

**REGULAR MEETING OF COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF MANITOUWADGE, TO BE HELD IN THE COUNCIL  
CHAMBERS, MUNICIPAL ADMINISTRATION COMPLEX,  
MANITOUWADGE, ONTARIO, ON WEDNESDAY, OCTOBER 11, 2017  
AT THE HOUR OF 7:00 P.M.**

**AGENDA**

**01 CALL TO ORDER**

**02 ADDITIONS OR DELETIONS TO AGENDA**

**03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

**04 APPROVAL OF AGENDA**

**05 DELEGATIONS AND PRESENTATIONS**

**06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS**

**01 Minutes of the Regular Meeting held September 27, 2017.**

**07 PETITIONS**

**08 DISBURSEMENTS**

**01 Statement of Disbursement Sheet No. 2017-15 for \$470,642.39.**

**09 CORRESPONDENCE**

**01 Correspondence from Kathryn McGarry, Minister of Natural  
Resources and Forestry, dated August 18, 2017.**

**10 REPORTS AND COMMITTEES**

**01 Minutes of Meetings: Manitouwadge Municipal Housing Corporation held  
June 15, 2017.**

- 02** Minutes of Meetings: The District of Thunder Bay Social Services Administration Board, regular meeting held July 27, 2017 and closed session held July 27, 2017.  
\*Statements available at:  
<http://www.tbdssab.ca/index.php/administration/minutes/>
- 03** Administration Report CS2017-11 submitted by Shawna Patterson, Director of Community Services Intern regarding Community Clubhouse Closure, dated October 3, 2017.
- 04** Administration Report TR2017-07 submitted by Margaret Hartling, CAO/Clerk-Treasurer regarding Trailer Court Leases, dated October 3, 2017.
- 05** Administration Report PW2017-07 submitted by Randy Barnes, Public Works Superintendent regarding Municipal water service valves (curb stop valves), dated September 6, 2017.
- 11** **VERBAL UPDATE BY MAYOR**
- 12** **VERBAL UPDATE BY CAO/CLERK-TREASURER**
- 13** **BY-LAWS**
- 01** **Being a By-law to enter** into a service agreement with the Ontario Clean Water Agency and to repeal By-law No. 2016-07.
- Administration Report PW2017-08 submitted by Randy Barnes, Public Works Superintendent regarding Contract with OCWA, dated September 22, 2017.
- 14** **BUSINESS**
- 01** Memo submitted by Councillor Sheldon Plummer regarding DSSAB Governance and Accountability Review, dated October 3, 2017.
- 02** Notice from the Government of Ontario for Ministers' and Parliamentary Assistants Delegations at the 2018 ROMA Conference, January 21 – January 23, 2018 in Toronto, Ontario.

**15 MOTIONS AND NOTICES OF MOTIONS**

- 01** Notice of Motion submitted by Councillor Dunnill regarding to install a similar flag pole in the same proximity of our current flag poles in front of the Municipal building on behalf of the Association des Francophones du Nord-Ouest de l'Ontario.

**16 CLOSED SESSIONS**

**17 BUSINESS ARISING FROM CLOSED SESSION**

**18 ADJOURNMENT**

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE, HELD IN THE COUNCIL CHAMBERS, WEDNESDAY, SEPTEMBER 27, 2017 AT THE HOUR OF 7:00 P.M.**

**PRESENT:** Mayor Andy Major  
Councillor Edward Dunnill  
Councillor Ray Lelievre  
Councillor Sheldon Plummer  
Councillor Peter Ruel

**ABSENT:** 0

**STAFF:** Margaret Hartling, CAO/Clerk-Treasurer  
Owen Cranney, CBCO, Fire Chief, CBO, CEMC, Airport Manager  
Marcel DeMars, Municipal Law Enforcement Officer

**PUBLIC:** 2

**01 CALL TO ORDER**

**RESOLUTION NO. 2017-265**

Moved by: Councillor Lelievre

Seconded by: Councillor Dunnill

**RESOLVED THAT:** the Regular Meeting commence at the hour of 7:00 p.m.

**CARRIED**

**02 ADDITIONS OR DELETIONS TO AGENDA**

**RESOLUTION NO. 2017-266**

Moved by: Councillor Plummer

Seconded by: Councillor Lelievre

**RESOLVED THAT:** the addition of item 14-02 is added to the agenda.

**CARRIED**

**03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**04 APPROVAL OF AGENDA**

**RESOLUTION NO. 2017-267**

Moved by: Councillor Lelievre

Seconded by: Councillor Ruel

**RESOLVED THAT:** the agenda be approved as amended.

**CARRIED**

**05 DELEGATIONS AND PRESENTATIONS**

**06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS**

**01** Minutes of the Regular Meeting held September 13, 2017.

**RESOLUTION NO. 2017-268**

Moved by: Councillor Ruel

Seconded by: Councillor Plummer

**RESOLVED THAT:** the Minutes of the Regular Meeting held on September 13, 2017 are adopted as circulated.

**CARRIED**

**07 PETITIONS****08 DISBURSEMENTS**

- 01** Disbursement Sheet No. 2017-14 for \$857,589.09.

**RESOLUTION NO. 2017-269**

Moved by: Councillor Dunnill

Seconded by: Councillor Lelievre

**RESOLVED THAT:** Disbursement Sheet No. 2017-14, Eight Hundred and Fifty-Seven Thousand, Five Hundred and Eighty-Nine Dollars and Nine Cents (\$857,589.09) as provided to Council for information purposes only.

**CARRIED**

**09 CORRESPONDENCE****10 REPORTS AND COMMITTEES**

- 01** Administration Report FBA2017-07 submitted by Owen Cranney, CBCO, Fire Chief, CBO, CEMC, Airport Manager regarding a Post-Traumatic Stress Disorder Prevention Plan.

