

## TOWNSHIP OF O'CONNOR – MINUTES – FEBRUARY 13, 2012

Minutes of the meeting held on Monday, February 13, 2012 at 7 p.m. in the Council chambers.

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

Visitors: Chris Lawrence, Superior Safety  
Kelly Johnson, Leadhand arrived at 7:25 p.m.  
Cheryl Maki, Chief Building Official arrived at 7:45 p.m.

Acting Mayor Loan called the meeting to order at 7:00 p.m..

Disclosure of pecuniary interest and general nature thereof: Councillor Vezina declared an interest in item 6 b) iii) as he is a general contractor. Councillor Racicot declared an interest in item 10 a) as his spouse is an employee of the Township. Councillor Garbutt declared an interest in item 6 b) iv) as her spouse was the Chief Building Official for the Township.

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

**THAT THE MINUTES OF THE COUNCIL MEETING HELD ON JANUARY 23, 2012 AND THE NOTES FROM THE O'CONNOR DAY PLANNING MEETING HELD ON FEBRUARY 6, 2012 BE ACCEPTED AS PRINTED.**

Carried

2. Moved by Bishop Racicot  
Seconded by J. Vezina

**THAT MAYOR NELSON BE MARKED ABSENT DUE TO WORK.**

Carried

Mr. Chris Lawrence from Superior Propane was welcomed to the table. Introductions were made. Cal-Gas has currently red tagged the propane stove in the basement for non-use as it does not have the proper hood and fire suppression system to meet the new NFPA 96 code. Mr. Lawrence discussed the Township's options with regard to the basement kitchen and explained what Superior Safety would be able to do to rectify this problem, as well as what other work is required. He also explained that once this system was installed it would have to be inspected every 6 months, which would include changing the links. He also noted that because the Township's kitchen is considered commercial the hood should also cover the electric stove if it will remain. A 2 ½ gallon K-type fire extinguisher would be required. Mr. Lawrence provided a quote for the work that they could perform and noted that the Township would still be required to do the ductwork, installation of the hood and one manual pull station at the door. They would supply the gas valves but Cal-gas would have to do the hookup. The prices provided will be good for 1 year and it was noted that the hood price was only an estimate from another company. If a used hood could be found it could be used if it meets the requirements.

Mr. Lawrence was thanked for attending and providing this information.

Mr. Johnson, Leadhand was welcomed to the table.

The road department monthly report was read. Some maintenance work has been done on Truck #9 as well as light repairs on both trucks and the backhoe.

Roadwork in general was discussed. Mr. Johnson has been working on the budget, the road department has been doing some brushing on Connolly Road. It was noted that the frost heaves on the roads have started and Mr. Johnson has purchased more bump signs and has been marking these bumps.

The Health & Safety Ontario – Networking and Knowledge Exchange luncheon was discussed and it was

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3. Moved by Bishop Racicot  
Seconded by G. Garbutt

**THAT THE FOLLOWING PERSON/S ATTEND THE NETWORKING AND KNOWLEDGE EXCHANGE – MANAGING HEALTH & SAFETY ON YOUR CONSTRUCTION PROJECT TO BE HELD FEBRUARY 15, 2012 IN THUNDER BAY.**

**REGISTRATION: \$15.00 + HST**

**KELLY JOHNSON, LEADHAND**

Carried

Another Health & Safety Ontario training item was brought forward by Council and it was

4. Moved by J. Vezina  
Seconded by Bishop Racicot

**THAT KELLY JOHNSON, LEADHAND, ATTEND THE HEALTH & SAFETY ONTARIO – HIRING OUTSIDE CONTRACTORS TRAINING TO BE HELD MARCH 6, 2012 IN THUNDER BAY.**

**REGISTRATION: \$144.00**

Carried

An Ontario Good Roads Association Heads Up Alert with regard to a court case and the Impact on Minimum Maintenance Standards: Giuliani v. Region of Halton et. al was read. The Township of O'Connor does have a policy for winter maintenance, which does exceed the minimum maintenance standards and as the Township does not have any paved roadways for pre-icing it was agreed that no changes would be made as a result of this document.

Mr. Johnson was thanked for attending.

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

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

**THAT THE ADMINISTRATION AND ROADS VOUCHER FOR JANUARY 31, 2012 TOTTALLING \$93,192.56 BE APPROVED AND PAID.**

Carried

The Statement of Revenue and Expenditures for 2012 will not be available until after the 2011 year end audit is completed.

