

**The Corporation of the Town of Deep River**

**MINUTES**

**COUNCIL MEETING**

**Wednesday, November 2, 2011 at 7:00 p.m.**

**Present:**

Mayor David Thompson  
Deputy Mayor Daniel Banks  
Councillors Ronald Desrochers  
Terry Myers  
Ruth Syme

Guest: Gerry Morris, Morris Thuemen Architects

Staff: Michelle Larose, CAO/Clerk  
Dawn Recoskie, Deputy Clerk  
Christopher Carroll, Treasurer  
Shelly Cull, Recreation Manager  
Khizar Hayat, Director of Public Works  
Gene Thompson, Fire Chief  
John Walden, Planning and Development Manager

**1. CALL TO ORDER**

Mayor Thompson opened the meeting at 7:00 p.m. and welcomed everyone.

**2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

NIL

**3. APPROVAL/AMENDMENT OF MEETING AGENDA**

The agenda was reviewed and no changes were made.

**4. MINUTES**

**4.1** October 19, 2011 – Stand Up and Be Heard

**RESOLUTION # 2011-256**

**MOVED BY:** Deputy Mayor Banks

**SECONDED BY:** Councillor Myers

**BE IT RESOLVED THAT** the minutes of the Stand Up and Be Heard session of October 19, 2011, as printed and circulated to all members of Council, be approved.

**CARRIED**

**4.2** October 19, 2011 – Council Meeting

**RESOLUTION # 2011-257**

**MOVED BY:** Deputy Mayor Banks

**SECONDED BY:** Councillor Myers

**BE IT RESOLVED THAT** the minutes of the Council Meeting of October 19, 2011, as printed and circulated to all members of Council, be approved.

**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

NIL

**6. DELEGATIONS & PRESENTATIONS**

**6.1** Marina Attendant Building – Gerry Morris, Morris Thuemen Architects

Gerry Morris of Morris Thuemen Architects provided a PowerPoint presentation regarding the conceptual plan for the marina attendant building/gas hut feasibility study. A Class D cost estimate for the project is \$285,000. It was discussed that the plan could be conducted in phases as opposed to all at once. Mayor Thompson noted the Recreation Committee will be meeting on Monday, November 7, 2011 at 6:30 p.m. and this item will be on the agenda for further discussion. Mayor Thompson thanked Mr. Morris for his presentation.

**7. BUSINESS ARISING FROM DELEGATIONS & PRESENTATIONS**

NIL

## **8. STAFF & COMMITTEE REPORTS**

### **8.1 Council**

#### **8.1.1 A/O List**

The A/O list was reviewed and no changes were made.

#### **8.1.2 Budget Committee Meeting Minutes – October 3, 2011**

The minutes were received as information. It was noted the next meeting of the Finance and Administration Committee will be on Wednesday, November 9, 2011 at 7:00 p.m.

### **8.2 Planning & Development**

#### **8.2.1 Planning & Development Monthly Report**

John Walden, Planning & Development Manager, presented his report. Mr. Walden touched on the cultural mapping project and indicated the project is funded by the Ministry of Culture and will lead to the identification and mapping of the cultural assets that exist throughout the Ottawa Valley. He noted community members Alan Symons and Larrie Thomson are part of the cultural mapping steering committee.

### **8.3 Finance**

#### **8.3.1 Finance Monthly Report**

Christopher Carroll, Treasurer, presented his report. Mr. Carroll advised the recruitment process for the accounts clerk position has been completed. Debbie Howe will join the Corporation on a full time basis and work alongside Danka Gareau and Shirley Lachance. Ms. Lachance has assumed the payroll/benefits duties.

### **8.4 Recreation**

#### **8.4.1 Recreation Monthly Report**

Shelly Cull, Recreation Manager, presented her report. Ms. Cull advised the new marina docks have been installed and the process has started for the disposition of the old marina docks. She further noted a hip hop dance workshop will take place on Friday, November 18, 2011 for children ages 8-13.

## **8.5** Fire Department

### **8.5.1** Fire Department Monthly Report

Gene Thompson, Fire Chief, presented his report. Discussion took place regarding the JEPP grant application.

### **8.5.2** 2011GT002ISS – Fire Service Agreement Mutual Aid Deep River & AECL

Gene Thompson, Fire Chief, provided an overview of his report. Staff was directed to provide a by-law at the next council meeting to enter into the Fire Service Agreement. Staff was also directed to follow up on the clause regarding a labour strike or lock-out.

**Council broke for a short recess at 8:16 p.m.**

**Council reconvened at 8:25 p.m.**

## **8.6** Public Works

### **8.6.1** Public Works Monthly Report

Khizar Hayat, Director of Public Works, presented his report. Discussion took place regarding the dumping of the sludge trailer. Mayor Thompson suggested a tour of the Town facilities be conducted after the inauguration of the two new members of council.

