

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE REGULAR COUNCIL MEETING

The Regular Meeting of the Council of the Corporation of the Township of Assiginack held in the Council Chambers on Tuesday, July 18, 2023, at 7:00 pm.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Janice Bowerman: Excused
Councillor Jennifer Hooper
Councillor Robert Maguire

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Jackie White, Public Events Coordinator
Crystal Lentir, Administrative Assistant
Ron Cooper, Public Works Superintendent

Public: Corey Houle; Freelandt, Caldwell, Reilly, and Annette Virtanen

OPENING:

#155-13-2023 R. Maguire – D. Elliott

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present, with Mayor Reid presiding as Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA:

#156-13-2023 D. Elliott – R. Maguire

THAT we amend the agenda to replace item 3e.) Minutes of the Strategic Planning Advisory Committee of June 13, 2023, with Minutes of the Strategic Planning Advisory Committee of July 11, 2023.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

#157-13-2023 R. Maguire – D. Elliott

THAT we accept the minutes of the Special Council Meeting of July 4, 2023.

CARRIED

#158-31-2023 D. Elliott – R. Maguire

THAT we accept the minutes of the Regular Council Meeting of June 20, 2023.

CARRIED

#159-13-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the minutes of the Roller Mills Committee of June 21, 2023.

CARRIED

#160-13-2023 R. Maguire – D. Elliott

THAT we acknowledge receipt of the minutes of the Assiginack Museum Committee of June 14, 2023.

NOTE: Discussion was had regarding the minutes and what the status of removing the items from the building was. Museum staff are currently working to remove the items from the museum, however there are now pigeons in the building, which makes this more difficult. Council directed staff to look at the building and see if there is a solution to the pigeon issue.

It was noted that the Museum had a very well attended Open House last weekend, with 73 people in attendance and a lot of positive feedback was received about the museum and its exhibits.

It was also noted that the Museum's Market, which runs every Friday from 10-2 pm during the summer has increased the number of vendors from last year and has great attendance so far.

CARRIED

#161-13-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the minutes of the Strategic Planning Advisory Committee of July 11, 2023.

NOTE: Discussion was held regarding the minutes, and it was shared that the committee is making some good progress towards the creation of the plan, which will be a fluid plan that will move as we move.

CARRIED

DELEGATIONS:

#162-13-2023 R. Maguire – D. Elliott

THAT we thank Corey Houle from Freelandt, Caldwell, Reilly for his presentation of the 2022 Audited Financials.

NOTE: Council sought further clarification from Corey Houle regarding questions pertaining to the audited financial statements and thanked him for attending, as well as they thanked staff for their efforts.

CARRIED

REPORTS:

#163-13-2023 D. Elliott – J. Hooper

THAT we acknowledge receipt of the 2023 Treasurer's Budget to Actuals Quarterly Statements and thank the Treasurer for her report.

CARRIED

#164-13-2023 J. Hooper – D. Elliott

THAT we acknowledge receipt of the Public Works Report and thank the Public Works Superintendent for his report.

NOTE: Discussion was held regarding the Public Works Report and further clarification was asked of the Public Works Superintendent regarding the status of the following projects:

- Church Road: Has been widened to meet the standards and staff will apply crushed gravel to it shortly.*
- Hard Surfacing Status: Hard surfacing should be completed as of tomorrow. Bidwell and Holiday Haven roads have already been done.*
- New England Road Status: The road is in good shape and about 40% of the project has been completed.*
- Calcium: Calcium will be applied on the roads once the gravel has been completed.*
- Information Center Insulation: Staff will work to secure a contractor to complete this work.*

CARRIED

ACTION REQUIRED ITEMS:

#165-13-2023 D. Elliott – J. Hooper

THAT Council authorizes the following Accounts for Payment: General \$ 408,881.77 pursuant to the attached Treasurer's Statement of Accounts.

NOTE: Council sought clarification from staff regarding the amount of mileage being paid to staff, in particular the By-Law Enforcement department. Staff explained that as this is the first year, we are determining the actual costs for this department and that staff will provide Council with the actual costs versus the revenues at year-end once these costs have been determined.

CARRIED

#166-13-2023 R. Maguire – D. Elliott

THAT Council authorizes the following Accounts for Payment: Payroll \$ 55,699.38 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

INFORMATION ITEMS:

NONE

BY-LAWS:

#167-13-2023 D. Elliott – J. Hooper

THAT By-law #2023-12, being a by-law to establish policy and procedures to govern and permit Mobile Food Vendors to utilize Municipal Property to sell food products to the public, as amended, be given a first, second and third final reading and enacted in open Council.

NOTE: Council would like to change the location of the Post Office/Bank Building to the Information Center and agreed to review the locations and this by-law on an annual basis.

CARRIED

#168-13-2023 R. Maguire – D. Elliott

THAT By-law #2023-13, being a by-law to establish policy and procedures for the Procurement of Goods and Services and ensure that only authorized purchasers are made in the best interest of the municipality, as amended, be given a first, second and third final reading and enacted in open Council,

NOTE: Council would like to change the dollar amounts of 6a.) Methods of Procurement to:

0 - \$5,000 Direct Acquisition by those authorized in Section 3 (1-9).

\$5,0001 - \$10,000 CAO Approval and 3 quotations to be obtained.

Over \$10,000 Tender/Proposal required and Council resolution to support.

As well as add a line within the by-law to include that an annual review of this by-law will be conducted by Council.

CARRIED

CLOSING:

#169-13-2023 D. Elliott – R. Maguire

THAT we adjourn at 7:52 pm until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

*These Minutes have been circulated but are not considered Official until approved by Council.