Time being 7:45 p.m. and Ms. Maki had arrived it was agreed to move her forward on the agenda.

Ms. Maki, Chief Building Official, was welcomed to the table. Ms. Maki started off explaining the legal structure of the building permit process and each parties responsibilities. She also described the prescribed stages, the prescribed orders and the schedules to the by-law to cover municipal liabilities. She also noted that as of January 1, 2012 Occupancy inspections are mandatory and should be noted as part of the application stage.

Ms. Maki went on to explain her current qualifications and what qualifications are required for doing different levels of inspection. In floor heating systems are becoming more popular and currently the installer does not need any qualifications. Plumbing, heating/ventilation or accessory building do not require the proof of competency. Ms. Maki would like to take the in-floor radiant heat course to become qualified to inspect these systems. The original course that she had registered for in Calgary was cancelled and she will be attending a course in Toronto this month. Ms. Maki had

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previously asked for the cost of the course to be covered by the municipalities and was turned down. Ms. Maki explained her reasoning for wanting to take the course and the liability to the Township if something goes wrong with a system, which may not have been installed properly. The other municipalities have decided to add an additional charge to the building permit fee for this inspection to help offset the costs of this course. The cost of the course when divided by the four municipalities she represents as Chief Building Official would be approximately \$600.00 each. Council will discuss this issue further under new business.

The Building Permit Fees 2011 Annual Financial Report prepared by the Clerk-Treasurer was reviewed. This report includes background, statistics, variances and recommendations from throughout the year. The recommendations included speaking with Ms. Maki with regard to the building permit fees as there was a deficit in 2011. Permit fees are collected in one year and in several cases the inspections carry over into the next year, which makes it very hard to balance the revenue and expenditures. No reserve fund was established in 2011 for building enforcement and administration.

It was noted that there was a non-compliance issue with a property, which also incurred costs with no revenue to offset Ms. Maki expenses. Council would like Ms. Maki to prepare a report on this issue for the next Council meeting.

Councillor Vezina left the room.

The Township of O'Connor's current building permit fees were discussed. Ms. Maki gave some comparison fees from the surrounding municipalities. The Township fees have been in place since 2006 and it was agreed that these fees should be increased. Each class was discussed and new rates recommended. It was also noted that solar panels on roofs are becoming more popular and do not fit into any of the current classes. Ms. Maki will get more information with regard to the new classifications and a new fees by-law will be put together. Ms. Maki would also like to see a more specific application form for the different types of construction. Currently the same package goes out for any kind of construction and not all information is being filled out properly. If the package was specific to that type of construction the applicant would be more aware of what is required. It was agreed to work on this as well.

Councillor Vezina returned to the meeting and Councillor Garbutt left the room.

The Township of O'Connor's By-law number 2006-07 respecting the Chief Building Official was discussed. This by-law appointed Ms. Maki as temporary Chief Building Official until Mr. Larry Garbutt completed the required Ministry of Municipal Affairs and Housing qualification training. As Mr. Garbutt is no longer interested in this position or the training Ms. Maki was asked if she would be interested in taking this position on a permanent basis. Ms. Maki agreed and a By-law will be passed appointing her to this position.

Councillor Garbutt returned to the meeting.

Ms. Maki has held the position of Chief Building Official since 2006 and has not received any increase in her wage. Ms. Maki requests that this wage be reviewed as well as the current mileage rate. Council informed Ms. Maki that at this time she is receiving the current mileage rate for all the Township. Her rate will not increase unless this mileage rate is increased. Ms. Maki's wage will be reviewed later in the meeting under the closed portion.

Ms. Maki also provided the Clerk-Treasurer with a list of certified names of individuals in the Thunder Bay area who have successfully completed courses with the Ministry for Mechanical Ventilation Installation, Heat Loss and Heat Gain Calculations and Air System Design as well as a copy of the Prescribed Inspections regulation.

Ms. Maki was thanked for attending.

Councillor Racicot left the room.

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The Policy for Administrative Benefits was reviewed. It was agreed that Council would like to discuss some of the items later in the meeting under closed.

Councillor Racicot returned to the meeting.

