THE CORPORATION OF THE TOWN OF SMITHS FALLS
COMMITTEE OF THE WHOLE MEETING
MEETING MINUTES

DATE: Monday February 25, 2019
LOCATION: Council Chamber, Town Hall
TIME: 5:00 p.m.
ADJOURNED: 8:24 p.m.

COUNCIL PRESENT: Chairperson J Brennan, Mayor Pankow, W Alford, L Allen, N Dwyer, C McGuire and P McKenna

ABSENT:

STAFF PRESENT: Chief Administrative Officer M Morris, Director of Corporate Services/Clerk K Costello, Treasurer J Koziel, Director of Community Services A Manhire, Manager of Economic Development and Tourism J Miller, Director of Public Works and Utilities T Dunlop, Fire Chief R Chesebrough and Deputy Clerk N Bennett

1. AMENDMENTS TO AGENDA - None

2. DISCLOSURE OF MONETARY INTEREST
His Worship declared a pecuniary interest respecting In Camera Item a) as he a business relationship with the family of one of the proponents.

3. DELEGATIONS
a) Lisa McLean, Le Boat
Topic – Update on Le Boat
Lisa McLean from Le Boat provided a video presentation to Council On Le Boat Rideau Canal 2018 Overview.

L McLean noted that four new boats will arrive the week of March 13th in Smiths Falls.

L McLean shared that they are receiving fantastic reviews on the Rideau canal and that local businesses have pulled together to make guests feel welcome.
L McLean shared Le Boat’s appreciation for the support and successful year.

4. ADOPTION OF MINUTES - None due to the nature of the meeting.

5. C.A.O. / DIRECTORS’ REPORTS


**Troy Dunkop, Director of Public Works and utilities**  
- 2018 Drinking Water Systems Reports has been posted to the website  
  Staff will provide a presentation to Council in the month of March.

-Snow removal is trailing over budget. Staff envision that the salt savings will offset the snow removal increase.

-Staff have met with the Downtown Business Association Coordinator and the Economic Development Manager respecting promoting business through construction. The Downtown Business Association has created a sub committee for the construction project.

**Malcolm Morris, Chief Administrative Officer**  
-Noted that the annual report will be ready for distribution by the end of March.

6. **CORRESPONDENCE ITEMS**  
   a) Letter from Deborah Apps, Trans Canada Trail  
      Topic – The Great Trail  
      Action – Council to discuss further at a future Committee of the Whole Meeting.

   b) Letter from Dennis W. Staples dated February 19, 2019  
      Topic – Request for Public Meeting respecting the Beckwith Street Reconstruction Project  
      Action - Councillor Brennan suggested that the topic be added as Priority Issue for discussion this evening. Council supported adding the item as Priority Issue a).

7. **IN CAMERA ISSUE**  
   a) Personal Issues about an Identifiable Individuals  
      THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b.) of the Municipal Act 2001, as amended move into a closed meeting to address Personal Issues about an Identifiable Individuals relating to the Student Councillor Program.  
      Moved by: L Allen  
      Seconded by P Mckenna  
      THAT Committee move to a closed session at 5:34 p.m. to discuss a Personal Issue about an Identifiable Individual.  
      Disposition: CARRIED (7-0)  
      Media, guests and staff were excused. Chief Administrative Officer M Morris and Deputy Clerk N Bennett remained.

      His Worship declared a pecuniary interest respecting In Camera Item a) as he a business relationship with the family of one of the proponents. Mayor Pankow left the room and did not participate in the discussion.

      Moved by: L Allen  
      Seconded by: N Dwyer  
      That Committee revert to open session at 5:56 p.m.  
      Disposition: CARRIED (6-0)
RISE AND REPORT:
Chairperson Brennan reported that discussion on the following topic took place:
Personal Issue about an Identifiable Individual. Councillor Brennan noted that
Council provided direction to staff. The item to be discussed a future Committee of
the Whole Meeting.

b) Proposed Disposition of Land
THAT Council of the Corporation of the Town of Smiths Falls, as provided in
Section 239 (2) (c.) of the Municipal Act 2001, as amended move into a closed
meeting to discuss a Proposed Disposition of Land.
Moved by: W Alford
Seconded by: C McGuire
THAT Committee move to a closed session at 5:56 p.m. to discuss Proposed
Disposition of Land.
Disposition: CARRIED (7-0)
Media, guests and staff were excused. Chief Administrative Officer M Morris,
Treasurer J Kozel, Tax Collector B Cozens and Deputy Clerk N Bennett
remained.

