



**Committee of the Whole (COW) Meeting Minutes
July 5, 2017 -- 7:00 pm**

Present: Dave Foley, Commission Chair; Tom Mulrooney, COW Chair; Nancy Hatch, Commissioner; Bill Nauss, Commission Vice-Chair; Forrest McWade, Clerk Treasurer; Maxine Veinot, Recording Secretary; Michael Heisler, Commissioner (arrived at 5:43 pm)

Regrets: nil

Absent: nil

There was one member of the public in attendance who joined the meeting at 7:00 pm

1.0 Call to Order

Commission Chair Foley called the July 5, 2017, Committee of the Whole (COW) meeting to order at 5:31 pm and turned the meeting over to COW Chair, Commissioner Mulrooney.

2.0 Public Forum

There was no member of the public in attendance

3.0 Agenda Additions

7.1 Fireworks - Commissioner Hatch

7.2 Apparatus use – Clerk Treasurer McWade

4.0 Clerk's Report

Siren - Clerk Treasurer McWade reported that he met with Vista Care regarding the siren sound. The outcome was that they will take two hours maximum, to put into technical service to try and create a wave file that is longer than the current one at 20 seconds. It is felt that a minute to two minutes will be enough for the wave cycle. If they can get the one to two-minute wave cycle then it will take them approximately 5-6 hours to come down and install/test it on the equipment at the fire hall. Total estimate is approximately \$1000.00 to change this siren sound-wave file.

Once the sound is created, then the Commission will have further discussion on it, before installed.

Security Camera – An initial quote for a high-resolution camera, with day and night capability, is approximately \$250.00. Clerk Treasurer McWade is waiting for the IT gentlemen to come down with a quote for installation, and set-up.

4.0 Clerk's Report (continued)

Clerk Treasurer McWade stated to be aware that these issues are not large amounts. There is no budgeted line item in the budget, however there is cash in the bank to fund these smaller items.

Clerk Treasurer McWade stated that perhaps next year when preparing budgets, a percentage increase on various line items would be appropriate to cover small items such as these.

Discussion was held.

Street Light/Stop Sign on Pig Loop Road – A request was sent to Municipality of the District of Chester (MODC) to the Chief Administrative Officer (CAO) who then sent it to Department of Transportation and Infrastructure Renewal (DOTIR).

It has not been done to date, but hopefully will be soon.

COW Chair Mulrooney asked if the camera talked about, will have a resolution to allow positive results. Clerk Treasurer McWade stated that this resolution should be clearly identifiable. This will be tested to ensure clarity.

Discussion continued.

Clerk Treasurer McWade reported that the Pool opened June 26th and the lifeguards are keeping tallies/data collection on usage. On a nice night, there were upwards of 20 people in the pool.

The flower baskets are up and only had an issue with one of the baskets by the Post Office. The basket must be getting hit by a truck and the last time it knocked the basket off the hook. This basket will be moved.

The first meeting on the tanker had to be changed. We are hoping now that the first meeting to be the third week in July.

Clerk Treasurer McWade will be meeting with the Joint Fire Advisory Committee (JFAC) on July 11th.

5.0 Policy

Clerk Treasurer McWade reported that tonight he would like to have a brief discussion on the documents he sent out to Commissioners. He would like to have a review of these documents to recognize what sections are not needed anymore, and the plan moving forward. Clerk Treasurer stated that motions in meetings were made, new policies were created which now make large parts of this manual redundant.

Review and discussion was held.

It was suggested to have an updated Commissioner's Handbook that has similar information in it, as is in the policy manual.

Hall usage – eliminate as no security is in place

Janitor Services – this is an Administrative function

Purchasing Policy – there is a new purchasing policy in place so this can be eliminated

5.0 **Policy** (continued)

Capital Operating Budget Policy – this policy is not applicable to how we operate now. The expectations of these could be put in the Commissioner’s handbook.

Meeting Cancellation policy – this policy is out of date and there is a new meeting procedure policy. The Annual meeting would also be in the meeting procedure policy.

Clerk Treasurer job description – no need to have it in a policy

Staff Hiring policy – this is administration and is more of a standing operating procedure on administration on hiring. The Commission hires the Clerk Treasurer, but the Commission is not responsible for hiring staff. This section could go in the Employee handbook.

