

CORPORATION OF THE MUNICIPALITY OF BRIGHTON
COMMITTEE OF THE WHOLE
October 13th, 2009 @ 6:30 p.m.

Members Present: Chairperson: Councillor Craig Kerr
Mayor Chris Herrington, Councillors Dave Cutler, Brian Ostrander, Emily Rowley, Mike Vandertoorn and Councillor Chuck Ward

Staff Members: Gayle Frost, CAO; Ken Hurford, Director of Planning; Jim Millar, Director of Parks & Recreation; Jim Phillips, Director of Public Works; Linda Widdifield, Director of Finance & Administrative Services; Vicki Kimmett, Deputy Clerk

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. APPROVAL OF AGENDA

Resolution CW-09-130

Moved by: Councillor Brian Ostrander

Seconded by: Councillor Emily Rowley

That the Committee of the Whole agenda for the meeting of October 13th, 2009 be approved.

Carried

3. DECLARATIONS OF PECUNIARY INTERESTS & GENERAL NATURE THEREOF

Mayor Herrington declared a conflict in 6 a) the September Accounts Payable as her spouse is the Livestock Valuator.

4. DELEGATIONS - No delegations for this meeting.

5. DEPARTMENT REPORTS

1. Parks & Recreation – Jim Millar

a) Department Report

Resolution CW-09-131

Moved by: Mayor Chris Herrington

Seconded by: Councillor Mike Vandertoorn

That the Committee of the Whole receives the report from the Director of Parks and Recreation, and recommends that Council approve the following policies contained within, as amended.

1. Municipal Alcohol Policy
2. Ice Allocation Policy
3. Free Facility Usage Policy

Carried

2. Public Safety – Dale Wales, Fire Chief

a) Incident & Training Reports

Resolution CW-09-132

Moved by: Councillor Brian Ostrander

Seconded by: Councillor Chuck Ward

That the Committee of the Whole receives the report of the Fire Chief regarding

- a. Fire incidents for September 2009/2008
- b. Fire Department Training & Activities Report for September 2009

Carried

3. Community Development Officer – Vaughn Finch

a) Community Development Report

Resolution CW-09-133

Moved by: Councillor Dave Cutler

Seconded by: Councillor Brian Ostrander

That the Committee of the Whole receives the monthly update report from the Community Development Officer dated October 13, 2009.

Carried

b) Parks, Trails and Green Space RFP

Resolution CW-09-134

Moved by: Councillor Brian Ostrander

Seconded by: Councillor Dave Cutler

That the Committee of the Whole recommends to Council that staff issue an RFP for the creation of a Parks, Trails and Green Space Master Plan including a Recreation Needs Study; and

That the Committee of the Whole recommends to Council the signing of a Letter of Offer from Northumberland Community Futures Development Corporation dated September 9, 2009 to receive funding in the amount of \$12,500 for the creation of a Parks, Trails and Green Space Master Plan.

Carried

4. Planning & Development Services – Ken Hurford

a) Building Permit Record & By-Law Enforcement Record

Resolution CW-09-135

Moved by: Councillor Brian Ostrander

Seconded by: Councillor Chuck Ward

That the Committee of the Whole receives as information, the following reports:

- a. Building Permit Record, September 2009
- b. By-Law Enforcement Record, September 2009

Carried

b) Brighton Growth Management Strategy

Resolution CW-09-136

Moved by: Councillor Brian Ostrander

Seconded by: Mayor Chris Herrington

That the Committee of the Whole receives the report of the Planning Director dated October 13th regarding the Brighton Growth Management Strategy and recommends to Council that the revised ECOVUE work plan be accepted and that the two “Search Conferences” be held on November 13th at the Community Centre and on November 16th at the Codrington Community Centre

Carried

5. Public Works & Environmental Services – Jim Phillips
a) Covell Grove Cemetery Fence – Mill Pond Woods Subdivision

Resolution CW-09-137

Moved by: Councillor

Seconded by: Councillor

That the Committee of the Whole recommends to Council that the Municipality accepts the alternative fence design for the Covell Grove Cemetery submitted in a letter from Gordon Tobey Developments, dated October 5th, 2009, subject to the following conditions:

1. There is unanimous consent from all parties and an amendment to the Subdivision Agreement is executed.
2. The fence is constructed of steel posts and heavy chain, painted black.
3. Signs are erected at the entrances from Hickory Court and White Spruce Court. The signs shall be designed to match similar historic landmark signs.
4. The developer is responsible for all costs
5. The work will be completed by October 30th, 2009.

