



Town of
East Gwillimbury

COMMITTEE OF THE WHOLE COUNCIL MEETING MINUTES

Monday, September 19, 2011 1:00 p.m.

A Meeting of the Town of East Gwillimbury Committee of the Whole Council was held on Monday, September 19, 2011, at 1:00 p.m. in the Civic Centre Council Chambers, 19000 Leslie Street, Sharon, Ontario.

PRESENT: Mayor Virginia Hackson
(arrived at 1:40 p.m.)

Councillors Cathy Morton
Marlene Johnston
Tara Roy-DiClemente
John Eaton

STAFF: Chief Administrative Officer Thomas R. Webster
Municipal Clerk Kathleen Foster
General Manager, Legal & Council Support Services Don Sinclair
General Manager, Development Services Val Shuttleworth
General Manager, Community Programs and
Infrastructure Wayne Hunt
General Manager, Corporate & Financial Services Mark Valcic
Fire Chief Ken Beckett
Deputy Clerk Fernando Lamanna

OTHERS: (26) members of the public

A. CALL TO ORDER

Acting Mayor Roy-DiClemente called the meeting to order at 1:00 p.m. A quorum was present. She advised the Committee that Mayor Hackson would be late arriving.

B. DECLARATION OF INTEREST:

Mayor Hackson upon her arrival at the meeting declared an interest in item C1 as it relates to the 2nd Concession and the Region of York has advised her that they may require a portion of her property on 2nd Concession.

Mayor Hackson declared an interest in the portion of the Urban Design

Guidelines dealing with Part Lot 105, specifically the Tricap properties, as she lives in Part of Lot 105.

C. PRESENTATION(S):

1. D. Kostopoulos, P. Eng., Director, Capital Planning and Delivery, Region of York, presentation on the York Durham Sewage System (YDSS) project update.

D. Kostopoulos, provided a presentation on the York Durham Sewage System (YDSS) project at this time. He advised the system is to service Queensville, Holland Landing and Sharon with 4.3 km of gravity sewers and 6.5 km of forcemain sewers with three sanitary pumping stations and the removal and decommissioning of the Bradford Street pumping station. He outlined the proposed agreement amendments including the combination of the water and sewer works with the 2nd Concession Road construction. He advised that the Region will contribute up to a maximum of \$28 million to the project and will continue to explore alternate and phased servicing solutions to further reduce the costs. He reviewed the next steps including commencing 2nd Concession Road, sewer and water detailed design which is underway, execution of the amended financing agreement that is targeted for October 2011, initiating negotiations for Sharon development charge credit agreement, completing property reference plans and acquisition processes scheduled for January 2012 and commencing phased tendering of sewer works not on 2nd Concession probably in the 2nd Quarter of 2012.

D. Kostopoulos indicated he was unable to provide an exact date as to when the entire project would be tendered because of the Part II Order and the property acquisitions required along the 2nd Concession which may take 9 to 18 months to complete. He did indicate he would provide further updates when more information is available and when such updates are requested by the Committee. He confirmed that combining the road works on 2nd Concession with the water and sewer project would result in a reduction in costs, the opportunity to take advantage of economies of scale and would ensure that the 2nd Concession is closed only once to accommodate both projects.

The Committee requested the Chief Administrative Officer ensure that the Region provide a presentation updating the Committee every 6 months.

Mayor Hackson upon her arrival at the meeting declared an interest in item C1 as it relates to the 2nd Concession and the Region of York has advised her

that they may require a portion of her property on 2nd Concession. She was not in attendance when this matter was dealt with, she did not take part in any discussion and did not vote on the matter.

Moved by: Councillor Eaton

BE IT RESOLVED THAT the presentation by D. Kostopoulos, P. Eng., Director, Capital Planning and Delivery, Region of York, on the York Durham Sewage System (YDSS) project update, be received.

Carried. CWC2011-302

Moved by: Councillor Johnston

BE IT RESOLVED THAT staff prepare a resolution for the Committee of the Whole Council meeting to be held October 3, 2011 to urge the Region to move the project forward as soon as possible to allow for growth within East Gwillimbury and that regular updates be provided by the Region.

Carried. CWC2011-303

2. D. Kostopoulos, P. Eng., Director, Capital Planning and Delivery, Region of York, presentation on the Upper York Sewage Solution (UYSS) project update.