**RESOLUTION NO. 2017-270**

Moved by: Councillor Plummer

Seconded by: Councillor Ruel

**RESOLVED THAT:** Council is in receipt of Administration Report FBA2017-07 submitted by Owen Cranney, CBCO, Fire Chief, CBO, CEMC, Airport Manager regarding a Post-Traumatic Stress Disorder Prevention Plan.

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration, direct staff as follows:

- 1)** Council approve the adoption of the Manitouwadge Volunteer Fire Department PTSD Prevention Plan.

**CARRIED**

**11 VERBAL UPDATE BY MAYOR**

- 01** Verbal update provided by Mayor.

**12 VERBAL UPDATE BY CAO/CLERK-TREASURER**

- 01** Verbal update provided by CAO/Clerk-Treasurer.

**13 BY-LAWS**

- 01** **Being a By-Law** to appoint a Deputy Clerk and to repeal By-law No. 2016-08.

**RESOLUTION NO. 2017-271**

Moved by: Councillor Dunnill

Seconded by: Councillor Ruel

**Being a By-law** to appoint a Deputy Clerk and to repeal By-law No. 2016-08, **be read a first and second time.**

**And furthermore** be read a third time, passed and numbered as **By-law No. 2017-20**

**CARRIED**

- 02 Being a By-Law to Permit, Regulate and Prohibit the Operation of All-Terrain Vehicles, Multi-Purpose Off-Highway Utility Vehicles and Recreational Off-Highway Vehicles (Off-Road Vehicles) on the Shoulder of Certain Municipal Highways and in Certain Areas within the Township of Manitouwadge and to repeal By-Law No. 2009-34.**

Administration Report FBA2017-08 submitted by Marcel DeMars, Municipal Law Enforcement Officer regarding proposed By-law 2017-xx, The Off-Road Vehicle By-Law.

**\*Matter deferred pending public consultation.**

- 03 Being a By-Law to regulate and control Motorized Snow Vehicles within the Township of Manitouwadge and to repeal By-Law No. 2016-01.**

Administration Report FBA2017-08 submitted by Marcel DeMars, Municipal Law Enforcement Officer regarding proposed By-law 2017-xx, The Snowmobile Vehicle By-Law.

**\* Matter deferred pending public consultation.**

## **14 BUSINESS**

- 01** Memo from Mayor Andy Major regarding Physician Recruitment, dated September 14, 2017.

### **RESOLUTION NO. 2017-272**

Moved by: Councillor Plummer

Seconded by: Councillor Dunnill

**RESOLVED THAT:** Council sends a letter to the Santé Manitouwadge Health offering assistance with Physician and health care worker recruitment where possible. This would include the possibility of appointing members to the Recruitment team and funds would be provided for in the annual budget.

**CARRIED**

- 02** Support for Superior East Regional Strategic Plan Project Applications for Funding – NOHFC and FedNor.

### **RESOLUTION NO. 2017-273**

Moved by: Councillor Ruel

Seconded by: Councillor Lelievre

**RESOLVED THAT:** Council does hereby agree to support, in principle, the Superior East Community Futures Development Corporation's applications for funding to FedNor and the Northern Ontario Heritage Fund Corporation (NOHFC) for the Superior East Regional Strategic Plan Project.

**CARRIED**

## **15 MOTIONS AND NOTICES OF MOTIONS**

## **16 CLOSED SESSIONS**

- 01** -Section 239(2)(c): a proposed or pending acquisition of land by the municipality or local board.  
- Disposition of land: LUP1525-1001876 & LUP1525-1001997.

**RESOLUTION NO. 2017-274**

Moved by: Councillor Dunnill

Seconded by: Councillor Plummer

**WHEREAS** Section 239(4) of the *Municipal Act, 2001*, S.O. 2001, C.25 provided that before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them, shall state by resolution the fact of holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;

**NOW THEREFORE BE IT RESOLVED THAT:** this meeting is hereby closed to the public as the subject matter being discussed falls under the following section:

- 01** --Section 239(2)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
  - Disposition of land: LUP1525-1001876 & LUP1525-1001997.

**CARRIED**

**RESOLUTION NO. 2017-275**

Moved by: Councillor Dunnill

Seconded by: Councillor Ruel

**RESOLVED THAT:** the meeting is hereby declared to be open to the public at 8:31 p.m.

**CARRIED**

**17 BUSINESS ARISING FROM CLOSED SESSION**

**18 ADJOURNMENT**

**RESOLUTION NO. 2017-276**

Moved by: Councillor Ruel

Seconded by: Councillor Dunnill

**RESOLVED THAT:** the Regular Meeting adjourn at the hour of 8:32 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor Andy Major

\_\_\_\_\_  
Margaret Hartling, CAO/Clerk-Treasurer



<b>AGENDA</b>	
Item No.	<u>08-01</u>
Meeting Date:	<u>11</u> / <u>10</u> / <u>17</u>

The Corporation of the  
**TOWNSHIP OF MANITOUWADGE**  
Manitouwadge, Ontario  
P0T 2C0

**STATEMENT OF DISBURSEMENTS**

DISBURSEMENT SHEET NO.	<u>2017-15</u>	FOR THE PERIOD
ENDING	<u>October 6, 2017</u>	
PAYROLL	\$	<u>72,211.44</u>
REGULAR CHEQUES	\$	<u>398,830.95</u>
VOID CHEQUES	\$	<u>-400.00</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>470,642.39</u></b>

*M. Manteleng*  
CAO/CLERK - TREASURER

\_\_\_\_\_  
MAYOR

APPROVED BY RESOLUTION NO. \_\_\_\_\_

MEETING OF COUNCIL HELD \_\_\_\_\_

\_\_\_\_\_  
CAO/CLERK - TREASURER

\_\_\_\_\_  
ACTING DEPUTY CLERK



## Cheque Register-Summary-Bank



Vendor : 1143301 To ZOTTE01  
 Cheque Dt. 16-Sep-2017 To 04-Oct-2017  
 Bank : 1 - GENERAL OPERATING

