

## TOWNSHIP OF O'CONNOR – MINUTES – MARCH 26, 2012

Minutes of the meeting held on Monday, March 26, 2012 at 7 p.m. in the Council chambers.

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

Visitors: Fire Chief Henry Mattas  
Kip Miller, Fire Operations Supervisor, Ministry of Natural Resources  
Dave Manol, Fire Management Supervisor, Ministry of Natural Resources  
Kelly Johnson, Leadhand

Mayor Nelson called the meeting to order at 7:10 p.m..

Disclosure of pecuniary interest and general nature thereof: Councillor Racicot declared an interest in items 9b), 16 e) & f) as his spouse is an employee of the Township.

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

**THAT THE MINUTES OF THE COUNCIL MEETING HELD ON MARCH 12, 2012 BE ACCEPTED AS PRINTED.**

Carried

Mayor Nelson asked Mr. Johnson if he wished to address Council. He replied no.

Mr. Kip Miller and Mr. Dave Manol from the Ministry of Natural Resources (MNR) were welcomed to the table. Introductions were made. Mr. Miller and Mr. Manol discussed the Municipal Forest Fire Management Agreement, which is currently in place with the Township of O'Connor. They presented a map showing the areas of responsibility. The updated Appendix A – Application of Comprehensive Protection Charges to Land Types and Appendix C – Municipal Fire Agreement Rates to/from Municipalities Valid for 2012 were reviewed. There is a zero balance for the comprehensive protection between the Township and the Ministry.

There are currently different rates used across the Province. In the past couple of years the MNR and the Association of Municipalities of Ontario (AMO) have discussed this issue and agreed that it would be in the best interest to blend the rates and come up with new rates for 2012. As of today the cabinet has not as yet approved the rates. In Northwestern Ontario, if the rate is approved, it will go from \$1.34 to \$.95 for per Hectare Comprehensive Protective Charges. There has been a small increase in apparatus rates. It was confirmed that the fees charged would be based on the land area of where the fire was and not where it was started.

The MNR also offer fire training to Fire Departments and will do fire investigation, if required.

Municipal cost recovery was also discussed. The Fire Protection Act does allow for a recovery cost up to \$10,000/count from the guilty party who started the fire. The Township would have to have a by-law in place to charge someone who started the fire. The Township could also sue if the costs are higher. The Ministry could assist with charges and could also testify if it went to court.

Mr. Miller offered the Township Fire Prevention visual aids, if needed. They will provide some copies of the Fire Smart manuals that we can distribute to our residents.

Council invited Mr. Miller, Mr. Manol and the Ministry of Natural Resources to participate in our upcoming O'Connor Day celebrations. A formal invitation will be sent to their office. They were thanked for attending and providing an update on the agreement and they left the meeting at 7:40 p.m.

Mr. Johnson also left the meeting.

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Mr. Randy Turk who was scheduled next to be on the agenda was unable to attend the meeting due to work. He will be rescheduled.

Fire Chief Henry Mattas was welcomed to the table. The Fire Department report and the Training Evolution Records from February 28 to March 20, 2012 meetings were read. There have been no calls since the last report. Only three members have completed their "Z" endorsement written test. Two members have mentioned that they plan on challenging it. Council would like letters sent to the members who took the training with Mr. Olson to see if they are still interested in pursuing their "Z" endorsement so that Fire Chief Mattas can make the arrangement with the Ministry of Transportation for all members to do the practical test on the same day. Fire Chief Mattas has the option of renting a truck for the day for the members to do their practical test or he could take the fire truck out of service for that time period and bring it into the City of Thunder Bay. Council agreed to have them use the fire truck, as that is what they would be familiar with. Fire Chief Mattas will make the required arrangements with the members and the Ministry. It was recommended that at each of the Tuesday night Fire Department meetings the drivers who are pursuing their licence review and familiarize themselves with the truck.

Fire Chief Mattas informed Council that he will be out of the area from April 3 to 11, 2012. He also informed Council that Deputy Fire Chief Styles has taken on a new job and will be out of the area for a couple of weeks at a time. Deputy Fire Chief Styles should be back in town while he is away. The possibility of an assistant Deputy Chief was also discussed. Fire Chief Mattas will discuss with Deputy Fire Chief Styles to see if this would be needed.

Fire Chief Mattas informed Council that a new by-law will be required for appointing the Recognized Authority Official. The by-law should appoint the Coordinator for the Zone One Mutual Aid Association rather than Fire Chief Henry Mattas specifically, this way if there is a change in the position the by-law will not have to be amended. This will be done further on the agenda.