Moved by: W Alford
Seconded by: N Dwyer
That Committee revert to open session at 6:14 p.m.
Disposition: CARRIED (7-0)

RISE AND REPORT:
Chairperson Brennan reported that discussion on the following topic took place:
Proposed Disposition of Land. Councillor Brennan noted that Council provided
direction to staff.

c) Proposed Acquisition of Land
THAT Council of the Corporation of the Town of Smiths Falls, as provided in
Section 239 (2) (c.) of the Municipal Act 2001, as amended move into a closed
meeting to discuss a Proposed Acquisition of Land.
Moved by: W Alford
Seconded by: C McGuire
THAT Committee move to a closed session at 6:14 p.m. to discuss Proposed
Acquisition of Land.
Disposition: CARRIED (7-0)
Media, guests and staff were excused. Chief Administrative Officer M Morris,
Manager of Economic Development and Tourism J Miller and Deputy Clerk N
Bennett remained.

Moved by: P McKenna
Seconded by: C McGuire
That Committee revert to open session at 6:30 p.m.
Disposition: CARRIED (7-0)
RISE AND REPORT:
Chairperson Brennen reported that discussion on the following topic took place:
Proposed Acquisition of Land. Councillor Brennan noted that Council provided
direction to staff.

8. PRIORITY ISSUES
a) Correspondence Request for Public Meeting
Chairperson J Brennan noted that Council had received a letter from Mr.
Staples requesting a public meeting respecting the Beckwith Street
reconstruction project. Councillor Brennan shared that the requested public
meeting would provide an opportunity for Council to communicate and
explain why the decision was made.

Councillor Dwyer thanked former Mayor Staples for the correspondence
and attending the meeting. Councillor Dwyer shared that she had concerns
with the inability to give due consideration through public consultation when
the topic was opened up again for discussion. N Dwyer requested that staff
provide direction on how a public consultation could take place in a
productive and meaningful way.

Chief Administrative Officer M Morris shared that the procedural by-law
allows for public meetings. He noted that it unorthodox in nature to host a
public meeting after a decision has been made. M Morris shared that
Speak Up Smiths Falls is a platform that may be used and will be ready to
be released tomorrow.

Councillor Dwyer shared that she does not feel that Speak Up Smiths Falls/
Bang the Table captures the healing face to face conversations that need to
take place.

M Morris shared that a small group of Council could meet with the identified
group of individuals.

W Alford shared her concern that money could be lost if the work doesn’t
get started. She questioned what would be discussed at the proposed
meeting and what would be the productive outcome.

J Brennan noted that the project is huge and generational. He noted that
there are conceptions that Council needs to clear up.

W Alford provided that she has had many conversations in person and via
correspondence with members of the public.

C McGuire shared his support to have a public consultation suggesting a
pledge to keep the conversation respectful. C McGuire shared that the
healing process needs to start.
Mayor Pankow shared that he understands that there is a variety of feelings in the room. He noted that the project is planned to go to tender on March 11th. Mayor Pankow noted that he has communicated and attempted to answer questions via email and on Facebook. S Pankow suggested a compromise noting that the spokespersons/leaders of the group opposed to the decision could contact the Clerk and attend an upcoming meeting as a delegation at the March 4th Council Meeting.

Councillor McKenna supported the suggestion of the Mayor.

Councillor Dwyer shared that she disagreed with the suggestion noting that the forum does not provide open dialogue or two way communication.

Councillor Allen shared that she did her homework and was not aware that the topic would come back for reconsideration. She shared that she ran in the election with the thought that the decision was over. She shared that she would like to have conversations as she does not want people angry.

Mayor Pankow shared that all members of Council are available to the public. He shared that he has an open door policy.

Councillor Brennan shared that he feels that Council made a mistake not hosting a public consultation before the vote.

Former Mayor Dennis Staples addressed Council. He shared that he had attended a gathering at the Legion with approximately 70 individuals. D Staples shared that when he left the meeting, he was questioned by individuals on how they would get a meeting with Council. He shared that he would send a letter to Council. D Staples shared that over the years when he was on Council, public meetings would be held to deal with issues such as OPP costing and public smoking. D Staples noted that the public felt included and that their views were heard. D Staples shared that at the end of the day Council may make the same decision. He requested that Council give serious consideration to the request noting that it is never too late to do the right thing.

Councillor Dwyer requested options from staff in a report. N Dwyer mentioned the option of hiring a professional mediator.

Councillor Alford questioned if the expectation from the meeting is that Council will reverse the decision.

Councillor Brennan noted that the expectation is that the Council will hear and answer questions from the public. Councillor Brennan noted that it is Council's responsibility to act in the best interest of the community. He shared that there needs to be transparency in decisions and that he does not feel that this has fully occurred.
ACTION – Council directed staff to bring forward a report to next week’s Special Committee of the Whole Meeting detailing options.