Seq : Cheque No. Status : All  
 Medium : C=Computer

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
9308	22-Sep-2017	AUDRE01	AUDREY'S	Issued	264	C	364.60
9309	22-Sep-2017	BARNE03	BARNES, RANDY	Issued	264	C	56.49
9310	22-Sep-2017	BELLC02	BELL CANADA	Issued	264	C	99.72
9311	22-Sep-2017	BELLC04	BELL CANADA	Issued	264	C	171.77
9312	22-Sep-2017	BLRED01	B&L REDDICK	Issued	264	C	1,497.54
9313	22-Sep-2017	COMPL01	COMPLETE TURF EQUIPMENT LTD.	Issued	264	C	168.14
9314	22-Sep-2017	COURT01	COURTESY FREIGHT SYSTEMS LTD.	Issued	264	C	178.20
9315	22-Sep-2017	DONGR02	DONGRES, EDWARD AND DETPITAK, RATCH.	Issued	264	C	812.41
9316	22-Sep-2017	DROLL001	DROLLIS SAFETY SUPPLY CO. LTD.	Issued	264	C	1,042.06
9317	22-Sep-2017	FAIRB01	FAIRBROTHER, JAYSEN	Issued	264	C	565.00
9318	22-Sep-2017	FRIEN01	FRIENDS BAKERY & COFFEE SHOP	Issued	264	C	222.94
9319	22-Sep-2017	GCDUK01	G.C. DUKE EQUIPMENT LTD.	Issued	264	C	233.81
9320	22-Sep-2017	GOODW01	GOODWIN, GRANT	Issued	264	C	312.50
9321	22-Sep-2017	HARTL01	HARTLING, MARGARET	Issued	264	C	452.00
9322	22-Sep-2017	HENDE01	HENDERSON METAL FABRICATING CO. LTD.	Issued	264	C	26,971.65
9323	22-Sep-2017	HYDRO04	HYDRO ONE NETWORKS INC.	Issued	264	C	15,090.34
9324	22-Sep-2017	JACKT01	JACK THE BOOKMAN LTD.	Issued	264	C	414.65
9325	22-Sep-2017	JIMMO01	JIM MOFFAT ENTERPRISES LTD.	Issued	264	C	100.42
9326	22-Sep-2017	LAKEH08	LAKEHEAD CLEANERS INC	Issued	264	C	140.20
9327	22-Sep-2017	LAMON01	SK GROUP	Issued	264	C	159.54
9328	22-Sep-2017	LEGRO01	LE GROUPE SPORTS -INTER PLUS INC.	Issued	264	C	1,861.69
9329	22-Sep-2017	LIFES01	LIFESAVING SOCIETY	Issued	264	C	62.50
9330	22-Sep-2017	MANIT10	MANITOUWADGE PHARMACHOICE	Issued	264	C	6.58
9331	22-Sep-2017	MANWO01	MANWOOD HOME & BUILDING SUPPLIES	Issued	264	C	2,246.87
9332	22-Sep-2017	MANWO01	MANWOOD HOME & BUILDING SUPPLIES	Issued	264	C	873.43
9333	22-Sep-2017	MANWO01	MANWOOD HOME & BUILDING SUPPLIES	Issued	264	C	7,796.28
9334	22-Sep-2017	MANWO01	MANWOOD HOME & BUILDING SUPPLIES	Issued	264	C	187.83
9335	22-Sep-2017	MINIS04	MINISTER OF FINANCE	Issued	264	C	39,525.00
9336	22-Sep-2017	MORIN01	MORIN AUTO	Issued	264	C	1,784.82
9337	22-Sep-2017	OLDDU01	OLD DUTCH FOODS LTD.	Issued	264	C	122.21
9338	22-Sep-2017	ONTAR01	ONTARIO CLEAN WATER AGENCY	Issued	264	C	26,440.38
9339	22-Sep-2017	RELIA01	RELIANCE HOME COMFORT PAYMENT PROC	Issued	264	C	43.99
9340	22-Sep-2017	RITEP01	RITE PRICE APPL & ELECT REPAIR	Issued	264	C	1,703.24
9341	22-Sep-2017	ROUSS01	ROUSSELLE'S VALU-MART	Issued	264	C	336.73
9342	22-Sep-2017	ROUSS01	ROUSSELLE'S VALU-MART	Issued	264	C	424.67
9343	22-Sep-2017	SHAWC01	SHAW CABLESYSTEMS G.P.	Issued	264	C	222.49
9344	22-Sep-2017	SOFTT01	SOFT TO THE TOUCH WATER	Issued	264	C	134.96
9345	22-Sep-2017	SPADO01	SPADONI MOTORS LTD.	Issued	264	C	37.01
9346	22-Sep-2017	SPECT01	SPECTRUM TELECOM GROUP LTD.	Issued	264	C	65.54
9347	22-Sep-2017	TANIA01	TANIA THOMAS MEDIUM	Issued	264	C	1,300.00
9348	22-Sep-2017	VANHO01	VANHOUTTE COFFEE SERVICES INC.	Issued	264	C	53.79
9349	28-Sep-2017	APPRO01	APPROACH NAVIGATION SYSTEMS	Issued	275	C	4,520.86
9350	28-Sep-2017	BARNE03	BARNES, RANDY	Issued	275	C	1,445.11
9351	28-Sep-2017	BIERW01	BIERWORTH, ELIZABETH	Issued	275	C	138.35
9352	28-Sep-2017	CRANN01	CRANNEY, OWEN	Issued	275	C	3,714.30
9353	28-Sep-2017	CUPEL01	CANADIAN UNION OF PUBLIC EMPLOYEES	Issued	275	C	932.10
9354	28-Sep-2017	DUNNI01	DUNNILL, EDWARD	Issued	275	C	1,170.00
9355	28-Sep-2017	GORDS01	GORD'S TAXI SERVICE	Issued	275	C	200.00
9356	28-Sep-2017	HARTL01	HARTLING, MARGARET	Issued	275	C	1,698.76
9357	28-Sep-2017	KONoz01	KONOZA SERVICES	Issued	275	C	2,147.00
9358	28-Sep-2017	LELIE01	LELIEVRE, RAYMOND	Issued	275	C	1,185.00
9359	28-Sep-2017	MAJOA01	MAJOR, ANDY	Issued	275	C	1,070.00
9360	28-Sep-2017	MINIS03	MINISTER OF FINANCE	Issued	275	C	3,804.17
9361	28-Sep-2017	MORIN01	MORIN AUTO	Issued	275	C	347.76

