

TOWNSHIP OF O'CONNOR – MINUTES – May 9, 2011

Minutes of the meeting held on Monday, May 9, 2011 at 7 p.m. in the Council chambers.

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

Visitors: Roger Lord, Field Officer, Emergency Management Ontario
Kelly Johnson, Leadhand arrived at 7:25 p.m.

Acting Mayor Garbutt 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 17a) and 18c) as his spouse is an employee of the Township.

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

THAT THE MINUTES OF THE FIRE DEPARTMENT BUDGET MEETING APRIL 26, 2011, THE COUNCIL MEETING HELD ON APRIL 26, 2011, THE NOTES FROM THE COMMUNITY POLICING PROBLEM SOLVING EXERCISE HELD ON MAY 4, 2011 AND THE TOWNSHIP INSPECTION HELD ON MAY 6, 2011 BE ACCEPTED AS AMENDED.

Carried

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

THAT MAYOR NELSON BE MARKED ABSENT DUE TO WORK.

Carried

Mr. Roger Lord, Field Officer for the Amethyst Sector of Emergency Management Ontario was welcomed to the table. Introductions were made. Mr. Lord informed Council that he was appointed to this Sector in March 2011 and he is the Field Officer for 34 communities. Recently two Field Officers have retired and they have not been replaced, including Mr. Smyk, the previous Amethyst Sector Field Officer. Rather than rehiring at this time they have restructured the Sectors. A new Chief was put in place two weeks ago and a conference call was held with the Field Officers and the Chief. At this meeting all the Field Officers informed the Chief that they do not like the new restructuring. Since that meeting another Field Officer has taken a year's leave of absence. The current staff will do their best to meet everyone's needs.

Mr. Lord informed Council that two Sector meetings are held each year. The next Amethyst Sector meeting will be held May 31st in Thunder Bay.

Mr. Lord informed Council that Community Emergency Management Coordinator (CEMC)'s must be certified with training through Emergency Management Ontario. It was noted that Fire Chief Mattas is the Township of O'Connor's CEMC with John Coupland as his alternate. Mr. Lord also informed Council of the Township's requirements with regard to training and exercise. A tabletop exercise and training session must be held within the municipality each year and it should be at least three hours in length. Also the Township's Emergency Plan must be reviewed annually. If the minimum requirements are not met each year and a Municipality applies for Joint Emergency Preparedness Program (JEPP) funding it will be denied.

Mr. Lord informed Council that the Field Officer's work from their home with their laptops and two Field Officers are on call 24/7 to respond to any emergency.

Free hand out material is available from Emergency Management Ontario for public education purposes. Mr. Lord left samples of some of the possible handouts and posters. He also mentioned that there is a large display that they have which can be used for public events. The possibility of using it at O'Connor Day was discussed.

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Council asked questions with regard to JEPP funding. One of the questions asked was whether or not there was a way to knowing in advance what projects will be eligible for funding. This year equipment for control groups will be eligible. Their website will give more detail as to the complete list of eligible projects. Mr. Lord informed Council that the program is looking into changing the percentages from 45%-55% to 50%-50%. Last year there was six million dollars available and only four million was used. This will be addressed at the Sector meeting. Council asked if upgrading of the Mobile Command Unit owned by the District members would be covered. Mr. Lord stated that there was a good chance that it could be but it would have to be looked at more specifically. Council also asked if a generator transfer switch for our new office building would be covered as the building is the Township's Emergency Operations Centre (EOC) and it is currently not connected to the emergency generator. Mr. Lord will look into this further for us.

Mr. Lord was thanked for attending the meeting.

Mr. Johnson, Leadhand was welcomed to the table. Timesheets for April 4 to 16, 2011 and April 17 to 29, 2011 were read. Roadwork in general was discussed. Frost is coming out of the roads. Catriona Earl will be called back to work this week. The road department will start doing some of the larger jobs planned once the budget is approved.

The Road Department's Accident/Incident reports were discussed. Mr. Johnson asked Council at what extent of damage would they like a report completed. Council agreed that there should be two separate reports. An accident report will be filled out when there is bodily harm or damage to a vehicle. An incident report will be filled out when something is damaged to the extent that someone will ask about it or make comment. An accident report will include more detailed information than an incident report. New forms will be drafted for these purposes.

