

The Corporation of the Township of Brock

Administration Committee Minutes

Municipal Administration Building

Session Three

Monday, February 11, 2019

The Third Meeting of the Administration Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, February 11, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden
Regional Councillor: W.E. Ted Smith
Councillors: Michael Jubb
Claire Doble
Walter Schummer
Cria Pettingill
Lynn Campbell

Staff Members present: Deputy Clerk Becky Jamieson
(recording the minutes)
Clerk's Assistant Deena Hunt left the meeting at 7:10 p.m.
Treasurer Laura Barta left the meeting at 7:10 p.m.
Director of Public Works Nick Colucci left the meeting at 7:10 p.m.

1. Call to Order

Chair Claire Doble called the meeting to order at 5:56 p.m.

2. Declaration of Pecuniary Interest

None

3. Confirmation of Minutes

- (1) 1st Administration meeting, In Camera – December 17, 2018
- (2) 2nd Administration meeting – January 21, 2019
- (3) 2nd Administration meeting, In Camera – January 21, 2019

Resolution Number 1-3

MOVED by W.E. Ted Smith that the minutes of the 1st, 2nd, and In Camera meetings of the Administration Committee as held on December 17, 2018, January 21, and January 21, 2019, respectively, be adopted as typed and circulated.

MOTION CARRIED

4. Hearing of Deputations

None

5. Communications Referred or Submitted to Committee

Referred from Council date

- 109 Thomas Gettinby – Interoffice Memorandum, Easter Monday – 2019 and 2021

Regional Councillor Smith noted that the memo reflects the annual adjustment of statutory days off for staff.

- 123 AMO – Report on Municipal Experiences Using Electronic and Digital Signature Solutions

Regional Councillor Smith requested clarification to which the Deputy Clerk advised that this deals with correspondence circulated to all area municipalities and she will be following up in the future.

128 Watson & Associates Economists Ltd. – Provincial “Regional Government Review”

Regional Councillor Smith advised that the Region will be providing further information and suggested that no decision is necessary at this time.

Mayor Bath-Hadden advised that the area Mayors are scheduled to meet at the end of February to address the matter and requested that Committee members provide her with feedback (via email) in preparation for the meeting. She noted that it is her understanding that Brock’s involvement stems merely from being part of a two-tier system and the review is searching for efficiencies.

Resolution Number 2-3

MOVED by W.E. Ted Smith that communication numbers 109, 123, and 128 be received for information.

MOTION CARRIED

Referred Directly

191 Becky Jamieson – Report: 2019-AP-01, Sunderland Town Hall Board of Management

Resolution Number 3-3

MOVED by Lynn Campbell that Report: 2019-AP-01, Sunderland Town Hall Board of Management be referred to the members of the Board for guidance in the formation of a more official committee format.

The Deputy Clerk requested that the report be approved to allow for the preparation of the by-law and advised that the schedule could be circulated to the board members in the interim to which Councillor Campbell agreed.

Resolution Number 3-3

MOVED by Lynn Campbell that Report: 2019-AP-01, Sunderland Town Hall Board of Management be referred to the members of the Board for guidance in the formation of a more official committee format.

MOTION WITHDRAWN

Resolution Number 4-3

MOVED by Lynn Campbell that the report on the Sunderland Town Hall Board of Management be adopted, and a by-law be prepared.

Mayor Bath-Hadden enquired as to education for the board to which the Deputy Clerk advised that the Facilities Coordinator will attend the first meeting.

MOTION CARRIED

178 Becky Jamieson – Interoffice Memorandum, Beaverton Thorah Health Centre Board & Brock Accessibility Advisory Committee Appointments

Resolution Number 5-3

MOVED by Michael Jubb that staff report within communication number 178 be approved for all applicants to the Brock Accessibility Advisory Committee and the Beaverton-Thorah Health Centre Board.

MOTION CARRIED

6. Reports of Sub-Committees

None

7. General Items and Enquiries

(1) Tabled Resolution Number 7-2 (January 21, 2019 – Council clothing)

Resolution Number 6-3

MOVED by W.E. Ted Smith that Resolution 7-2 be lifted from the table and filed.

MOTION CARRIED

(2) Mayor Debbie Bath-Hadden – Personnel Matter

Resolution Number 7-3

MOVED by W.E. Ted Smith that the Administration Committee move in camera at 6:11 p.m. pursuant to section 239 of the Municipal Act, S.O. 2001, as amended, to discuss personal matters about identifiable individuals including employees and board appointments.

MOTION CARRIED

Resolution Number 8-3

MOVED by W.E. Ted Smith that the Administration Committee rise from in camera at 7:33 p.m.

MOTION CARRIED

The Director of Public Works rejoined the meeting at 7:34 p.m.

Resolution Number 9-3

MOVED by W.E. Ted Smith that the Administration Committee approve the request contained within communication number 181.

MOTION CARRIED

Resolution Number 10-3

MOVED by Michael Jubb that Committee request a legal opinion regarding communication number 181 moving forward, if this situation/request arises. This shall be done before a communication of this nature comes before Council in the future.

MOTION CARRIED

111 Dale St. John – Non-appointment of Tony Laundrie to Sunderland Town Hall Board of Management

Resolution Number 11-3

MOVED by Lynn Campbell that communication number 111 be received for information.

MOTION CARRIED

(3) Public Questions and Clarifications

There were no public questions for clarification.

8. Adjournment

Resolution Number 12-3

MOVED by Lynn Campbell that we do now adjourn at 7:36 p.m.

MOTION CARRIED

CHAIR

SECRETARY