

## TOWNSHIP OF O'CONNOR – MINUTES – OCTOBER 9, 2018

Minutes of the meeting held on Tuesday, October 9, 2018 at 7 p.m. in the Council chambers.

Present: Councillors: Foekens, Handy, Loan, Racicot  
Clerk-Treasurer Buob

Visitors: Shelley Thorne, Alex Crane  
Kelly Johnson, Leadhand, arrived at 7:07 p.m.

Absent: Mayor Vezina

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

Disclosure of pecuniary interest and general nature thereof: none

1. Moved by Bishop Racicot  
Seconded by K. Foekens

**THAT THE MINUTES FROM THE COUNCIL MEETING HELD ON MONDAY,  
SEPTEMBER 24, 2018 BE ACCEPTED AS PRINTED.**

Carried

The visitors were asked if they would like to address Council and they replied no.

Ms. Thorne was welcomed to the table to discuss a possible play space for young children in the O'Connor Community Centre. Ms. Thorne expressed that she is looking for space for a play group in the area, especially during the winter months. She has inquired with the surrounding areas to see what they offer and she has used other play groups in the past but would like to stay closer to home, as she noted it is not easy to travel with toddlers. She knows of at least three families with children under two years of age in our community who might be interested in attending. The play group would be for preschool age children during the day. She has a surplus of toys that she would donate for use and would be willing to setup and if necessary clean up after. They are currently considering between 2 ½ to 3 hours once a week to start. Ms. Thorne also asked if there could be an area to store the toys during the week so that they don't have to be transported back and forth. Another option she has considered but has not pursued as of yet would be the O'Connor Free Methodist Church. Ms. Thorne was asked if she would have her own insurance or if the Township would be responsible to cover this expense. At this point she would have to look further into it to see if she could be covered through her home insurance. Council thanked Ms. Thorne for attending and explaining her interest in the use of the community centre and she left the meeting at 7:24 p.m.

Mr. Johnson, Leadhand was welcomed to the table. Roadwork in general was discussed. Mr. Johnson and the road crew have been dealing with the weather as it presents itself. They have been cleaning up debris and trees from the recent wind storm. They have installed a culvert on Garbutt road, and have been continuing with ditching and grading of the roads. They have been doing winter maintenance on Truck #7 and Truck #9 is still in the shop for the injector issue. Mr. Johnson updated Council on what has been done to date with Truck #9 and he informed Council that he has also spoken with the head office. Mr. Johnson also informed Council that Oliver Paipoonge will be replacing a 2010 International truck next year if Council would be interested in pursuing a possible bid.

Mr. Johnson informed Council of the new legislation with regard for Class D driver's licences and the requirement for a medical. Two of the three road employees have had to have medicals done this year and they are asking whether or not the Township would be willing to cover the cost of the medical. Council discussed the new regulation and it was

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

**THAT COUNCIL APPROVE THE REIMBURSEMENT OF THE ROAD EMPLOYEES EXPENSE TO ACQUIRE A MEDICAL REPORT AS PER THE NEW LEGISLATION FOR CLASS D DRIVER'S LICENCES IN 2018 AND 2019.**

Carried

The Health and Safety Report for September 11, 2018 was read. Council questioned Mr. Johnson on some of the hazards observed in the report and Mr. Johnson clarified the situation. The Disposal Site Health and Safety was also discussed. Mr. Johnson noted that in order to keep an eye wash station in the caretakers building from freezing the heat would have to remain on with the electric baseboard heaters throughout the winter. It was suggested that perhaps each of the caretakers could be provided a Health and Safety bag, including eye wash solution and other items required. Mr. Johnson will look further into the requirements.

A letter was read from TBT Engineering with regard to a Notice of Step-Down for the replacement of Cedar Creek Culvert on Highway 590 in 2019. Council were concerned with what the difference between a Group B and a Group C was. The Clerk-Treasurer will enquire further and let them know. The deadline for comment is October 29, 2018.

