

## TOWNSHIP OF O'CONNOR – MINUTES – MARCH 25, 2013

Minutes of the meeting held on March 25, 2013 at 7 p.m. in the Council chambers.

Present: Mayor Nelson  
Councillors: Garbutt, Loan, Vezina  
Councillor Racicot arrived at 7:05 p.m.  
Clerk-Treasurer Buob

Visitors: Ms. Rosy Brizi and Ms. Lindsey Halow, Grant Thornton  
Fire Chief Henry Mattas, Deputy Fire Chief Ian Hamilton

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

Disclosure of pecuniary interest and general nature thereof: none

1. Moved by B. Jerry Loan  
Seconded by G. Garbutt

**THAT THE MINUTES FROM THE COUNCIL MEETING HELD ON WEDNESDAY, MARCH 6, 2013 BE ACCEPTED AS PRINTED AND AMENDED.**

Carried

The O'Connor Day Planning meeting notes were read and submitted for information purposes.

Councillor Racicot arrived at the meeting.

Ms. Rosy Brizi, CA/Partner and Lindsey Halow, CPA, CA/Manager from Grant Thornton were welcomed to the table. Introductions were done. Ms. Halow presented the Financial Statements for the Township of O'Connor to December 31, 2012, explaining all reports and notes. Council were encourage to ask questions if they had any. A document breaking out the amortization expense from the actual numbers in order to better compare to the budget was also presented. Ms. Brizi then presented the Internal Control letter and the Audit results document. The Township of O'Connor's deficit for year 2012 was \$4,163.00.

The Statement of Administrative Responsibility and the Management letter were signed and returned to Ms. Brizi and Ms. Halow. Council thanked the auditors for their presentation and for the work that their team has done for this year's audit and they left the meeting.

Fire Chief Henry Mattas and Deputy Fire Chief Ian Hamilton were welcomed to the table. The Fire Department report from February 20 to March 21, 2013 was read. There were two First Response calls and one fire call since the last report. Fire Chief Mattas informed Council that another First Response call did come in after the report was submitted. The house fire on the Harstone road was discussed. Fire Chief Mattas did call Oliver Paipoo for Mutual Aid on this call.

Fire Chief Mattas did ask about the equipment being stored in the cold storage building. Councillor Racicot will have it cleaned out in the spring.

Fire Chief informed Council that Mr. Olsen and himself have met with Mr. Louis Rajnauth, Driver Certification and Examination Officer with the Ministry of Transportation and the driver training program is up and ready to go for the area Fire Departments. All driver records will be stored in a locked cabinet and as Fire Chief Mattas is the Registered Signing Authority he would like to store these records in the Township office. Mr. Rajnauth can come up at any time and do an audit on the records.

Fire Chief Mattas also asked Mr. Rajnauth about the Fire Department members driving the fire trucks to the scene without the proper drivers licence as stated in the regulations as being allowed. Mr. Rajnauth did make note that if something were to happen lawyers would make it an issue.

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The VFIS insurance for the Volunteer Firefighters was discussed. It was agreed to continue with the 24 hour coverage which was approved last year for the members. Option #3 – an Elite Upgrade Benefit Package was also discussed. The Clerk-Treasurer will confirm what the cost of this additional package would be and if the additional coverage is only \$100 for the entire group, Council would like to also add this to the policy.

An email from Roger Lord, Field Officer for the Amethyst Sector of the Emergency Management Ontario was read. A Community Emergency Management Course (CEMC) is going to be held in Thunder Bay in June. Fire Chief Mattas is our current CEMC and he would like to have Deputy Fire Chief Hamilton take this course. He has taken the prerequisite course at Fire Con last year. It was

2. Moved by Bishop Racicot  
Seconded by G. Garbutt

**THAT DEPUTY FIRE CHIEF IAN HAMILTON ATTEND THE CEMC COURSE TO BE HELD ON JUNE 4 AND 5, 2013 IN THUNDER BAY.**

Carried

A date for the Fire Department budget meeting was discussed. Council would like Fire Chief Mattas to have the Fire Department members involved in the process. It was agreed to meet at 6 p.m. on April 22 with the Fire Department, prior to the regular Council meeting. Fire Chief Mattas will invite his members to attend the meeting.

Fire Chief Mattas and Deputy Fire Chief Hamilton were thanked for attending and left the meeting at 8:20 p.m.

