

## Committee of the Whole Minutes

**Tuesday, December 3, 2019  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

COUNCIL PRESENT: Mayor Black, Deputy Mayor Redmond, Councillor Fritz,  
Councillor Seccaspina, Councillor Randell, Councillor Tennant,  
Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey,  
Treasurer

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:17 p.m.

### 2. APPROVAL OF AGENDA

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the agenda be accepted as presented.

**CARRIED**

### 3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

### 4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the Committee of the Whole Minutes dated November 22 and 26,  
2019 be accepted as presented.

**CARRIED**

## 5. DELEGATIONS/PRESENTATIONS

1. David Somppi, Chair, Municipal Drug Strategy Committee - Planet Youth Lanark County Project Update

David Somppi of the Municipal Drug Strategy (MDS) Committee made a presentation to update Council on the progress of Planet Youth Lanark County which is based on an Icelandic initiative focused on reducing harmful use of substances among youth.

Mr. Somppi provided some statistical highlights about Planet Youth's success in Iceland. He also gave an update on the status of the Planet Youth Lanark County Steering Committee and what activities they will be undertaking in 2020 to move the project forward including surveying local youth regarding substance abuse.

## 6. REPORTS

### Corporate Services

1. 2020 Fee Schedule (Communication 131000)

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2020.

**CARRIED, BY LAW PREPARED**

2. Municipal Modernization Program Application (Communication 131001)

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT Council authorizes the application for Intake #1 of the Municipal Modernization Program for funding to undertake the development of an Asset Management Implementation Strategy and an Asset Management Systems Review.

**CARRIED, MOTION PREPARED**

3. Updated Advisory Committees' Terms of Reference Template (Communication 131002)

**Moved by:** Councillor Atkinson  
**Seconded by:** Councillor Tennant

THAT the amended Terms of Reference template be used for all of the Town's Advisory Committees/Boards;

AND THAT a Special Considerations section be added to capture any of the special provisions of any committees or boards; and

THAT it be clarified that student positions are non-voting and do not count towards quorum.

**CARRIED, CONSENT**

4. CAO's Report - Delegated Authority (Communication 131003)

**Moved by:** Deputy Mayor Redmond  
**Seconded by:** Councillor Fritz

THAT Council accept the CAO's Delegated Authority Report dated December 3, 2019 as information.

**CARRIED, CONSENT**

**7. NEW/OTHER BUSINESS**

None.

**8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

1. BIA Office Report - October 2019

**Moved by:** Councillor Fritz  
**Seconded by:** Deputy Mayor Redmond

THAT the BIA Office Report from October 2019 be received as information.

**CARRIED**

**9. INFORMATION LISTING**

**Moved by:** Councillor Fritz  
**Seconded by:** Councillor Atkinson

THAT the Information Listing dated December 3, 2019 be received as information

**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

THAT the Committee move into closed session at 8:10 p.m. to discuss matters subject to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

AND THAT Diane Smithson, CAO (Item 1) and Stacey Blair, Clerk (Item 2), remain in the room.

1. Council/Staff Relations
2. Performance Appraisal - Chief Administrative Officer

**CARRIED**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the Committee return to regular session at 9:35 p.m.

**CARRIED**

**12. RISE AND REPORT**

Item 1 - The Committee discussed the matter but no direction was provided.

Item 2 - The Mayor received direction regarding the CAO's performance appraisal.

**13. ADJOURNMENT**

**Moved by:** Mayor Black

**Seconded by:** Councillor Seccaspina

THAT the meeting be adjourned at 9:37 p.m.

**CARRIED**

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Councillor Toby Randell

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Stacey Blair, Clerk