Council paused to allow members of the public to leave the meeting that did not wish to stay for the rest of the meeting.

CAO Morris noted that Director Dunlop requires 45 minutes for his presentation therefore suggested that the item be deferred until the Special Committee of the Whole Meeting on March 4th.

ACTION – Council deferred the service review until a future Special Committee of the Whole Meeting.

b) Conservation Authority (Council discussion)
Councillor Chris McGuire declared a pecuniary interest as he is employment with the Mississippi Valley Conservation Authority. Councillor McGuire left the room and did not participate in the discussion.

Council discussed the correspondence from a few weeks ago noting that the Town of Smiths Falls does not have a Memorandum of Understanding with the Conservation Authority.

Councillor McKenna suggested that Council and staff keep an eye on the topic and have a serious discussion if anything comes forward.

Council tabled the item for now.

ACTION – Staff to add to outstanding listing/pending listing.

c) 2019 3rd Draft Budget Report
Treasurer J Koziel provided a presentation to Council respecting the 3rd draft of the Budget (presentation attached)

J Koziel suggested that Council take a pause until staff hear back respecting the Ontario Municipal Partnership Fund.

J Brennan questioned if the amount for the reconstruction project factor in the connecting link funding.

J Koziel noted that the number allocated is for the total project.

N Dwyer questioned if the municipality does not receive connecting link funding how it would impact the budget.

J Koziel confirmed that the municipality does have the capacity to borrow.
N Dwyer shared that she trusts that the splashpad and enhancements that were cut in the capital budget will not be forgotten in future years.

A Manhire responded that there are a number of factors with the capital projects including workload and how much can be accomplished in one year. A Manhire spoke to the Library renovations noting that there are a couple of issues with the design piece that are not quite completed.

N Dwyer shared that part of her campaign was improvement to parks suggesting that the splash pad be re-added and something else be cut. She noted that it is a fantastic asset on the waterfront.

A Manhire noted that the project needs planning. He shared that there is no retrofit to change a wading pool to a splash pad.

N Dwyer suggested putting it back in for discussion next year.

ACTION – Council supported the recommendation to take a pause until the municipality hears back respecting the Ontario Municipal Partnership Funding (OMPF).

d) Outdoor Fitness Equipment Report 2019-21
Director of Community Services A Manhire shared that staff had conducted a request for proposal process respecting the Outdoor Fitness Equipment. A Manhire shared that 8 bids were received and that staff are seeking direction to award the project to the lowest bid which is from Open Space Solutions.

A Manhire shared that as the park was a former landfill, the proposal is to place the equipment on a concrete pad.

Councillor Allen shared her support for the project.

Mayor Pankow questioned if the pad is concrete or a rubberized surface.

A Manhire confirmed that it is brushed concrete so it is not slippery. He shared that there is an option to paint it.

S Pankow shared his concern that there is no shade or shelter. He questioned if staff considered moving it south where there are trees and shade.

N Dwyer questioned what would happen to the pre committed funds if the project did not move forward. N Dwyer shared her disappointment with the project.
A Manhire noted that staff have had discussions with manufacturers at the PRO conference and that none of them recommended the old circuit pieces hence they went with the single pad.

J Brennan shared that it is great to have it at Lower Reach park noting that the equipment from the 70’s had to go.

A Manhire noted that the fitness stations are designed to give a full body workout and work different muscle groups.

W Alford shared that the money could put a splash pad in at Victoria Park.

L Allen questioned if there is a diagram how to use the machines.

A Manhire confirmed that there are pads on each unit to explain the use and what muscle group will be affected.

ACTION – Majority of Council supported the recommendation. Council to bring forward a resolution to award the project.

e) **Rideau Community Health Services RCHS**
Councillor McKenna updated Council on an Initiative of the Rideau Community Health Service. P McKenna shared they are in the concept of developing a multi purpose community building in Smiths Falls. P McKenna shared that they are working on provincial funding and are open to private funding as well. P McKenna shared that are requesting a resolution to demonstrate community support.

W Alford shared that the plan will provide efficiencies for providers and clients as well. W Alford shared her support to establish a hospice.

P McKenna shared that he forget to mention the residential hospice noting that it will be the first of its kind.

Councillor Allen shared that she is happy that it will be here in this community.

S Pankow shared that they have Council’s support in any way that they can provide.

J Brennan noted that this is huge news for the community.

ACTION – Council to bring forward a resolution to tonight’s special meeting of Council.
f) **Service Delivery Review - Right of Way Maintenance Report 2019-23**
Item deferred due to the length of the agenda. Council to host a Special Committee of the Whole Meeting on March 5, 2019.

g) **Pedestrian Bridges Report 2019-22**
A Manhire requested Council support to award contract design in Victoria Basin as provided in Report 2019-22.

