

## TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

Minutes of the meeting held on January 9, 2017 at 7 p.m. in the Council chambers.

Present: Mayor Vezina  
Councillors: Foekens, Loan  
Clerk-Treasurer Buob

Visitors: Mr. Gary Prokosh & Mr. Dan Gaudette – Tbaytel  
Mr. Glenn Currie & Ms. Kristen Spithoff – BDO Canada  
arrived at 7:20 p.m.  
Mr. Kelly Johnson, Leadhand arrived at 7:43 p.m.

Absent: Councillor Alkins, Councillor Racicot

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

Disclosure of pecuniary interest and general nature thereof: none

1. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT THE MINUTES FROM THE COUNCIL MEETING HELD ON MONDAY,  
DECEMBER 19, 2016 BE ACCEPTED AS PRINTED.**

Carried

Council welcomed Mr. Prokosh and Mr. Gaudette from Tbaytel to the table and introductions were made. The gentlemen are at the meeting tonight to discuss the possibility of constructing a new cellular tower in O'Connor and to discuss the process of public consultation to address any of our resident's concerns with the installation. Tbaytel would like to install a 50 m tower on the Township's property, next to the current telephone exchange building, located at 330 Highway 595. It is up to the land use authority, in this case the Township, to determine how the process of public consultation with the property owners in the area of the new tower will be notified, within the rules of the Innovation, Science and Economic Development Canada (ISED). It is recommended that individual letters be sent to property owners within the area of three times the height of the tower. Council discussed the matter and agreed to send individual letters to the residents within a 600 foot radius of the towers location and put a notice in the February issue of the Township's newsletter, the Cornerstone, to inform all residents of the construction. The Clerk-Treasurer will provide these names and addresses to Tbaytel and Tbaytel will send the letters out. They will also provide the notice to be inserted in the Township's February issue of the Cornerstone and address any concerns that may be received.

A comparison of the mobility signal before and after the O'Connor tower was provided for Council's review. This tower would improve the cellular service in the area and improve Council's safety concerns. Council are in favour of the construction and asked what the first steps would be. Council was informed that first a lease would have to be put in place with the Township to identify the location. The lease would include both the building and the tower and would be considered the Township's contribution to the build. Notice will be provided to the public with thirty (30) days to respond and any concerns will then be addressed. If there are no major concerns or issues that arise from the process, Council will discuss this further at their March 13, 2017 Council meeting and then provide a letter of concurrence. Construction will take approximately six (6) to seven (7) months once everything has been approved. Council also asked if Tbaytel would consider installing a wifi hotspot in the O'Connor Community Centre as part of the lease agreement. Mr. Prokosh will look into this further.

Mr. Prokosh and Mr. Gaudette were thanked for attending and left the meeting at 7:30 p.m.

Mr. Glenn Currie and Ms. Kristen Spithoff, from BDO Canada LLP were welcomed to the table. Introductions were made. Ms. Spithoff provided a Planning Report to Council and reviewed several pages of the document with Council. The document outlined the Audit Plan for the audit of the Consolidated Financial Statements of the Township for the year ending December 31, 2016. The report highlights and explains the key issues

## TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

which they believe to be relevant to the audit including audit risks, the nature, extent and timing of the audit work and the terms of their engagement, including fees. They would like to promote two-way communication with Council throughout the process. Council was informed that the planning visit and the interim fieldwork took place in December and noted that the audit to date has gone well and things seem to be well organized. They will be back to complete the audit the week of February 13, 2017 and a final report will be presented to Council in March or April of this year.

Mr. Currie and Ms. Spithoff were thanked for attending and left the meeting at 7:48 p.m.

Mr. Kelly Johnson, Leadhand was welcomed to the table. Mr. Johnson provided an update to Council with regard to any happenings in the road department. Truck #7 is currently sitting in the shop waiting for parts after a Boxing Day breakdown. The parts should be in this week. The crew is using the grader to assist with the snowplowing at this time. He also noted that the backhoe may have a possible water pump issue that they are keeping an eye on and during the heavy winds last week a window in the backhoe was broken when the wind caught the door and slammed into the side window. A new window is on order.

