

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 28, 2011

Minutes of the meeting held on Monday, March 28, 2011 at 7 p.m. in the Council chambers.

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

Visitors: Ms. Heather Brown, Municipal Advisor, Ministry of Municipal Affairs and Housing
Fire Chief Henry Mattas

Acting Mayor Racicot called the meeting to order at 7:06 p.m..

Disclosure of pecuniary interest and general nature thereof: Councillor Racicot declared an interest in items 17 e) & f) as his spouse is an employee of the Township.

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

THAT THE MINUTES OF THE COUNCIL MEETING HELD ON MONDAY, MARCH 14, 2011 AND THE NOTES OF THE BUILDING COMMITTEE MEETING HELD ON MONDAY, MARCH 14, 2011 BE APPROVED AS PRINTED.

Carried

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

THAT MAYOR NELSON BE MARKED ABSENT DUE TO WORK.

Carried

Ms. Heather Brown, Municipal Advisor with the Ministry of Municipal Affairs and Housing was welcomed to the table. Ms. Brown presented Council with a package of information in regard to the Ontario Municipal Partnership Fund (OMPF). This package included an overview of the program, a comparison of the Township of O'Connor's funding from 2007 to 2011 and information with regard to the programs in which the funding is to cover. The Township of O'Connor's specific detailed 2011 Municipal Workbook is not available at this time but should be out shortly. Ms. Brown did present the 2010 Workbook to Clerk-Treasurer Buob. Ms. Brown went through the handouts and explained the program to Council. Ms. Brown explained that there are several components to the funding that affect the amounts received. These include the expenses specific to the Township, municipal property assessments, population, inflation and expenses of the Thunder Bay District Social Services Administration Board (DSSAB). The funding provided to cover the Social Housing Costs were frozen at 2002 levels and capital expenses are also added to the levy. The Township of O'Connor is receiving the maximum amount of Rural Communities and Northern Communities Grant Components. The government is guaranteeing that municipalities will receive 95% of the combined benefit of the previous year's funding.

A couple of Council's concerns with regard to the amount of funding were brought forward. The Township does not feel that they are receiving the full benefit of the uploading of the social costs through the DSSAB levy, also the length of time it takes the Municipal Property Assessment Corporation (MPAC) to settle assessment appeals, which in turn affect the formulas used for funding and expenses. It was recommended that these issues be dealt with directly with DSSAB and MPAC.

Council also asked Ms. Brown about why Council cannot have a member of Council call in by telephone if they have to be absent from a meeting. Ms. Brown informed Council that the Municipal Act does not allow for this. It was looked at during the last review and it was decided that Council meetings need to be open and transparent and members of Council shall be there in person to allow for this.

Ms. Brown was thanked for making her presentation and attending the Council meeting.

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Fire Chief Henry Mattas was welcomed to the table. The Fire Department report for February 17 to March 26, 2011 was read. There was one First Response call since the last report. Fire Chief Mattas reported on the current number of personal on the team. There are 13 fire fighters, 10 of which are also First Responders, 6 First Responders and 3 auxiliary members who are not firefighters or responders. Fire Chief Mattas informed Council that Tom Gratz is the newest member to join the First Response team.

The Auxiliary recently had a Beef Stew dinner and Fire Chief Mattas thanked Councillor Garbutt for assisting with the event.

Fire Chief Mattas informed Council that at their upcoming meeting Tuesday evening the members will be voting for two Captains on the team. Three names have been put forward and a vote amongst the members will be held to fill the positions.

A Livestock Emergency Response Courses for Front line response and emergency personnel will be held in Murillo on April 15, 2011. Registration is \$150.00. It was decided that no one from the O'Connor team will attend.

A Breaking News report from the Association of Municipalities of Ontario (AMO) with regard to Emerging Fire Services Issues was read. The information was with regard to mandatory retirement for firefighters and broadening of fire dispatch. AMO is looking for clarification as to whether this includes volunteer firefighters as well.

Fire Chief Mattas was thanked for attending.

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

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

THAT THE FOLLOWING BILLS FOR MARCH 2011 BE PAID – THESE BILLS WILL BE INCLUDED ON THE MARCH 2011 ROAD AND ADMINISTRATION VOUCHER.