D. Kostopoulos provided a presentation on the UYSS project advising that the project is to serve East Gwillimbury, Aurora and Newmarket with the purpose of developing a sustainable sewage servicing solution to accommodate forecasted growth in the service area. He indicated that the Ministry of the Environment has provided written confirmation on the viability of Lake Simcoe based servicing and that Regional Council has confirmed that a Lake Simcoe water reclamation centre is the tentatively recommended alternative solution. He outlined the extensive consultation that has occurred including public meetings where the alternative solution generally received positive feedback.

D. Kostopoulos reviewed the next steps including a report to Regional Council and the commencement of assessment of alternative methods in October 2011. He noted that a water reclamation demonstration project will commence at the Mount Albert Water Pollution Control Plant in January 2012. He stated that the Ministry of the Environment approval may be

obtained in 2013 and that consultation with key stakeholders is ongoing through the entire process.

The Committee requested that the Chief Administrative Officer arrange a tour for members of Council of the water reclamation demonstration at the Mount Albert Water Pollution Control Plant once the demonstration has commenced.

D. Kostopoulos could not confirm the location of the proposed water reclamation plant and advised that a funding grant has been applied for to assist with the \$1 million cost of conducting the demonstration for a 12 month period as requested by the Ministry of the Environment. He stated that the Committee and members of the public would be invited to view the demonstration of the water reclamation through the Environmental Assessment process. He confirmed the purpose is to prove that water reclamation can be successful in Ontario taking into account the climate of Ontario during all seasons, as there is no other facility of this type in Ontario to date.

Mayor Hackson arrived at this time (1:33 p.m.)

D. Kostopoulos confirmed that other water reclamation plants have measured the amount of phosphorus removed and it will be possible to meet the phosphorous targets established for Lake Simcoe.

Moved by: Councillor Johnston

BE IT RESOLVED THAT the presentation by D. Kostopoulos, P. Eng., Director, Capital Planning and Delivery, Region of York, on the Upper York Sewage Solution (UYSS) project update, be received.

Carried. CWC2011-304

3. B. Thompson, Conservation Lands Planner, Lake Simcoe Region Conservation Authority, presentation on the Rogers Reservoir Conservation Area, management plan update.

B. Thompson, Conservation Lands Planner, Lake Simcoe Region Conservation Authority provided a presentation on the Rogers Reservoir Conservation Area, management plan advising that the area consists of two parts; between Green Lane and 2nd Concession and between 2nd Concession and Yonge Street with Town, Region and private property also in the immediate area. He confirmed that the Authority has 6 km of trails which

when combined with the Town owned lands totals 11 km of trails. He advised that the existing management plan from 1979 is out of date and the population and expectations of the public have changed significantly since that time. He confirmed that the process will focus on consultation with stakeholders and that a public open house is scheduled for Saturday October 15, 2011 at the Holland Landing Public School commencing at 12 noon.

Mayor Hackson resumed the chair at this time.

B. Thompson confirmed that Council's resolution requesting additional parking for the trail system along the 2nd Concession will be considered along with alternative parking for the trails. He also confirmed that looking at extensions to the Conservation lands is always included as part of the management plan process.

Moved by: Councillor Morton

BE IT RESOLVED THAT the presentation by B. Thompson, Conservation Lands Planner, Lake Simcoe Region Conservation Authority, on the Rogers Reservoir Conservation Area, management plan update, be received.

Carried. CWC2011-305

D. DEPUTATION(S):

1. H. Friedman, HBR Planning Centre Inc., making a deputation regarding the proposed modifications to the consolidated Official Plan

H. Friedman, HBR Planning Centre Inc., confirmed that he has reviewed the staff report included with the agenda respecting the proposed modifications to the Official Plan and the proposed modifications are acceptable to the Rose family in relation to Surplus Farm Dwellings.

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT the deputation by H. Friedman, HBR Planning Centre Inc., making a deputation regarding the proposed modifications to the consolidated Official Plan, be received.