**TOWNSHIP OF MANITOUWADGE**  
**Cheque Register-Summary-Bank**



AP5090

Page : 2

Date : Oct 04, 2017

Time : 10:42 am

Vendor : 1143301 To ZOTTE01  
 Cheque Dt. 16-Sep-2017 To 04-Oct-2017  
 Bank : 1 - GENERAL OPERATING

Seq : Cheque No. Status : All  
 Medium : C=Computer

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
<b>Bank : 1 GENERAL OPERATING</b>							
9362	28-Sep-2017	OMERS01	OMERS	Issued	275	C	25,525.74
9363	28-Sep-2017	RECEI01	RECEIVER GENERAL	Issued	275	C	14,525.08
9364	28-Sep-2017	SELECT01	SELECT INN MOTEL	Issued	275	C	169.50
9365	28-Sep-2017	STMP000009	MONTROY, SHARON AILEEN	Issued	275	C	32.03
9366	28-Sep-2017	WSIB01	WSIB	Issued	275	C	5,185.73
9367	04-Oct-2017	BARNE03	BARNES, RANDY	Issued	279	C	580.17
9368	04-Oct-2017	BLUEW01	BLUEWAVE ENERGY	Issued	279	C	4,159.44
9369	04-Oct-2017	BOREA01	BOREAL SOLUTIONS INC.	Issued	279	C	94.87
9370	04-Oct-2017	BROWN02	BROWN, JAMES	Issued	279	C	128.80
9371	04-Oct-2017	CANAD02	CANADA POST CORPORATION	Issued	279	C	139.22
9372	04-Oct-2017	CANAD10	CANADIAN SAFETY EQUIPMENT INC.	Issued	279	C	980.00
9373	04-Oct-2017	CANAD11	CANADIAN TIRE	Issued	279	C	690.95
9374	04-Oct-2017	CLEAN02	CLEAN-SWEEP	Issued	279	C	3,457.80
9375	04-Oct-2017	CRITE01	CRITERION PICTURES	Issued	279	C	45.09
9376	04-Oct-2017	DARCH01	DARCH FIRE INCORPORATED	Issued	279	C	2,425.03
9377	04-Oct-2017	EMCOC01	EMCO CORP./WESTERN SUPPLIES	Issued	279	C	3,675.14
9378	04-Oct-2017	EVENS01	EVEN-SPRAY & CHEMICALS LTD.	Issued	279	C	128.48
9379	04-Oct-2017	FREEH01	FREEHAWK ENTERPRISES	Issued	279	C	142.36
9380	04-Oct-2017	GOODW01	GOODWIN, GRANT	Issued	279	C	200.00
9381	04-Oct-2017	GORDS01	GORD'S TAXI SERVICE	Issued	279	C	200.00
9382	04-Oct-2017	GREAT01	GREAT-WEST LIFE ASSURANCE CO.	Issued	279	C	14,476.54
9383	04-Oct-2017	HARTL01	HARTLING, MARGARET	Issued	279	C	822.64
9384	04-Oct-2017	HYDRO04	HYDRO ONE NETWORKS INC.	Issued	279	C	3,507.81
9385	04-Oct-2017	KEOUG01	KEOUGH, JOLEEN	Issued	279	C	325.00
9386	04-Oct-2017	MANIT13	MANITOUWADGE VOLUNTEER FIREFIGHTER	Issued	279	C	1,500.00
9387	04-Oct-2017	MAVER01	MAVERICK & SON EXTERIORS AND CONSUL	Issued	279	C	62,037.00
9388	04-Oct-2017	OGSA01	OGSA	Issued	279	C	218.00
9389	04-Oct-2017	ONTAR01	ONTARIO CLEAN WATER AGENCY	Issued	279	C	3,486.82
9390	04-Oct-2017	ONTAR07	ONTARIO SNOW RESORTS ASSOC.	Issued	279	C	113.00
9391	04-Oct-2017	PATIF01	PATIFF ENTERPRISES INC.	Issued	279	C	386.66
9392	04-Oct-2017	PAULD01	PAUL DALLAIRE WELDING	Issued	279	C	239.56
9393	04-Oct-2017	PLUMM01	PLUMMER, SHELDON	Issued	279	C	583.00
9394	04-Oct-2017	PRIES01	PRIESTLY DEMOLITION INC	Issued	279	C	76,669.09
9395	04-Oct-2017	PRINC02	PRINCESS AUTO	Issued	279	C	335.84
9396	04-Oct-2017	ROBIN01	ROBINSON, KAREN	Issued	279	C	491.55
9397	04-Oct-2017	SELECT01	SELECT INN MOTEL	Issued	279	C	192.10
9398	04-Oct-2017	TBAYT01	TBAYTEL	Issued	279	C	553.59
9399	04-Oct-2017	TBDSS01	TBDSSAB	Issued	279	C	5,507.00
9400	04-Oct-2017	THUND06	THUNDER BAY DISTRICT HEALTH UNIT	Issued	279	C	3,801.00
9401	04-Oct-2017	THYSS01	THYSSENKRUPP ELEVATOR (CANADA) LTD.	Issued	279	C	795.57
9402	04-Oct-2017	UNITE01	UNITED ROTARY BRUSH OF CANADA INC.	Issued	279	C	1,532.59
9403	04-Oct-2017	VALHA01	VALHALLA INN - THUNDER BAY	Issued	279	C	492.68
9404	04-Oct-2017	VICTO01	VICTORIA INN - THUNDER BAY	Issued	279	C	533.36
9405	04-Oct-2017	WEENT01	W.E. ENTERPRISES LTD.	Issued	279	C	911.49
9406	04-Oct-2017	XEROX01	XEROX CANADA LTD.	Issued	279	C	176.23