CK#10065	B. DENNHARDT (MEDICAL/DENTAL)	\$105.00
CK#10066	G. GARBUTT (HONOURARIUM)	220.00
CK#10067	MINISTER OF FINANCE (REG. PLANNING CONFERENCE)	60.00
CK#10068	B. DENNHARDT (MEDICAL/DENTAL)	105.00
CK#10069	G. GARBUTT (HONOURARIUM)	741.00
CK#10070	WORKPLACE SAFETY & PREVENTION SERVICES	37.29
CK#10071	VOID	
CK#10072	LAKEHEAD DISTRICT SCHOOL BOARD	19,784.82
CK#10073	THUNDER BAY CATHOLIC DISTRICT SCHOOL BOARD	1,222.56
CK#10074	CSDS des AURORES BOREALES	115.91
CK#10075	PUROLATOR (TURNOUT GEAR SHIPPING)	79.22
CK#10076	STAPLES BUSINESS DEPOT	6.27
CK#10077	HYDRO ONE NETWORKS (STREETLIGHTING)	34.46
CK#10078	SUN LIFE ASSURANCE COMPANY OF CANADA	<u>940.90</u>
		\$23,452.43

Carried

The Statement of Revenue and Expenditures to February 28, 2011 were read.

By-laws and Policies were discussed as follows:

- a) By-law Number 2011-06. Clerk-Treasurer Buob reported on her inquires with regard to the position of Weed Inspector. Mr. Richard Noy, the Township's current Livestock Vauler and Fence viewer has agreed to also take on this position for the Township. This information will be forward to the Ministry of Agriculture, Food and Rural Affairs by the deadline of April 1, 2011. It was

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

THAT BY-LAW NUMBER 2011-06 BEING A BY-LAW TO APPOINT A MUNICIPAL WEED INSPECTOR FOR THE TOWNSHIP OF O'CONNOR BE PASSED AND ENTERED IN THE BY-LAW BOOK.

Carried

- b) Policy for Attendance at meetings as amended was reviewed. It was

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

THAT THE POLICY FOR ATTENDANCE AT MEETINGS DATED JULY 8, 1993 BE RESCINDED IN ITS ENTIRETY AND THE FOLLOWING POLICY BE ENDORSED:

POLICY FOR ATTENDANCE AT MEETINGS

PURPOSE: To establish the standards for attendance at Council meetings and conferences, conventions and special meetings outside of the Township.

ATTENDANCE: Council expects attendance by members of the Council, if able to attend, at all Council meetings and Board meetings as per appointment. Staff are expected to attend meetings/conferences as directed by Council.

The number of Council members or staff to attend meetings/conferences will be decided by Council prior to the meeting/conference.

PAYMENT FOR EXPENSES: The Township will pay expenses for Council and staff for meeting/conference registration, mileage at the rate set in the current Council remuneration by-law, meals when not included, as set in the meal allowance policy, as well as lodging if meetings are located out of town.

Payment for expenses for the Township's representatives on boards will be paid as per the Payment for our representatives on Boards policy.

PAYMENT FOR ATTENDANCE: The Township will pay an honourarium for members of Council or Council elect, at the current per diem rate. The Clerk-Treasurer and the Deputy Clerk-Treasurer will also be paid per diem rate if the meeting is held in the evening or on a weekend.

Payment for attendance at board meetings for Township representatives will be paid as per the Payment for our representatives on Boards policy.

The Township will pay wages for employees, other than the Clerk-Treasurer and the Deputy Clerk-Treasurer as mentioned above at their hourly rate.

The cost of spousal registration and any subsequent costs are not inclusive.

POLICY STATEMENT: Council supports all meetings of the Northwestern Ontario Municipal Association and the Thunder Bay District Municipal League.

EFFECTIVE DATE: This policy shall come in effect as of the date of March 28th, 2011.

Carried

- c) Policy for the Handing out of Commemorative Plaques as amended was reviewed and it was

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

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THAT THE POLICY FOR RETIRING REEVES AND ANNIVERSARY AND BIRTHDAY PLAQUES FOR RESIDENTS AND FORMER RESIDENTS OF THE TOWNSHIP OF O'CONNOR BE RESCINDED IN ITS ENTIRETY AND THE FOLLOWING POLICY BE ENDORSED.

POLICY FOR THE HANDING OUT OF COMMEMORATIVE PLAQUES

PURPOSE: To establish the standards for giving a plaque for retiring Council members and for anniversaries or birthdays.

POLICY STATEMENT: A commemorative plaque will be given to all retiring Mayors and Councillors who have completed a full term of office. This plaque will be presented at a Council meeting.

A commemorative clock plaque will be given to any retiring Mayor or Councillor completing three (3) terms of office. This plaque will be presented at a Council meeting.

A commemorative plaque will be given for any resident or former resident for an anniversary of 50 years or over and for a birthday of 75 years or over. These plaques will only be given upon request.

Upon request other special circumstances for the giving of a plaque may be considered at Council's discretion.

These plaques will cost in the range of \$20.00 to \$50.00.

EFFECTIVE DATE: This policy shall come into effect as of the date of March 28th, 2011.

