



**The Corporation of the Municipality of
St.-Charles**

MINUTES
**Special Meeting of
Council**

6:00 PM on December 7, 2022
Council Chambers (Municipal Office)
St-Charles, Ontario

MEMBERS PRESENT:

Mayor:	Paul Branconnier
Councillor:	Julie Laframboise
Councillor:	Monica Loftus
Councillor:	Mathieu Pothier
Councillor:	Joshua Lachance

STAFF PRESENT:

Chief Administrative Officer:	Denis Turcot
Clerk:	Tammy Godden
Director of Finance / Treasurer:	Pamela McCracken

GUESTS:

PSD CityWide Inc., Asset Management Advisor	Erin Orr
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PUBLIC PRESENT: 6

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-257

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 6:01 p.m. on December 7, 2022.

Carried

1.2 Indigenous Land Acknowledgement

Mayor Branconnier delivered the prepared Indigenous Land Acknowledgement.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-258

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held December 7, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

4.1 Asset Management Plan Presentation

Presenter: Erin Orr, Asset Management Advisor, PSD CityWide Inc.

Ms. Orr appeared virtually before Council. Ms. Orr advised that she worked with municipal staff to develop a 130-page document that summarizes the state of the municipality's infrastructure, the current level of service and asset management strategies. Ms. Orr advised the presentation today is just a snapshot of the detailed document.

Ms. Orr presented her report as provided in the agenda package. Ms. Orr advised that the Asset Management Plan we have today, now meets the 2022 requirements. The next deadline in 2024 must include the Core and Non-Core Assets. The current Asset Management Plan does include an inventory of non-core assets. The final deadline is in 2025 which must include Levels of Service.

Ms. Orr further advised that based on the information that has been gathered, their financial consultant team is recommending a 15-year timeline with a 1.9% annual tax increase for tax-funded assets and a 20-year timeline with a 1.2% annual tax increase on rate-funded assets (waste and storm water services).

Ms. Orr also advised that CityWide is also currently working with staff on an Asset Management Strategy. Overall, the Municipality is sitting at the Basic rating within the Asset Management Strategy.

Following the presentation, Mayor Branconnier advised there is a lot of information to digest and thanked Ms. Orr for her presentation.

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

5.1 Councillor Loftus – Re: Christmas Party and Parade

Councillor Loftus commented that the Christmas Party and Parade held last weekend were excellent and enjoyed by all.

6.0 NOTICE OF MOTIONS

Nil.

7.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

7.1 FINANCE COMMITTEE

Chair Councillor Julie Laframboise / Council

7.1.1 Report to Council - Asset Management Plan Presentation By: Director of Finance / Treasurer

The Treasurer presented the report as provided in the agenda package. The Treasurer advised that this report is being presented to make the current Council members aware of where the Municipality currently sits in relation with the Asset Management process and the steps that have been taken to date to achieve where we are. The Treasurer impressed upon Council that the Asset Management Plan is a living document and needs constant updating. Further, our current data is currently being kept in an Excel sheet and we really lacking any Asset Management software.

The Clerk added that in order for the Municipality to be compliant, we must approve and adopt the Asset Management Plan. Council directed staff to prepare the By-Law for the December 14, 2022 meeting.

8.0 ADDENDUM (if required and by resolution)

Nil.

9.0 ADJOURNMENT

9.1 Resolution to adjourn the meeting

2022-259

Moved by: Councillor Loftus

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 7:07 p.m. on December 7, 2022.

Carried


PAUL BRANCONNIER, MAYOR


TAMMY GOLDEN, CLERK