An email from Ms. Ashley Littlefield with regard to the speed limit along Cronk Road was discussed. Mr. Littlefield is requesting that the speed limit be reduced on Cronk Road and possibly on all the roads in the Township of O'Connor. A discussion pursued and it was agreed to defer this item to new Council and include the item on the December 17, 2018 Council meeting agenda for further discussion. It was noted that there would be a cost to reducing the speed, including signage, enforcement, and it was noted that the classification of road will change with regard to required maintenance. Ms. Littlefield will be notified of Council's decision to defer.

An invitation to the North of Superior Public Works Association meeting was read. It was

3. Moved by Bishop Racicot  
Seconded by K. Foekens

**THAT THE FOLLOWING PERSON/S ATTEND THE NORTH OF SUPERIOR PUBLIC WORKS ASSOCIATION MEETING TO BE HELD OCTOBER 24<sup>TH</sup>, 2018 IN THUNDER BAY.**

**REGISTRATION FEE – NO CHARGE**

**KELLY JOHNSON – LEADHAND**

Carried

Mr. Johnson was thanked for attending and he left the meeting at 8:25 p.m.

The Administration and Roads Voucher was reviewed and it was

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

**THAT THE ADMINISTRATION AND ROADS VOUCHER FOR SEPTEMBER 2018 TOTTALLING \$94,459.08 BE APPROVED AND PAID.**

Carried

The Statement of Revenue and Expenditures to September 30, 2018 were reviewed.

By-laws and Policies were discussed as follows:

- a) By-law Number 2018-15 to set the date and time for an advanced vote for the upcoming municipal election was discussed and it was

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

**THAT BY-LAW NUMBER 2018-15 BEING A BY-LAW TO PROVIDE FOR ADVANCE VOTES TO BE HELD PRIOR TO VOTING DAY BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

- b) A new policy for part-time non-union staff wage review was discussed and it was

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

**THAT THE CORPORATION OF THE TOWNSHIP OF O’CONNOR POLICY FOR PART-TIME NON-UNION EMPLOYEE WAGE REVIEW BE ENDORSED.**

Carried

- c) The amended policy for substance abuse to include the new, soon to be legalized, cannabis was reviewed and it was

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

**THAT THE FOLLOWING AMENDMENTS BE ENDORSED FOR THE CORPORATION OF THE TOWNSHIP OF O’CONNOR’S POLICY FOR SUBSTANCE ABUSE:**

**UNDER PURPOSE – ADD “BEING UNDER THE INFLUENCE OF DRUGS (INCLUDING RECREATIONAL CANNABIS) OR ALCOHOL ON THE JOB CAN POSE SERIOUS HEALTH AND SAFETY RISKS BOTH TO THEMSELVES AND THEIR FELLOW EMPLOYEES. TO HELP ENSURE A SAFE AND HEALTHY WORKPLACE, THE TOWNSHIP OF O’CONNOR RESERVES THE RIGHT TO PROHIBIT CERTAIN ITEMS AND SUBSTANCES FROM BEING BROUGHT ON TO, OR PRESENT ON TOWNSHIP PREMISES”**

**UNDER POLICY – THE THIRD AND FORTH PARAGRAPH ARE COMBINED AND SHALL READ AS FOLLOWS: “ IN THESE SITUATIONS THE EMPLOYEE OR FIRE OR FIRST RESPONSE MEMBER OR COUNCIL MEMBER MUST ENSURE THAT HE/SHE BEHAVES RESPONSIBILY AND PROFESSIONALLY AND DOES NOT BECOME IMPAIRED TO THE POINT THAT HIS/HER ACTIONS RESULT IN UNACCEPTABLE BEHAVIOUR. ALCOHOL, RECREATIONAL CANNABIS AND ILLEGAL DRUGS ARE PROHIBITED AT ALL TIMES. INDIVIDUALS CONSUMING PRESCRIPTION DRUGS, INCLUDING MEDICAL CANNABIS OR OVER-THE-COUNTER MEDICATION MUST CAREFULLY MONITOR THEMSELVES IN ORDER TO ENSURE THAT THEY CAN REMAIN ALERT AND PRODUCTIVE, AND THAT THEIR JUDGEMENT IS NOT IMPAIRED AT ANY TIME THAT COULD RESULT IN UNACCEPTABLE BEHAVIOUR.”**