Roadwork in general was discussed. Mr. Johnson is hoping to be able to start scratching some of the choppy roads this week, depending on the weather. Mr. Johnson also informed Council that he has been calling Mr. Richard Pitton in to work when needed for snowplowing and he is working out well.

The Boundary Road Agreement between the Township of O'Connor and the Township of Gillies has expired in December. The last agreement was only put in place for one year to allow the Township of Gillies to make a decision on what they would like to do with the Main Street hill going down into Hymers. As Gillies still has the road closed and have applied for funding to have the required repairs done, it was agreed that Council will agree to another one year agreement, with no changes, to allow the Township of Gillies more time to decide on the fate of the road. They will be notified before their next meeting so they are aware of the Township's decision and Council will pass a by-law to enter into the agreement at the next meeting.

The hourly equipment rates for the Township were reviewed. The rates have not increased since 2012 and it was suggested that the hourly rates be increased by \$10 per hour for each piece of equipment. The steaming of culverts rate will remain the same and the average snowplowing rate will increase to \$50.00. The Disposal Site rates were also discussed. As we have not had any recent requests for any large disposal of material it was agreed that the rates will remain the same. It was suggested that the cost of a dump trailer over 100 ton at \$100.00 be added. These rates will be approved at the next meeting.

The Workplace Inspection reports for the Road Department Health & Safety inspections were reviewed. Mr. Johnson noted that there has been action taken on some of the concerns already.

Mr. Johnson asked Council why they want the trees in front of the Community Centre cut down, as he is concerned about the drifting that will occur across the highway and into the municipal garage yard in the winter. The majority of the trees are still healthy. He would be willing to thin out the dead ones that are in the section closer to the ball diamond. If the Township is successful in their funding application the road department will be busy next summer with other projects. He asked Council if this was a priority and they agreed that it was not.

Mr. Johnson was thanked for attending and left the meeting at 8:22 p.m.

The Administration and Roads Voucher and bills to be paid were reviewed and it was

2. Moved by K. Foekens  
Seconded by B. J. Loan

**THAT THE ADMINISTRATION AND ROADS VOUCHER #2 FOR DECEMBER 2016 TALLING \$43,220.42 BE APPROVED AND PAID.**

Carried

## TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

3. Moved by K. Foekens  
Seconded by B. J. Loan

**THAT THE FOLLOWING BILLS FOR JANUARY 2017 BE PAID. THESE BILLS WILL BE INCLUDED ON THE JANUARY 2017 ADMINISTRATION AND ROADS VOUCHER.**

CK#14051	AMCTO (2017 MEMBERSHIP FEES)	\$ 863.32
CK#14052	ONTARIO ASSOCIATION OF FIRE CHIEFS	\$ 288.15
CK#14053	KELLY JOHNSON (MEDICAL/DENTAL)	\$ 95.00
CK#14054	THUNDER BAY DSSAB (JANUARY LEVY)	\$ 5,735.00
CK#14055	AMCTO – ZONE 9 (2017 MEMBERSHIP FEE)	\$ 100.00
CK#14056	ALS ENVIRONMENTAL (WATER TESTING)	\$ 50.85
CK#14057	MUNICIPAL PROPERTY ASSESSMENT CORP	\$ 2,918.96
CK#14058	BISHOP RACICOT (ROMA EXPENSES)	\$ 732.70
CK#14059	ONTARIO GOOD ROADS ASSOCIATION	<u>\$ 578.80</u>
		<b>\$11,362.78</b>

Carried

The Statement of Revenue and Expenditures to December 31, 2016 were unavailable.

