



SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES

On Wednesday, December 12, 2018
 At Emergency Services Building – 340 Herbert Street

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
CHAIR:	Dave Anderson	Shellee Fournier, CAO
MEMBERS:	Ted Lojko	Penny Kelly, Clerk/CEMC
	Adrian Haird	Steve Tiernan, Fire Chief (left at 6:26 PM)
	Matt Harper	
	Mike Kench	
	Dennis O'Connor	
	David Osmond	
1	Call Meeting to Order	
	Councillor Anderson chaired the meeting. The special meeting was called to order at 5:15 PM.	
2	Disclosure of Pecuniary Interest & General Nature Thereof – None	
3	Closed Meeting	
	Moved by Councillor O'Connor that the Committee of the Whole of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 5:16 PM, for the purpose of discussing one (1) item under Personal Matters Concerning An Identifiable Individual, including Municipal or Board Employees.	
	CARRIED – UNANIMOUS	
3	Move Out of Closed Session at 6:31 PM	
4	Matters Arising from Closed Session	
	<ul style="list-style-type: none"> Councillor Anderson reported that a Closed Meeting was held. There was one (1) item discussed under Personal Matters Concerning an Identifiable Individual, including Municipal or Board Employees. There was nothing to report out. 	

5	<p>Term of Council – Committee Structure Working Group</p>
	<ul style="list-style-type: none"> • The Committee of the Whole reviewed Committee Structures and Portfolios. The Chair invited members of the public an opportunity to speak to the discussions at hand. • The following recommendations were considered:
	<p>Appoint Council Members to Various Committees / Advisory Panels / Boards</p> <p>Moved by: Councillor O’Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAWS, BEING BY-LAWS TO APPOINT COUNCIL MEMBERS TO VARIOUS COMMITTEES OF THE COUNCIL / ADVISORY PANELS, WORKING GROUPS AND BOARDS, AS ATTACHED AS SCHEDULE ‘A’.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>Council Portfolios</p> <ul style="list-style-type: none"> • It was generally agreed that the Chief Administrative Officer (CAO) will bring forward a staff report for Council’s consideration, regarding the Council Portfolios at the December 18th 2018 Council meeting.
	<p>Amend Procedural By-law No. 2016-094 – Direction to Staff – Definition of Deputy Mayor</p> <p>Moved by: Councillor O’Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PREPARE A REPORT TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, WITH RESPECT TO THE DEFINITION OF DEPUTY MAYOR AND ITS ROTATION CYCLE TO APPOINT FOR A TWO (2) YEAR TERM.</p> <p style="text-align: right;">CARRIED – 5 Ayes, 2 Nays</p>
	<p>Amend Procedural By-law No. 2016-094 – Direction to Staff – Role of Presiding Officer</p> <p>Moved by: Councillor O’Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PREPARE A REPORT TO AMEND THE PROCEDURAL BY-LAW NO 2016-094, WITH RESPECT TO SECTION 7. ROLE OF PRESIDING OFFICER OF CHAIR, SECTION 7.2 CHAIR TO PRESIDE – COMMITTEE OF THE WHOLE TO BE A SIX (6) MONTH ROTATION, BASED ON ALPHABETICAL ORDER.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>Amend Procedural By-law No. 2016-094 – Direction to Staff – Meeting Location</p> <p>Moved by: Councillor O’Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PREPARE A REPORT TO AMEND THE PROCEDURAL BY-LAW NO 2016-094, WITH RESPECT TO SECTION 5.3.2. MEETING LOCATIONS – COUNCIL / COMMITTEE OF THE WHOLE TO REMOVE THE WORDS “SHALL GENERALLY BE HELD IN THE COUNCIL</p>

	<p>CHAMBERS, LOCATED AT 340 HERBERT ST.," AND REPLACE WITH "SHALL GENERALLY BE IN THE TOWN HALL COUNCIL CHAMBERS, LOCATED AT 30 KING STREET EAST, 2ND FLOOR"</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
6	NEXT MEETING – December 18, 2018
7	ADJOURNMENT
	<p>Moved by: Councillor Osmond Be it resolved that the Committee of the Whole hereby adjourns the special meeting held on December 12, 2018 at 8:36 PM.</p> <p style="text-align: right;">CARRIED - UNANIMOUS</p>
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p>Dave Anderson, Chair</p> </div> <div style="width: 45%;">  <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p>Penny Kelly, Clerk</p> </div> </div>

Committee(s) / Advisory Panel / Local Boards of Bodies

**Council Appointment Worksheet
Schedule 'A'**

Committee / Advisory Panel / Local Boards	No. of Council Reps Required	Name(s)
Trees & Trails Advisory Panel	1	1. Ted Lojko
Economic Development Advisory Panel	2	1. Dave Osmond 2. Ted Lojko
Community Grants Advisory Panel	2	1. Matt Harper 2. Adrian Haird
Municipal Heritage Advisory Panel	1	Dave Anderson
Planning Advisory Committee (PAC) / Committee of Adjustments / Property Standards	2	1. Dave Anderson 2. Ted Lojko
Emergency Management Program Committee (EMPC)	1	1. Adrian Haird
Police Services Board	Mayor* +1	1. Adrian Haird 2. Dave Anderson
Gananoque Library Board	1	1. Dennis O'Connor
Downtown Business Improvement Area (BIA)	1	1. Dennis O'Connor
Finance Working Group	2	1. Ted Lojko 2. Dave Osmond
Drinking Water Quality Management Standard (DWQMS) Management Review Meeting Group	2	1. Matt Harper 2. Adrian Haird
United Counties of Leeds Grenville Joint Services Committee (JSC)	1 Alternate Required Mayor is the Primary	1. Ted Lojko 2. Dave Osmond
Joint Recreation Committee (with TLTI)	2	1. Mike Kench 2. Matt Harper
Cataraqui Region Conservation Authority (CRCA)	1 (or Council may appoint a member of the community)	1. Mike Kench

Leeds Grenville and Lanark District Health Unit	1 (or Council may appoint a member of the community)	1. Appoint a Member of the Community
Arthur Child Heritage Museum	1	1. Dennis O'Connor
Artefact Oversight	1	1. Dave Anderson
St. Lawrence Lodge	1	1. Ted Lojko
Eastern Ontario Mayors Caucus	Mayor	1. Ted Lojko

***Police Services Board:** Usually the Mayor, however, should the head of council choose not be a member, another member of Council may be appointed by Motion.
(Ref. *Police Services Act*, Section 27(4)(a))