Cutting of the weeds on Township roadsides was discussed. A request for quotes will go out in the next newsletter and will be returned for the June 13th Council meeting. Mr. Johnson will review the request for quotes information before it is sent out.

The Township inspection held on May 6, 2011 was discussed. The Welcome to the O'Connor Township sign was discussed. As the sign is going to have to be moved due to the sale of the land that it currently sits on and during the inspection it was noted that the sign has faded, it was agreed that the Clerk-Treasurer will get prices for a new sign. The new sign will include the Township logo, motto, Welcome to and will be reflective. The size will be no smaller than the current sign. The Clerk-Treasurer will contact some sign companies asking them to design a new sign with this information and provide a price. The possible new locations were looked at during inspection. It will be placed on Highway right of way and will not need approval from a private property owner.

The no use of compression brake sign currently located on the Welcome sign was also discussed. A new larger sign will be added to the bottom of the welcome sign and the current sign will be moved to Strom road.

At the cemetery the water level in the well was checked and it continues to be very low. Council asked Mr. Johnson to look into getting some prices for suctioning out the well. The well lid also needs to be replaced. Council would like to see a load of topsoil delivered to the bin for gravesite maintenance.

The disposal site was discussed. Council would like the Clerk-Treasurer to hire a few students to come and help clean up the bags that are blowing around the site as soon as possible. A Tuesday night would be preferred.

During the tour of the community centre it was noted that the interior is in need of a fresh coat of paint and many holes and cracks need to be filled. A kick board is also required for the wall area where the stage is set. The Clerk-Treasurer was asked to get an estimate for this work for the budget. A separate price will also be requested for finishing the basement entrance, including plastering and painting.

The leaking roof in the old office was discussed. Mr. Johnson will continue to try to find the problem.

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Council agreed to move item Number 12 on the agenda forward to discuss with Mr. Johnson.

Quotes were received and opened for

a) Audit services – One quote was received. It was

3. Moved by J. Vezina
Seconded by Bishop Racicot

THAT THE QUOTE OF GRANT THORNTON LLP TO CONDUCT THE TOWNSHIP OF O'CONNOR AUDIT FOR A FIVE YEAR TERM, THOSE YEARS BEING 2011, 2012, 2013, 2014 AND 2015, AT A COST OF \$12,500, \$12,900, \$13,200, \$13,500 AND \$13,800 BE ACCEPTED.

Carried

b) Three cable guide rail systems and the steel beam rail replacement. Three quotes were received for the cable system and four for the steel beam replacement. A decision on whether or not these projects move forward will be made at the upcoming budget meeting. It was

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

THAT THE QUOTES OF WILCO CONTRACTORS SUPERIOR INC, BAY CITY CONTRACTORS AND K.A. VANDERZWAAG CONSTRUCTION INC BE RECEIVED FOR CONSIDERATION, FOR THE INSTALLATION OF THE THREE CABLE GUIDE RAIL SYSTEM PROJECTS, PENDING BUDGET APPROVAL IN THE 2011 TOWNSHIP OF O'CONNOR BUDGET.

Carried

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

THAT THE QUOTES OF WILCO CONTRACTORS SUPERIOR INC, BAY CITY CONTRACTORS, K.A. VANDERZWAAG CONSTRUCTION INC AND B.J. HALOW AND SON CONSTRUCTION LTD. BE RECEIVED FOR CONSIDERATION , FOR THE INSTALLATION OF THE STEEL BEAM GUIDE RAIL SYSTEM ON SMITH ROAD, BRIDGE #2, PENDING BUDGET APPROVAL OF THE PROJECT IN THE 2011 TOWNSHIP OF O'CONNOR BUDGET.

Carried

c) Eave work on Municipal garage and community centre. One quote was received. It was

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

THAT THE QUOTE FROM LEX CONSTRUCTION BE RECEIVED FOR CONSIDERATION FOR SOFFIT AND FASCIA MAINTENANCE FOR THE MUNICIPAL GARAGE AND COMMUNITY CENTRE, PENDING BUDGET APPROVAL OF THE PROJECTS IN THE 2011 TOWNSHIP OF O'CONNOR BUDGET.

Carried

Mr. Johnson was thanked for attending.

The road and administration voucher for April 30, 2011 was reviewed and it was

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

THAT THE ADMINISTRATION AND ROADS VOUCHER FOR APRIL 30, 2011 TOTTALLING \$51,064.18 BE APPROVED AND PAID.