Fire Chief Mattas reported that the Ministry of Natural Resources will be holding a table top training session on forest fires in Oliver Paipoonge at the Rosslyn community centre. All departments are invited to attend at no charge. They will also do practical training at a later date.

Fire Department tanker trucks were discussed. Fire Chief Mattas and Deputy Clerk-Treasurer Racicot are currently looking for a used truck. A price range was discussed and it was agreed by Council that \$40,000 safetied would be the maximum cost at this time. If one is found all of Council will be notified for final approval as it may have to be acted on quickly. Fire Chief Mattas was also asked to check into prices for poly tanks, a tank could possibly be installed on a flatbed truck. He was also asked to inquire into the total cost to bring a vehicle in from the United States, including broker fee, import fees, clearance letter, etc. in case one was found there.

The Standard Operational Guideline 1404 regarding Progressive Discipline was discussed. The new sections with regard to disciplining the Fire Chief or Deputy Fire Chief were added. It was noted that in several sections Fire Chief and Chief Fire Officer were mentioned, however the definition for Chief Fire Officer included the Fire Chief. These sections will be amended and returned for final approval at the next meeting.

Fire Chief Mattas reported that he will have two new members joining the O'Connor team in May or June. One being Mr. Moe Douglas, the current Fire Chief of the Neebing Fire Department who will be retiring from the position and would like to join our department. Mr. Douglas is a qualified trainer facilitator and will be an asset to our team, however he will not attend fires.

Clerk-Treasurer Buob reported that after communicating with Mr. Brad Welyki, Fire Protection Adviser with regard to whether or not a pre-trip inspection was required for fire apparatus, it was confirmed that the Highway Traffic Act specifically states that a fire apparatus is not considered to be a commercial motor vehicle under section 107 of the Act. Clerk-Treasurer Buob also informed Council that she spoke with Mr. Leiterman

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from RAL Equipment Training Services, who had originally mentioned that is was required, he reviewed that Act, apologized and confirmed that he was mistaken.

Fire Chief Mattas was thanked for attending.

Bills to be paid were reviewed and it was

2. Moved by G. Garbutt  
Seconded by Bishop Racicot

**THAT THE FOLLOWING BILLS FOR MARCH 2012 BE PAID – THESE BILLS WILL BE INCLUDED ON THE MARCH 2012 ROAD AND ADMINISTRATION VOUCHER.**

CK#10753	J. VEZINA (MARCH 12 FOOD – EARLY MEETING)	\$48.57
CK#10754	HYDRO ONE	685.63
CK#10755	SUPERIOR CHAPTER OF CBO ASSOC.	20.00
CK#10756	G. GARBUTT (HONOURARIUM & MILEAGE)	413.00
CK#10757	LAKEHEAD DISTRICT SCHOOL BOARD	20,984.43
CK#10758	THUNDER BAY CATHOLIC DIST. SCHOOL BD	2,285.14
CK#10759	CSDC DES AURORES BOREALES	<u>134.58</u>
		<b>\$24,571.35</b>

Carried

By-laws and Policies were reviewed as follows:

- a) Accounting Policy for Tangible Capital Assets was reviewed. It was noted that under Guidelines – Capitalization - Section 2.2 of the policy the word “becomes” should be corrected to read “comes”. Also in Schedule B of the policy, under the notes and comments the specific assets within the municipality are being listed. As the assets are changing the Township Policy should not have to be changed therefore it was agreed that the specific items shall be removed. The amended policy will be brought back to the next meeting for approval.

Councillor Racicot left the room.

- b) The Policy for Administrative Benefits was discussed. Administration has requested that, as was previous discussed, under “Vacation” one week be clearly defined in the policy as equal to five days. Council agreed to include this statement and the Policy will be brought back for final approval at the next meeting.

Councillor Racicot returned to the meeting.

- c) The draft By-law to establish a Code of Conduct for Council was deferred to the next meeting.
- d) The new By-law to appoint a Recognized Authority Official as per the Fire Chief's Mattas request was read and it was

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

**THAT BY-LAW NUMBER 2012-07 BEING A BY-LAW TO APPOINT A RECOGNIZED AUTHORITY OFFICIAL FOR THE RESPONSIBILITY OF ADMINISTERING THE DRIVER TRAINING PROGRAM FOR O'CONNOR VOLUNTEER FIRE DEPARTMENT PERSONNEL AND TO RESCIND BY-LAW NUMBER 2012-04 BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

The Clerk-Treasurer informed Council of a potential consent application. Council agreed not discuss this matter under an application was submitted.

