

**Minutes of the Council / Advisory Committees Strategic Planning Session held on  
Wednesday, November 5th, 2008 from 11:30 p.m. to 4:30 p.m. at the Cultural Centre on  
Victoria Street**

**PRESENT:**

Mayor Wayne Hurst  
Deputy Mayor Robert Bailey  
Councillor Robert (Bob) Pillon  
Councillor John Sutton  
Councillor Rosa White

**ALSO PRESENT:**

Pamela Malott, CAO & Town Clerk  
Kevin Atkinson, Water & Sewer Superintendent  
Carol Bendo, Manager Human Resources  
Paul Beneteau, Treasurer  
Lory Bratt, Planning Coordinator  
Stephen Brown, Chief Building Official  
David Carpenter, Manager of IT Services  
Sarah Cochrane, Public Works Office Manager  
Tony DeThomasis, Roads & Parks Superintendent  
Antonietta Giofu, Environmental Services Engineer  
Dwayne Grondin, Public Works Inspector/Coordinator of  
Development Services  
Kristina Pozar Di Paolo, EA to the CAO/Town Clerk  
Ron Dzombak, Manager of Recreational Services  
Ivano Fregonese, Supervisor Budget Services  
Cindy Hazael-Gietz, Deputy Clerk  
Antonio Marra, GIS Specialist  
Rick Murray, Fire Chief

Anne Rota, Facilitator, Special Events & Tourism  
Barrie Brewin, Special Events Committee  
Dante Pagliaroli, Parks Committee  
Bill Wark, Accessibility Advisory Committee  
John McDonald, Heritage Committee  
Allan Parks, Committee on the Environment

**ABSENT WITH NOTICE:**

Lou Zarlenga, Manager of Public Services  
Councillor Paul Renaud  
Councillor Rick Fryer

Pamela Malott, CAO welcomed Council, Administration and Committee Representatives to the Session indicated that the direction for the Town will not shift dramatically in 2009. Ms. Malott stated that economic constraints are a reality and the Town will strive to do more for less. Ms. Malott stated that Volunteers and Committees are key to our success and continued working relationships with these groups in our planning are crucial to our success. Ms. Malott explained the approach for the session is to gather Council feedback thru presentation and discuss further at the conclusion of Presentations.

Committee Reports and Presentations including 2008 Accomplishments, Goals and Objectives for 2009, and Budgetary Considerations were received from the following Committees:

Special Events Committee  
Community Spirit Committee  
Parks Committee  
Accessibility Committee  
Heritage Committee  
Committee on the Environment

Presentations from Administration were received from the following Departments:

CAO – Town Plan  
Human Resources/Economic Development  
Public Works Department  
Clerk's Department  
Treasury Department  
Development Services  
Recreation Department  
Information Technology Department  
GIS  
Fire Department

Council focused on the following points of interest with respect to each presentation:

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Tourism and Special Events Committee:

- Hotel Study
- Continue Co-operative Advertising
- Sports and Eco and Agra Tourism to be further developed

Community Spirit Committee:

- Council would like to see the Easter Egg Hunt
- Possible Expansion of the Canada Day Event to include Food Vendors in Toddy Jones Park
- More Audience and Funds for Federal Grant money for Canada Day Event

Parks Committee:

- Clerical Support for minute preparation required
- Beautification project with respect to the Retention Pond, suggested removal of fencing and addition of park benches and park area.
- Make use of the echo page for nominations for recognition of 'beautiful properties'

AAAC:

- Investigate addition of 1 accessible swing per park \$200.00 each
- Investigate partnership with Knights of Columbus or other group re: use of Saint Jean School

Heritage Committee:

- Change in Budget Request to be included in Budget Session

Amherstburg Committee on the Environment:

- Change in Budget Request to include Additional Education and Training \$5,000.00
- Open House Big Creek Steering Committee scheduled for Nov 17<sup>th</sup>

Human Resource and Economic Development:

- Need to address documentation of Health and Safety policy & procedures
- Continue to make connections in Tourism and Economic Development
- Look at Prince Edward County Website and focus

Public Works Dept:

- Investigate the smell of sewers on Dalhousie at Richmond
- Yard Waste Depot conflicts with Public Works Department Operations
- Council directed administration to follow up with Essex Power issues and further suggest police make notes with respect to lighting issues during their night time patrols.
- Report on the progress with Scodeller Park
- Construction of the Water Wastewater Treatment Plan in 2009 will create more space problems with the Main Yard
- Develop Tar and Chip Program and Maintenance of same
- New initiative with respect to Metering for 2009

Clerk's Dept:

- Overtime hours for clerical staff to support Traffic, Recreation, ACE and Parks Committees estimated at 8 hours per month

Treasury Office:

- Look to fulfill the Tax Collector Duties with existing Staff
- Reserve Information is required

Development Services:

- Council discussed the status of the Official Plan as well as Wind Turbines
- Review Building Permit Fee Schedule
- Challenges in 2009 with Maintenance of Vacant Properties with respect to property standards.

Recreation:

- Discussed the Recreation Committee and need to foster more activity within this committee

Information Technology:

- Great Improvements in hardware/software and functionality of IT Services over the past 6 years

GIS:

- GIS has become a necessity