



CLEARVIEW

MINUTES
CLEARVIEW TOWNSHIP COUNCIL

The Council of the Corporation of the Township of Clearview met in special session on March 6th, 2019 at 8:30 a.m. in the Council Chambers at the Clearview Administration Centre

Those in attendance were:

Mayor: Doug Measures
Deputy Mayor: Barry Burton

Councillors: Ward 1 – Ed Christie
Ward 2 – Doug McKechnie
Ward 3 – John Broderick
Ward 4 – Robert Walker (8:47 a.m.)
Ward 5 - Thom Paterson (8:45 a.m.)
Ward 6 - Connie Leishman (8:40 a.m.)
Ward 7 – John Iamers

Staff: Director of Legislative Services/Clerk, Pamela Fettes
Deputy Clerk, Brenda Falls
CAO, Stephen Sage
Director of Community Services, Mara Burton
Director of Finance, Edward Henley (Orientation)
General Manager, Transportation & Drainage, Gerry LeMay (Orientation)
General Manager, Terry Vachon, Parks Culture and Recreation (Orientation)
Acting Fire Chief, Roree Payment (Orientation)
HR Manager, Tammy Gill (Orientation)

1. Closed Session

Resolution:

Moved by Councillor Broderick, Seconded by Councillor Leishman, Be It Resolved that the next portion of the meeting be closed to the public in accordance with S. 239 (2) of the Municipal Act:

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (review of current legal files).

Items for Direction (including Procedural Matters) Section 239 (6) (b)

- a) Review of current legal files
- b) Identification of items to arise in open session
- c) Resolution to reconvene into open session.

Motion Carried.

2. Approval of AgendaResolution:

Moved by Councillor Broderick, Seconded by Councillor Leishman, Be It Resolved, that Council of the Township of Clearview hereby approve the agenda dated March 6th, 2019 as presented. Motion Carried.

3. Disclosure of Pecuniary Nature Thereof

No pecuniary interest declared.

4. Orientation**Stephen Sage, CAO**

CAO, Stephen Sage outlined the role of Council as CEO of the municipality, role of the CAO, Strategic Plan Review, Engineering, organizational chart, legal team, public works legal case scenario, conference policy and receipts, insurance processes, Council & Staff meetings and public meeting process.

Tammy Gill, Human Resources Manager (Human Resources)

Human Resources Manager, Tammy Gill outlined the purpose of HR Management, responsibilities, employee relations, risk management/compliance, recruiting and onboarding, rewards and recognition, talent management, health and safety, Bill C45, labour relations, accessibility, accomplishments, focus for 2020-2023 and training opportunities for council.

Director of Community Services, Mara Burton outlined staff and structure and turned the building presentation over to CBO, Scott McLeod.

Scott McLeod, CBO (Building Department)

Chief Building Official, Scott McLeod outlined the building division and its responsibilities, building permits and key functions, septic inspections, committee support and building permit statistics.

Mara Burton, Director of Community Services (Planning Department)

Director of Community Services, Mara Burton outlined the Planning Act, Risk Management, Provincial Policy Statement 2014, Places to Grow 2017, Built Boundaries, mapping, NEC Plan, Clearview Official Plan, Zoning By-law, LPAT, Committee of Adjustment, Site Plans, Residential Development Projects, and Community Improvement Plan.

Roree Payment, Acting Fire Chief (Clearview Fire & Emergency Department)

Acting Fire Chief, Roree Payment outlined the history of the department, department information, administration, fire prevention, training, suppression, paid-on-call FF's, response times, customer service, hiring process, dispatch procedures, tanker shuttle, accreditation, tiered medical response, nursing home responses, mutual aid, certification, National Fire Protection Association and volunteer vs paid-on-call.

Mayor Measures recessed the meeting at 12:23 p.m.

Mayor Measures resumed the meeting at 1:00 p.m.

Gerry Lemay, General Manager, Roads & Drainage (Public Works)

General Manager, Roads & Drainage, Gerry Lemay, outlined employees and statistics, regulations and policies, maintenance, capital and equipment, Clearview Roads Budget and innovative ideas.

Terry Vachon, General Manager, Parks, Culture & Recreation Department)

General Manager Parks, Culture & Recreation, Terry Vachon outlined who and what the department does, on-going major projects, top questions or concerns, accomplishments and challenges.

Edward Henley, Director of Finance/Treasurer (Finance Department)

Director of Finance/Treasurer, Edward Henley outlined Finance and Information Services Staff, main 2019 projects, treasurer duties, duty to the province, duty to professional organization, liability, delegation of powers, reports and by-laws, auditor, year-end, budgeting, GFOA award, insurance, tax collection, property taxes, expense reimbursements, banking and donation tax receipts.

5. By-Law to Confirm Proceedings of Council Meeting

Resolution:

Moved by Councillor Broderick, Seconded by Councillor Christie, Be It Resolved, that By-Law 19-30, being a by-law to confirm the proceedings of the March 6, 2019 Council Meeting, be presented and read a first, second and third time and finally passed this 6th day of March, 2019. Motion Carried.

6. Motion to Adjourn

Resolution:

Moved by Councillor Broderick, Seconded by Councillor Lamers, Be It Resolved, that the Council Meeting be adjourned at 4:05 p.m. Motion Carried.



MAYOR



DIRECTOR OF LEGISLATIVE SERVICES/CLERK

Minutes of the Council Meeting are not a Final Document of the Corporation until adopted by Council.

Minutes approved by Council on March 18, 2019.