

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 10, 2014

Minutes of the meeting held on March 10, 2014 at 7 p.m. in the Council chambers.

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

Visitors: Rosy Brizi and Lindsey Halow, Grant Thornton LLP
Leadhand Kelly Johnson arrived at 7:25 p.m.

Absent: Councillor Vezina

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

Disclosure of pecuniary interest and general nature thereof: Councillor Racicot declared an interest in items 15 a) i) and 16 a) as his spouse is an employee of the Township.

1. Moved by Bishop Racicot
Seconded by G. Garbutt

THAT THE MINUTES FROM THE COUNCIL MEETING HELD ON MONDAY, FEBRUARY 2024, BE ACCEPTED AS PRINTED.

Carried

Ms. Rosy Brizi, CPA, CA, Partner and Ms. Lindsey Halow, Manager, Grant Thornton LLP, were welcomed to the table. Ms. Brizi and Ms. Halow presented Council with the Draft Financial Statements for 2013. Ms. Brizi gave a brief summary of the roles and responsibilities of their office and that of the Township with regard to the preparation of the financial statements and Ms. Halow proceeded to explain the statements and accompanying notes. Ms. Halow also presented Council with a document that breaks out the amortization expense from the actual expenditures to provide a better comparison to the 2013 budget.

Reserve fund allocations were also discussed and it was decided that an additional \$2,324.00 will be transferred to the Office Equipment Reserve.

Ms. Brizi presented Council with the Audit Report and the results of the audit. It was noted that the Cemetery By-law needs to be updated to comply with the fee structure provided by the Cemetery Act. The fee charged for plots in the O'Connor Cemetery in 2013 did not meet the requirements of the Act. It was recommended that the Cemetery By-law be updated and it was also decided by Council that the 2013 funding shortfall to the Care and Maintenance Fund for the Cemetery be financed using the proceeds from 2013 sale of plots and the balance from the 2013 proceeds from interments. Once adjusting entries have been made the final 2013 Financial Statements will be made available.

Mayor Nelson signed the Statement of Administrative Responsibility and the Management Letter and once they have been signed by Clerk-Treasurer Buob they will be sent to Ms. Brizi.

Ms. Brizi and Ms. Halow were thanked for their presentation and for attending the Council meeting.

Mr. Kelly Johnson, Leadhand, was welcomed to the table. The monthly report for February 10, 2014 to March 7, 2014 was reviewed. Roadwork in general was discussed. The roads crew has been busy winging back snowbanks and hills and has completed brushing on Chamber's Road. It was noted that while snowplowing the municipal yard the propane tank for the municipal office had been pushed forward and has since been put back in place, lines replaced and properly inspected.

Leadhand Johnson currently has grader blades and shoes that are surplus. He would like to sell the items as they do not fit the Township's grader. Mr. Johnson was asked to list the surplus items and determine a price for them. He will contact local municipalities that may be willing to purchase the items and if they have not been sold by the end of the month an ad will go out in the April issue of the Cornerstone.

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Progress on the Broome Road Bridge Replacement project was discussed. Council would like KGS Group Consulting Engineers contacted to see where they are with the project and to ensure that we meet required deadlines for in-water work for 2014.

The road and administration voucher and bills to be paid were passed around the table and it was

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

THAT THE ADMINISTRATION AND ROADS VOUCHER FOR FEBRUARY 28, 2014 TOTTALLING \$109,282.25 BE APPROVED AND PAID.

Carried

A bill to be paid was passed around the table and it was

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

THAT THE FOLLOWING BILL FOR MARCH 2014 BE PAID. THIS BILL WILL BE INCLUDED ON THE MARCH 2014 ROAD AND ADMINISTRATION VOUCHER.

CK#12114 KAKABEKA HOTEL \$ 833.14

Carried

A By-law was reviewed as follows:

- a) By-law Number 2014-05, being a By-law to appoint an Integrity Commissioner and it was

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

THAT BY-LAW NUMBER 2014-05 BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER FOR THE CORPORATION OF THE TOWNSHIP OF O'CONNOR BY PASSED AND ENTERED IN THE BY-LAW BOOK.

Carried.

As By-law 2012-09 which established a Code of Conduct for Council already has the duties of the position of Integrity Commissioner no additional documents will be drafted.

Bids for the office desks located in the old office in the Community Centre were opened. Two bids were received, one bid for Unit 1 and the second bid for both Unit 1 and 2. The highest bids were accepted and it was,

5. Moved by Bishop Racicot
Seconded by G. Garbutt

THAT THE BID SUBMITTED BY MR. ROD CORBETT FOR THE PURCHASE OF OFFICE DESK(S) IN THE AMOUNT OF \$203.00 BE ACCEPTED. UNIT 2.