Bills to be paid were passed around the table and it was

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

**THAT THE FOLLOWING BILLS FOR FEBRUARY AND MARCH 2013 BE PAID. THESE BILLS WILL BE INCLUDED ON THE MARCH 2013 ROAD AND ADMINISTRATION VOUCHER.**

CK#11437	B. DENNHARDT (DENTAL/MEDICAL)	\$502.00
CK#11438	K. JOHNSON (DENTAL/MEDICAL)	23.00
CK#11439	MINISTER OF FINANCE (MMAH PLANNING WORKSHOP)	75.00
CK#11440	TBAYTEL (TELEPHONE)	375.42
CK#11441	HYDRO ONE	736.56
CK#11442	M&L SUPPLY (FREIGHT FOR CHAINSAW CHAIN)	22.84
CK#11443	LAKEHEAD DISTRICT SCHOOL BOARD (EDUCATION TAXES)	20,556.63
CK#11444	THUNDER BAY CATHOLIC DISTRICT SCHOOL BOARD (EDUCATION TAXES)	2,265.39
CK#11445	CSDC DES AURORES BOREALES (EDUCATION TAXES)	133.32
CK#11446	LOCAL AUTHORITY SERVICES (FUEL)	9,524.06
CK#11447	STAPLES	61.20
CK#11448	GRANT THORNTON (2012 AUDIT)	2,260.00
CK#11449	RECOOL CANADA LTD (LANDFILL RECYCLING)	186.45
CK#11450	WILSON'S BUSINESS SOLUTIONS	167.73
CK#11451	HYDRO ONE (STREETLIGHTING)	42.55
CK#11452	KAKABEKA HOTEL (CHRISTMAS PARTY)	877.88
		<b>\$37,810.03</b>

Carried

The Statement of Revenue and Expenditures to February 28, 2013 were reviewed.

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The Chief Building Official (CBO) Employment Contract and job description were discussed. By-law Number 2013-11 authorizing the Contract with Alan B. Cooke, CBO was read and it was

4. Moved by G. Garbutt  
Seconded by Bishop Racicot

**THAT BY-LAW NUMBER 2013-11 BEING A BY-LAW AUTHORIZING THE EXECUTION OF AN EMPLOYMENT CONTRACT BETWEEN ALAN B. COOKE, C.E.T. AS IT RELATES TO THE POSITION OF CHIEF BUILDING OFFICIAL BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

Insurance quotes were received and opened by staff on Monday, March 11, 2013 at 4:30 p.m. due the date change of March 11<sup>th</sup> meeting to March 6, 2013. Three quotations were received. The Clerk-Treasurer prepared a comparison spreadsheet of the information provided, which was reviewed by Council along with the Summary of Coverage's from each quote. The lowest price did not include all coverage requested and it was therefore

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

**THAT THE QUOTE FOR INSURANCE RENEWAL FROM NORTHWEST INSURANCE TO COVER THE TOWNSHIP OF O'CONNOR INSURANCE NEEDS EFFECTIVE APRIL 1, 2013 AT A PREMIUM OF \$30,714.00 + PST BE ACCEPTED.**

Carried

Council would like the Clerk-Treasurer to confirm the Public Entity General Liability Coverage amount with Northwest Insurance to ensure that it is covered at least at \$5,000,000 per occurrence.

The Area One meeting which was held on March 21, 2013 with the Area Mayors/Reeves and CAO/Clerk-Treasurers was discussed. At this meeting the Area One Committee's concerns with regard to the delivery of Thunder Bay District Social Services Administration Board were discussed. A Committee of three members was formed to draft a Terms of Reference to have a Feasibility Study completed on the delivery of DSSAB services. A summary of the estimated costs to each municipality based on 2012 Weighted Assessment was also presented.

The draft Area One meeting minutes from the March 21, 2013 meeting were read. Councillor Vezina attended this meeting on behalf of Mayor Nelson and provided additional information with regard to the concerns. It was

6. Moved by Bishop Racicot  
Seconded by G. Garbutt

**BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF O'CONNOR HEREBY SUPPORTS THE AREA ONE MAYORS COMMITTEE IN MOVING FORWARD WITH DEVELOPING A TERMS OF REFERENCE AND THE SUBSEQUENT REQUEST FOR PROPOSAL FOR A STUDY TO DETERMINE THE FEASIBILITY OF OPTIONS RELATED TO THE COST OF SOCIAL SERVICES CURRENTLY PROVIDED BY THE THUNDER BAY DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD;**

