

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**COMMITTEE OF THE WHOLE MINUTES**

**Tuesday, January 3, 2022 7:00 pm**

PRESENT: Mayor Brenda Reid, Councillors Janice Bowerman, Dwayne Elliott, Jennifer Hooper, Rob Maguire

Staff: Alton Hobbs - CAO/Deputy Clerk, Deb MacDonald - Treasurer, Freda Bond Tax - Utilities Manager, Jackie White - PEC

Media: Tom Sasvari, Expositor

Public: Frank Klodnicki, Ben and Anna Peca

Mayor made land acknowledgement.

Moved by Councillors Bowerman and Elliott:

THAT the meeting be opened with Mayor Reid presiding in the Chair.

CARRIED

Disclosures: None

1a) **115 Arthur Street:** Staff reported that they were waiting for an Engineer's estimates of modular building alternatives. Members of Council stated that they could also consider the lower level of 25B Spragge Street as an alternate location. Staff was asked to confirm the space needs of the two tenants.

1b) **Hydro One Energizing Communities Funding:** Staff informed Council of the availability of applying for \$ 25,000 in community improvement funding through this program. Council then discussed possibilities and agreed to apply for funding for improvements to the Sledding Hill in Manitowaning, recognizing that it is a competitive application process, with no guarantee of success.

1c) **Property Conditions/Property Standards:** The Committee discussed the condition of a number of properties in and around the village of Manitowaning and reviewed the process of dealing with issues and complaints. All members were asked to direct complaints to staff, and Municipal Law Enforcement would investigate.

1d) **Council Member's Priorities:**

**Councillor Bowerman:**

Tax Rates  
Asset Management  
Concerns/Complaint Response  
Public Works, Staffing in general  
COTW Meetings

**Councillor Elliott**

Strategic Planning  
Expanding Town plot  
Water Wild lines  
Infrastructure  
Road Standards and Accepting New Roads

**Councillor Hooper**

Mission Statements  
By-law Enforcement  
Beautification downtown  
Landfill  
Historical Buildings

**Councillor Maguire**

Historical Building Preservation  
Asset Management  
Municipal Building status  
Roads Conditions  
Community Development

**Mayor Reid:**

Roller Mills, Post Office  
Asset Management: Resources  
Staffing Needs  
Landfill  
Cemetery

1e) **Municipal Building Cleaning Tender:** Staff explained the tendering procedure, the results and the cost differences from the 2019 tenders. As there was only one acceptable tender, it was recommended for approval:

Moved and seconded by Councillors Maguire and Hooper:

THAT the tender of Windows Unlimited for the provision of cleaning services for municipal buildings be recommended to Council for approval.

CARRIED

1f) **Future COTW Meetings:** Members expressed their concerns that decisions were taking too long to be made and that maybe we should return to the two Council meeting a month method. After discussion they agreed to continue on for six months with the current structure and review the matter at that time.

2a) **Public Works Truck Draft Tender:** The Committee discussed the option of a multi use vehicle versus a strict plow truck. As the option was only recently raised, the Committee agreed to look at putting out requests for proposal for both systems, recognizing that currently only one provider exists for the multi use vehicle option.

3a) **Training Sessions:** Staff reviewed both Fire Essentials and Water/Wastewater Essentials training opportunities. Members agreed that they would be interested in both opportunities. Staff to research scheduling.

4a) **Special Olympics Use of Field:** The Committee supports the request by the Special Olympics to use the interior of the track for training.

4b) The Committee acknowledged to the Library Board that it had no objections to the Board's Meeting Room Rental Policy.

5a) **In Camera Session:**

Moved and seconded by Councillors Elliott and Maguire

THAT we attend a closed session at 8:15 pm to review a labour relations issue.

CARRIED

Moved and seconded by Councillors Hooper and Bowerman

THAT we adjourn from our closed session and resume our regular meeting at 8:35 pm.

CARRIED

The Committee discussed the option of having security cameras monitor the entrances of all municipal buildings as a risk management step. Staff is to ask for prices.

The Committee agreed that it would like all future tenders and RFP's to be posted on public bulletin boards throughout the community.

No other matters were discussed. The meeting was adjourned at 8:40 pm.

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Chair: Brenda Reid

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Recording Officer: Alton Hobbs