Carried CWC2011-306

E. CORPORATE & FINANCIAL SERVICES: Tara Roy-DiClemente, Chair

2. Corporate and Financial Services Report CFS2011-34; Adjustment of Certain Property Taxes for 2009 and Prior Years.

M. Valcic, General Manager Corporate and Financial Services confirmed that certain lands became exempt because the Ministry of Transportation acquired ownership of lands in two locations and the third property being the Mount Albert Lions Hall, became exempt because the Town became the owner of the lands. He confirmed that in future more clarification will be provided for lands that have become exempt.

Moved by: Councillor Johnston

BE IT RESOLVED THAT, Corporate and Financial Services Report CFS2011-34 dated September 19, 2011 regarding Adjustment of Certain Property Taxes for 2009 and Prior Years be received and adopted.

THAT Council approve the cancellation/reduction of property taxes in the amount of \$36,992.35 for applications currently submitted under Section 357 of the *Municipal Act, 2001*, with the Town's portion of the tax adjusted being \$8,972.80.

Carried. CWC2011-307

1. Corporate and Financial Services Report CFS2011-27; Seniors, Low-Income Seniors & Low-Income Disabled Person Property Tax Deferral Program

Moved by: Councillor Morton

BE IT RESOLVED THAT, Corporate and Financial Services Report CSF2011-27 dated September 19, 2011, entitled "Seniors, Low-Income Seniors & Low-Income Disabled Person Property Tax Deferral Program", be received, and

THAT staff inform residents of the property tax deferral program that is currently available by means such as tax billing inserts, the Town Page and the Town website.

Carried. CWC2011-308

3. Corporate and Financial Services Report CFS2011-36; 2012 Business Plan and Budget Timeline

The Committee directed that the budget review dates be established from 9:00 a.m. to 4:00 p.m. on November 23rd, 28th and 30th and that these dates be inserted in their calendars along with the tentative dates of December 5th and 12th from 9:00 a.m. to 4:00 p.m., to be utilized if required.

Moved by: Councillor Eaton

BE IT RESOLVED THAT, Corporate and Financial Services Report CFS2011-36, entitled “2012 Business Plan and Budget Timeline”, dated September 19, 2011, be received; and

THAT Council approve the 2012 Business Plan and Budget development and approve the timelines as outlined in Table 1, as amended from 9:00 a.m. to 4:00 p.m.; and

THAT the 2011 Council meeting schedule be updated to reflect the proposed budget deliberations and approval dates as outlined in Table 1, as amended; and

THAT staff be directed to put the dates into Council’s calendars as soon as possible; and

THAT Members of Council submit ideas for new initiatives to be considered in the 2012 budget to the Treasurer by September 30th, who will report back to Council.

Carried. CWC2011-309

4. Corporate and Financial Services Other

Moved by: Councillor Johnston

BE IT RESOLVED THAT staff prepare a report for the 2012 Council Meeting Schedule to be presented at the earliest possible date.

Carried. CWC2011-310

M. Valcic, General Manager Corporate and Financial Services distributed communication flyers to the Committee at this time, regarding park openings and the Sports Complex.

M. Valcic, General Manager Corporate and Financial Services introduced Jennifer Nelson, Deputy Treasurer at this time.

**F. EMERGENCY SERVICES AND
LEGAL & COUNCIL SUPPORT SERVICES: John Eaton, Chair**

1. Emergency Services Report ESD2011-04; Replacement Pumpers for Queensville and Mount Albert Stations

K. Beckett, Fire Chief confirmed that after 10 years the manufacturers are no longer required to produce replacement parts resulting in parts being hard to find and increasing the maintenance costs of the vehicles. He confirmed that the pumper trucks are scheduled to be replaced after 15 years. He stated that the 2012 order may not be received until 2013 and that in the past, the trucks replaced have been advertised for sale and sold privately to the highest bidder with the funds received put back into the reserve fund for new equipment purchases.

The Committee requested further information on the option of leasing trucks for future consideration.

Moved by: Councillor Johnston

BE IT RESOLVED THAT Proposed Report ESD 2011-04 regarding the replacement of Pumpers for the Mount Albert and Queensville stations, be received; and

THAT the Emergency Services Department tender for two new replacement pumpers in 2011 for the Mount Albert and Queensville stations in for delivery and payment in 2012 and 2013 respectively; and

THAT the funding for the vehicle purchases be included in the 2012/2013 capital budgets from the vehicle replacement reserve; and

THAT the proceeds from the sale of vehicles replaced be returned to the vehicle replacement reserve.