**A FIFTH PARAGRAPH IS ADDED TO READ “GUIDELINES FOR THE USE OF MEDICAL CANNABIS IN THE WORKPLACE ARE PRESCRIBED IN THE TOWNSHIP OF O’CONNOR’S POLICY FOR MEDICAL CANNABIS”**

**UNDER PROCEDURE: 4. SHALL BE AMENDED TO READ “THE IMMEDIATE SUPERVISER SHALL BE RESPONSIBLE FOR NOTIFYING AND ADVISING THE CLERK-TREASURER THAT AN EMPLOYEE IS SUSPECTED OF BEING IN VIOLATION OF THIS POLICY”**

Carried

- d) A new policy for the use of medical cannabis in the workplace was reviewed and it was

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8. Moved by K. Foekens  
Seconded by Bishop Racicot

**THAT THE CORPORATION OF THE TOWNSHIP OF O'CONNOR'S POLICY FOR USE OF MEDICAL CANNABIS IN THE WORKPLACE BE ENDORSED.**

Carried

- e) The Township of O'Connor revised Asset Management Plan was reviewed and it was

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

**BE IT RESOLVED THAT COUNCIL ADOPT THE ASSET MANAGEMENT PLAN DATED OCTOBER 9, 2018 FOR THE TOWNSHIP OF O'CONNOR AS PER THE ONTARIO REGULATION 588/17, ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE.**

Carried

The document will be posted on the Township's website.

- f) By-law Number 2018-16 was discussed with regard to entering into a service agreement for the vertical platform lift in the O'Connor Community Centre. As per item 15 a) further on the agenda under new business, the Technical Standards and Safety Authority has inspected the platform lift and requires compliance on three items by October 25, 2018. Our current provider is no longer in business and a new one had to be sought. Three eligible contractors were contacted. One did not respond and one provided a much higher estimate earlier in the year. It was agreed to enter into a three year agreement with OTIS Canada Inc. and it was

10. Moved by K. Foekens  
Seconded by Bishop Racicot

**THAT BY-LAW NUMBER 2018-16 BEING A BY-LAW AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF O'CONNOR AND OTIS CANADA INC. BE PASSED AND ENTERED IN THE BY-LAW BOOK.**

Carried

Resolutions for endorsement were reviewed as follows:

- a) Township of Montague supporting the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) in requesting the Provincial Government undertake consultation with municipalities prior to modifying legislation that effects municipal government was filed.
- b) Township of Amaranth with regard to the licensing process to take water for commercial water bottling facilities was filed.

Correspondence was read as follows:

- a) Ontario Provincial Police (OPP) – i) October 2018 Newsletter. Council commented on the sections that they would like to see included in the November issue of the Cornerstone.
- ii) Municipal Policing Bureau regarding 2018 Court Security and Prisoner Transportation Grant allotment. The Ministry advised the OPP on September 26, 2018 of the fact that the distribution of the final 2018 grant allotment is currently on hold as a result of the government's continuing expenditure management review.
- b) Association of Municipalities of Ontario (AMO) – i) Federal Gas Tax Fund – 2019 – 2023 allocations changing. The allocations are based on per-capita basis in accordance with census population counts. Due to the Township's population numbers going down the Federal Gas Tax allocation will be going down for the next four years. The 2019 allocation will be \$3,409.96 less than in 2018.
- ii) Province to Introduce Private Cannabis Retail Legislation – With Municipal Opt Out. Council discussed the probability of a commercial outlet in the Township being highly unlikely. With the Township being mostly residential there would have to be many steps taken to have an outlet opened within the municipality.
- iii) Bill 36 – Changes to other Acts related to the Use and Sale of Cannabis.

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- c) OPSEU - Email – Ford turning Ontario into the “wild west of cannabis” and municipalities will pay the price.
- d) Thunder Bay & Area Food Strategy – letter dated September 27, 2018 – update and request for financial support in 2019 and a deputation to Council in early 2019. Council would like to defer this item to the new Council.
- e) Stewardship Ontario – regarding Industry funding for Municipal Blue Box Recycling for the second quarter of the 2018 Program Year. Details with respect to the RPRA Board's determination of the 2018 obligation and the allocation to individual municipalities and First Nations is available on their website.
- f) Municipality of Oliver Paipoonge – Invitation to attend Open House and Statutory Public Meeting for a New Municipal Zoning By-law. The meeting was scheduled for this evening and no one will attend.