Carried.

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

THAT THE BID SUBMITTED BY MS. LAUREN RICHARD FOR THE PURCHASE OF OFFICE DESK(S) IN THE AMOUNT OF \$226.26 BE ACCEPTED. UNIT 1.

Carried.

Resolution for endorsement were read as follows:

- a) Municipality of Oliver Paipoonge regarding the 2014 Budget Request for Superior North EMS was filed.
- b) Regional Municipality of Niagara regarding the Long Term Energy Plan and the anticipated hydro rate increase of 42% over the next five years was filed.
- c) Town of Aurora regarding the Introduction of Municipal Recall Election Legislation was filed.

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- d) The Township of Leeds and the Thousand Islands regarding their request for the Province to review decisions of its Ombudsman regarding Municipal Council meetings was filed.
- e) The City of Peterborough regarding the approval of the recommendations outlined in Report PLHD14-001 of the Director of Planning and Development Services was filed.
- f) The Town of Petrolia regarding Bill 69 – The Prompt Payment Act, 2013 was filed.

The Meeting Minutes of the Lakehead Rural Municipal Committee (LRMC) for their meeting held on January 9, 2014 were reviewed. Speaking notes for the Hon. Ted McMeekin, Minister of Community and Social Services, on his conversation with the Mayor of Oliver Paipoonge regarding the Area One municipalities' membership in the Thunder Bay District Social Services Administration Board (DSSAB) was also reviewed. In the speaking notes the Minister has stated that they do not support the creation of a separate social services board for the Area One members.

Mayor Nelson informed Council that a LRMC meeting has been scheduled for March 12, 2014 in Oliver Paipoonge to discuss the comments made by the Minister.

Correspondence were read as follows:

- a) Lakehead Region Conservation Authority regarding the 2014 Lakehead Region Conservation Authority Levy Request. The Township's 2014 levy is \$3,761.15.
- b) Lakehead Rural Planning Board 2013 Financial Statements.
- c) Ministry of Community Safety and Correctional Services regarding the Emergency Management Program. The Township of O'Connor has complied with all the requirements.
- d) i) 2014 Provincial Policy Statement Released at ROMA/OGRA.
ii) Watch File February 27, 2014.
iii) Watch File March 6, 2014.
iv) Ontario Provincial Police (OPP) Steering Committee Update from AMO President – OPP Policed Communities: Update 3.
v) Legislature Supports Motion on Municipal Liability Reform – More Municipal Action Needed.
vi) Wynne Government Embraces Provincial Oversight of Municipal Government.
- e) AMCTO Legislative Express – Legislative and Policy Matters.
- f) OPP March Newsletter.
- g) Star Security Company Ltd transfer of ownership of security services to TBaytel.
- h) Ministry of Natural Resources memorandum on behalf of Ray Pichette regarding Make a Map: Natural Heritage Areas application.
- i) Minister of Energy, the Honourable Bob Chiarelli letter regarding the recent release of "Achieving Balance", the result of a comprehensive review of its energy plans for the future.
- j) Ontario Good Roads Association 2014-2105 Board of Directors announced.

The balance of the correspondence were passed around the table.

Councillor Racicot left the room.

Under Old Business, Council discussed

- a) i) Attendance for the upcoming training session for the new Provincial Policy Statement 2014 to be held on March 26, 2014 in Thunder Bay and it was

- 7. Moved by G. Garbuttt
Seconded by B.J. Loan

THAT THE FOLLOWING PERSON/S ATTEND THE TRAINING SESSION FOR THE NEW PROVINCIAL POLICY STATEMENT 2014 TO BE HELD IN THUNDER BAY ON MARCH 26, 2014.

REGISTRATION FEE: NO FEE

COUNCILLOR GARBUTT, COUNCILLOR, LOAN, COUNCILLOR RACICOT, COUNCILLOR VEZINA, CLERK-TREASURER BUOB.

Carried.

- ii) A copy of the Provincial Policy Statement 2014 was presented to Council and an e-mail will be sent out to each Councillor with a link to the Ministry's website so they can download the statement and relevant information.
- iii) Attendance for the Planning Workshop to be held on March 27, 2014 was discussed and it was

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

THAT THE FOLLOWING PERSON/S ATTEND THE ANNUAL PLANNING WORKSHOP FOR NORTHWESTERN ONTARIO TO BE HELD IN THUNDER BAY ON MARCH 27, 2014 AT THE VALHALLA INN.

REGISTRATION FEE: \$55.00

COUNCILLOR GARBUTT, COUNCILLOR LOAN, COUNCILLOR RACICOT, COUNCILLOR VEZINA, CLERK-TREASURER BUOB.