Carried. CWC2011-311

2. Emergency Services and Legal and Council Support Services Other Business.

K. Beckett, Fire Chief confirmed that the training officer will provide members of the Committee with the volunteer fire fighter training schedule to provide members an opportunity to attend the training sessions.

G. ADMINISTRATION: Virginia Hackson, Chair

1. Chief Administration Officer Report CAO2011-05; Town of East Gwillimbury Strategic Plan 2011-2014

D. Ingram, Manager of Corporate Projects provided a presentation on the Strategic Plan outlining the review process that included 21 meetings and input from 120 individuals including Council, Town staff, the public, volunteers and members of the Town's advisory committees. She reviewed the Community Vision, Core Purpose and the Strategic Pillars advising of changes that have been incorporated in each of these sections.

D. Ingram reviewed the Implementation of the Strategic Plan highlighting the links to 2011 Accomplishments & Budget Results, 2012 Business Plan and Performance Objectives, and the 2012 Budget. She indicated that progress indicators will be developed as well as a method to measure accomplishments and that a status report will be provided mid year in 2012. She outlined the objectives established and proposed actions for each Strategic Pillar.

The Committee suggested that each pillar could be supplemented by key wording such as "livable community" and "infrastructure" under each Pillar.

Moved by: Councillor Morton

BE IT RESOLVED THAT Chief Administrative Officer Report CAO 2011-05 dated September 19, 2011, entitled "Town of East Gwillimbury Strategic Plan 2011 – 2014" be received; and

THAT Council approve the Town of East Gwillimbury Strategic Plan 2011 – 2014 attached as Appendix 1; and

THAT the Town of East Gwillimbury Strategic Plan 2011 – 2014 become an integral component of the communications plan for the Town for the next four years. The Plan will be made available to all Town employees,

posted on the Town's website for the public and utilized in the decision making process, as part of the annual business plan and budget process and in establishing performance objectives for the organization.

Carried. CWC2011-312

2. Administration Other Business

The Committee requested that all documents for the agenda that are in colour be provided in the colour format to the Clerk's Office to ensure that members of the Committee receive those documents in colour in the agenda.

T. Webster, Chief Administrative Officer advised that the Harvest Hills Public School is scheduled to open in 2014 and the Board is attempting to fast track the process in an attempt to open the school sooner. He confirmed that Town staff met with staff from the School Board to develop any potential partnerships which may include a shared facility, parking and adjacent park facilities. He stated that a report will be brought back in October respecting potential partnerships.

T. Webster, Chief Administrative Officer advised that the French Catholic School Board has filed an appeal with the Ontario Municipal Board and that meetings have been held with the Board Trustee to discuss other potential locations for the school site.

H. DEVELOPMENT SERVICES: Cathy Morton, Chair

V. Shuttleworth, General Manager Development Services introduced Ingrid Fung the Planning student from Waterloo.

The Committee recessed at this time (2:49 p.m.)

The Committee resumed at this time (3:00 p.m.)

1. G. Baeker, Director, Cultural Development, Millier Dickinson Blais Inc., presentation on the Cultural Mapping Project.

G. Baeker provided a presentation at this time advising that this is an interim report and a final report will be presented upon completion of the process. He explained that cultural mapping is a systematic approach to identifying, recording, classifying and analyzing a community's cultural resources. He

noted that cultural mapping supports planning and economic development, increases awareness of cultural resources for residents and tourists and supports networking and collaboration among cultural groups.

G. Baeker reviewed the preliminary baseline mapping findings and the results of the Community Survey conducted. He advised that a workshop was held last week which provided additional input to the process and outlined the final steps in the process.

The Committee requested that the following be considered in the process:

- places of worship and parks
- temperance in relation to the Temperance Hall
- Samuel Lount, the founder of responsible government
- the long history of moonshine production and bootlegging in Holland Landing
- the Quakers
- the fact that the Temple was the first homeless shelter and foodbank
- neighbourly interaction which occurs at events held throughout the Town
- family farms that have existed for over 100 years
- equestrian facilities
- Mount Albert Sports Day

The Committee requested that staff include historic names and names and road locations that emerge from the cultural mapping exercise in the report on street names to be brought forward at a future meeting, to provide to the Region for approval

The Committee advised that Brooks Family Farm is not in East Gwillimbury, it is located in Durham Region.