**Total Computer Paid : 398,830.95      Total EFT PAP : 0.00      Total Paid : 398,830.95**  
**Total Manually Paid : 0.00      Total EFT File : 0.00**

**TOWNSHIP OF MANITOUWADGE**  
**Cheque Deletions and Cancellations**  
**Audit Trail**

AP5160

Page : 1

Date : Oct 04, 2017

Time : 10:45 am



Audit Date : Sep 16, 2017 To Oct 04, 2017

Audit Trail Option : Both Cancelled and Deleted

Audit User : All

Cheque Number	Cheque Date	Cheque Amount	Vendor Code	Bank Acct Code	Deleted or Cancelled	Deleted / Cancelled On	Deleted / Cancelled By
9281	15-Sep-2017	400.00	GORDS01	1	Cancelled	26-Sep-2017	albrechts

1 Records Printed.

Ministry of Natural  
Resources and Forestry

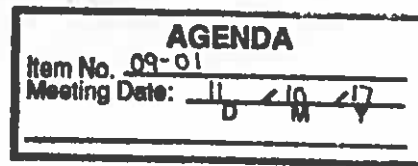
Office of the Minister

Room 6630, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-2301  
Fax: 416-314-2216

Ministère des Richesses  
naturelles et des Forêts

Bureau de la ministre

Édifice Whitney, bureau 6630  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-2301  
Télééc.: 416-314-2216



August 18, 2017

His Worship Andy Major  
Mayor  
Township of Manitouwadge  
1 Mississauga Drive  
Manitouwadge ON P0T 2C0

Dear Mayor Major:

I would like to thank you for taking part in the 2017 Association of Municipalities of Ontario conference.

The delegation meetings are an important way for us to learn about the issues that are important to local communities. They are also invaluable in building on our partnerships with local governments.

I look forward to working with you on issues of mutual concerns.

Thank you again for meeting.

Best,

A handwritten signature in blue ink that reads "Kathryn McGarry".

Kathryn McGarry  
Minister of Natural Resources and Forestry

<b>AGENDA</b>	
Item No. <u>10-01</u>	Meeting Date: <u>11</u> / <u>19</u> / <u>17</u>
	D M Y

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

June 15, 2017

1. The meeting was called to order at 5:36 p.m. (Resolution No. 17-29)

In attendance:

Helen Williams	Chairperson
Lisa Jomphe	Vice-Chairperson
Peter Ruel	Director
Rita Labbee	Property Manager

Absent:

Sheldon Plummer	Director
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2. The Board reviewed the Confidentiality and Conflict of Interest policies.

3. The Minutes and Resolutions of the meeting held on Wednesday, May 17<sup>th</sup>, 2017 were reviewed by the Board and accepted. (Resolution No. 17-30)

4. **Property Manager's Report:**

The Property Manager's Report was provided to the Board.

5. **Vacant Unit Report:**

The Vacant Unit Report was provided to the Board.

6. **Tenant Request:**

7. **Board Discussion:**

- The Board discussed the policies.
- The Board was updated on the 2017 Operational and Maintenance Review.
- Rita Labbee Property Manager updated the Board on the 2017 ONPHA Regional Meeting in Thunder Bay.
- The Board was provided information on the 2017 ONPHA conference.
- The Board approved the Ministry of Municipal Affairs and Housing to arrange on its behalf the Mortgage Renewal for Phase I. (Resolution No. 17-31)
- The Budget (year to date) figures for May/2017 was presented to the Board members for review.
- The Bank Reconciliation for May/2017 was reviewed and signed by the Chairperson.

8. **Disbursements:**

Disbursement Sheet # 17-05 from May 18<sup>th</sup>, 2017 to June 15<sup>th</sup>, 2017 in the amount of \$50,066.54 was reviewed by the Board and accepted. (Resolution No. 17-32)

9. **Correspondence:**

The Board reviewed the Correspondence received from May 19<sup>th</sup>, 2017 to June 15<sup>th</sup>, 2017.

10. **Additions:**

The Board was updated on a Summer Student

The Board was updated on 19-2


The Board was updated on the Truck

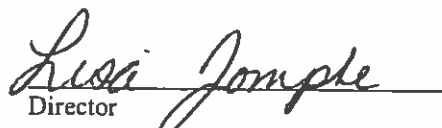
11. **Next Meeting:**

The next regular meeting will be held on Thursday, September 21<sup>st</sup>, 2017 at 6:30 p.m. in the Meeting Room at the Township of Manitowadge Building.