Health & Safety policy – legislated by Provincial legislation.

Fire Protection – Some of this is covered in the Memorandum of Understanding (MOU) and the contract.

Commission Chair Foley suggested this go in the Commissioner handbook.

Further discussion will be held on several sections on this policy to see where do they fit in, how do we incorporate these on moving forward.

Safe keeping, Street lighting, Street cleaning – these could be standard operating or in the handbook as services the Village provides, some items are not applicable anymore.

Recommending a representative to the Chester Municipal Advisory Committee and

Lido Pool – these could be standard operating and/or info about the Village that could be in the Commissioner’s handbook.

The last few pages are irrelevant as it goes into the ‘old’ purchasing policy.

Election Day By-law – this was updated and approved November 9, 2016. It was approved by the Village Commission and then sent to Municipal Affairs. The by-law should have been reviewed by the Municipal Affairs prior to the Commission approving the by-law.

When the Clerk Treasurer met the new Municipal Advisor, he said it did not get ministerial approval as the election day definition is covering too much information.

The Clerk Treasurer will go through this policy and the MGA to see what requirements are necessary.

Commission Meetings and Proceedings Policy – this policy was tabled in December 2016. The issues we have are controlling the meeting, the members of the gallery speaking out during the meeting, and who can vote at meetings. This is the place where the Commission can identify who votes on issues which can be decided by the Commission. Moving through this document there is a lot of detail and it is up to the Commissioners as to what they want. Then Conduct at meeting can be looked at as it may want to be in the Commissioner’s handbook.

Discussion was held on who chairs meetings. The MGA says the Chairperson chairs all meetings.

5.0 Policy (continued)

Clerk Treasurer McWade will make the changes from tonight and bring back to a future meeting.

6.0 Committees

Clerk Treasure McWade spoke of the list of committees. With the Commission size of five, to have two members at a committee meeting and then bring back to a commission meeting to review again, would make more meetings and repetitiveness as opposed to dealing with the issues at a Commission meeting.

With the fire truck, the Clerk Treasurer and the Chair have been appointed to deal with the department on the new tanker and then bring back to the Commission.

Human Resources is needed, as there are times that an employee may want to meet with HR committee as well HR would do the Clerk's performance review.

Another committee would be to have a budget committee that meets with Fire department prior to them submitting their budget recommendations for the year.

7.0 Any Other Business

7.1 Fireworks

Commissioner Hatch reported that she had fireworks comments of "great", "best ever". She had one negative comment that they were 'short'. She also reported that it is said that fireworks are hard on some pets.

7.2 Apparatus Use

Clerk Treasurer McWade reported that he received requests from the Fire Chief. The August request for attending the Western Shore event will be addressed at a future meeting.

The requests for this weekend was to attend the Mackerel Snappers Picnic this Saturday and for the Playhouse request for Sunday.

The week of the Annual Meeting June 8/17, Chief asked about the policy and the concerns for using apparatus. The policy is that apparatus is not to be used for anything other than emergency services and/or training without approval from Commission. The Chief was told to provide a written request with a risk management plan in place.

Clerk Treasure McWade stated that most other departments/ communities make the decision on the risk involved. For example, taking a truck outside the service area, for a non-emergency use, means the truck is out of service and can pose a potential risk. It has been Commissions' opinion in the past that they don't want to accept that risk.

Our insurance provider informed us that if the Commission took steps on a risk management plan then they would be satisfied. The risk management plan is for the department to identify the date they want to go, times, the truck, how many firefighters will go, how many firefighters are left in the village and notify the neighbouring fire services that they are taking this truck – that is a bare

7.0 Any Other Business (continued)

7.2 Apparatus Use

minimum for risk management planning. If this is done, the Commission can be comfortable that some steps had been taken to mitigate the risk. For the Captains House on Sunday, it will be on display, it is in our service area and will be crewed. For the Mackerel Snappers Saturday, it is on display, as well, it is in our service area, and will be crewed.

For tonight the department is looking for approval for this weekend's two events; it was agreed by the Commissioners present to allow the trucks to attend the events this weekend.

8.0 Adjournment

MOTION: Commissioner Heisler adjourned the meeting at 7:05 pm.

Dave Foley
Commission Chair

Maxine Veinot
Recording Secretary