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT the presentation by G. Baeker, Director, Cultural Development, Millier Dickinson Blais Inc., on the Cultural Mapping Project, be received.

Carried. CWC2011-313

2. Development Services Report P2011-59; Consolidated Official Plan - Proposed Modifications

V. Shuttleworth, General Manager Development Services reviewed the report and indicated that most of the proposed modifications were covered in detail at the Special Council meeting held on September 12th. She confirmed that the symbol has been removed from the mapping with reference to the Central Park and has been referenced in wording only with no specific size.

The Committee requested that Appendix 1 be amended by deleting all words in modification 151 from the word “or” to the end of the paragraph to retain the Town’s original wording with regard to the decommissioning of the Holland Landing Sewage Lagoons.

Moved by: Councillor Johnston

BE IT RESOLVED THAT Development Services, Planning Branch Report P2011-59, dated, September 19, 2011, regarding the Consolidated Official Plan – Proposed Modifications , be received; and

THAT Council endorse the proposed policy and mapping modifications outlined in this report and detailed in Appendix 1 as amended, with the exception of proposed modifications related to:

- The Agricultural/Future Urban Area land use designation,
- Appendix 1 – Long Range Planning & Vision for Future of the Town,
- The Holland Landing sewage lagoons, and
- The need to balance agricultural production and natural heritage protection within the Holland Marsh Specialty Crop Area;

THAT policy 4.11.2.4 (re: Holland Marsh Specialty Crop Area) be deferred, pending further discussions with the Region and the Province; and

THAT the Region of York and Ontario Municipal Board be advised that Town Council supports the approval of the Plan, subject to the modifications set out in Appendix 1 as amended (with exceptions as outlined above); and

THAT Town staff be authorized to appear before the Ontario Municipal Board, in support of the Town’s position; and

THAT the Clerk forward a copy of this report to the Ontario Municipal Board and the Region of York; and

THAT staff continue discussions with Regional staff regarding the priority employment lands and ROPA 1, as outlined in this report.

Carried. CWC2011-314

3. Development Services Report P2011-60; Part Lot Control Exemption Application by Minto Communities Inc., Part of Lot 100, Concession 1, W.Y.S., Blocks 66 and 67, Registered Plan 65M-4116 [Files: PLC.11.02 and 19T-04001]

Moved by: Councillor Eaton

BE IT RESOLVED THAT Development Services, Planning Branch Report P2011-60, dated September 19, 2011, regarding Part Lot Control Exemption Application submitted by Minto Communities Inc., be received; and

THAT Committee of the Whole Council recommend to Council the passage of the Part Lot Control Exemption By-law for Blocks 66 and 67, Registered Plan 65M-4116, attached as Appendix 5, and the By-law proceed to Council at its meeting of September 19, 2011.

Carried. CWC2011-315

4. Development Services Report P2011-61; Holland Landing Urban Design Guidelines and Architectural Control Guidelines

Mayor Hackson declared an interest in the portion of the Urban Design Guidelines dealing with Part Lot 105, specifically the Tricap properties, as she lives in Part of Lot 105. She did not take part in any discussion and did not vote on the matter.

The Committee advised that they have not had an opportunity to review the CD as it was only received the morning of September 19, 2011.

Moved by: Councillor Johnston

BE IT RESOLVED THAT Development Services, Planning Branch Report P2011-61, dated September 19, 2011, regarding the Holland Landing Urban Design Guidelines and Architectural Control Guidelines, be received and deferred to the October 3rd Committee of the Whole Council meeting

Carried. CWC2011-316

5. Development Services Report B2011-05; Demolition Agreement 20329 Warden Avenue

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT Development Services, Building Standards Branch Report B2011-05, dated September 19, 2011, regarding a Demolition Agreement for 20329 Warden Avenue, be received; and

THAT the By-law authorizing execution of the Demolition Agreement be placed on the Council agenda of September 19, 2011; and

THAT Council authorize the Mayor and Clerk to sign the attached Demolition Agreement.