Carried.

Councillor Racicot returned to the meeting.

- b) An e-mail from Brad Welyki, Fire Protection Adviser, Office of the Fire Marshal, requesting an update on the progress following the April 25, 2013 review that was performed by the Ontario Fire Marshal at the request of Council was read. To date the Township of Conmee and the Township of O'Connor have passed resolutions to contribute funds to hire a person or organization to create a job description and administrative framework for a shared administrator. The Council of the Township of Gillies have passed a resolution stating they would share the cost of a Request for Proposal (RFP) to solicit proposals to undertake the work. This item will be discussed at the next Shared Services meeting that has not yet been scheduled.
- c) An update of the sale of surplus land, Con 2 Pt N ½ Lot 9, was given. The purchaser will be contacted in order to move forward with the sale.
- d) An update on the Community Centre renovations was given. The elevator shaft has been constructed and painted and Thompson Accessibility Solutions has delivered the platform lift, however, they are waiting for the fire doors to be delivered before they can start the installation. Painting of the interior of the building, which has not started, was discussed. The Contractor, that was awarded the painting job, has not been able to start the work. Council would like them contacted to get an update as to when the work will be done and who will be doing it.

Councillor Racicot left the room.

Under New Business, Council discussed

- a) The Thunder Bay District Municipal League (TBDML) spring meeting and conference. Deputy Clerk-Treasurer Racicot has expressed interest in running for the position of TBDML's Administration Representative for the Northwestern Ontario Municipal Association (NOMA) Board and it was

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

THAT THE COUNCIL OF THE TOWNSHIP OF O'CONNOR AUTHORIZE DEPUTY CLERK-TREASURER RACICOT TO RUN FOR THE POSITION OF ADMINISTRATION REPRESENTATIVE ON THE NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION (NOMA) BOARD.

Carried.

Attendance at the upcoming TBDML Spring Meeting and Conference was also discussed and it was

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

THAT THE FOLLOWING PERSON/S ATTEND THE THUNDER BAY DISTRICT MUNICIPAL LEAGUE MEETING TO BE HELD ON MARCH 21 & 22, 2014 IN SCHREIBER.

REGISTRATION : \$110.00

**DEPUTY CLERK-TREASURER RACICOT
COUNCILLOR GARBUTT**

Carried.

Council Racicot returned to the meeting.

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- b) The Township of O'Connor Fee Schedule was reviewed. Council requested that Leadhand Johnson be asked for input on equipment fees and that the cemetery fees be addressed as well. This item will be brought back to Council.
- c) Press Release from MPP Bill Mauro regarding the announcement of the Ontario Government's new Seniors Community Grant Program was discussed. No application will be submitted.
- d) An e-mail from the Accessibility Directorate of Ontario regarding two separate reviews of the Ontario's accessibility laws and asking for input on both was read. No comment will be made.
- e) Councillor Loan reported to Council on his meeting with Staff Sergeant Jim Graham of the OPP which was held on March 7, 2014. At this meeting Staff Sergeant Graham was asked to comment on questions regarding policing costs and services. Mayor Nelson will be bringing the comments supplied by Staff Sergeant Graham to the OPP Advisory Committee meeting scheduled on March 14, 2014 for discussion. Councillor Loan was asked to contact Staff Sergeant Graham and ask for the percentage of time that is spent on traffic related calls, incidents in unorganized municipalities and those in organized municipalities.
- f) Under further new business Councillor Racicot brought to Council an offer of a used deep fryer from the Pass Lake Truck Stop. Mr. Ron Parcher, Owner, has offered the Township the unit at no cost. A letter will be sent to Mr. Parcher thanking him for his generous offer, however the Township has already purchased a new deep fryer for the Community Centre.

The 2013 Audited Financial Statements and the transfer of additional funds to the Office Equipment Reserve was discussed further and it was

- 11. Moved by B.J. Loan
Seconded by Bishop Racicot

THAT THE 2013 AUDITED FINANCIAL STATEMENTS PRESENTED BY GRANT THORNTON LLP BE ACCEPTED WITH AMENDMENTS.

Carried.

- 12. Moved by B.J. Loan
Seconded by G. Garbutt

THAT FOR THE CALENDAR YEAR OF 2013 THE AMOUNT OF \$2,324.00 BE TRANSFERRED TO THE OFFICE EQUIPMENT RESERVE.

Carried.

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

- a) AMCTO Statement regarding the proposed new Municipal Accountability Measures was read.

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

THAT THE MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD ON MONDAY, MARCH 24, 2014 AT 7:00 P.M.

TIME BEING: 9:40 P.M.

Carried

Mayor

Deputy Clerk-Treasurer