**AND FURTHER BE IT RESOLVED THAT THE TOWNSHIP OF O'CONNOR WILL FINANCIALLY SUPPORT THEIR PORTION OF THE STUDY UP TO A VALUE OF \$1,250.00.**

Carried

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Correspondence was read as follows:

- a) Ministry of Energy – copy of letter to Mayor Nelson, President of NOMA, response to recent meetings held in Toronto. Mayor Nelson, as President of NOMA and Councillor Vezina as a member of the Energy Task Force provided updates on their meetings with Minister Bob Chiarelli with regard to the energy supply resources in the northwest.
  - b) Northwestern Ontario Municipal Association (NOMA) – i) Draft agenda Annual Meeting and Conference April 24 - 26, 2013. Councillor Loan will not be able to attend this year's conference due to work.  
ii) Media Release – NOMA Executive Director to take helm at Chamber of Commerce.
  - c) Ministry of Municipal Affairs and Housing – Survey results regarding Municipal Shared Services
  - d) Ontario Tire Stewardship (OTS) – regarding Tire Stewardship Fee Changes
  - e) Association of Municipalities of Ontario (AMO) – i) President comments on ROMA/OGRA conference  
ii) AMO Annual Conference August 18 – 21, 2013 – Early bird registration closes March 28, 2013. Mayor Nelson will be attending on behalf of the Northwestern Ontario Municipal Association (NOMA)  
iii) Breaking News – The Federal Budget  
iv) Provincial Government applauded for improving municipal POA Fine collection  
v) AMO Communication regarding Gas Tax Indexing. It was announced in the 2013 Federal Budget that the Gas Tax Fund would be indexed at 2% per year in \$100 million increments to take effect in 2014. The Federal Government still needs to decide what the base allocation will be and this does not mean that each individual municipality's 2014 funding will increase by 2%.
  - f) Area One Meeting – Minutes January 17, 2013
  - g) Municipal Property Assessment Corporation – regarding Municipal Status Report – 2012 Fourth Quarterly Report
  - h) Colleges Ontario – regarding CONNECT Strategic Alliances model winding down
  - i) Ministry of Natural Resources – 2013 – 2014 Annual Work Schedules Black Spruce, Dog River Matawin, Lakehead Forests
  - j) Resolute Forest Products – 2012 Combined Annual Report
- The balance of correspondence was passed around the table.

Under Old Business, Council discussed

- a) Norm Gale, Superior North Emergency Medical Service (SNEMS) regarding Approval of Strategic Plan
- b) Copy of letter submitted to the Premier of Ontario regarding the Endangered Species Act and the proposed regulation for the forest sector via NOMA.
- c) Asset Management Plan Request for Proposal. Council would like the Clerk-Treasurer to contact the Township of Dorion as they have recently awarded their project and get a copy of their Request for Proposal.
- d) Autism Day Flag raising in O'Connor April 2nd update. Clerk-Treasurer reported that both MP John Rafferty and MPP Bill Mauro will not be able to attend, however each will send out a representative. Councillor Vezina and Garbutt will attend on behalf of Council. A notice will again be put in the April issue of the Cornerstone to remind the Township residents of the event.

Under further old business Councillor Racicot reported that he went to the Township of Schreiber and looked at their propane stove and ovens. It was not recommended that we look at their stove as one of the ovens does not work, however the double oven system could also be available for a reasonable price. He also suggested that we look at hot water on demand for the upstairs kitchen.

Driver training was also discussed. The Clerk-Treasurer was asked to look into the wording of Mr. Turk's agreement with regard to riding with the Fire Department members for driver training.

Under New Business, Council discussed

- a) Setting dates for budget meetings. In previous years the department budgets were discussed prior to the regular Council meetings in April. It was agreed that this has worked well and it was

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

**THAT THE FOLLOWING DATES BE SET FOR BUDGET MEETINGS:**

**ROAD DEPARTMENT: APRIL 8, 2013 AT 6 P.M.**  
**FIRE DEPARTMENT: APRIL 22, 2013 AT 6 P.M.**  
**FULL BUDGET: MAY 7, 2013 AT 7 P.M.**

**THE MEETINGS WILL BE HELD IN THE COUNCIL CHAMBERS.**

Carried

Councillor Racicot left the room.

