

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

Minutes of the meeting held on March 27, 2017 at 7 p.m. in the Council chambers.

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

Visitors: Fire Chief Henry Mattas, Deputy Clerk-Treasurer Linda Racicot
Kristen Spithoff, BDO Canada LLP arrived at 7:15 p.m.

Absent: Councillor Alkins

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

Disclosure of pecuniary interest and general nature thereof: Councillor Racicot declared an interest in item 9 a) as his spouse is an employee of the Township.

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

THAT THE MINUTES FROM THE COUNCIL MEETING HELD ON MONDAY, MARCH 13, 2017 BE ACCEPTED AS PRINTED.

Carried

Council asked Ms. Racicot if she wished to address Council on any personal matters and she replied no.

Fire Chief Mattas was welcomed to the table. The Fire Department report from February 25 to March 23, 2017 was read. There were no calls in that time frame. Fire Chief Mattas also provided the monthly statement of calls for the area, for the full year of 2016 as well as for January and February of 2017 for information purposes.

The Fire Chief reported that the team is getting setup for the grass fires. Burning permits will be required as of April 1, 2017.

Fire Chief Mattas also informed Council that a former member of the First Response Team will be coming back and he would like to add him to the roster. Mr. Josh Turk is currently a paramedic and will be available during the day and will be a great asset to the team. It was

2. Moved by Bishop Racicot
Seconded by K. Foekens

THAT THE COUNCIL APPROVE THE FOLLOWING PERSON AS A MEMBER OF THE O'CONNOR VOLUNTEER FIRE DEPARTMENT AND/OR FIRST RESPONSE TEAM.

1. JOSH TURK

Carried

The O'Connor Fire Department will be hosting a Wildfire Preparedness Day on May 6, 2017 in the O'Connor Community Centre. The day will include a presentation from the Ministry of Natural Resources and Forestry on the FireSmart program, followed by a BBQ. They will also have pamphlets to hand out. They are inviting their other training partners, the Townships of Gillies and Nolalu. Council is encouraged to attend. An application for funding has been submitted to the Ministry to help offset the costs, but at this time approval has not been confirmed.

The minutes from the O'Connor Volunteer Fire Department Auxiliary for the months of November, January and February were read. No meeting was held in December.

Fire Chief Mattas was thanked for attending and he left the meeting at 7:10 p.m.

Bills to be paid were reviewed and it was

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

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

THAT THE FOLLOWING BILLS FOR MARCH 2017 BE PAID. THESE BILLS WILL BE INCLUDED ON THE MARCH 2017 ADMINISTRATION AND ROAD VOUCHER.

CK#14190	HYDRO ONE	\$ 872.20
CK#14191	LORNA BUOB (MEDICAL/DENTAL, MILEAGE)	\$ 97.50
CK#14192	LOCAL AUTHORITY SERVICES (FUEL)	\$ 4,685.68
CK#14193	SUN LIFE ASSURANCE COMPANY OF CANADA	\$ 1,083.33
CK#14194	LAKEHEAD DISTRICT SCHOOL BOARD	\$21,631.15
CK#14195	THUNDER BAY CATHOLIC DIST SCHOOL BOARD	\$ 1,755.38
CK#14196	CSDC DES AURORES BOREALES	\$ 118.00
CK#14197	MINISTER OF FINANCE (CACC DISPATCH CALLS)	\$ 45.00
CK#14198	THUNDER BAY FIRE SERVICES (IMS 200 REG)	\$ 20.00
CK#14199	LANDSTAR CANADA INC. (420CAT DELIVERY)	\$ 2,599.00
		<u>\$32,907.24</u>

Carried

Councillor Racicot left the room.

Policies were reviewed as follows:

a) Policy for Administrative Benefits. The Clerk-Treasurer requested clarification with regard to the Medical Leave and Sick Leave portions of the policy. The Medical currently does not include a limit to the number of days. Council agreed that it should be incorporated in the total of sick days. Council asked administration to come back with new wording and the total number of days they are requesting at the next meeting. The Group Life Insurance breakdown was also discussed. It was noted that the list of benefit coverage does not need to be included in the policy, rather it should just refer to the plan. This will also be amended for review at the next meeting.

Councillor Racicot returned to the room.

Ms. Kristen Spithoff, BDO Canada, LLP was welcomed to the table at 7:20 p.m. Ms. Spithoff presented the Township of O'Connor's draft Consolidated Financial Statements to December 31, 2016. Ms. Spithoff went through the document with Council. The numbers on the Statement of Financial Position were discussed. The Landfill closure and post-closure liability was discussed. Ms. Spithoff, in the Management Letter, recommended that Council have a Landfill Financial Assessment Report completed and suggested that a report be completed every 3 – 5 years to assist Council in providing accurate figures for budgeting. Council will discuss this further at budget time.