12. **Adjournment:**


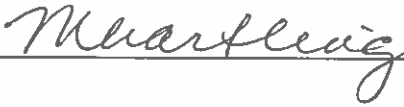
The meeting was adjourned at 6:19 p.m. (Resolution No. 17-33)

  
Chairperson

  
Director

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE**

**ADMINISTRATION REPORT**

<b>SUBJECT:</b> Community Clubhouse Closure		<b>REPORT NUMBER:</b> CS2017-11
<b>PREPARED BY:</b> Shawna Patterson		<b>PAGE 1 OF 3</b>
<b>DATE:</b> October 3, 2017	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b> 	<b>FOR CONSIDERATION:</b> OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>CAO/CLERK-TREASURER SIGNATURE:</b> 		
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**BACKGROUND:**

Last year the Community Clubhouse saw a complete shutdown during the off season. There were several problems that surfaced upon re-opening the building this spring. If this shutdown continues year over year it will compromise the structure of the building and appliances within. I would like to bring forward to Council the issues with the complete shutdown and ask for your reconsideration.

**COMMENTARY:**

Following a walkthrough of the Clubhouse with the Facility Maintainer, numerous problems were visible. The first prominent concern was severe rusting on the surfaces of the appliances in the kitchen. With no heat in the Clubhouse, frost builds up on the appliances, and once thawed, the moisture sitting on the surface forms rust. Staff had a difficult time removing the rust from the surface to ensure that we did not affect food safety. The continual allowance of rusting will eventually result in the replacement of the appliances due to wearing down of the cooking surface where corrosion is happening.

The Industrial Fridge and Freezer also had some notable rusting where the condenser fans are situated above the units. Overtime the rust will corrode the system and the appliances will need to be replaced before their life expectancy. In speaking with Russell-Hendrix it was advised that these appliances should not be left to freeze. Freezing temperatures can cause frost to build up on the outside of the appliances (causing rusting) and on the insulation layer inside the fridge and freezer case. The frost

damage to the insulation inside the fridge/freezer can reduce the efficiency of these appliances. The compressors will run more frequently to maintain set temperature, resulting in increased hydro usage.

Minor surface mold was found along the base of some walls in the lower level as a result of the freeze/thaw pattern. This season it was easy to wipe away with bleach, however this will present a larger issue in the future if mold is to form in the carpets or affect the drywall. The building is painted with a water based paint and not an oil paint, making the drywall more susceptible to mold.

Following the visual inspection of the Clubhouse, the Facility Maintainer turned on the water and found 5 broken water lines. These had to be repaired by breaking through the ceiling and walls in the lower level. Prior to shut down in 2016, the lines were drained, blown out and finished with R/V anti-freeze. The fittings in the lower level of the building were the cause of the broken pipes and required 20 hours of the facility maintainers time to repair. If this were to occur in future years, the costs will be significantly higher as we would require the contracted services of a plumber. There is never any guarantee that even with the lines drained and blown out all water is completely removed.

We were fortunate enough to have a mild winter and this did not result in the freezing of the sewage lines leading out of the clubhouse. The 700' of pipe running behind the ballfield and across Station Road cannot be blown out. The line needs to be accessed from the holding tank to be blown out properly with sewer jetter hose. This cannot be done, as the fittings in the holding tank are seized and brittle and would result in breakage and replacement. The septic pumping company was not keen on cleaning the line from the manhole, as this would be pushing the sewage backwards, against gravity and forcing it back through the holding tank.

Consideration should be carefully given to the risk of the building shifting and cracking during the winter months. The structural integrity of the building could be compromised. We may not see this immediately, but rather in the long term.

Moving forward, Council should consider keeping the Clubhouse operating at a bare minimum. Unplug all appliances so they are not drawing power, shut all lights/fans off, suspend the security system and phone line, run a small bleeder and keep the building heated at a bare minimum. Taking this direction will reduce the risk of more costly repairs in the future and allow for the opportunity to have rental revenue throughout the off season.

For the amount of money we are saving today, the impact of completely shutting down the Clubhouse each winter could cost us a much larger sum in the long run.



**FINANCIAL IMPLICATIONS:**

The chart shows the partial shutdown of the clubhouse in 2016 and related expenses from October - March. In 2017, you can see the elimination of the expense for Hydro, Propane and Telephone with the complete shutdown. On paper, it does look good to see these numbers at zero, however the utility savings are offset by the building prep for shutdown and startup/repair costs. Keep in mind, batteries in all emergency lights and the security system need to be removed along with all other items the cannot be susceptible to freezing. These had to be taken out of the building and stored in the Community Centre. In reality, the continual shut down of the Clubhouse during the winter months could end up costing us much more in the years to come.

	2016	2017
<b>Expenses</b>		
Hydro (Oct-Mar)	\$ 1,282.74	\$ -
Propane (Oct-Mar)	\$ 1,255.43	\$ -
Telephone (Oct-Mar)	\$ -	\$ -
Septic Pumping	\$ 920.00	\$ 1,000.00
Staff Time Close/Open/Repairs	n/a	\$ 1,305.00
Repair Materials	n/a	\$ 458.97
Total	\$ 3,458.17	\$ 2,763.97

If you look at the cost comparison of a partial shutdown in 2016 and complete shut down for 2017, you are only seeing a savings of \$695.

The future costs of continual complete shutdown will likely remain the same and can possibly increase if there is further damage to the building and appliances inside. An example is the future cost to replace appliances due to corrosion and malfunction:

Range: \$6810      Fryer: \$3371      Fridge: \$2774      Freezer: \$4805

**IN CONSULTATION WITH:**

Jason Black – Sales Representative with Russell-Hendrix – Food Service Equipment and Supplies

**RECOMMENDATION:**


My recommendation to council is to keep the Clubhouse operating at a minimum during the off season (unplug all appliances, suspend the phone/security system, minimal heat and a small bleeder) and promote it as a rental space to offset the reduced operating costs.