This resolution was deferred to the Council Meeting on October 19, 2009.

- b) Request to Close Portion of an Unopened Road allowance

Resolution CW-09-138

Moved by: Councillor Chuck Ward

Seconded by: Councillor Dave Cutler

That the Committee of the Whole recommends to Council that staff be authorized to proceed with advertising the closure of a portion of the unopened road allowance between Lots 34 and 35, Concession 1.

Carried

6. Director of Finance – Linda Widdifield
a) September Accounts Payable Report

Resolution CW-09-139

Moved by: Councillor Dave Cutler

Seconded by: Councillor Mike Vandertoorn

That the Committee recommends to Council to receive the September Accounts Payable Report, in the amount of \$3,141,525.19 as paid.

Carried

- b) Development Charges Reserve Report

Resolution CW-09-140

Moved by: Councillor Brian Ostrander

Seconded by: Councillor Emily Rowley

That the Committee recommends to Council to receive the Development Charges Reserve Report and authorize the Treasurer to provide a copy of the financial report to the Ministry of Municipal Affairs and Housing as required by the legislation.

Carried

c) Budget Calendar and Timetable

Resolution CW-09-141

Moved by: Councillor Chuck Ward

Seconded by: Mayor Chris Herrington

That the Committee recommends that Council approves the Budget Calendar and Timetable for the 2010 Budget process.

Carried

d) Financial Policies

Resolution CW-09-142

Moved by: Councillor Emily Rowley

Seconded by: Councillor Mike Vandertoorn

That the Committee recommends to Council to approve the policies provided:

FI 502 Annual Budget Process Policy

FI 503 Cash Handling Policy

FI 504 Grants in Aid Policy

Carried

e) 3rd Quarter Financial Report

Resolution CW-09-143

Moved by: Councillor Dave Cutler

Seconded by: Councillor Brian Ostrander

That the Committee receives the 3rd quarter financial report as presented

Carried

7. CAO/Clerk – Gayle Frost

a) Corporate Policies referred from the September 14th, 2009 Committee meeting

Resolution CW-09-144

Moved by: Councillor Dave Cutler

Seconded by Mayor Chris Herrington

The Committee of the Whole recommends that the Municipality of Brighton Council approves the policies provided, as amended:

- 1) Dealing with Complaints/Concerns
- 2) Delegation of Powers & duties
- 3) Council/Staff Communications
- 4) Memorial Recognition Policy
- 5) Use of Corporate Resource for Election
- 6) Records Management
- 7) Personnel Records
- 8) Confidentiality
- 9) Employment of Relatives
- 10) Progress Review
- 11) Recruitment Policy

- 12) Recognition of Service & Retirement
- 13) Information Technologies and Internet

Carried

6. UNFINISHED BUSINESS

7. MEMBER REPORTS

- a) Councillor Kerr - Nutrients in the Nearshore – Executive Summary

Resolution CW-09-145

Moved by: Councillor Dave Cutler

Seconded by: Councillor Mike Vandertoorn

That the Committee receives the member report from Councillor Craig Kerr
re: Nutrients in the Nearshore

Carried

8. QUESTION PERIOD – Residents & Press

9. CLOSED SESSION – NONE

10. ADJOURNMENT:

Moved by Councillor Chuck Ward, seconded by Councillor Brian Ostrander to adjourn the meeting at 8:00 p.m.

Christine Herrington, Mayor

Gayle J. Frost, CAO/Clerk