The Statement of Operations and Accumulated Surplus were also discussed. It was noted that the difference in the provincial funding from the previous year was due to the flood in June 2016 and the Municipal Disaster Relief Fund (MDRA) that the Township will be receiving.

Ms. Spithoff complimented the staff on a job well done and noted that there were minimal Journal Entries required at year-end.

The Final Report to Council and the internal control concerns were also discussed. The note with regard to timesheets missing approval for the department heads was discussed and will be corrected in the future. It was also noted that the two Government Partnerships, the Lakehead Rural Planning Board (LRPB) and the Emergency Measures Organization (EMO) are considered to be government partnerships and should be accounted for on a proportionate consolidation basis in the Township's Financial Statements. At this point in time they are not materially significant and are not included; however this could change in the future and will need to be monitored each year. The EMO is no longer in existence as of 2017 and will not be an issue in the future.

Mayor Vezina informed Ms. Spithoff that the Management letter addressed to himself, should read Mayor Vezina and not Mr. Vezina. Ms. Spithoff will make note of this.

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

The final documents were signed by the Mayor and Clerk-Treasurer and were returned to Ms. Spithoff. Final copies of the Financial Statement will be sent out to the Township in the near future. Ms. Spithoff was thanked for attending and left the meeting at 7:47 p.m.

Council continued with the review of the following policies:

b) Workplace Harassment/Violence. Administration recommended a change to Schedule A, page 7 of the document with regard to Investigations and disciplinary action and it was

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

THAT SCHEDULE "A" OF THE POLICY FOR WORKPLACE HARASSMENT/VIOLENCE BE AMENDED AS FOLLOWS:

THAT THE FOLLOWING SECTION, "INVESTIGATION" BE AMENDED BY REMOVING THE FOLLOWING STATEMENT:

DISCIPLINARY ACTION COULD INCLUDE, BUT IS NOT LIMITED TO:

- VERBAL WARNING;
- WRITTEN WARNING;
- 3 DAY SUSPENSION WITHOUT PAY;
- 7 DAY SUSPENSION WITHOUT PAY; AND
- TERMINATION.

AND ADDING THE FOLLOWING STATEMENT:

- DISCIPLINARY ACTION WILL BE AS OUTLINED IN THE TOWNSHIP OF O'CONNOR'S POLICY FOR PROGRESSIVE DISCIPLINE.

Carried

c) Accessible Employment – Administration is recommending the addition of the definition of "Disability" be added to page one as well as changing of wording of the Effective date. It was

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

THAT THE FOLLOWING AMENDMENTS BE MADE TO THE ACCESSIBLE EMPLOYMENT POLICY.

THAT FOLLOWING SECTION BE ADDED FOLLOWING THE "PURPOSE" STATEMENT AND BEFORE "ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR JOB APPLICANTS AND EMPLOYEES WITH DISABILITIES":

DEFINITION OF DISABILITY:

SECTION 10 OF THE ONTARIO HUMAN RIGHTS CODE DEFINE "DISABILITY" AS:

1. ANY DEGREE OF PHYSICAL, INFIRMITY, MALFORMATION OR DISFIGUREMENT THAT IS CAUSED BY BODILY INJURY, BIRTH DEFECT OR ILLNESS AND, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, INCLUDES DIABETED MELLITUS, EPILEPSY, A BRAIN INJURY, ANY DEGREE OF PARALYSIS, AMPUTATION, LACK OF PHYSICAL CO-ORDINATION, BLINDNESS OR VISUAL IMPEDIMENT, DEAFNESS OR HEARING IMPEDIMENT, MUTENESS OR SPEECH IMPEDIMENT, OR PHYSICAL RELIANCE ON A GUIDE DOG OR OTHER ANIMAL OR ON A WHEELCHAIR OR OTHER REMEDIAL APPLIANCE OR DEVICE.
2. A CONDITION OF MENTAL IMPAIRMENT OR A DEVELOPMENT DISABILITY,

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

3. **A LEARNING DISABILITY, OR A DYSFUNCTION IN ONE OR MORE OF THE PROCESSES INVOLVED IN UNDERSTANDING OR USING SYMBOLS OR SPOKEN LANGUAGE,**
4. **A MENTAL DISORDER, OR**
5. **AN INJURY OR DISABILITY FOR WHICH BENEFITS WERE CLAIMED OR RECEIVED UNDER THE INSURANCE PLAN ESTABLISHED UNDER THE WORKPLACE SAFETY AND INSURANCE ACT, 1997.**

EFFECTIVE DATE:

CORRECT WORDING TO READ: "THIS POLICY SHALL COME INTO EFFECT AS OF JUNE 27, 2016".