Resolutions for endorsement were discussed as follows:

- a) Town of Halton Hills regarding the Exemption from Taxation for Royal Canadian Legions. This resolution was filed.

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b) Havelock-Belmont-Methuen regarding the Ontario Wildlife Damage Compensation Program. It was

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

**THAT THE RESOLUTION FROM THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN CONCERNING THE ONTARIO WILDLIFE DAMAGE COMPENSATION PROGRAM AND THE ELIGIBILITY REQUIREMENTS, SUCH THAT HOBBY FARMERS THAT DO NOT MEET THE CRITERIA FOR A FARM BUSINESS REGISTRATION NUMBER ARE NOW DEEMED INELIGIBLE FOR REIMBURSEMENT UNDER THE PROGRAM BE ENDORSED.**

Carried

c) Town of Penetanguishene regarding Payment in Lieu of Taxes for Heads and Beds was filed.

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

- a) Media Release – TBDSSAB Proposes Recommendations to Improve Social Assistance in Ontario. A copy of the TBDSSAB submission to the Commission for the review of Social Assistance in Ontario – March 16, 2012 was also read.
- b) The Clerk-Treasurer requested confirmation on what information Council would like forwarded to Mr. Bill Mauro, M.P.P. and Honourable Michael Gravelle, Minister of Natural Resources, regarding the Area One representation on the DSSAB. Council confirmed that they would like two separate resolutions. One requesting that the DSSAB structure be changed to the same model as the Thunder Bay District Health Unit and one strongly encouraging the Province to return the Provincial representative to the Board. These resolutions will then be forwarded to the five municipalities in Area One for endorsement.

Correspondence were read as follows:

- a) Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) the Municipal Experts – copy of letter to Minister of Finance regarding Helping Ontario Achieve its Budget Goals – Advice from AMCTO – the Municipal Experts
- b) Association of Municipalities of Ontario (AMO) – i) Watch File – March 15, 2012  
ii) Watch File – March 22, 2012  
iii) A Few Early Signals related to Provincial Budget 2012-2013  
iv) AMO's 2012 Pre-Budget Submission Urges, "Let's Get This Right"  
v) Office of the Auditor General of Ontario Releases Special Report on ORNGE Air Ambulance and Related Services: Potential Impacts for Municipal Land Ambulance Services  
vi) New Feed-in Tariff (FIT) Program Rules Changed
- c) Emergency Management Ontario - Ministry of Community Safety and Correctional Services – i) Mass Evacuation Plan 2012-02-24.  
ii) Letter from Allison J. Stuart regarding host communities for residents of First Nations and other northern communities
- d) Municipal Finance Officers' Association of Ontario (MFOA) – regarding study on alternative service delivery mechanisms
- e) Ministry of Natural Resources – regarding 2012 – 2013 Annual Work Schedules Black Spruce, Dog River-Matawin and Lakehead Forests

The balance of the correspondence was passed around the table.

Under Old business, Council discussed

- a) The District Veterinary Services Committee – Financial Statements December 31, 2011 were reviewed.
- b) Farmland and Managed Forest Assessment information for the Township of O'Connor was presented to Council for approval. This information along with a report which was previously presented at the 2011 ROMA/OGRA Conference on the same subject will be forward on to Bill Mauro, M.P.P. as was requested at the last meeting. Council approved the information and it will be forwarded on to him.

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Under New business, Council discussed

