orientation tomorrow morning.

Our internet technology (IT) provider was in last week to look at our systems and will get the iPad for Commissioner Nauss and the email setup as well.

The flower beds at the pool, the Jib lot and the flag pole at the fire hall have been completed. Good comments were received on this and people were happy to see this work done.

The flower baskets will be going up this weekend, weather depending, but will be up by next week for sure.

The first meeting with John Redden, Chester Fire Department, Chair Foley and Clerk Treasurer McWade is scheduled for next week.

Clerk Treasurer McWade was requested to attend next week's JFAC meeting.

#### **4.0 Clerk's Report (continued)**

Commissioner Hatch asked Clerk Treasurer McWade if they talked about linking emails. Clerk Treasurer McWade will be discussing this with the IT provider.

Commissioner Hatch also asked about the Lido Pool sign, which was knocked by the snow plow and needs to be straightened, at the corner of Parade Square where it goes around to Victoria. Clerk Treasurer McWade will look into this.

Commissioner Hatch would like to see a properly constructed curb for the parking lot at the Lido Pool for the 2018-19 budget discussion.

#### **5.0 Annual Meeting**

Clerk Treasurer McWade reported that he reviewed the Municipal Government Act (MGA) approving Annual minutes. In the MGA, it stated an annual public meeting is required and to give the financial report and a report on the proceedings of the prior year. Since the MGA was quite vague on when the minutes can be approved, Clerk Treasurer McWade spoke with Municipal Affairs office and they stated they leave it up to the village as to when they get approved, either the next month or the next AGM. Clerk Treasurer McWade stated that you won't find in the MGA, legislation on procedures, as it is left to the individual villages to decide that direction. This will be discussed when reviewing the procedure policy.

Legal counsel was also contacted and it was agreed it is up to the Village as well in 'Robert's Rules' it is acceptable to approve at the next regular meeting.

Commission Chair Foley asked that the approval be on the next Regular meeting.

Clerk Treasurer McWade stated it would be on the July 12<sup>th</sup> agenda.

#### **6.0 Siren**

Clerk Treasurer McWade reported that at the last meeting it was brought up to review the siren sound and the cost involved. A discussion was held with the service provider and more work and cost would be needed. A meeting was established for next week to look at what is needed, system wise and financial wise.

Discussion was held on 'how to purchase if not budgeted for' items. Clerk Treasurer McWade stated that making expenditures over and above what is budgeted for could make the result of being 'over budget'. Pending the price of an item(s) would mean the commission would have to decide to purchase and have a possible 'over budget' or wait until the following year and include in the budget.

The Commission would have discussion to spend now or in a future budget.

#### **7.0 Street Lights**

Commissioner Nauss talked of the street light issue as in the night time it is very dark as the light is blocked by tree branches.

Discussion was held.

**Direction to the Clerk:** Clerk Treasurer McWade will contact MODC re the Municipal Street By-law concerning this issue of foliage blocking the street light and stop sign.

## **8.0 Cameras**

Clerk Treasurer McWade reviewed the history of the camera at the Lido Pool.

When the IT consultant was down, Clerk Treasurer McWade had a discussion with him and asked the IT consultant to get some pricing on a new camera and what would be needed to get it up and working.

The camera would solve the issue for security of the boat if something happens. The wharf is MODC's so we could voice concerns to MODC as to our concerns on loitering on the public dock.

## **9.0 Summer Schedule**

Clerk Treasurer McWade asked what the Commissioners want for the summer meeting schedule. It has been different over the years, and the Clerk Treasurer suggested to continue with the regular monthly meeting.

Discussion was held on having one regular meeting and one COW and if needed have the third meeting, which would be a COW.

It was decided to have the first week a COW meeting, second week the regular monthly, and then cancel the third if the Commission decided to cancel.

Clerk Treasurer McWade stated that there are some items to be reviewed and worked on, such as a general policy manual, meeting and procedures policy, and the election by-law amendments, which are the three main issues to be looked at this summer.

As well, a discussion on committees, as historically there have been quite a few, although a lot of them are dormant or do not meet at all. So, a discussion is needed to see what committees are needed moving forward.

In a conversation with Municipal Affairs, roles and responsibilities was discussed and they are willing to come down and discuss these responsibilities. Municipal Affairs will get back to Clerk Treasurer McWade with dates to meet.

Clerk Treasurer suggested to keep July 5<sup>th</sup> as a COW meeting, and after the regular meeting on July 12<sup>th</sup> have a discussion on holding having or cancelling the July 19<sup>th</sup> COW meeting. All present agreed to this meeting process.

COW Chair Mulrooney suggested to change the meeting times to start at 5:30 pm instead of 7:00 pm. Discussion was held.

All present agreed to try the time change for the summer. Clerk Treasurer McWade will put a notice out regarding the change of time for meetings.

## **10.0 Any Other Business**

### **10.1 Newsletter**

Commissioner Hatch stated she would like to see the new Clerk Treasurer formally introduced to the public. The last newsletter sent out was prior to the new Clerk Treasurer commenced work. Suggested items to include could be a brief report on the AGM, Chester Fire Department, Red Cross Swimming program, extra green bin pick-ups for the summer.

## **10.0 Any Other Business (continued)**

### **10.1 Newsletter (continued)**

Discussion was held.

Clerk Treasurer McWade suggested drafting a newsletter and posting it on the website, at the bank, grocery stores and have extras available in the office.

Clerk Treasurer McWade will draft a newsletter and bring back to the Commission.

### **10.2 VAAC (Village Area Advisory Committee) Meeting Report**

Commission Hatch gave a report of the recent VAAC meeting:

> Carol Nauss was elected Chair of the committee

> Containers – a report was presented on the public information meeting held on May 15<sup>th</sup>.

Each person in attendance was opposed to shipping containers on the south side of highway 3/North Street, and opposed to containers on the north side in the Village. People seemed to be happy with Hassan's container as it is out of sight and out of the Village.

The result of the land use by-law allowing containers on the south side is that VAAC will recommend to MODC to not proceed with this amendment. The planning department will be doing in-depth planning for the Village area in 2018 and the subject of containers on either side of North Street will be discussed. The problem is that MODC has already amended the by-law allowing containers on the north side in the Village. VAAC is sending a note to CPAC, asking them to ask MODC to reconsider this amendment.

> Boat Houses were also discussed as the planning department will be looking at height by-laws for boat houses.

>Next meeting for VAAC is July 18/17, and Commissioner Hatch requested an agenda before this so she can bring it to the July 12<sup>th</sup> meeting for the Commission's feedback for the VAAC July 18<sup>th</sup> meeting.

\*\* At 8:04 pm, the meeting took a five-minute break.

\*\* At 8:08 pm the meeting resumed with a unanimous decision to move in-camera at 8:09 pm to discuss a Human Resource issue.

\*\* The in-camera session ended 8:21 pm.

## **8.0 Adjournment**

**MOTION: Commissioner Heisler adjourned the meeting at 8:22 pm.**

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**Dave Foley**  
Commission Chair

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**Maxine Veinot**  
Recording Secretary