

**Minutes of the General Government Committee Meeting**

**Held on Tuesday, January 28, 2014 at 7:30 p.m.**

**Present:**     **Jack Clark, Chairperson**  
                  **Scott McDougall, Citizen Rep**  
                  **Ron Lane, Mayor**  
                  **Annette Clarke, CAO/Clerk**

**1. Disclosure of Pecuniary Interest**

None declared

**2. Adoption of Minutes of October 28, 2013 Meeting**

*Moved by Scott McDougall*

*Seconded by Ron Lane*

*THAT the minutes of the November 25, 2013 meeting be adopted as presented.*

*Carried.*

**3. Business Arising out of the Minutes**

**i)     Professional Office Space**

Staff Report presented proposing to convert the Old Fire-hall Space at 8 Dawson Street to commercial retail space. There is a possibility of ascertaining funding to offset costs.

Committee directed staff to proceed with layout of the space and costs to convert the area to commercial retail space.

**ii)    Building Lot Inventory**

Committee members were asked to visit Jake at the Planning Board office to review the building lot inventory map and ask for any necessary changes.

Scott needs to consult with Jake. Once that is done Jake will print off a copy of the map for our records.

The intent is to have maps/information available for the general public seeking information about potential property development and / or purchase of property in Gore Bay.

iii) **Workplace Violence**

*Moved by Ron Lane*

*Seconded by Scott McDougall*

*THAT we recommend to Council that the Workplace Violence and Harassment Policy be adopted as presented.*

*Carried.*

iv) **Computer Program**

*Moved by Ron Lane*

*Seconded by Scott McDougall*

*WHEREAS Municipal Staff have prepared a Staff Report recommending the preferred computer software and IT support to upgrade the Main Office computer systems;*

*AND WHEREAS the purchase of this equipment will streamline the accounting processes and give the office the ability to modernize the system and provide efficiency;*

*THEREFORE BE IT RESOLVED THAT the General Government Committee recommends the following to Council:*

- 1. Purchase USTI Asyst Software at a total cost of \$16,528.00;*
- 2. Utilize Asset Management Capacity Fund to offset costs;*
- 3. Hire Derek Pichoski for IT support;*
- 4. This purchase to be placed in 2014 budget discussion.*

*Carried.*

4. **New Business**

i) **Request From 4 Elements Arts**

*Moved by Jack Clark*

*Seconded by Scott McDougall*

*THAT Kendra Edwards be advised that the hall be free of charge based on no admission being charged for event and they clean up after each event.*

*Carried.*

ii) **Joint Fire Board Agreement**

*Moved by Scott McDougall*

*Seconded by Ron Lane*

*THAT the General Government Committee recommend the following to Council:*

*That the Joint Fire Board be asked to review the following:*

- 1. Review of the Joint Fire Board Agreement to revise and include but not limited to:*
  - a) Membership of the Board – concerns raised with respect to board membership with respect to number of fire fighters vs. councilors;*
  - b) Board policies and procedures  
i.e. establish regular meeting dates/times – minimum of quarterly;*
  - c) Ensure Municipality receives quarterly financial statements as per current agreement;*
  - d) Budget process is followed as per current agreement;*
  - e) Fire Department policies and procedures are prioritized, developed and adopted by Municipality as per Fire Services Review and Recommendations.*

*Carried.*

5. **Correspondence**

i) **Café on the Bay**

A letter was received from Café on the Bay outlining some concerns that they have. The Committee made the following decisions:

- a) New shingles / Too Hot – Staff was asked to contact a contractor and see if we could install a venmar type system. Suggestions were also made to reverse the direction of the ceiling fans.
- b) Electrical – Problems blowing the breaker – Town has agreed to hire an electrician to fix this problem.
- c) Garbage – sent to Public Works Committee for review.
- d) Rent – The rent amount will not be changed as this was the first increase given and it's minimal being \$175.00. The "Ontario Rent

Increase" you refer to applies to residential rent only. There is no regulation affecting commercial rent.

- e) Utilities – Café on the Bay currently pays “medium commercial “rate. Oh Deer Ice Cream pays “low commercial” rate which equates to the same amount as a residential rate. Businesses are placed into categories of low, medium, and high commercial. Restaurants are in medium. Your request to be billed for part of the year will be considered by the Public Works Committee at their February meeting as part of the overall review of water/sewer rates for 2014. You will be notified of their decision once Council reviews their recommendations in March.
- f) Accessibility – Request to make the second floor accessible was denied. Unfortunately the cost is prohibitive for a seasonal building. In addition the building is leased to you and therefore the Town is not obligated to make the building accessible.
- g) Plumbing – Town agreed to hire a plumber to make the necessary repairs to the sink drainage.

i) **O.P.P Letters**

Accepted as information

ii) **County of Lambton**

Information from the Ministry of Municipal Affairs indicates that requalification is not yet a requirement. It states once the details are available the Municipality will be given 18 months to comply.

Staff directed to research further and report back when the information is available.

iii) **LaCloche Foothills re: Winter Road Maintenance**

Accepted as information.

iv) **Perth – Wellington re: Resolution for Joint and Several Liability**

Accepted as information.

v) **Municipality of East Ferris re: Tax Increase on Gasoline**

Accepted as information.

6. In - Camera

*Moved by Ron Lane*

*Seconded by Scott McDougall*

*THAT we enter in-camera session at 9:20 p.m. to discuss staff.*

*Carried.*

*Moved by Scott McDougall*

*Seconded by Ron Lane*

*THAT we come out of in-camera session at 9:50 p.m.*

*Carried.*

*Moved by Ron Lane*

*Seconded by Scott McDougall*

*THAT the General Government Committee recommend the following to Council:*

- 1. That CAO/Clerk be given a 5% pay for performance for 2013 calendar year.*
- 2. That the Treasurer be given a 5% pay for performance for the 2013 calendar year.*
- 3. That the Committee conduct a review of the full staff wage grid including the Janitorial position.*

*Carried.*

7. Other

None

8. Adjournment

*Moved by Scott McDougall*

*THAT we adjourn at 9:52 p.m.*

*Carried.*

Meeting Adjourned.

Respectfully submitted by  
Annette Clarke, AMCT  
CAO/Clerk