Carried

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The Statement of Revenue and Expenditures to April 30, 2011 was unavailable.

By-law and Policies were discussed as follows:

a) The Policy for Structure of all Departments as amended was reviewed and it was

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

THAT THE FOLLOWING AMENDMENTS BE MADE TO THE POLICY FOR STRUCTURE OF ALL DEPARTMENTS:

THE SECTION ENTITLED “ROAD DEPARTMENT” AND “LEADHAND” SHALL BE REMOVED IN THEIR ENTIRETY AND BE REPLACED WITH A NEW SECTION ENTITLED “LEADHAND” TO READ AS FOLLOWS:

LEADHAND

- Will prepare in consultation with the Clerk-Treasurer a draft Five (5) Year Road Program. This program will be updated annually and will be presented to Council by both the Leadhand and the Clerk-Treasurer. The Leadhand in consultation with the Clerk-Treasurer will conduct the necessary research and analysis to provide information for Council to debate and discuss the program. The final decision on the program will be Council's
- Will prepare a Roads Budget in consultation with the Clerk-Treasurer with final approval being made by Council
- Will maintain current road program with the budget figures set for this purpose
- Will do a review and evaluation of staff performance and submit to the Clerk-Treasurer
- Will insure that all necessary records for the road equipment, log books and safety checks are up to date
- Will discuss issues with Clerk-Treasurer. Minor decisions will be made by the Clerk-Treasurer. All major decisions will be made by Council
- Will follow the policies as set by Council for the Public Works Department
- Will follow the job description as set out for the position of Leadhand

THE SECTION ENTITLED “EQUIPMENT OPERATOR...” IS EXPANDED TO READ “EQUIPMENT OPERATOR #1 AND #2, SEASONAL EMPLOYEES, TEMPORARY EMPLOYEES AND ROAD DEPARTMENT SUMMER STUDENTS.

A NEW SECTION WILL BE ADDED FOLLOWING THE ABOVE MENTIONED SECTION “EQUIPMENT OPERATOR...” TO READ AS FOLLOWS:

DISPOSAL SITE CARETAKER

- Will report directly to the Clerk-Treasurer
- Will follow the job description as set out for the position of disposal site caretaker
- Will follow the policies of the Township

A NEW SECTION WILL BE ADDED FOLLOWING THE ABOVE MENTIONED SECTION “DEPUTY CLERK-TREASURER...” TO READ AS FOLLOWS:

ADMINISTRATIVE SUMMER STUDENTS

- Will report directly to the Clerk-Treasurer
- Will do all duties as directed by the Clerk-Treasurer

A NEW SECTION WILL BE ADDED FOLLOWING THE ABOVE MENTIONED SECTION “DEPUTY FIRE CHIEF...” TO READ AS FOLLOWS:

FIRE DEPARTMENT MEMBERS

- Will report to the Fire Chief
- Will do all duties as directed by Fire Chief

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THE TITLE OF “BY-LAW ENFORCEMENT OFFICER” BE CHANGED TO READ “MUNICIPAL OFFENCES/PROVINCIAL OFFENCES ACT (POA) OFFICER”

A NEW SECTION BE ADDED FOLLOWING THE MUNICIPAL OFFENCES/PROVINCIAL OFFENCES ACT (POA) OFFICER SECTION AS FOLLOWS:

DOG CONTROL OFFICER

- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws
- Will follow the policies of the Township

A NEW SECTION WILL BE ADDED FOLLOWING THE ABOVE MENTIONED SECTION “WEED INSPECTOR...” TO READ AS FOLLOWS:

JANITOR

- Will report directly to the Clerk-Treasurer
- Will follow the job description as set out for the position of janitor
- Will follow the policies of the Township

b) A By-law to establish the tax ratios was read and it was

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

THAT BY-LAW NUMBER 2011-09 BEING A BY-LAW TO ESTABLISH TAX RATIOS FOR THE YEAR 2011 BE PASSED AND ENTERED IN THE BY-LAW BOOK.

Carried

Resolutions for endorsement were read as follows:

- a) Municipality of Greenstone – regarding Emergency Medical Services Funding Formula was filed.
- b) CAA and Ontario Good Roads Association regarding CAA (Ontario) and OGRA's proposal to have H.S.T. gas tax revenue dedicated to transportation and maintenance was filed.