THE CORPORATION OF THE  
TOWNSHIP OF MANITOUWADGE

<b>AGENDA</b>	
Item No. <u>10-04</u>	
Meeting Date: <u>10</u> / <u>10</u> / <u>17</u>	

ADMINISTRATION REPORT

<b>SUBJECT:</b> Trailer Court leases		<b>REPORT NUMBER:</b> TR2017-07
<b>PREPARED BY:</b> Margaret Hartling		<b>PAGE</b> <b>OF</b>
<b>DATE:</b> October 3, 2017	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION:</b> OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION	
<b>CAO/CLERK-TREASURER SIGNATURE:</b> 		
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**BACKGROUND:** The municipality owns the property commonly known as the "trailer court" and the tenants rent the land from the Township in a landlord/tenant capacity.

**COMMENTARY:** The Township used to oversee two trailer courts. Over the years, the "old trailer court" was closed down and the trailers were either relocated or demolished.

As Council is aware there is a significant vacancy rate in the current trailer court. We still get the occasional request to rent land but they are rare. There are also several trailers in a state of disrepair.

With an impending decision from NWMO and the long term commitment that purchasing a trailer in the trailer court creates we are requesting Council to impose a 4 month moratorium on new leases so Management can prepare a comprehensive report for the long term land use and planning.

**FINANCIAL IMPLICATIONS:** none at this time

**ACCESSIBILITY IMPLICATIONS:** none at this time



**IN CONSULTATION WITH:**

Owen Cranney, Fire Chief/Chief Building Official/Planning Manager

**RECOMMENDATION:** Impose a 4 month moratorium on the approval of new requests for leasing of a lot in the trailer court.

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE**

**ADMINISTRATION REPORT**

<b>SUBJECT: Municipal water service valves ( curb stop valves)</b>		<b>REPORT NUMBER:</b> PW2017-07
<b>PREPARED BY: R Barnes Public Works Superintendent</b>		<b>PAGE 1 OF 2</b>
<b>DATE: Sept.6, 2017</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b> 	<b>FOR CONSIDERATION:</b> OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>CAO/CLERK-TREASURER SIGNATURE:</b> 		
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**BACKGROUND:** In October of 2014 the municipal Council approved the suspension of the turning on and off of municipal water service valves at a homeowners request when they are to be absent for an extended period of time. It was suggested that over use of these valves may be causing them to fail.

**COMMENTARY:** The occasional use/exercising of the residential curb stop valve keeps it from seizing and allows works crews to turn these valves, and observe if they are functioning properly. At the request and cost of the home owner. These valves are designed to be cycled, and in no way does operating them, cause them to fail.

Having homeowners leave their houses for an extended period of time (i.e.; over the winter months) with the water on and the heat in the house off can cause the water line to freeze out from the house and effect other residents water lines.

If we allowed for this service home owners will still be responsible for the flat rate water/sewer fees.

Home owners would be advised that water service may not be able to be restored to their property during the winter months or when the ground is frozen.

**FINANCIAL:** The current user fee By-law provides for a \$40. fee to turn the water service on or off and will be recommending an increase when the 2018 user fees are brought forward to council later this year for consideration.

**ACCESSIBILITY IMPLICATIONS:** None.

**IN CONSULTATION WITH:**

Lyle Lemay EMCO Supply. EMCO is our current supplier of the Mueller valves we use.

**RECOMMENDATION:** That Council approves the recommended change to Policy 2014-01, and that the amended policy is to be brought back to Council for approval.

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE**

**BY-LAW NO. 2017-21**

**Being a By-Law to enter into a service agreement with Ontario Clean Water Agency and to repeal By-Law No. 2016-07**

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the economic, social and environment well-being of the municipality;

**AND WHEREAS** it is considered desirable to enter into a service agreement with Ontario Clean Water Agency, in the form attached hereto as Appendix "A".

**NOW THEREFORE** the Council of The Corporation of the Township of Manitouwadge enacts as follows:

1. That the Corporation of the Township of Manitouwadge hereby enters into a service agreement, the original of which is attached hereto and marked as Appendix "A" to this by-law.
2. That the Mayor and the CAO/Clerk-Treasurer are hereby authorized to sign this by-law and to affix the corporate seal thereto.
3. That by-law 2016-07 is hereby repealed.
4. This by-law shall come into force and take effect on January 1, 2018.

**READ A 1ST AND 2ND TIME** this 11<sup>th</sup> day of October, 2017 and

**READ A THIRD TIME AND FINALLY ENACTED** this 11<sup>th</sup> day of October, 2017.

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Mayor Andy Major

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Margaret Hartling, CAO/Clerk-Treasurer

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE**

**ADMINISTRATION REPORT**

<b>SUBJECT: Contract with OCWA</b>		<b>REPORT NUMBER:</b> 2017-08
<b>PREPARED BY: Randy Barnes, Public Works Superintendent</b>		<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>
<b>DATE: September 22, 2017</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b> 	<b>FOR CONSIDERATION:</b> OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>CAO/CLERK-TREASURER SIGNATURE:</b> 		
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**BACKGROUND:** The Township owns the water and wastewater distribution and collection systems within the municipality. In February of 2016 we retained Ontario clean water agency (OCWA) to manage and operate the water and wastewater systems on a short term emergency contract, which was extended to a regular service contract in August 2016 and is set to expire December 31, 2017.

**COMMENTARY:** As the current contract is set to expire at the end of the year I have been in discussions with Brad McMahon the Regional Manager with OCWA. We have been exploring the possibility of entering into a longer term contract, to see what benefits this would give the Township of Manitouwadge.

During the current contract we have been able to access the resources that OCWA has available to reduce costs in other areas such as purchasing supplies and services, manpower expertise, assistance with grant applications etc . This assistance has been invaluable to the Township.

While this transition from our own staff to a contract basis has been a learning curve for all involved, the results have been very positive both for the Township and OCWA staff.

