

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**  
**MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING**

The meeting of the Infrastructure Committee of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, April 23<sup>rd</sup>, 2024, at 7:00 p.m.

**Present:** Mayor Brenda Reid  
Councillor Dwayne Elliott  
Councillor Janice Bowerman  
Councillor Jennifer Hooper  
Councillor Robert Maguire

**Staff:** Deb MacDonald, Treasurer/Deputy CAO  
Heidi Ferguson, Clerk  
Jackie White, PEC

**Public:** Stephen Watt, Barrister & Solicitor

**Regrets:** Alton Hobbs, CAO

**OPENING:**

**#113-03-2024 D. Elliott – J. Bowerman**

THAT the Infrastructure Committee Meeting of Council be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.  
**CARRIED**

**AGENDA:**

**#114-03-2024 J. Hooper – R. Maguire**

THAT we amend the agenda to include the following items:

4g.) Clean-Up Week

5d.) Personal matters about an identifiable individual including municipal employees.

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST:**

NOTE: Councillor Hooper declared a conflict of interest for item 4f.) A- Municipal Donations as her son is on the Robotics Team. This disclosure took place prior to the beginning of the discussion on Municipal Donations. Councillor Hooper did not discuss any matters pertaining to the Robotics Donation request.

**ADOPTION OF MINUTES:**

NONE

**ITEMS FOR DISCUSSION**

**a) Signage Request – Clover Valey Road West/Jaggard Road**

**#115-03-2024 J. Bowerman – D. Elliott**

THAT we advise staff to install a No-Exit sign at the beginning of Jaggard Road.

**CARRIED**

**b) Stop Sign Discussion – Clover Valley Road West**

**#116-03-2024 J. Hooper – R. Maguire**

THAT we advise staff to install a stop sign at the intersection of Clover Valley Road and Clover Valley Road East and West.

**CARRIED**

**c) High Falls Fencing**

**#117-03-2024 D. Elliott – J. Bowerman**

THAT we request staff issue a tender for the fencing project at High Falls.

**CARRIED**

*NOTE: Staff advised the Committee that upon consultation with Public Works, our staff could complete the fencing project in September 2024. As an alternative for the Committee, staff is seeking permission to tender the project as well.*

**d) Fitness Center Project**

**#118-03-2024 J. Bowerman – R. Maguire**

THAT we approve the Fitness Center Project moving forward and we direct staff to take the \$122,087.00 from reserves, to be paid back as soon as possible.

**CARRIED**

*NOTE: Discussion took place regarding the Fitness Center Project and members of the Committee agreed to proceed with the project as we have secured funding towards the project, and it was suggested that we borrow the \$122,087.00 required from reserves to be paid back as soon as possible.*

**e) Support for Funding – Inclusive Community Grant & Supporting Document**

**#119-03-2024 J. Hooper – R. Maguire**

THAT we support staff's request to submit a funding application to the Inclusive Community Grant Programs to create accessible parks with sensory gardens, and we approve the attached Proposed Age Friendly Community Initiatives supporting document to be submitted with this application for funding.

**CARRIED**

**f) 2024 Budget Discussions**

**a. Municipal Donations**

**b. Predator Control**

*NOTE: Discussion took place regarding the Municipal Donations and Predator Control elements of the 2024 Budget.*

*Councillor Hooper declared a Pecuniary Interest with item 4f.) Municipal Donations regarding the request for the Robotics Donation and did not partake in any discussions pertaining to the Robotics Donation Request.*

**g) Clean - Up Week**

**#120-03-2024 J. Bowerman – D. Elliott**

THAT we declare the week of May 13<sup>th</sup> to May 18<sup>th</sup>, 2024, as Clean-Up Week, with extended hours at the Landfill throughout the week and scheduled pick-up of brush and yard debris items by appointment.

**CARRIED**

*NOTE: Staff proposed following a similar timeline as the past two years and proposed the following hours for Clean-Up Week this year: Monday: 9-3pm, Tuesday: 10-8pm, Wednesday to Friday: 9am-3pm and Saturday: 10-8pm. Staff will advertise this to the public.*

**CLOSED SESSION:**

**#121-03-2024 J. Hooper – R. Maguire**

THAT in accordance with By-law 02-02 and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:45 p.m. in order to attend to the matters pertaining to:

- a.) Educating or training the members of the Council, local board, or committee.
- b.) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- c.) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- d.) Personal matters about an identifiable individual, including municipal employees.

**CARRIED**

**#122-03-2024 D. Elliott – J. Bowerman**

THAT we adjourn from Closed Session at 9:32 p.m., accept the minutes of the previous closed session, and resume our Infrastructure Committee Meeting.

**CARRIED**

**CLOSING:**

**#123-03-2024 R. Maguire – J. Hooper**

THAT we authorize our lawyer to follow the direction that was provided in Closed Session to him by Council.

**Recorded Vote:**

Councillor Bowerman	Yea
Councillor Elliott	Yea
Councillor Hooper	Yea
Councillor Maguire	Yea
Mayor Reid	Yea

**CARRIED**

**#124-03-2024 R. Maguire – J. Bowerman**

THAT we authorize staff to follow the direction provided to them in Closed Session regarding: Advice that is subject to solicitor-client privilege.

**Recorded Vote:**

Councillor Bowerman	Yea
Councillor Elliott	Yea
Councillor Hooper	Yea
Councillor Maguire	Yea
Mayor Reid	Yea

**CARRIED**

**#125-03-2024 R. Maguire – J. Hooper**

THAT we authorize staff to follow the direction provided to them in Closed Session regarding: Personal matters about an identifiable individual, including municipal employees.

**Recorded Vote:**

Councillor Bowerman	Yea
Councillor Elliott	Yea
Councillor Hooper	Yea
Councillor Maguire	Yea
Mayor Reid	Yea

**CARRIED**

**#126-03-2024 J. Hooper – R. Maguire**

THAT we adjourn at 9:40 p.m. until the next regular meeting or call of the Chair.

**CARRIED**

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Brenda Reid, MAYOR

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Heidi Ferguson, CLERK

\*These Minutes have been circulated but are not considered Official until approved by Council.