S Pankow shared that he likes the design, style and functionality of bridge. S Pankow shared that he has concerns with how it connects to the main land noting that there is no sidewalk or pedestrian crossing.

A Manhire noted that Abbott street will be discussed during the redesign. He noted that they have not found a solution with the swing bridge.

S Pankow questioned the possibility of third bridge across the canal.

T Dunlop noted that it hasn’t been considered noting that there would be a requirement to have complex discussions with Parks Canada respecting the introduction of a new crossing over an active canal.

J Brennan reminded Council of Confederation bridge noting that Council needs to keep it in mind as they move forward.

C McGuire shared that Council is waiting to hear back from Bruce Linton respecting the area near Confederation Bridge and that there is a need to look at walking trails.

**ACTION** - Council supported the recommendation as detailed in report 2019-22. Council to bring forward a resolution to the next meeting of Council.

h) **Before and After School Care Program Lease Agreement Report 2019-25**
Director of Community Services A Manhire provided Report 2019-25 to Council seeking direction to allow the Mayor and Clerk to sign a lease agreement with the Upper Canada District School Board. A Manhire noted that the lease agreement is to allow the before and after school program to be located at Duncan J Schoolar School.

W Alford questioned if there a wait list at the centre that is located in St. Francis school.

A Manhire shared that the plan is to keep the Thurber Street location licenced and if demand increases there is a viable space available. He
noted that Thurber Street would just be decommissioned enough so that it does not cost too much.

A Manhire shared that the lease agreement is for the academic year with a renewal option.

ACTION – Council to bring forward a By-law to authorize execution of a lease agreement with the Upper Canada District School Board.

Fire Chief R Chief Chesebrough shared that the Emergency Plan is under review. He noted that staff are seeking a member of Council to act as the alternate to the Mayor in the Mayor’s absence.

Councillor Alford suggested that perhaps Councillor McKenna may entertain the idea of being added as the Acting Mayor noting that he had the training from his previous employment.

Councillor McKenna shared that he is willing to be appointed.

ACTION – Council to bring forward a resolution to appoint Councillor Peter McKenna as the Mayor’s Alternate in the Emergency Plan.

9. ADJOURNMENT
Moved by: P McKenna
Seconded by: N Dwyer
THAT the Committee adjourn its proceedings 8:24 p.m. and stand so adjourned until the next duly called Committee meeting.
Disposition: CARRIED (7-0)

CONFIRMED

__________________________________________________________________________
Acting Mayor

__________________________________________________________________________
Clerk
> Decreased tax rate 1.49% + 0.91% assessment growth (average residential property tax increase equals the 2018 average CPI of 2.4%); decrease to taxation revenue $67 K

> Decreased water rate increase to 2%; decreased revenue $96 K and decreased wastewater rate increase to 3%; decreased revenue $99 K

> These options are less than the increases on the 1st draft @7% water & 8% wastewater but will continue us on a positive trend towards self-sustainability

> It is important to note that the “transfer from the operational budgets to the capital reserves” will be lessened because of these decreased rate increases
OPERATIONAL CHALLENGES

- Potential decrease to OMPF Funding Allocation; currently “unknown”; announcement anticipated mid-March, 2019 based on same funding structure as 2018

- Aging infrastructure; increases to capital reserves from 2018 budget to current 2019 draft budget; subtotal $850 K
  - Tax-supported @ $491 K
  - Water @ $131 K
  - Wastewater @ $228 K

- Increase to shared services; $71 K
  - Ambulance @$39 K
  - Health Unit @$10 K
  - Social Housing @$22 K

- Overall payroll expenditures (which are “fixed” costs) equate to approx. 50% of the operational budget
## HIGHLIGHTS OF 2019 CAPITAL BUDGET

<table>
<thead>
<tr>
<th>Projects</th>
<th>Project Value</th>
</tr>
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<tbody>
<tr>
<td>Beckwith St. Reconstruction</td>
<td>$5.7 M</td>
</tr>
<tr>
<td>Town Complex Renovations/Phase 2</td>
<td>1.5 M</td>
</tr>
<tr>
<td>Pumper Truck (Cab &amp; Chassis “only”)</td>
<td>300 k</td>
</tr>
<tr>
<td>Wheeled Loader</td>
<td>270 k</td>
</tr>
</tbody>
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Total 2019 Capital Projects (49% from reserves) $9.2 M

Total Transfer to Capital Reserves $3.1 M

Net Cost Savings from 2nd draft $348 k
To be determined – Final Budget Presented to Committee of Whole (Deferred until OMPF Announcement; estimated mid-March, 2019)

To be determined - Budget Approval