- a) Thunder Bay District Health Unit – regarding Small Drinking Water Systems Regulation. The Township of O'Connor has received a Directive from the Thunder Bay District Health Unit for the O'Connor Community Centre and the Municipal Office pursuant to section 7 of Ontario Regulation 319/08 made under the Health Protection and Promotion Act, R.S.O. 1990 c.H.7.. On March 6, 2012 a risk assessment was conducted at the Community Centre and Municipal office. The Community Centre must have water treatment equipment installed that is designed to be capable of achieving, at all times, primary disinfection. This is to be achieved by the time water is distributed to all water faucets. Treatment requirements must be complied with no later than August 1, 2012. Adequate testing will also be required once the system is installed. Permanently posting warning signs is no longer an acceptable option, however until a system has been installed the warning signs will remain posted. The Municipal office will only require posting of warning signage as it is classified as low risk and is not a food services premises. The water however will be coming from the same well as the community centre and will be treated. The different water treatment options were discussed and the Clerk-Treasurer will look into getting prices for a ultra violet unit and a water softener.
- b) Possible funding opportunities for the Community Centre repairs. Currently the O'Connor Fire Department Auxiliary have agreed to provide the proceeds of their upcoming music night and a beef on a bun dinner towards required repairs to the community centre. The O'Connor Community Club will also make a donation equivalent to the money raised from their upcoming Mother's Day raffle. Funding opportunities have also been looked into and the Ontario Trillium Foundation Small Capital Grants program will be looked into further. The deadline for an application with them is July 1, 2012, with decisions be made within 120 days. If an application for these projects is eligible, the Thunder Bay District Health Unit will be notified and asked for an extension on the August 1, 2012 deadline.
- c) A used range hood for basement kitchen. Councillor Racicot provided pictures of a used 13' 2" hood that he had found for \$3,500.00. Council felt that this price was too high at this time.
- d) Ontario Provincial Police – letter regarding the mandate of the OPP to deliver services on a cost recovery basis. An internal review was recently undertaken and it was determined that a stand-alone Bureau would best support the demands and challenges of the municipal policing objectives. As a result the Contract Policing Section will become Municipal Policing Bureau effective March 19, 2012.

Councillor Racicot left the room.

- e) AMCTO the Municipal Experts – i) 2012 Spring Meeting – May 8 & 9, 2012 in Thunder Bay. It was

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

**THAT THE FOLLOWING PERSONS ATTEND THE AMCTO ZONE 9 SPRING MEETING AND CONFERENCE TO BE HELD MAY 8 & 9, 2012 IN THUNDER BAY.**

**REGISTRATION: \$100.00**

**CLERK-TREASURER BUOB & DEPUTY CLERK-TREASURER RACICOT**

Carried

- ii) Report Writing Workshop – to be held in Thunder Bay May 9, 2012. It was

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

**THAT THE FOLLOWING PERSONS ATTEND THE AMCTO REPORT WRITING WORKSHOP TO BE HELD WEDNESDAY, MAY 9, 2012 IN THUNDER BAY.**

**REGISTRATION TO BE DETERMINED**

**CLERK-TREASURER BUOB & DEPUTY CLERK-TREASURER RACICOT**

Carried

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The Municipal Office will be closed for these two days. Notice will be put on the Township's website and in the monthly newsletter.

Councillor Racicot returned to the meeting.

- f) Association of Municipalities of Ontario (AMO) – upcoming workshop, EMCP 2 and the Meeting Series, to be held in Thunder Bay May 28 & 29, 2012. No one will attend.
- g) Canadian Association of Fire Chiefs – regarding Fire Chief of the Year Awards 2012. One volunteer Fire Chief and one full time career Fire Chief will be chosen. It was agreed that no application will be submitted at this time.

Issues brought forward or letters received after agenda was mailed

- a) Northwest Insurance – 2012 Premium Breakdown and 2012 Insurance Renewal were reviewed. Mr. Wallace is recommending an increased liability limit to all of their clients at this time due to the legal principals of joint and several liability and the rising settlement costs for Municipalities. Council agreed to add the additional coverage.

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

**BE IT RESOLVED THAT THE NEXT PORTION OF THE MEETING BE CLOSED TO THE PUBLIC IN ORDER TO DISCUSS LITIGATION OR POTENTIAL LITIGATION, INCLUDING MATTERS BEFORE ADMINISTRATIVE TRIBUNALS, AFFECTING THE MUNICIPALITY OR LOCAL BOARD PURSUANT TO SUBSECTION 239(2)(E) OF THE MUNICIPAL ACT, 2001.**

**TIME BEING: 10:05 P.M.**

Carried

An update on a non-compliance building permit issue was discussed.

- 8. Moved by J. Vezina  
Seconded by B. J. Loan

**TIME BEING: 10:20 P.M.**

**THAT WE NOW MOVE TO OPEN MEETING.**

Carried

The Clerk-Treasurer will send a letter to the property owner with copies going to the Township's Chief Building Official, Municipal Enforcement/POA Officer and the Municipal lawyer.

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

**THAT THE MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD ON TUESDAY, APRIL 10, 2012 AT 7:00 P.M.**

**TIME BEING: 10:21 P.M.**

Carried

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Mayor

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Clerk-Treasurer