Carried. CWC2011-317

6. Development Services Other Business

The Committee expressed concern that properties that were previously subject to demolition agreements have not removed the original dwelling and currently contain two dwelling units, referencing the west side of Highway 48 and the south side of Harold Road west of Kennedy Road. The Committee requested that staff review the demolition agreement process with specific reference to securities and other methods to ensure the original dwelling is removed in a timely fashion and provide a report to Committee.

V. Shuttleworth advised that the Development Lands Binder would be circulated later this week to members of Council and the format has been changed to allow the binders to be updated on a regular basis.

The Committee requested an update on the status of the Town owned lands mapping to be provided to members of Council.

The Committee requested staff to encourage the development of bungalows to serve the aging population.

I. COMMUNITY PROGRAMS & INFRASTRUCTURE: Marlene Johnston, Chair

1. Community Programs & Infrastructure Report CPI-2011-43; Tender Award for Contract 2011-4, Sidewalk Repairs at Various Locations: New Sidewalk Construction - Sand Road and Princess Street; Concrete Curb Repairs and Catchbasin Repairs

W. Hunt, General Manager Community Programs & Infrastructure advised of a correction to the report with regard to the extent of the Princess Street sidewalk as it does not extend to Highway 48 but to the commercial entrance at the CN tracks.

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT Community Programs & Infrastructure Report CPI-2011-43 dated September 19, 2011, regarding Tender Award for Contract 2011-4, be received and adopted; and

THAT Council approve the low bid received from Miwel Construction Limited in the amount of \$209,818.17 for Contract 2011-4 for the purpose of Sidewalk Repairs at Various Locations; New Sidewalk Construction - Sand Road; Concrete Curb Repairs and Catchbasin Repairs and the proposed construction program to comply with the approved 2011 Budget; and

THAT Council, at their September 19 Council meeting, pass a By-law to enter into an Agreement between the Corporation of the Town of East Gwillimbury and Miwel Construction Limited with respect to Contract 2011-4 so that construction can proceed in 2011; and

THAT the Princess Street sidewalk be held in abeyance pending a report to the Committee of the Whole Council on October 3, 2011.

Carried. CWC2011-318

2. Community Programs & Infrastructure Other Business

The Committee requested an update on the status of the new chairs for the Council Chambers.

J. OTHER BUSINESS:

1. Proposed letters as presented by the Town of East Gwillimbury's Accessibility Advisory Committee

Moved by: Councillor Eaton

BE IT RESOLVED THAT the proposed letters as presented by the Town of East Gwillimbury Accessibility Advisory Committee, be received and forwarded to staff for comment and;

THAT the Accessibility Advisory Committee be requested to provided names and addresses of intended recipients.

Carried. CWC2011-319

2. Handicapped washroom at the Holland Landing Community Centre

W. Hunt, General Manager Community Programs & Infrastructure with reference to the Rick Hansen event confirmed that the accessible washrooms would be completed at the Holland Landing Community Centre prior to the event.

The Committee requested that staff provide child friendly urinals at the Holland Landing Community Centre as this matter has been raised by Library patrons.

3. T. Webster advised that an update on the Community Policing Station in Mount Albert would be provided at the meeting to be held October 3, 2011.

K. PENDING LIST:

The Committee requested that Item #8 be removed from the pending list as the bench has now been installed at Princess Auto.

L. IN-CAMERA:

Moved by: Councillor Eaton

BE IT RESOLVED THAT Committee of the Whole Council proceed In Camera at 4:30 p.m. to address matters pertaining to:

- Personal matters about an identifiable individual(s):

Carried. CWC2011-320

Moved by: Councillor Johnston

BE IT RESOLVED THAT Committee of the Whole Council rise and report from In Camera at 4:40 p.m.

Carried. CWC2011-321

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT the Municipal Council of the Town of East Gwillimbury wishes to grant permission for the Deputy Clerk to conduct a civil marriage ceremony in Elmvale, Ontario, as outlined at the In-Camera Meeting held September 19, 2011.

Carried. CWC2011-322

M. ADJOURNMENT:

Moved by: Councillor Roy-DiClemente

BE IT RESOLVED THAT the Committee of the Whole Council Meeting adjourn at 4:41 p.m.

Carried. CWC2011-323

Virginia Hackson, Mayor

Kathleen Foster, Municipal Clerk