By-laws were discussed as follows:

- a) A By-law to appoint the municipal auditors was reviewed. Council accepted the quote from BDO Canada LLP for the Township's audit for the next four years at the November 14, 2016 Council meeting. A By-law is required to officially appoint them as the Township of O'Connor auditors and it was

4. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT BY-LAW NUMBER 2017-01 BEING A BY-LAW TO APPOINT THE MUNICIPAL AUDITORS FOR THE TOWNSHIP OF O'CONNOR BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

- b) A By-law Number to impose late payment charges for the non-payment of taxes or any installment by the due date was reviewed and it was

5. Moved by K. Foekens  
Seconded by B. J. Loan

**THAT BY-LAW NUMBER 2017-02 BEING A BY-LAW TO IMPOSE LATE PAYMENT CHARGES FOR THE NON-PAYMENT OF TAXES OR ANY INSTALLMENT BY THE DUE DATE BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

- c) A by-law to provide for an interim levying amount was reviewed and it was

6. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT BY-LAW NUMBER 2017-03 BEING A BY-LAW TO PROVIDE FOR AN INTERIM LEVYING AMOUNT FOR THE TOWNSHIP OF O'CONNOR BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

- d) A by-law to authorize the borrowing of monies was reviewed and it was

7. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT BY-LAW NUMBER 2017-04 BEING A BY-LAW TO AUTHORIZE THE BORROWING OF MONIES BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

## TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

Thunder Bay District Social Services Administration Board letter regarding the Board Composition was read. The Resolution was put forward to the Board to increase the representation of the municipalities comprising Area 1 from 1 (one) member to three (3) members. Although the decision rests with the Ministry of Community and Social Services to amend the Regulation the Board is asking that municipal Councils be consulted on the matter. The results of the double majority process will be shared with the Minister and each municipality. The Board is requesting that Council pass a resolution with respect to their decision by January 31, 2017.

As full Council was not present Council agreed to defer this item to the next meeting. Mayor Vezina would also like to speak with the Area One municipalities as he has missed the last couple of meetings that were held on this matter.

Correspondence was read as follows:

- a) Thunder Bay Area EMO Quarterly Newsletter – Oct – Dec 2016.
- b) Ontario Provincial Police (OPP) - January Newsletter.
- c) Treasurer's Itemized Statement of Remunerations & Expenses paid to the Council of the Township of O'Connor in 2016.
- d) Ontario Power Generation (OPG) – Minutes of Meeting - 2016 Kaministiquia River System Annual Dam Safety EPRP Stakeholder meeting - December 13, 2016.
- e) The Premier of Ontario – reply letter regarding Council's endorsed resolution with regard to hydro costs.
- f) Association of Municipalities of Ontario (AMO)
  - i) Watch File – December 22, 2016.
  - ii) Watch File – January 5, 2017.
  - iii) Letter from the Office of the President – regarding 2017-18 Strategic Objectives.
- g) Stewardship Ontario regarding Industry funding for Municipal Blue Box Recycling for the third quarter of the 2016 Program Year.
- h) Independent Electricity System Operator (ieso) regarding Release of 20-year Electricity Plan for the Thunder Bay Area.

The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) The Thunder Bay District Municipal League – request for donation for their 100th Anniversary and it was

8. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT THE TOWNSHIP OF O'CONNOR MAKE A CASH DONATION IN THE AMOUNT OF \$500.00 TOWARDS THE 100<sup>TH</sup> ANNIVERSARY CELEBRATIONS FOR THE THUNDER BAY DISTRICT MUNICIPAL LEAGUE TO BE HELD ON OCTOBER 27 & 28, 2017.**

Carried

Under further Old Business, the Clerk-Treasurer reported that she has spoken with the Township of Gillies with regard to the creation of the Police Services Board, as per the Municipality of Neebing's comments discussed at the last meeting. Their Council has not made a final decision as to whether or not they are still interested in pursuing the creation of a Police Services Board with the Municipality of Neebing and the surrounding Townships of Conmee and O'Connor. In order for the Township of O'Connor to be a part of the board with Neebing, Gillies must be willing to participate.

Councillor Racicot is currently registered to attend the upcoming Rural Ontario Municipal Association (ROMA) conference at the end of the month. Due to personal reasons he will be unable to attend. Councillor Loan and Foekens were asked if they would like to attend in his place. Councillor Loan would be interested but will have to confirm and get back to the Clerk-Treasurer tomorrow. If not, Councillor Foekens will also consider attending if no one else is available.

