

## TOWNSHIP OF O'CONNOR – MINUTES – APRIL 10, 2012

Minutes of the meeting held on Tuesday, April 10, 2012 at 7 p.m. in the Council chambers.

Present: Mayor Nelson  
Councillors: Garbutt, Loan, Racicot, Vezina  
Clerk-Treasurer Buob

Visitors: Ms. Cheryl Maki, Chief Building Official  
Randy Turk, Fire Department member arrived at 7:20 p.m.

Mayor Nelson called the meeting to order at 7:03 p.m..

Disclosure of pecuniary interest and general nature thereof: Councillor Racicot declared an interest in item 10a) as his spouse is an employee of the Township.

1. Moved by B. J. Loan  
Seconded by Bishop Racicot

**THAT THE MINUTES OF THE BUDGET MEETING AND THE COUNCIL MEETING HELD ON MARCH 26, 2012 BE ACCEPTED AS PRINTED.**

Carried

Ms. Cheryl Maki, Chief Building Official was welcomed to the table.

An update on the two building permit issues were discussed. The Clerk-Treasurer has received a Minor Variance application and Ms. Maki has received a building permit application for the one property. Ms. Maki has written an Order to Comply to the second property owner and a letter will be attached and forwarded at the beginning of next month as the property owners are out of the area.

Ms. Maki reported that as of today she has not issued any permits for 2012.

The review of the Building Permit By-law was discussed. Ms. Maki, along with the Clerk-Treasurer and Deputy Clerk-Treasurer have reviewed and compared the Township's By-law and will be making changes to bring forward to Council. Extra schedules will be added for infloor heating and solar panels on rooftops or decks. Council will review the building permit rates at that time.

With regard to the budget numbers for the Chief Building Official, Ms. Maki recommended averaging the last four years revenue and expenditures and using those figures. There are an estimated eighteen inspections outstanding from 2011 that should be completed in 2012.

Ms. Maki was asked if there was any training coming up that she would like to attend for budget purposes. Ms. Maki informed Council that her training time is between January and March before she is busy with inspections and she did take the in floor heating training in February, which Council did not agree to pay for.

Ms. Maki informed Council that when she registered for the course she did include all four municipalities and it does show on record that she is certified for O'Connor and if Council does not agree to pay it will have to be removed. Currently Ms. Maki is listed as the Chief Building Official only, not a designer for infloor heating systems on the Ministry website. The training was very informative and did explain what she is suppose to look for during an inspection and what data she has to collect from the property owner for these systems.

Ms. Maki was thanked for attending.

Mr. Randy Turk was welcomed to the table. The Volunteer Fire Department driver training was discussed. Mr. Turk submitted an Expression of Interest letter at the March 12, 2012 Council meeting offering to be a driver trainer for the volunteer firefighters who wish to upgrade their licence to a "DZ" and challenge the test. Council asked Mr. Turk to attend the meeting to discuss his letter further. Mr. Turk clarified that

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he does not have any signing authority with the Ministry, he can only ride with the drivers to help them gain experience.

Council would like Mr. Turk to submit a letter to Council outlining the training he will provide to the drivers. All drivers will learn at different rates and require different amounts of time for training. Council would like Mr. Turk to submit a letter to the Clerk-Treasurer, who will forward it to the Fire Chief, when he feels that the driver is competent and is at a position to attempt to do their driving test.

The Clerk-Treasurer reported that she has sent out letters to the fire department members who have taken the "Z" endorsement training and who have not as yet gone into the Ministry to write their test. The letters asks them that if they are still interested in upgrading their licence to a "DZ" that they attempt to write their test by April 30<sup>th</sup> so that the Fire Chief can arrange to have as many members as possible do the practical testing on the same day so that the fire truck is only out of the area for this purpose once if possible. No member can drive the fire truck unless they have their written and practical test completed.

2. Moved by B. J. Loan  
Seconded by G. Garbutt

**THAT COUNCIL ACCEPT THE EXPRESSION OF INTEREST FROM RANDY TURK AT AN HOURLY RATE OF \$22.50 TO PROVIDE DRIVER TRAINING FOR UPGRADING VOLUNTEER FIREFIGHTER DRIVERS LICENCE TO A "DZ" UPON RECEIPT OF A DRIVER ABSTRACT FROM RANDY TURK. A DRIVER TRAINING SCHEDULE TO BE FORWARDED TO THE CLERK-TREASURER.**

Carried

Mr. Turk was thanked for attending.

The roads and administration voucher for March 31, 2012 was reviewed and it was

2. Moved by Bishop Racicot  
Seconded by J. Vezina

**THAT THE ADMINISTRATION AND ROADS VOUCHER FOR MARCH 31, 2012 TOTTALLING \$98,213.39 BE APPROVED AND PAID.**

Carried

The Statement of Revenue and Expenditures to January 31, 2012 were reviewed.