- b) AMCTO Zone 9 Spring Meeting and Conference April 23 & 24, 2013. It was

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

**THAT THE FOLLOWING PERSON/S ATTEND THE AMCTO ZONE 9 SPRING MEETING AND CONFERENCE TO BE HELD ON APRIL 23 AND 24, 2013 IN THUNDER BAY.**

**REGISTRATION: \$100.00**

**CLERK-TREASURER BUOB**

Carried

Item 16 f) which Councillor Racicot also had a pecuniary interest in was moved forward on the agenda to discuss while he was out of the room.

- f) Municipal Finance Officers' Association (MFOA) – Webinar Series: Five Steps to Developing an Asset Management Plan. It was agreed that Steps One and Two could be helpful for staff in the Asset Management Plan process and it was

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

**THAT THE CLERK-TREASURER AND DEPUTY CLERK-TREASURER PARTICIPATE IN DEVELOPING AN ASSET MANAGEMENT PLAN WEBINAR'S STEP 1 AND STEP 2.**

**REGISTRATION: \$97.00 PLUS HST PER WEBINAR.**

Carried

Councillor Racicot returned to the meeting.

- c) Thunder Bay District Health Unit – requesting support and assistance in launching a public education campaign aimed at private well owners. Council agreed to assist with increasing the access of the proper water collection kits by making them available in the Township office. This information will be included in our monthly newsletter and put on the Township's website as soon as it becomes available.

- d) Township of Atikokan – i) email requesting support for the Osisko Hammond Reef Gold Ltd. project. It was

10. Moved by G. Garbutt  
Seconded by Bishop Racicot

**THAT COUNCIL SUPPORTS THE EFFORTS OF OSISKO HAMMOND REEF GOLD PROJECT LOCATED NEAR ATIKOKAN, ONTARIO AND SUPPORTS THEIR EFFORTS TO MOVE FORWARD WITH THIS PROJECT.**

Carried

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A draft support letter addressed to the Osisko Hammond Reef Gold Ltd was read and approved by Council.

- e) Report from 2013 Planning Workshop – regarding the Official Plan review. Councillor Vezina reported on his discussion with the Ministry of Municipal Affairs and Housing staff during the recent planning workshop. He was informed that the Township can amend the Official Plan, without rewriting it, to speak to the Provincial Policy Statement. A public meeting will still have to be held. Council would like to discuss this further at another meeting.
- f) Municipal Finance Officers' Association (MFOA) – previously discussed
- g) Clinton Shane Ek Dahl, Founder of "Day of the Honey Bee" – requesting support for the fourth annual was filed.
- h) Lakehead Social Planning Council – Invitation to all Community Leaders. No one will attend.

Under further new business, Mayor Nelson reported that he participated in his first Conference call for the Species at Risk Committee today.

Issues brought forward or letters received after agenda was mailed

- a) Enabling Accessibility Fund Small Project Component – O'Connor Community Centre Accessibility Project. The Clerk-Treasurer reported that she received a phone call today with regard to the Township's application and the application to install accessible lifts into the Community Centre has been approved in the amount of \$50,000.00. The money will be sent out within the next couple of weeks along with the formal documentation.
- b) The Community Centre renovations and update on fundraising efforts was discussed. To date the O'Connor Community Club has donated \$2,757.92 through their recent three fundraisers. The current hall rentals booked were also discussed. The renovations schedule will try to work around these dates.
- c) Northwestern Ontario Municipal Association (NOMA) – Information regarding a Pre-budget Consultation with the Standing Committee on Finance and Economic Affairs to be held in Thunder Bay April 3, 2013. NOMA will be making a presentation.
- d) Ministry of Community Safety and Correctional Services – Emergency Management Coordinator regarding Emergency Preparedness (EP) Week. Ontario's focus this year will be reaching out to seniors and teaching them the importance of emergency preparedness.
- e) Copy of reply letter from Minister Linda Jeffrey, Ministry of Municipal Affairs and Housing to the Township of Chisholm regarding Provincial Policy Statement review comments. The reply was also sent to the Area One Municipalities as per their support of the resolution.
- f) SNC-Lavalin Inc. – regarding invitation to participate in the Public Information Session (PIS) Mining Readiness Strategy to be held in Thunder Bay on April 9 and 15, 2013. No one will attend at this time.

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

**THAT THE MEETING ADJOURN TO THE BUDGET MEETING TO BE HELD ON MONDAY, APRIL 8, 2013 AT 6:00 P.M.**

**TIME BEING: 10:30 P.M.**

Carried

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Mayor

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Clerk-Treasurer