Under New Business, Council discussed

- a) The Fee Schedule for Township rates. It was noted that the Building Permits and Cemetery rates have been previously set by by-law and do not require to be reviewed at this meeting. The Clerk-Treasurer provided information with regard to the cost of printing the monthly newsletter each month. Council agreed to keep the advertising rates as they currently are. Planning documents, hall rental rates, administration fees

## TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

such as photocopying and faxing, and animal control rates were also reviewed and it was agreed to keep all rates the same. The Clerk-Treasurer will update the equipment rates as per previous discussion with the Leadhand, and bring them back to the next meeting for final approval.

- b) Biomass North Development Centre – Workshop Series – Building Biomass Value Chains. No one will attend.

Issues brought forward or letters received after the agenda was mailed

- a) Ministry of Municipal Affairs and Ministry of Housing – Financial Indicator Review for the Township of O'Connor was read. This document assesses the financial health of a municipality. The Township of O'Connor does not exhibit any high challenge indicators in the report for 2015.
- b) Lakehead Region Conservation Authority & Lakehead Conservation Foundation – Dinner and Auction invitation and request for donation. Mayor Vezina will be unable to attend this event this year. Council would like this item brought back to the next meeting to see if either Councillor Alkins or Racicot would like to attend.
- c) Ministry of Natural Resources and Forestry – regarding the FireSmart Transfer Payment Grant Program. The Township of O'Connor was approved for this funding in 2016, however did not get a plan started and did not submit an invoice to receive any of the funding. The Ministry is offering up the opportunity to apply once again. Council discussed the situation and would like to reapply. The Clerk-Treasurer will inquire further into what is required and who is qualified to prepare the plan.
- d) Ernie Hardeman, MPP Oxford – copy of letter to Northwestern Ontario Municipal Association (NOMA) and Premier Wynne regarding hydro pricing and reliability.
- e) Ministry of the Environment and Climate Change – Resources Recovery and Circular Economy Act, 2016 – webinar sessions regarding the transitional operating Agreement. The webinar will be looked into further to see if it would be relevant to the Township.

For information purposed no building permits were approved since the last meeting.

9. Moved by B. J. Loan  
Seconded by K. Foekens

**BE IT RESOLVED THAT THE NEXT PORTION OF THE MEETING BE CLOSED TO THE PUBLIC IN ORDER TO DISCUSS LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS; PURSUANT TO SUBSECTION 239(2)(D) OF THE MUNICIPAL ACT, 2001.**

**TIME BEING: 9:22 P.M.**

Carried

The Administration wages for all non-union staff were reviewed.

10. Moved by B. J. Loan  
Seconded by K. Foekens

**TIME BEING: 9:51 P.M.  
THAT WE NOW MOVE TO OPEN MEETING.**

Carried

Council will discuss the Clerk-Treasurer and the Deputy Clerk-Treasurer's salary further at the next meeting. It was

11. Moved by K. Foekens  
Seconded by B. J. Loan

**THAT THE SALARY AND WAGE SCHEDULE FOR THE TOWNSHIP OF O'CONNOR NON-UNION STAFF COMPRISING OF THE DISPOSAL SITE CARETAKER, JANITOR, GROUNDS KEEPER, DOG CONTROL OFFICER, FENCEVIEWER, MUNICIPAL INVESTIGATOR, WEED INSPECTOR AND THE STARTUP/PROBATION RATE WILL RECEIVE AN INCREASE AS FOLLOWS: EFFECTIVE JANUARY 1<sup>ST</sup>, 2017 INCREASED BY 1.5 PERCENT.**

Carried

TOWNSHIP OF O'CONNOR – MINUTES – JANUARY 9, 2017

12. Moved by B. J. Loan  
Seconded by K. Foekens

**THAT THE MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD  
ON MONDAY, JANUARY 23, 2017 AT 7:00 P.M.**

**TIME BEING: 9:53 P.M.**

Carried

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Mayor

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Clerk-Treasurer