One application for the vacant seat for the Committee of Adjustments was reviewed. A new By-law will be passed later in the meeting appointing Mr. Lou Richard to the seat.

Policies and By-laws were reviewed as follows:

Councillor Racicot left the room

- a) Policy for Administrative Benefits – final for approval. It was

4. Moved by J. Vezina  
Seconded by B. J. Loan

**THAT THE CORPORATION OF THE TOWNSHIP OF O'CONNOR'S POLICY FOR ADMINISTRATIVE BENEFITS BEING A POLICY TO ESTABLISH COVERAGE UNDER THE TOWNSHIP OF O'CONNOR'S BENEFIT PACKAGE FOR THE CLERK-TREASURER AND DEPUTY CLERK-TREASURER BE ENDORSED.**

Carried

Councillor Racicot returned to the meeting.

- b) Accounting Policy for Tangible Capital Assets (TCA) – as amended for approval. It was

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5. Moved by G. Garbutt  
Seconded by Bishop Racicot

**THAT THE FOLLOWING AMENDMENTS BE MADE TO THE POLICY FOR TANGIBLE CAPITAL ASSETS (TCA).**

**SECTION 2. CAPITALIZATION SUBSECTION 2.2 THE WORD "BECOMES" BE CHANGED TO "COMES"**

**IN SCHEDULE "B" TO THE POLICY, CAPITAL ASSETS USEFUL LIFE, THE "COMMENTS AND NOTES" COLUMN DESCRIBING SPECIFIC ASSETS BE REMOVED.**

Carried

- c) Fire Department Standard Operational Guidelines 1404 - Progressive Discipline – for final approval. It was

6. Moved by Bishop Racicot  
Seconded by G. Garbutt

**THAT THE CORPORATION OF THE TOWNSHIP OF O'CONNOR FIRE DEPARTMENT STANDARD OPERATING GUIDELINE NUMBER 1404 – PROGRESSIVE DISCIPLINE BE APPROVED AS REVISED.**

**THIS STANDARD OPERATIONAL GUIDELINE WILL BE INCLUDED IN THE TOWNSHIP OF O'CONNOR'S POLICY BOOKLET AS ONE OF THE POLICIES FOR THE FIRE DEPARTMENT.**

Carried

- d) Draft By-law – To establish a Code of Conduct for the Council was again deferred to the next meeting.

- e) By-law Number 2012-08 – To constitute and appoint a Committee of Adjustment was read and it was

7. Moved by B. J. Loan  
Seconded by G. Garbutt

**THAT BY-LAW NUMBER 2012-08 BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF O'CONNOR AND TO RESCIND BY-LAW NUMBER 2011-04 BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

Consent application 1B/06/12 for David and Henry Posthumus, Concession 2, N ½ Lot 6 was reviewed and it was

8. Moved by J. Vezina  
Seconded by G. Garbutt

**THAT THE CONSENT APPLICATION 1B/06/12 FOR DAVID AND HENRY POSTHUMUS FOR THE PROPERTY DESCRIBED AS CONCESSION 2, N ½ LOT 6 FOR ONE 28.637 HA SEVERANCE BE APPROVED.**

Carried

Resolutions for endorsement were read as follows:

- a) City of Mississauga regarding Telecommunication Tower/Antenna Facilities Interim Protocol was filed  
b) Municipality of Clarington regarding the Horse Racing Industry was filed  
c) Clinton Ekdahl, Founder of "Day of the Honey Bee" – requesting the Township proclaim May 29, 2012 as the third annual "Day of the Honey Bee" was filed.

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The District of Thunder Bay Social Services Administration Board 2012 Budget was reviewed. There is a total levy increase of 1.1% over the 2011 budget. The Township of O'Connor's increase will be \$897.00 over 2011 total levy.

Correspondence were read as follows:

