

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
MONDAY SEPTEMBER 15, 2008 at 7:15 p.m.
HELD AT THE LATCHFORD TOWN HALL – COUNCIL CHAMBERS**

PRESENT:

Council: Mayor Peter Davies, Councillor Larry Anderson, Councillor Maxine Cannon, and Councillor Mike Cole

Regrets: Councillor Jim Bennett

Staff: Betty Gibson, Clerk-Treasurer

Public: None

Press: None

1. Call to Order

Mayor Davies called the meeting to order.

2. Resolution No. 08/440 - Adoption of the Agenda

Moved By: Maxine Cannon

Seconded By: Mike Cole

Be it resolved that the September 15, 2008 Agenda be adopted as circulated.

CARRIED

3. Declaration of pecuniary interest/conflict of interest

None

4. Budget:

The Mayor advised that the 2008 Budget would be placed on the agenda for adoption at the September 25th, 2008 Regular Council Meeting.

5. Monthly Financial Report – To August 31, 2008:

The Treasurer provided a Monthly Financial Report, including a Summary Sheet, for Council's review.

The following was noted:

- The "Actual To Date" for taxes and utilities is recorded in the system as the total amount billed out. USTI Support advised this is because the system records the total revenue and taxes billed out is the total revenue. The Treasurer calculated the Actual To Date from the General Ledger.
- The amount of the taxes billed is greater than the amount budgeted, and the Treasurer advised this is also being investigated.

6. 4-Way Stop at Bradley and King:

Council agreed that it would be wise to have a 4-way stop at this intersection as traffic in this location often speeds and could be a hazard to children and animals. A by-law to amend this intersection to a 4-way stop will be placed on the September 25th agenda.

7. Heavy Truck Traffic on Town Streets:

Council agreed to restrict heavy truck traffic on all streets in town, unless the trucks are delivering to a specific location. A by-law will be placed on the September 25th agenda.

Council reiterated that “No Heavy Truck Traffic” signs be placed on the top and bottom of Sullivan Street. Any heavy trucks can use an alternate route to the highway as the Sullivan Street Hill is quite steep and the trucks may cause damage to the pavement.

8. Annexation:

The Clerk provided Council with an information package with respect to possible annexation of Brigstocke. The Mayor and Clerk will draft a letter to residents for Council’s review at the September 25th meeting.

9. MNR Fire Agreement:

The Clerk provided Council with a draft “Forest Fire Management Plan” including a mission statement and list of objectives, together with a draft MNR Fire Agreement.

Council reviewed the material and directed the Clerk to place the Management Plan and MNR Agreement on the September 25th meeting.

10. Special Funding - \$42,000:

Council reviewed priorities for the use of the special funding of \$42,000 and agreed the following items are important:

1. Solar wall for Water Treatment Plant (Town Share)
2. Solar wall for Community Recreation Centre (Town Share)
3. Ditching Bucket

The Public Works Staff will be requested to measure the walls and the Mayor will research for the cost; following this the CAO/Clerk-Treasurer will apply for funding.

A resolution will be passed at the September 25th meeting directing the above action be taken.

11. Procedural By-law:

The CAO/Clerk-Treasurer provided a report and a copy of the Procedural By-law for Council’s review. The Mayor outlined the following amendments for consideration:

- That there be one Regular Council Meeting each month on the fourth Thursday
- That there be one Committee of the Whole Meeting each month on the second Thursday
- That all items for the agenda be provided to the Clerk by 12:00 noon on the Tuesday preceding the above noted council meetings.

Council agreed with the amendments and a revised Procedural By-law will be placed on the September 25th Regular Council Meeting.

12. Expansion of the Recreation Centre:

Councillor Anderson advised that the Recreation Committee agreed that the funding received by used for the expansion of the community hall in order to provide more room for programs, increase storage and increase the kitchen area. The building will be extended 20 feet to the south, with the extended kitchen area 5 feet wider; the storage area will be extended the same width as the existing storage area. If possible the tender will stipulate a “barrier free” hall area. Councillor Anderson and the CAO/Clerk-Treasurer will work together to complete a Request for Proposal to be advertised as soon as possible.

13. Sullivan Avenue/Murphy Mill Road:

A meeting was held with the Engineer, the Contractor and the Town; the Contractor confirmed that the pavement on the Sullivan Street hill will be redone and also agreed to fix a number of other items noted during an inspection of the streets.

The gravel for Murphy Mill Road should be received soon and will be spread as required.

The corner on Murphy Mill Road which Public Works widened was discussed and Councillor Anderson will visit the site with the Public Works Foreman to confirm what work will be carried out in order to define the roadway, shoulders etc. and also tidy up the site i.e. gravel, to improve the overall appearance.

14. Installation of Culvert on Cosens:

The CAO/Clerk-Treasurer provided council with an update.

15. Borrowing By-law – Paving Project:

The CAO/Clerk-Treasurer provided a report explaining the requirement to pass a borrowing by-law to enable the Town to draw funds on a term loan, as required, to pay invoices prior to receiving the funds from COMRIF. The by-law will be placed on the September 25th Council meeting.

16. New Business:

The following items were discussed:

1. Sweeper for paved streets – The CAO/Clerk-Treasurer will check with Miller on a price to contract this work next year.
2. Scrap Steel from the Landfill Site – The CAO/Clerk-Treasurer will check if this was paid for and also when they will be picking up the tires.
3. Sale of old ½ ton and dump truck – Councillor Anderson will check with Public Works if the Town would get more for scrap or should sell the vehicles and what price should be asked.
4. Council agreed to pay for the paint and some plywood, as requested by the Library, to paint the area where the heaters were removed. The CAO/Clerk-Treasurer will contact Perry Livingston in this regard.
5. The Seniors have asked for another copy of the costs for the work completed in the Seniors Room.
6. The property behind Hillview Street was discussed. The CAO/Clerk-Treasurer will request an appraisal of this property.

17. Resolution No. 441 – Confirming By-law

Moved By: Larry Anderson

Seconded By: Maxine Cannon

Be it resolved that By-law No. 902/08 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for the Council Meeting held September 15, 2008 be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

18. ADJOURNMENT

Resolution No. 442 - to Adjourn

Moved By: Maxine Cannon

Seconded By: Mike Cole

Be it resolved that Council now adjourn at 8:45 p.m. until the next regular meeting or call from the Mayor.

CARRIED

**Dated at Latchford this 25th day
of September, 2008.**

Mayor

Clerk-Treasurer