A reply letter from the District of Thunder Bay Social Services Administration Board (DSSAB) confirming their availability to appear at the June 13th Council meeting was read. In the letter they also advised that they will be coordinating a meeting with the Area 1 members to discuss in detail budgets, levies and representation. Council decided to post-pone the June 13th meeting with the DSSAB representatives until after the Area 1 meeting and if all concerns are covered in this meeting they will not have them attend a Council meeting. As the start time for the June 13th meeting was changed to accommodate this meeting it was

10. Moved by Bishop Racicot
Seconded by J. Vezina

THAT THE COUNCIL MEETING SCHEDULED FOR MONDAY, JUNE 13, 2011 AT 6 P.M. BE RESCHEDULED BACK TO ITS ORIGINAL TIME OF 7 P.M.

Carried

Correspondence was read as follows:

- a) AMO – i) Watch File April 28, 2011
ii) Watch File May 5, 2011
- b) Ontario Provincial Police – 2010 Statistical Information for the Township of O'Connor
- c) Municipal Property Assessment Corporation (MPAC) i) Update on MPAC's Delivery of Assessment Products and Services
ii) 2010 Annual Report and Financial Statements

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- d) Reply letter from Premier Dalton McGuinty regarding Council's supporting resolution from the Regional Municipality of Halton
- e) Community Schools Alliance update on activities and the progress on new consultation process for student accommodation reviews.
- f) Randy Hillier – Northern Ontario: Your Future is Worth 40 Minutes to Dalton McGuinty

The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) The high speed internet for the fire hall. At this time Councillor Vezina has not received a returned phone call from his contact at Tbaytel.

Councillor Racicot left the room.

Under New Business, Council discussed

- a) AMCTO – Records Retention and Management – Workshop May 16, 2011. It was

- 11. Moved by B. Jerry Loan
Seconded by J. Vezina

**THAT THE FOLLOWING PERSON/S ATTEND THE AMCTO RECORDS
RETENTION AND MANAGEMENT WORKSHOP TO BE HELD IN THUNDER
BAY ON MAY 16, 2011**

REGISTRATION: \$271.20

DEPUTY CLERK-TREASURER RACICOT
Carried

It was agreed to move item 18 c) forward on the agenda to discuss while Councillor Racicot was out of the room.

- c) Thunder Bay & District Entrepreneur Centre – Immigration Web Portal Training and Media Launch June 8 & 9, 2011 in Thunder Bay. No one will attend.

Councillor Racicot returned to the meeting.

Under further new business Council asked the Clerk-Treasurer to have prices for air conditioning for the new office available for the upcoming budget meeting.

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

- a) Ministry of Natural Resources – a letter from Stephan Schmidt, A/Fire Operations Supervisor regarding the Municipal Agreement Forms, including the Municipal Fire Agreement Rates valid for 2011 was read.
- b) Ministry of Northern Development, Mines and Forestry regarding the P3 Canada Fund – Round 3 of funding. This program requires public-private-partnerships.
- d) Northwestern Ontario Municipal Association – regarding the Northern Policy Institute – the perspective from Common Voice Northwest was read.

For information purposes the Clerk-Treasurer reported that Ms. Maki, Chief Building Official will be holding a building permit information session on June 7, 2011 in the O'Connor Community Centre for 7:00 to 9:00 p.m. This session will be open to the residents of Conmee, Gillies and O'Connor. Council would like to emphasis in the advertising of this meeting that permits are required for renovations as well as new construction.

An issue regarding an identifiable individual was brought to Council's attention and it was

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

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BE IT RESOLVED THAT THE NEXT PORTION OF THE MEETING BE CLOSED TO THE PUBLIC IN ORDER TO DISCUSS A PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES PURSUANT TO SUBSECTION 239(2)(E) OF THE MUNICIPAL ACT, 2001.

TIME BEING: 9:53 P.M.

Carried

The issue of concern was discussed.

13. Moved by Bishop Racicot
Seconded by B. Jerry Loan

TIME BEING: 10:15 P.M.

THAT WE NOW MOVE TO OPEN MEETING.

Carried

14. Moved by Bishop Racicot
Seconded by J. Vezina

THAT THE MEETING ADJOURN TO THE O'CONNOR DAY PLANNING MEETING TO BE HELD ON WEDNESDAY, MAY 18, 2011 AT 7:00 P.M.

TIME BEING: 10:16 P.M.

Carried

Mayor

Clerk-Treasurer