### **8.6.2** 2011KH001INF – Proposed Improvements to Pedestrian Crosswalks

Khizar Hayat, Director of Public Works, provided an overview of his report. It was noted the requested yellow signs do not comply with the regulations set out in the Highway Traffic Act. Staff was directed to contact the Town of Perth regarding their use of the yellow signs.

## **8.7** Administration

### **8.7.1** Administration Monthly Report

Michelle Larose, CAO/Clerk, presented her report. Mayor Thompson advised there are five candidates vying for the two vacant positions on council and reminded the public of the advance vote on November 19, 2011 and election day on November 28, 2011. Ms. Larose advised more volunteers are needed for the Town's Christmas Parade float, and noted members of Council are more than welcome to volunteer with staff.

## 8.7.2 2011ML012ISS – Municipal Website

Michelle Larose, CAO/Clerk, provided an overview of her report. Dawn Recoskie, Deputy Clerk, provided some examples of websites. Ms. Larose indicated staff is recommending that council approve the website development proposal from Blue North Studios at a cost of \$4,500 plus HST with an annual hosting fee of \$199.95 per year. Staff is also recommending that council approve the meeting management system proposal from All-Net at a rate of \$7,995 plus applicable taxes with an annual support, data storage, training and upgrades fee of \$2,998.00. Council approved both recommendations as presented and directed staff to proceed with the implementation.

## 9. BY-LAWS

### 9.1 By-law 57-2011

#### **RESOLUTION # 2011-258**

**MOVED BY:** Councillor Syme  
**SECONDED BY:** Deputy Mayor Banks

**BE IT RESOLVED THAT** the following by-law be read, passed, signed by the Mayor and the CAO/Clerk, and the Seal of the Corporation be affixed thereto;

By-law No. 57-2011 – A by-law to authorize entering into a Licence Agreement with the Deep River Cross Country Ski Club for the use of designated municipal lands for skiing.

**CARRIED**

### 9.2 By-law 58-2011

#### **RESOLUTION # 2011-259**

**MOVED BY:** Councillor Syme  
**SECONDED BY:** Deputy Mayor Banks

**BE IT RESOLVED THAT** the following by-law be read, passed, signed by the Mayor and the CAO/Clerk, and the Seal of the Corporation be affixed thereto;

By-law No. 58-2011 – A by-law to appoint the municipal auditor for the Corporation of the Town of Deep River.

**CARRIED**

**10. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**

NIL

**11. CORRESPONDENCE**

**11.1** Town of Deep River's Offer – Renfrew County District School Board

This item was received for information.

**11.2** Thank You – Mount Martin Ski Club

This item was received for information.

**12. MAYOR'S REPORT**

Mayor Thompson commented on the trick or treaters he met on Halloween night while handing out candy. He noted many children recognized him as the Mayor, and provided suggestions and comments to him as to what council can be doing.

Mayor Thompson advised members of council will be attending the craft fair on November 5 & 6, 2011. He noted this will be an opportunity for council to connect with the community.

Mayor Thompson advised Sunday, November 6, 2011 is the start of the Unity in Diversity event.

The Mayor will be representing the Town at the Remembrance Day dinner hosted by the Royal Canadian Legion on Sunday, November 6, 2011. He will also be laying the wreath at the annual Remembrance Day ceremony on Friday, November 11, 2011.

**13. NEW BUSINESS AND NOTICES OF MOTION**

NIL

**14. COUNCILLOR UPDATES**

Councillor Myers provided an overview of the recent activities of the Protection to Persons and Property Committee; the Joint Economic Development Committee; and the Planning and Development Committee.

Councillor Banks provided an overview of the recent activities of the Finance and Administration Committee.

Mayor Thompson advised the lobby of Town Hall is now open outside of regular office hours for the public. He noted new furnishings for the lobby will be installed at a later date.

**15. CLOSED SESSION**

**RESOLUTION # 2011-260**

**MOVED BY:** Councillor Myers  
**SECONDED BY:** Councillor Desrochers

**BE IT RESOLVED THAT** Council move into a Closed Session at 9:22 p.m. to address a matter pertaining to:

- a proposed or pending acquisition or disposition of land by the municipality or local board;

**regarding** discussion on the potential acquisition of the Morison School building.

**CARRIED**

**16. BUSINESS ARISING FROM CLOSED SESSION**

Direction was given from the closed session for the CAO/Clerk to obtain more information.

**17. ADJOURNMENT**

**RESOLUTION # 2011-261**

**MOVED BY:** Councillor Myers  
**SECONDED BY:** Councillor Desrochers

**BE IT RESOLVED THAT** Council hereby adjourns the meeting at 10:00 p.m.

**CARRIED**

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Mayor David Thompson

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CAO/Clerk – Michelle Larose