

The meeting was called to order by Councillor Bobbitt at 6:00pm.

Attendance: Deputy Mayor MacLeod, Councillors Bobbitt, Shay and Hunt, the Clerk Treasurer, Administrative Clerk, and Works Supervisor.

1. 2017 Budget:

The Clerk Treasurer reviewed the municipal budget process and provided some information on budget impacts to-date. Budget meetings were scheduled for December 8, 13, 15 and 19 (if necessary). All meetings will start at 6:00 pm. He noted that a meeting should be scheduled to resolve staff salaries and wages as well as give some thought to Council Remuneration. He also noted that one of the significant factors in approving the Utility (Water & Sewer) budget is the pending sewer agreement. The group then discussed potential projects or initiatives that might impact the 2017 budgets. A number were discussed and are shown below:

Bank Stabilization – Parson’s Brook
Bank Stabilization – Trout Creek
BCF-SCF Project – Storm System
Sewer Agreement
Physician Recruiting
Land Grant to Village
Library Request
Flood Relief Program
Emergency Measures (EMO)
Snow Removal Agreement

All members of Council or Staff may add to this list by sending your info to the Clerk Treasurer. The Clerk Treasurer will email Council with the above list complete with cost estimates where available, the meeting dates, the 1st draft of the Utility (water & Sewer) Budget and the minutes of the Operations Committee meeting.

2. Rockridge Subdivision:

Councillor Bobbitt reported that he, along with the Mayor and the developer (Harley Hunt) visited with Building Inspector George Paulin recently. He said the meeting was informative and productive. At this time, nothing has been resolved and additional meetings will follow. Councillor Shay asked specifically about Land for Public Purposes (LPP) and said she wants to be informed well in advance of any Council meeting where this item is to be discussed.

- 3. Parsons Brook:** The Works Supervisor said the removal of debris from Parson's Brook has been completed and the resident is pleased with the results.
- 4. Leonard Drive:** The Works Supervisor said the Leonard Drive water project is complete at a cost of approximately \$13,000 versus the projected cost of \$15,000. He said the next step is to bring all of the units up to code with respect to backflow devices and water meters. He recommended the Village assume all costs for the purchase and installation of equipment (backflow devices, meters, MXUs) under the project.
- 5. Larger Culvert:** The Works Supervisor said he has had discussions with a resident regarding the placement of a larger culvert on his property replacing an existing structure.
- 6. Salt Supply:** The Works Supervisor is attempting to arrange for a salt supply for the winter. There is a need to apply salt where necessary and in particular Cogle Road between Post Road and Earnhardt Road. Salt is no longer available from the Department of Transportation.
- 7. Paper Reduction:** The Works Supervisor said he had a personal "pet peeve" regarding the amount of paper being wasted when there is an existing policy to use technology to communicate with Village Council and Staff.
- 8. Reimbursement Process:** The Works Supervisor expressed concerns with the time to reimburse employees for expenses. He said expenses from a conference on October 29-30 had not yet been paid. He said a month was not acceptable and Deputy Mayor MacLeod and Councillor Shay agreed. Councillor Hunt said a week was the norm. The Clerk Treasurer said the Administrative staff has been working through the difficult transition period following a recent resignation. The Works Supervisor said this was not an acceptable excuse. Councillor Bobbitt noted the Village administration has had to overcome some degree of difficulty as mentioned above and it is understandable there would be some delays and a month under the circumstances did not seem unreasonable. The Administrative Clerk said the cheques were prepared and were just recently signed. Councillor Shay said the monthly cheques issued to Council are pay cheques and should be available on the 1st of the month. She said staff should better prioritize their workload.

9. Agenda:

Councillor Shay said the “wish list” was not on the agenda. Councillor Bobbitt said anyone with items for the meeting agenda should email them to him at least 48 hours prior to the meeting date.

10. Cheque Registers:

Councillor Shay said she wanted to review the cheque registers. The cheque registers are emailed to Council when prepared, soon after monthend. Anyone with questions are asked to email the Administrative Clerk who will provide answers by return email. These are not discussed at the committee meeting.

Councillor Bobbitt adjourned the meeting at 8:15 p.m.

Clerk Treasurer

Operations Committee Chair