A By-law to appoint Ms. Maki as the Chief Building Official was reviewed and it was

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

**THAT BY-LAW NUMBER 2012-05 BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF O'CONNOR RESPECTING THE CHIEF BUILDING OFFICIAL BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

A letter from the Lakehead Rural Planning Board (LRPB) with regard to quantity of water for consents was read. Currently the Township of O'Connor's Official Plan requires that an adequate water supply must be proven. There are concerns with who determines what adequate is. The LRPB will be forwarding the water document for the applicant to the Township of O'Connor for approval by resolution. Council agreed with this and will look at this item during the Official Plan review this year.

Consent Application 1B/05/12 for Josefina and Thomas Buob, Concession 3, Part S ½ Lot 6 was reviewed and it was

7. Moved by Bishop Racicot  
Seconded by J. Vezina

**THAT THE CONSENT APPLICATION 1B/05/12 FOR JOSEFINA AND THOMAS BUOB FOR THE PROPERTY DESCRIBED AS CONCESSION 3, PART S ½ LOT 6 FOR ONE 4.04685 HA SEVERANCE BE APPROVED.**

Carried

Resolutions for endorsement were read as follows:

- a) Municipality of Arran-Elderslie requesting that the Premier invoke an immediate moratorium on the construction of industrial wind turbines until concerns are properly studied and addressed was filed.
- b) Town of Bancroft recommending that the Government of Canada take a leadership role in combating global warming and climate change was filed
- c) Town of Halton Hills – regarding the Provincial Regulations regarding commercial fill operations was filed.

Thunder Bay District Social Services Administration Board (DSSAB) issues were discussed as follows:

- a) Reply to Kevin Holland, Area One representative from Melissa Harrison, CAO Thunder Bay DSSAB with regard to the review of representation for Area 1 at the next meeting of the board to be held on February 16<sup>th</sup> in Nipigon.
- b) Memorandum - New Board Chair for 2012, Bob Katajamaki by acclamation.
- c) Copy of Submission to Bill Mauro, MPP on February 8, 2012 with regard to Thunder Bay DSSAB Area One representation. Acting Mayor Loan and Councillor Vezina reported on the meeting with Bill Mauro, MPP, to the rest of Council. In summary of the meeting Mr. Mauro would like the costs and usage of each of the other Areas for comparison and he would also like Michael Gravelle, MPP and Minister of Natural Resources to be made aware of the issues so that both MPP's for the Area One municipalities can address the issues with the Minister. Area One representative, Reeve Kevin Holland is concerned with the amount of business discussed in closed session. Councillor Garbutt clarified information with regard to the Thunder Bay Housing Corporation concerns with regard to ownership of buildings from her time on the DSSAB board. Council agreed that it should only be the Area One representation that is discussed at the meeting with Minister Gravelle.
- d) Memorandum - Organizational Review Implementation Update was reviewed. Full reports were emailed to Council for their review.

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- e) Copy of Board Report regarding Employment Program and Services Review was read.
  - f) Media Release – January 27, 2012 – Early Childhood Educators Coming to Thunder Bay was read.
  - g) Meeting date with Minister Gravelle – regarding DSSAB representation February 18, 2012. It was
8. Moved by J. Vezina  
Seconded by G. Garbutt

**THAT THE FOLLOWING PERSON/S ATTEND THE MEETING WITH MINISTER GRAVELLE AND AREA MUNICIPALITIES REEVES, MAYORS WITH RESPECT TO RURAL REPRESENTATION OF THE THUNDER BAY DSSAB TO BE HELD FEBRUARY 18, 2012 IN THUNDER BAY.**

**MAYOR NELSON AND IF NOT AVAILABLE COUNCILLOR LOAN AND VEZINA.**

Carried

Correspondence was read as follows:

- a) Ministry of Finance – letter to Head of Council regarding Ontario Municipal Partnership Fund (OMPF) allocations for 2012.
  - ii) letter to Clerk-Treasurer regarding the Details of the 2012 OMPF Release
  - iii) 2012 Allocation Notice. The Township of O'Connor will receive \$4,600.00 less than what was received in 2011 from the OMPF and the mandate program expenses have increased by approximately \$4,200.00.
  - iv) 2012 Annual Repayment Limit (ARL)
- b) Association of Municipalities of Ontario (AMO) – i) Ontario Municipal Partnership Fund (OMPF) Allocations Announced
  - ii) AMO Report to Members on January 2012 Board Meeting
  - iii) Watch File – January 26, 2012
  - iv) Watch File – February 2, 2012
  - v) Watch File – February 9, 2012
  - vi) Remuneration and expenses of council appointees to AMO Board of Directors year ended December 31, 2011 – Mayor Nelson
  - vii) Ministry of the Environment's direction to Waste Diversion Ontario.
- c) Ministry of Community Safety and Correctional Services – OPP – 2012 Annual Estimate – Local Services Realignment. The Township of O'Connor's policing costs for 2012 have been reduced by \$2,296.00 from 2011.
- d) Lakehead Rural Planning Board – regarding Council representative honourarium – Councillor Racicot