Carried

d) A draft Policy for Anti-Stigma was reviewed. This policy was created as a result of the Post-Traumatic Stress Disorder Plan to be discussed further on the agenda. It was

6. Moved by K. Foekens
Seconded by Bishop Racicot

THAT THE TOWNSHIP OF O'CONNOR ESTABLISH AN ANTI-STIGMA POLICY TO ADDRESS THE STIGMA ASSOCIATED WITH MENTAL ILLNESS AND THAT THIS POLICY BE APPROVED AND ENTERED INTO THE TOWNSHIP OF O'CONNOR'S POLICY BOOK.

Carried

Resolutions for endorsement were discussed as follows:

- a) Northeastern Manitoulin & the Islands requesting that the Province of Ontario treat all Ontario Hydro customers equally and eliminate the delivery fees for residents of the Town of Northeastern Manitoulin and the Islands and further resolved that, in the interest of transparency, Ontario Hydro explain to the municipalities which costing measures or alternative revenue sources will be put in place to replace the revenue losses it experiences from the elimination of the delivery charge to its customers was filed.
- b) Township of Pickle Lake requesting the Honourable Bill Mauro, Minister of Municipal Affairs rescind proposed Building Code change B-08-09-03 and it was

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

THAT THE RESOLUTION FROM THE TOWNSHIP OF PICKLE LAKE REQUESTING THAT THE HONOURABLE BILL MAURO, MINISTER OF MUNICIPAL AFFAIRS, RESCIND PROPOSED BUILDING CODE CHANGE B-08-09-03 BE ENDORSED.

Carried

A copy of the letter sent to Mr. Robert Katajamaki, Chair of the Thunder Bay District Social Services Administration Board (TBDSSAB) from the Ministry of Community and Social Services was read. This letter is in response to the Boards formal request for the Ministry to amend Schedule 6 of Ontario Regulation 278/98 of the District Social Services Administration Boards Act RSO, Chapter D, 15. to affect an increase in the Board representation for Area One municipalities from one to three members. The Minister has asked her staff to prepare the necessary documents required to make the regulation amendment.

Mayor Vezina reported to Council on the March 16, 2017 Lakehead Rural Municipal Coalition (LRMC) meeting. At this meeting the Head of Council discussed the 2017 TBDSSAB appointment. The appointment to the TBDSSAB for Area One is done on a rotation basis and the Township of Gillies was missed in this rotation. The Municipality of Shuniah has appointed Mayor Landry to be on the Board in December and it was not caught until now that it was not their turn. It was an honest mistake and Mayor Landry has, over the last three months, adjusted her work schedule and taken all the training from the Board on the responsibilities of the position. The original rotation was chosen by the Area One municipalities and set in 2006 at the Thunder Bay District Municipal League but due to a change in 2012 to allow Mayor Holland to remain on the Board for a second term because of certain issues at the time, the years of the rotation as

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

recorded changed. The Township of Gillies is interested in the position and would like their turn on the Board. As Mayor Landry was not in attendance at the meeting, she will be contacted for her opinion on the issue.

Also at this meeting the group discussed how the appointment of the two extra seats would be filled if the Ministry did approve them. It was suggested that each Municipality submit a name and using a ranked ballot approach the representative be chosen, others would like the rotation format to be continued. Mayor Vezina is recommending that the rotation method continue to be used and Council agreed that they would prefer this option.

Correspondence was read as follows:

- a) Lakehead Rural Municipal Coalition (LRMC) – Minutes from the February 16, 2017 meeting.
- b) Local Employment Planning Council – New Community Labour Market Series Report focusing on O'Connor was reviewed. The Township's population has been on a steady decline since 2001 according to this document, while the Province of Ontario continues to rise. The Clerk-Treasurer provided Council with some information with regard to our current population from her observation and of the residents that she is aware of. There are currently approximately 40 people living alone in their homes and approximately 95 with only two in their homes as their families have grown up and moved away and the parents remain or couples who don't have children. With the total households as stated by Statistics Canada for 2016 being 272 households, these two facts do explain some of the reasons for the decline.
- c) Ontario Provincial Police (OPP) – April Newsletter. Council would like the information with regard to the distractive driving included in the next issue of the Cornerstone.
- d) Association of Municipalities of Ontario (AMO) – i) Watch File March 16, 2017
ii) Watch File March 23, 2017.
iii) Federal Budget includes Funding for Infrastructure, Housing, and Child Care.
- e) AMCTO - Federal Budget Update.
- f) Municipal Finance Officers' Association of Ontario (MFOA) – Federal Budget 2017 – Building a Strong Middle Class.
- g) Ministry of Natural Resources and Forestry – regarding Inspection of Approved 2017- 2018 Annual Work Schedule.
- h) Sylvia Jones, MPP Dufferin – Caledon – introducing herself as the new Progressive Conservative Critic for Infrastructure.