- a) Ministry of Community Safety and Correctional Services – Congratulation letter to the Township of O'Connor for completing the mandatory emergency management program elements
- b) Municipal Finance Officers' Association of Ontario – i) Bulletin – Federal Budget – March 29, 2012  
ii) 2012 Provincial Budget update – March 27, 2012
- c) Grant Thornton – i) A majority budget: on the road to a surplus for 2015-2016 regarding the Federal Budget March 29, 2012  
ii) Ontario Budget 2012 – March 27, 2012
- d) Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) the Municipal Experts – i) The 2012 Ontario Budget and your Pension – Advice from AMCTO  
ii) AMCTO's Analysis and Advice on the 2012 Federal and Provincial Budgets
- e) Association of Municipalities of Ontario (AMO) – i) Watch File – March 29, 2012  
ii) Watch File – April 5, 2012  
iii) Media Advisory - Ontario's Provincial and Municipal Budgets Must be Sustainable  
iv) Breaking News – The 2012 Provincial Budget  
v) Breaking News – Federal Budget 2012 Details  
vi) Highlights of the March 2012 Board Meeting  
vii) Update on OMERS: April 3, 2012
- f) Bill Mauro, MPP – regarding Private Member's Bill, Ontario's Wood First Act, 2012. Council would like to support Mr. Mauro and endorse this Act. A resolution will be drafted for the next meeting.
- g) Norm Miller, MPP – Government is Hurting Northern Development to Fuel Spending
- h) Stewardship Ontario – regarding Industry funding for Municipal Blue Box Recycling for 2011 Program Year

The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) Ministry of Northern Development and Mines – regarding Summer Jobs Service program – Two students have been approved for the Township under this program. This program provides a rebate of \$2.00/hr for every hour paid by the Township.
- b) The purchase of a Fire Department tanker truck was discussed. A truck has been found and ordered. A down payment has been sent and the truck will be safetied and delivered for the purchase price. The balance of the payment will be made upon delivery. It was

9. Moved by B. J. Loan  
Seconded by Bishop Racicot

**THAT THE QUOTE FROM EASTWAY EMERGENCY VEHICLES IN THE AMOUNT OF \$25,000.00 PLUS HST FOR THE PURCHASE OF THE 1987 FORD FIRE TANKER APPARATUS TRUCK, BE ACCEPTED.**

Carried

Under New Business, Council discussed

- a) Thunder Bay District Emergency Measures Organization – regarding the Annual General Meeting held March 29, 2012. As both representative were unavailable and unable to attend it was

10. Moved by J. Vezina  
Seconded by Bishop Racicot

**THAT COUNCIL APPROVE THE ATTENDANCE OF COUNCILLOR GARBUTT AT THE THUNDER BAY DISTRICT EMERGENCY MEASURES ORGANIZATION ANNUAL GENERAL MEETING WHICH WAS HELD ON WEDNESDAY, MARCH 29, 2012 IN THUNDER BAY.**

Carried

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Councillor Garbutt reported on the meeting.

- b) MLS Financial Services – regarding the O'Connor Fire Department Accident & Specified Sickness renewal. The Fire Department members will have the option of purchasing the 24 hr coverage through this policy however they will have to cover the addition cost on their own.
- c) A complaint was received at the Township office from a residents of the Township expressing their concern with the condition of the Community pastures fencing. The Clerk-Treasurer also confirmed that several calls were received at the Township office last year with regard to cattle loose on the Highway. Mr. Richard Noy, Fenceviewer, will draft a letter to be sent to the pasture board.
- d) North of Superior Workforce Planning Board – Invitation to “Economic and Labour Force Update: Reasons for Optimism”. Councillor Garbutt will be attending as a Board member.

Under further new business Council discussed the closure of the Canadian Blood Services office in Thunder Bay. Council would like to support in principle that the Canadian Blood Services office remain open. A draft letter and resolution will be brought back to the next meeting for endorsement.

Council also discussed a recent fire within the Township while Fire Chief Mattas was out of town. Council would like the Clerk-Treasurer to look into who he put in charge while he was away. Council would like to have him provide the name, in writing, to the Clerk-Treasurer each time he is away.

Councillor Garbutt reported on a recent presentation she attended at the Thunder Bay District Health Unit on oxycodone and the upcoming problems that will be presented in the city and area because of the withdrawal of oxycodone from the market due to government legislation.

Councillor Racicot also reported that he will be absent at the next meeting due to work.

Issues brought forward or letters received after the agenda was mailed were discussed as follows:

- a) Northwestern Ontario Municipal Association regarding budget announcement and the closure of Travel Centres in Kenora, Rainy River and Fort Frances.
- b) Ministry of Infrastructure/ Ministry of Transportation – Honourable Bob Chiarelli regarding Ontario's 2012 Budget.
- c) Thunder Bay Emergency Measures Organization – Proposed Municipal Levy 2012. The Township's levy remains the same as last year.
- d) Lakehead Rural Planning Board regarding the invoice for Planning Services for the Township of O'Connor for 2012. The cost remains the same as last year.

- 11. Moved by G. Garbutt  
Seconded by Bishop Racicot

**THAT THE MEETING ADJOURN TO THE O'CONNOR DAY PLANNING MEETING TO BE HELD ON MONDAY, APRIL 16, 2012 AT 7:00 P.M.**

**TIME BEING: 10:25 P.M.**

Carried

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Mayor

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Clerk-Treasurer