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

**TIME BEING: 10:30 P.M. THAT THE BUSINESS OF THIS MEETING CONTINUE.**

Carried

- e) Norwest Community Health Centres – Rural Health Fair – Save the date flyer – August 15, 2012. This information will be posted locally as well as on our Township website and will be put into our next newsletter.
  - f) The Premier of Ontario – reply letter regarding Council's endorsed resolution about funding for municipal deficits.
  - g) Ontario Good Roads (OGRA) – ROMA/OGRA Combined Conference update
  - h) Ministry of Community and Social Services – Launch of the 2012-13 Enabling Change Program
  - i) Rural Voices Network – Moving forward towards phase 2 of project to better understand rural Ontario
  - j) Weiler, Maloney, Nelson – Rosalie A. Evans - offering her services to the Township.
  - i) Thunder Bay District Municipal League – draft agenda was read.
- The balance of the correspondence was passed around the table.

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Under Old Business, Council discussed

- a) Update from Councillor Loan regarding the OPP non-sharing of information with the Fire Department regarding Motor Vehicle Accidents. Councillor Loan reported that he spoke with Staff Sergeant Dan Peters about this issue. The Ontario Provincial Police have a Police Order, Chapter 2, Release of information exceptions/fire services. When there is a call on a Provincial Highway the information is provided to the departments for billing purposes. If a call is on the Township's own roads we would have to have a vested interest to receive the information. If there is a vested interest the Township would then send a request to the OPP expressing the interest. It was suggested that a form be developed for the fire department to fill out for this purpose. The Clerk-Treasurer will check with the Fire Chief to see if he already has a form that he uses. If he does it will be forwarded to the OPP to ensure that it meets the current requirements.
- b) Royden Potvin, Thunder Bay Ventures – reply to funding questions regarding potential Township projects. Mr. Potvin replied that the driver training would not be eligible through their program and the maintenance to the kitchen in the community centre was weakly eligible under the Local Initiatives Contributions, however it is not eligible under the clear strict guidelines imposed by Fednor. Mr. Potvin did however speak to the Board about his meeting with Council and they have approved a one time contribution from their operating budget in the amount of \$500.00 towards renovations to the kitchen in the community centre. Details of the renovation would have to be submitted to their office. Mr. Potvin will be contacted and let known that this project will have to be considered further during budget discussions.
- c) Town of Penetanguishene – regarding resolution on rising cost of policing. A meeting has been arranged with the Ministry of Community Safety and Correctional Services in conjunction with the Ontario Good Roads Conference.

Under further old business the kitchen renovations were discussed. Council would like the Clerk-Treasurer to continue looking into what is required to bring the kitchen back up to meet the Fire Code and bring in some estimated costs. It was also suggested that the Farm Credit Canada program be looked into again for funding as well as consideration for fundraising events with the Fire Department Auxiliary and Community Club.

Under New Business, Council discussed

- a) Thunder Bay District Municipal League (TBDML) i) 2012 budget apportionment for the League including the Northwestern Ontario Municipal Association (NOMA) levy. The levy is slightly lower than 2011.
- ii) Request for donation for the annual meeting March 2 & 3, 2012. It was

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

**THAT THE TOWNSHIP OF O'CONNOR PROVIDE A DONATION OF A HISTORY BOOK AND ONE SWEATSHIRT TO THE THUNDER BAY DISTRICT MUNICIPAL LEAGUE FOR THEIR UPCOMING CONFERENCE.**