The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) Joint Police Services Board – Calling of a Special Meeting to hear a presentation from the Ontario Provincial Police (OPP) and to pass a by-law to authorize the signing of an agreement to constitute a Joint Police Services Board. A date and location for this meeting is still being arranged and will have to be approved at the next Council meeting. As this will be a special meeting of Council to sign the by-law it will require a quorum and notice will be provided as soon as possible.
- b) Council continued with the review of the Township of O'Connor's Draft Official Plan comments from the Ministries and Fotenn. Mayor Vezina expressed his concerns with regard to the Ministry's comment in item 6.1.7 with regard to Endangered & Threatened Species. The comment reads "The absence of MNRF data does not indicate that no Species At Risk (SAR) are present; MNRF is not responsible for identifying SAR in an area." The concern being if the Ministry of Natural Resources and Forestry are not Responsible, who is? A formal written response to this concern will be requested from the Ministry. Once again due to the time, Council will continue with the process of this review at the next meeting.

Under New Business, Council discussed

- a) Mayor Lucy Kloosterhuis, Municipality of Oliver Paipoonge – forwarding a draft letter from Felipe Campusano requesting that the Townships support the request for financial support for all rural pharmacies by submitting a letter to the Honourable Eric Hoskins, Minister of Health and Long-Term Care. It was

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

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

THAT THE TOWNSHIP OF O'CONNOR SUBMIT A LETTER EXPRESSING COUNCIL'S COMMITMENT TO ACCESSIBLE HEALTH CARE IN OUR COMMUNITY AND ASK THE ONTARIO GOVERNMENT TO CONTINUE SUPPORTING ACCESSIBLE HEALTH CARE IN SMALL COMMUNITIES WITH PROVINCIAL FUNDING FOR PHARMACIES.

Carried

- b) Post-Traumatic Stress Disorder (PTSD) – A draft PTSD Plan for the Township of O'Connor was read. The Clerk-Treasurer made note of some minor changes she would like to make and confirmed them with Council. It was noted that this is just the start of the process to recognize the importance of mental health and well-being in the workplace. The Fire Department Standard Operating Guideline (SOG) will also be created and policies may need amending. This Plan is due to the Minister of Labour by April 23, 2017. Amendments will be made and will be brought back to Council at the next meeting for approval.

Under further new business Council asked if the Clerk-Treasurer checks and signs the Road Department log books. Council would like to have this done periodically for due diligence purposes. This will be arranged.

Issues brought forward or letters received after the agenda was mailed.

- a) Thunder Bay Federation of Agriculture – Spring Farm Conference invitation. As part of the Conference, Mr. Ben Lefort, Farm Policy Researcher of Ontario Federation of Agriculture will talk on Property Tax Ratio Change and How it Affects Local Agriculture. This talk will be held on March 29th at 1:00 p.m. and Council was offered the opportunity to attend. At this time no one would be available to attend.
- b) Don Rusnak, MP – Invitation to join him and the Parliamentary Secretary of Finance, the Honourable Ginette Petitpas Taylor for breakfast. It was

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

THAT THE FOLLOWING PERSON/S ATTEND THE INFORMAL LIGHT BREAKFAST WITH THE PARLIAMENTARY SECRETARY OF FINANCE, THE HONOURABLE GINETTE PETITPAS TAYLOR TO BE HELD MARCH 29, 2017 IN KAKABEKA FALLS.

REGISTRATION FEE: N/C

COUNCILLOR RACICOT

Carried

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

10. Moved by K. Foekens
Seconded by Bishop Racicot

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: 9:42 P.M.

Carried

Council received and read an email with regard to the Municipal Property Assessment Corporation (MPAC) legal services retainer for information purposes.

TOWNSHIP OF O'CONNOR – MINUTES – MARCH 27, 2017

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

TIME BEING: 9:48 P.M.

THAT WE NOW MOVE TO OPEN MEETING.

Carried

12. Moved by K. Foekens
Seconded by Bishop Racicot

THAT THE MEETING ADJOURN TO THE ROAD DEPARTMENT BUDGET MEETING TO BE HELD ON MONDAY, APRIL 10, 2017 AT 6:00 P.M.

TIME BEING: 9:50 P.M.

Carried

Mayor

Clerk-Treasurer