Carried

- d) Policy Structure of all Departments was reviewed. This policy will be brought back to the next meeting for final approval.

Consent Application 1B/01/11, for Sharon Loghrin, Concession 7, S pt Lot 1 was reviewed. Council had a concern with the map provided showing the boundaries of the property. The Loghrin family donated property to the Township of O'Connor for expansion of the cemetery several years ago. This land was included in the outline of the proposed severance. The Clerk-Treasurer will contact the Lakehead Rural Planning Board about this. It was

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

THAT THE CONSENT APPLICATION 1B/01/11 FOR SHARON LOGHRIN FOR PROPERTY DESCRIBED AS CONCESSION 7, S PT LOT 1 FOR ONE 107.76 HA SEVERANCE BE APPROVED UPON CLARIFICATION OF THE SOUTH/WEST CORNER PROPERTY LINE.

Carried

DSSAB issues were discussed as follows:

- a) 2011 Thunder Bay District Social Services Administration Board (DSSAB) budget and the Township of O'Connor's levy was discussed. As per Council's presentation and the discussion with Ms. Brown from the Ministry of Municipal Affairs and Housing, Council would like to request that the DSSAB come and make a presentation to Council further explaining their budget and the Township of O'Connor's levy. A letter will be sent to the Board Chair, as well as an invitation to our board representative, Reeve Kevin Holland, asking them to attend an upcoming Council meeting to make this presentation.
- b) Thunder Bay DSSAB Media Release with regard to Local Housing Concerns to Legislative Committee on Bill 140 was read.

Correspondence was read as follows:

- a) Hydro One – Power outage & Emergency Contact Numbers for Elected Officials were presented to Council to include in their copy of the Emergency Plan.

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- b) Association of Municipalities of Ontario (AMO) – i) Government follows through on 2009 OMPF Reconciliation – the Township of O'Connor will not receive any further funding as a result of this reconciliation.
 - ii) Watch File – March 17, 2011
 - iii) Watch File – March 24, 2011
 - iv) 2011 Federal Budget Tabled
 - v) Provincial Budget to be Tabled on March 29, 2011
 - c) Dave Merriman A/Director Waste Diversion Ontario (WDO) – Information note regarding WDO funding distribution
 - d) Northwestern Ontario Immigration Portal – update from Immigration Portal Steering Committee
 - e) Ministry of Natural Resources – Public Notice of Approved 2011 – 2012 Annual Work Schedule Black Spruce Forest, Dog River-Matawin Forest, Lakehead Forest
 - f) Municipal World – Off the Cuff – Volume 3. Council was not interested in purchasing this edition at this time.
 - g) Bloom Strategic Solutions Consulting Inc. – offering services
- The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) A presentation from Mr. Murray Armstrong with regard to the considerable legislative changes affecting Official Plans. Clerk-Treasurer Buob spoke with Mr. Armstrong about his presentation and was informed that the presentation could be 1 to 1 ½ hours in length and if there are any questions following it would be longer. It was
8. Moved by B. Jerry Loan
Seconded by G. Garbutt

THAT DUE TO THE FACT THAT THE TOWNSHIP OF O'CONNOR WILL BE REVIEWING THE TOWNSHIP'S OFFICIAL PLAN IN 2011;

AND THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING ARE OFFERING TO COME TO A MEETING TO DISCUSS THE LEGISLATIVE CHANGES AFFECTING OFFICIAL PLANS;

THAT A SPECIAL MEETING OF COUNCIL BE CALLED WITH MR. MURRAY ARMSTRONG, MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING TO DISCUSS THESE CHANGES;

THE MEETING WILL BE SET FOR TUESDAY, JUNE 14, 2011 AT 7 P.M.

THE MEETING WILL BE HELD IN THE COUNCIL CHAMBERS.

Carried

- b) Information from the Township's insurance company with regard to coverage for lawnmower races was read. It was recommended that it would not be in the Township's best interest to expose the insurance program to this type of risk.

Under New Business, Council discussed

- a) Memo from Clerk-Treasurer regarding TWD's request for the Township employees to steam culverts along their highway system. Council agreed that if the road employees have time to assist TWD with this matter then Mr. Johnson would have their consent to do so. Mr. Johnson may decide if he would leave the Township to assist them in other municipalities. An hourly rate of \$150.00 will be charged with a minimum 3 hour call out. Mileage will also be charged if they are doing this work outside of the Township. Mr. Johnson will contact Ms. Curle from TWD with this information.
- b) Requesting quotes for Township auditors. The Clerk-Treasurer will send out Request for Proposals for a five Year Audit term. This will bring the next renewal into the middle of the next Council term.
- c) Update on Closed Meeting Investigator – Memo from the Clerk-Treasurer and copy of email from Paul Heayn. Council were satisfied with Mr. Heayn's statement that his services as Closed Meeting Investigator outlined in the agreement that expired on December 31, 2011 are bound over in its entirety effective January 1, 2011 on the same terms and conditions. The City of Thunder Bay are currently drafting the

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new agreement and Mr. Hannam, CAO for the City will be taking it to City Council for approval on March 28th. Following its approval it will be circulated to the municipalities using Mr. Heayn's services for signing.