The balance of the correspondence was passed around the table.

Under Old Business, Council discussed

- a) Expenses incurred by Council when attending out of town funerals on behalf of the Township. The Clerk-Treasurer provided a report on what the surrounding municipalities do in this regard. Council would like a policy drafted for their review and for further discussion.
- b) A public meeting for Municipal Property Assessment Corporation (MPAC) to do a presentation for the residents to explain how the MPAC system works was discussed. Mr. Tanner from MPAC asked for clarification as to whether or not Council are requesting a public meeting or a deputation at a Council meeting where the public will attend. Council agreed that they would like to have a separate public meeting but have it the same night and prior to the Council meeting. The length of time for the meeting was discussed and it was agreed to start the public meeting at 6 p.m. and adjust the start time for the Council meeting to 7:30 p.m. to allow for the presentation and questions. It was

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

**THAT THE FOLLOWING DATE BE SET FOR A PUBLIC MEETING FOR A PRESENTATION FROM THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC) TO DISCUSS THE ROLE OF MPAC.**

**MONDAY, NOVEMBER 26, 2018 AT 6 P.M.**

**THE MEETING WILL BE HELD IN THE O'CONNOR COMMUNITY CENTRE.**

Carried

Under further old business, Council asked for an update on the fire Department washroom renovations. The Clerk-Treasurer reported that the quotations for the work are due to be returned to the Township office for October 29<sup>th</sup> at 4 p.m. and they will be opened by Council later that evening at the Council meeting.

Under New Business, Council discussed

- a) A Inspection Report from the Technical Standards and Safety Authority (TSSA) with regard to the Platform Lift in the O'Connor Community Centre. This item was discussed earlier on the agenda and the compliance dates for the required maintenance will be met.
- b) A Notice of Surface Rights Owner (SRO) of Intent to Submit and Exploration Plan and the Notice of Surface Rights Owner (SRO) of Intent to Apply for an Exploration Permit were received by mail and read. A permit circulation package for Beaver Silver was later emailed to the Township and also read. Several properties in the Township of O'Connor are included on the map showing the location of the proposed activities. Contact information for the Ministry of Energy, Northern Development and Mines (MENDM) was provided in the package.
- c) City of Thunder Bay – Notice to Council that the proposed Truck Route Diversion will be on the agenda of their October 15, 2018 City Council meeting. The Township of O'Connor submitted a resolution opposing the City of Thunder Bay's By-law back in April 2018 and the City staff are asking if Council are still of the same opinion and would like the resolution to be included on their agenda. A copy of the resolution was made available for review and it was agreed to have the resolution presented.

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- d) The Municipality of Oliver Paipoonge invitation to attend an Open Meeting with regard to the truck diversion by the City of Thunder Bay on October 11, 2018 at 7:30 a.m. in Rosslyn. Councillors Racicot, Handy and Foekens may attend.
- e) Ontario Provincial Police (OPP) Municipal Policing Bureau, Financial Unit, invitation to participate in the 2019 Annual Billing Statement webinar. The staff will be participating and Council were asked if they wished to sit in. Councillor Loan, as the Police Services Board Representative will try to attend at the office.
- f) Association of Municipalities (AMO) Communications regard Councillor training was discussed. There are three different training opportunities. This item will be deferred until after the election.
- g) The review of Council Honourarium was briefly discussed and the item was deferred to the next meeting with full Council in attendance.

Under further new business, it was suggested that cabinets be purchased for storage space in the old municipal office in the Community Centre. It was agreed to defer this to the 2019 budget.

For information purposes building permits were approved for alterations and repair at 23 Broome Road, new garage at 72 Blaikie Road and an addition at 31 Pool Road.

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

**THAT THE MEETING ADJOURN TO THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING TO BE HELD ON MONDAY, OCTOBER 29, 2018 AT 7:00 P.M.**

**TIME BEING: 9:58 P.M.**

Carried

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Mayor

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Clerk-Treasurer