

Municipality of Lakeland Ridges
Committee of the Whole Meeting Minutes
February 24th, 2025

COUNCIL PRESENT: Mayor Leonard Foster
Deputy Mayor Ross Stairs
Councillor Perry Bull
Councillor Linda Porter
Councillor Patti Budd
Councillor Randy Stairs
Councillor Chris Yerxa
Councillor Gary Grant

STAFF IN ATTENDANCE: Susan Patterson – CAO/Clerk

1. **CALL TO ORDER:** Mayor Foster called the regular meeting to order at 6:55 pm

2. **APPROVAL OF AGENDA:**

MOTION: It was moved by Councillor Stairs and seconded by Deputy Mayor Stairs to approve the February 24th, 2025 committee of the whole meeting agenda with the following additions. Committee reports and composting toilets.

All in favor.

Motion carried #17-2025

3. **DECLARATIONS OF CONFLICT OF INTEREST:**

Councillor Stairs said he may have one when it comes to the CCBF projects. Mayor Foster said it was just an open discussion tonight. No official conflict of interest was declared.

4. **ADOPTION OF MINUTES:**

MOTION: It was moved by Councillor Grant and seconded by Councillor Bull to approve the minutes of the February 10th, 2025 regular meeting.

All in favor.

Motion carried #18-2025

5. **OLD BUSINESS**

a) **James Parish** – Gave a brief presentation on the service he would offer. Answered several of council's questions. Mayor Foster asked if he would be interested in Animal Control as well. Mr. Parish said yes and it would be no additional monthly cost as he

would do both patrols at the same time. However, there would be charges for additional calls if he had to make a special trip to respond at a rate of \$75 per hour.

b) Review 2023 audit with Andy Lenehan – Andy supplied Councillor Bull a copy of Canterbury & Meductic's 2022 audits. He told council he had asked Liz Hallet for a list of tangible assets that were signed over to the municipality in 2023 but she had no information to provide him. Andy explained the draft 2023 audit and answered several of council's questions. He will finalize the audit and meet with the CAO within the next week or so. **2024 Audit Process Plan:** Andy's firm may not be able to work with us next year. He suggested another firm (Matt Derrah) as they already do a few other local municipalities accounts. Andy will make a decision by mid March. If we need to use another auditor, council agreed to allow Andy to have a conversation with Matt Derrah to prepare him for the take over. Andy also offered help and support to our temporary Treasurer so we can get the 2024 audit started as soon as possible.

c) Review policy for Emergency Response Fees – Council asked what information is required, how that information is gathered, should there be an incident report form and should that process be included in the policy. Councillor Stairs explained the current process. Council decided to start with only billing for Highway Motor Vehicle accidents. Councillor Stairs requested that any funds recuperated be put into a separate account for the Fire Department. The requested changes will be made to the draft policy for the next council meeting.

d) Decision on allowing use of CCC for walking/exercise – Susie forwarded information regarding insurance coverage to council. The CFD Ladies Auxiliary offered to open the building and clean up after each use. Council agreed to allow the use of the building.

e) Speed Sign - Money was put in the budget to purchase one unit. Council agreed for staff to get quotes for the next council meeting.

f) clarification on additional light at NL garbage site – council agreed to adding an additional light. Councillor Budd asked about the two street light requests that her committee received. A motion for that decision will need to be made at the March 10th regular meeting.

g) street repairs (Canterbury/Meductic) – Susie reminded council that funds were put in the budget for municipal owned streets in these two areas. The repairs to Hill Street in Canterbury will be done in the spring based on the motion passed in the fall of 2024.

h) website submission/contest – no submissions were submitted to the office. Councillor Porter said she had received several and forwarded everything to the website developer.

i) Review tender notice from Meductic renovations – The Transportation, Infrastructure and Assets committee drafted the Request for Proposal. Councillor Stairs

said he met with the building inspector and said it only needed a few updates done to comply with the Handi-cap requirements. Council asked that the RFP be posted right away based on the motion passed in the fall of 2024.

6. COMMITTEE UPDATES

Environment & Solid Waste – Deputy Mayor Stairs gave a briefing on the work his committee is doing on the solid waste side. The committee will meet with Fred Thompson-Brown from the Western Valley Regional Service Commission and Pierre Mezzetta from AV Nackawic this Wednesday to talk about the Skiff Lake dumpster site. There is also a public meeting scheduled for March 6 to get feedback from residents and hear what they would like to see. Deputy Mayor Stairs explained they are still gathering information before they are ready to make a recommendation to council.

HR Committee – Mayor Foster said he has a draft HR Policy ready to review with his committee. He will then give council an opportunity to review and give input. Mayor Foster said he had a job evaluation prepared for the CAO. Councillor Bull felt that all of council should be involved and have input. Mayor Foster explained that he has listened and gathered input from all of the councillors since June.

Transportation, Infrastructure and Assets Committee – Councillor Grant shared information that he gathered on composting toilets. He recommended that council consider using that option when planning a public washroom at the park in Canterbury.

Tourism Committee – Councillor Porter said there is a meeting on February 25th to review the updates and changes for the website.

Protective Services Committee – Councillor Stairs said his committee met informally. They did discuss the need for a couple of bigger tankers. He said his team will put together a few specs for Fire Trucks and is hoping that we can submit an application with the Capital Borrowing Board in September. Councillor Bull was concerned with which stations would be big enough to store the larger truck size. Councillor Grant suggested council have a special meeting (with the Protective Services Committee) just to deal with Fire Department Infrastructure and Fire Truck needs.

7. NEW BUSINESS

a) 2024-28 CCBF Capital Investment Plan – Susie explained that we need to get a 5yr plan submitted into ELG right away. The department will not release any of our funding until the plan is submitted and approved. Mayor Foster asked everyone to email Susie a list of project suggestions for their ward so council can make a decision at the March 10 meeting.

b) Community Mail Notice – Notification needs to be posted for the residents in the former Village of Meductic regarding changes to recycling in May. Due to limited Canada Post delivery options, they cannot be sent as an admail flyer. Posters will be put up in the two local stores, flyers will be printed and left on the store counters and the Poster will be shared on our website.

c) Voyent Alert – Councillor Stairs suggested tying it in with an EMO plan.

d) ordering street/cottage signs – several cottage signs need replaced. Susie asked council if they were aware of any other missing “municipal owned” signs in their wards. None were reported.

8. CLOSED SESSION

Section 68 (1) j) – postponed due to time

9. DATE & TIME OF NEXT MEETING

Regular meeting on Monday, March 10th at 7pm in council chambers.

10. ADJOURNMENT at 9:21pm

Mayor

CAO/Clerk