Carried

- b) Bill Mauro, MPP – requesting information on the Township's Infrastructure priorities. Council discussed the priorities and the following will be forwarded to Mr. Mauro.
  1. Broome Road bridge replacement, 2. Sand/salt shelter, 3. New building for garage and firehall and road work is always a priority.
- c) Ministry of Community Safety and Correctional Services – regarding Essentials of Municipal Fire Protection – A Decision Makers' Guide. It was

11. Moved by Bishop Racicot  
Seconded by G. Garbutt

**THAT THE FOLLOWING PERSON/S ATTEND THE ESSENTIALS OF MUNICIPAL FIRE PROTECTION – A DECISION MAKERS' GUIDE TO BE HELD APRIL 17, 2012 IN THUNDER BAY.  
REGISTRATION: N/C  
COUNCILLOR LOAN**

Carried

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- d) Heart and Stroke Foundation – regarding Ontario Defibrillator Access Initiative (ODAI). The O'Connor Community Centre already has a defibrillator and Council feel that another one is not required at this time.
- e) Ontario 9-1-1 Advisory Board – requesting assistance for operating support in the form of a donation. No donation will be made.
- f) Request for quotes for upcoming insurance renewal coverage was discussed. It was agreed to stay with our current company for this year but Council would like quotes requested in 2013.

Under further new business Councillor Racicot and Vezina discussed a possible donation of cotton candy machines to the Township. These machines could be used by the Fire Department Auxiliary or Community Club for O'Connor day or any fundraising events within the community. The current owner is willing to donate three machines as long as they are not going to be sold for profit and they would like a tax receipt for the donation. This information will be brought to the next Fire Department auxiliary meeting for discussion.

The radiant in-floor heat course that Ms. Maki will be attending and would like reimbursement for was discussed further. Council would like to defer their vote until the next meeting to hear what the other municipality's opinions are on this matter and to ensure that the share of the payment would only be ¼ of the total costs.

Council also discussed having Ms. Maki attend more Council meetings to keep Council informed of the work that she is doing, as the Road Department and Fire Department currently do. It was suggested monthly or quarterly. The frequency will be discussed further at the next meeting. Council would also like Ms. Maki to provide input for the budget. An estimate of how much carry over expenses there are from the previous year and current files to date as well as any courses she would like to participate in prior to the budget being approved.

Issues brought forward or letters received after the agenda was mailed.

- a) Federated Women's Institute of Ontario Northwestern Area Thunder Bay District – celebrating Women's Institute Day on February 19<sup>th</sup> – Vickers Heights Community Centre. – no one will attend
- b) Invitation to Pre-budget conversations with Michael Prue, MPP and NDP Caucus Finance Critic – February 12, 2012 – no one attended
- c) Statistics Canada – Census Profile 2011 results. The Township of O'Connor's population in 2011 was 685 and the total private dwellings are 274, both are down from the 2006 census.
- d) Municipal Finance Officers' Association of Ontario – "eBulletin" – Leading practices in asset management: Case studies from Ontario's municipal sector.

No building permits have been approved since the last meeting.

- 12. Moved by J. Vezina  
Seconded by Bishop Racicot

**BE IT RESOLVED THAT THE NEXT PORTION OF THE MEETING BE CLOSED TO THE PUBLIC IN ORDER TO DISCUSS LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS; PURSUANT TO SUBSECTION 239(2)(D) OF THE MUNICIPAL ACT, 2001.**

**TIME BEING: 11:55 P.M.**

Carried

During the Closed Session Council discussed the Chief Building Official wage and the Policy for Administrative Benefits.

Councillor Racicot left the meeting at 12:15 a.m. due to his pecuniary interest in the Policy for Administrative Benefits.

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- 13. Moved by G. Garbutt  
Seconded by J. Vezina

**TIME BEING: 12:42 A.M.**

**THAT WE NOW MOVE TO OPEN MEETING**

Carried

It was

- 14. Moved by J. Vezina  
Seconded by G. Garbutt

**THAT THE WAGE FOR THE TOWNSHIP OF O'CONNOR CHIEF BUILDING OFFICIAL BE INCREASED TO \$ / HOUR EFFECTIVE FEBRUARY 14, 2012.**

Carried

The draft changes to the Policy for Administrative Benefits will be brought back to the next meeting.

- 15. Moved by J. Vezina  
Seconded by G. Garbutt

**THAT THE MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD ON MONDAY, FEBRUARY 27, 2012 AT 7:00 P.M.**

**TIME BEING: 12:47 A.M.**

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Treasurer