- d) Northwestern Ontario Municipal Association – Annual General Meeting – April 27 – 29, 2011 in Thunder Bay. It was
9. Moved by J. Vezina
Seconded by B. Jerry Loan

THAT THE FOLLOWING PERSON/S ATTEND THE NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION ANNUAL GENERAL MEETING TO BE HELD IN THUNDER BAY FROM APRIL 27 – APRIL 29, 2011.

REGISTRATION: \$225.00

**MAYOR NELSON
COUNCILLOR GARBUTT, RACICOT & VEZINA**
Carried

Councillor Racicot left the room.

- e) Workplace Safety North – Training update – Due Diligence and IRS: A Supervisor's Guide – 3 possible dates in Thunder Bay. The dates were discussed and it was agreed that the staff would choose either of the fall dates of September 22 or October 19 which best suit their schedules to attend. It was
10. Moved by G. Garbutt
Seconded by J. Vezina

THAT THE FOLLOWING PERSON/S ATTEND THE DUE DILIGENCE AND IRS: A SUPERVISOR'S GUIDE TO BE HELD IN THUNDER BAY IN THE FALL.

REGISTRATION: \$55.00 PLUS HST

**CLERK-TREASURER BUOB
LEADHAND K. JOHNSON**
Carried

- f) Ministry of Municipal Affairs and Housing – Invitation for Consultation – How the planning process in Ontario could be improved - April 1, 2011. It was
11. Moved by J. Vezina
Seconded by G. Garbutt

THAT THE FOLLOWING PERSON/S ATTEND THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING STAKEHOLDERS ENGAGEMENT SESSION TO BE HELD IN THUNDER BAY ON APRIL 1, 2011.

COUNCILLOR GARBUTT
Carried

Councillor Racicot returned to the meeting.

- g) Lakehead Rural Planning Board (LRPB) – Renewal of Agreement with LRPB. The Municipality of Oliver Paipoonge have again entered into an agreement with LRPB to provide planning services to the LRPB Membership. A copy of the agreement was read. There are no increases in fees for planning services for the year 2011.
- h) Ministry of Northern Development, Mines and Forestry – regarding Summer Job Services Program. This program offered employers a subsidy of \$2.00 per hour. Students must be between the ages of 15 and 30 upon commencement of employment. It was

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

THAT THE TOWNSHIP OF O'CONNOR ASK FOR 2 STUDENTS UNDER THE MINISTRY OF NORTHERN DEVELOPMENT AND MINES SUMMER JOBS SERVICE 2011 FOR A PERIOD OF 8 WEEKS.

START DATE FOR THE PROGRAM WOULD BE JULY 4, 2011.

Carried

- i) Ray Boucher – request for plaque for Jim and Lois Carson who are retiring from the O'Connor/Conmee Baptist Church. Council were in agreement that a plaque will be provided. Council would also like to donate a History Book to the Carson's for their dedication to the community.
- j) Ontario Heritage Trust – inviting Council to participate in the 2011 volunteer Recognition Programs. No submissions will be made.

Under further new business, Council discussed the Fire Department's captain positions and the method to be used to appoint the members as discussed earlier with Fire Chief Mattas. Council supported Fire Chief Mattas' decision on the method chosen.

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

- a) City of Thunder Bay Court Services – regarding 2011 Provincial Offenses Budget and the anticipated Court Services revenue.
- b) A letter from Elections Ontario regarding the O'Connor Community Centre as a potential voting location and the remediation schedule for accessibility purposes was read. They suggest that the temporary measure to ensure the voters route to the polling place is accessible would be to allow for propping doors open (when permitted). Elections Ontario will cover the costs of these items and will be pleased to work with the Township to put them in place. The Clerk-Treasurer will look into the possibility of putting in an accessible automated door opener into the back door of the community centre and see if they will assist with the cost.
- c) Ministry of Infrastructure – Update on the progress of the Government of Ontario's 10-year infrastructure plan was read.

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

THAT THE MEETING ADJOURN TO THE BUDGET MEETING TO BE HELD ON MONDAY, APRIL 11, 2011 AT 6 P.M.

TIME BEING: 10:02 P.M.

Carried

Mayor

Clerk-Treasurer