**FINANCIAL:** Contract proposals From OCWA range from 5 years at a first year (2018) rate of \$303,942. To a 10 year agreement with lower Management fees and a first year (2018) rate of \$296,492.

Over the term of the 10 year contract, there would be a savings of \$87,462 on Management fees compared to a 5 year contract rolling over to a second term.

**ACCESSIBILITY IMPLICATIONS:**

**IN CONSULTATION WITH:**

**RECOMMENDATION:** I recommend a continued partnership with OCWA for the operation of our water treatment plant and sewer systems, with a 10 year contract which will give Manitowadge the biggest savings in terms of management costs.

<b>AGENDA</b>	
Item No.	14-01
Meeting Date:	11 / 10 / 17 D M Y

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE  
1 MISSISSAUGA DRIVE  
MANITOUWADGE, ON P0T 2C0

# Memo

**To:** Mayor and Council  
**Date:** October 3, 2017  
**Re:** DSSAB Governance and Accountability Review

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On September 20, 2017 Councillor Lelievre and I attended the review process as approved by Council. This session was quite informative and we are hopeful that it will bring about positive change.

As part of the written submission, a Resolution of Council is required so we are submitting the attached document for your approval and submission to the DSSAB

**From the desk of:**  
Sheldon Plummer  
Councillor  
Township of Manitouwadge  
1 Mississauga Drive  
Manitouwadge, ON P0T 2C0  
Fax: (807) 826-4592  
Email: [splummer@manitouwadge.ca](mailto:splummer@manitouwadge.ca)



**Municipality Name: The Corporation of the Township of Manitouwadge**

**District Name: Thunder Bay**

## **6.1 Accountability and Transparency**

**What, in the Council's view, could be done to improve the current DSSAB governance and accountability framework in support of the principles of accountability and transparency?**

Education should be provided to Council prior to appointing members to represent the municipality(s). Outline DSSAB roles, structure, responsibilities and how the DSSAB interfaces with the municipality. Information packages could be provided to councils prior to any appointment detailing with what is involved in DSSAB duties, responsibilities etc.

**Based on the opportunities for improvement identified, what is of greatest priority in the Council's view?**

As above

## **6.2 Board Composition**

**In the Council's view, is the current definition of board composition appropriate and able to support fair and balanced consideration of all communities' interests?**

No, every 4 years it is someone different. Our representation is shared with Marathon ever second term of Council and no discussion takes place between the communities.

**Does the Council believe the effectiveness of the board could be improved with changes to the composition (e.g., other community members)?**

Yes, we believe the public should be involved in some way. This would allow for continuity. This would be more difficult though for those who share a representative with another municipality

### 6.3 Term Start Dates

**In the Council's view, what would be the best way to ensure the board can operate effectively in the month and a half between a municipal election and the start date of a term on the board?**

We suggest that the current member continue in the position or at a minimum attend the meetings until February 1 and the new member is acquainted. The Board could have significant turnover each election.

### 6.4 Access to Bulk Financing

**In the Council's view, what steps could the government take to ensure clarity and a common understanding of the ability of DSSABs to borrow?**

Issue a paper outlining the steps and conditions and make it in such language that someone without a finance background would be able to understand.

**Are there barriers that the government could remove that are creating challenges for the board in securing loans or other sources of financing?**

We have no knowledge of this

### 6.5 Apportionment

**In the Council's view, what should be the underlying principles for apportionment of costs among municipalities?**

Currently you use weighted assessment which is based on local tax policy for each municipality. The apportionment may not be equitable based on those local policies.

**In the Council's view, should there be a single, mandated province-wide approach to cost apportionment or should there continue to be a process to alter a default formula?**

No, the local economies and municipalities should always be a consideration. A single approach does not always fit well in the North.

**If the flexibility to alter an identified default formula is retained, should the process for approving an alternative be changed? If yes, how?**

Don't know what the flexibility is so can't offer an opinion.

**How should disputes related to apportionment be resolved (e.g., arbitration)?**

We don't feel we have the knowledge to respond to this question.

We don't feel we have the knowledge to respond to this questions

## 6.6 Other Governance and Accountability Issues

**In the Council's view, are there any other changes that would enhance the governance and accountability framework for DSSABs?**

Clearly define the roles on Municipal Boards, eg. Housing Boards. Purpose, composition, policies in dealing with clients (eg. Eviction) as there appears to be a lot of different opinions and it is difficult to get clarity. Ensure clients are dealt with in a fair and equitable manner regardless of what board th



## Ministry of Municipal Affairs and Ministry of Housing

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## 2018 Rural Ontario Municipal Association (ROMA) annual conference

[Email this page](#)

### Event details

Sunday, January 21 to Tuesday, January 23, 2018  
 Sheraton Centre Hotel  
 Toronto, Ontario

### Process for ministers' and parliamentary assistants' delegations

To all ROMA delegates

- To meet with a minister or parliamentary assistant, please submit an online form. You can now submit one form to request delegation meetings with up to 3 ministries. To request delegation meetings with more than 3 ministries, please submit a new form.
- Please limit issues for discussion to a maximum of 3 per ministry.
- **We ask that delegates not meet with more than one minister on a given issue.**
- Include the name of a contact person who is knowledgeable about the issue(s) and available to respond to ministry inquiries within one business day. If staff will be on vacation, please be sure to provide an alternate contact.
- To make the most of the delegation time available (delegations usually run 15 minutes), please ask to discuss your issue **only** with the minister or parliamentary assistant responsible for that issue.
- **Note:** Not all ministers and parliamentary assistants will be accepting delegations.
- To expedite your request, please complete the online form. Please do not contact your MPP or individual Ministers' Offices to request a delegation.
- **The deadline to submit requests: Thursday, November 2, 2017.**

Municipalities will be contacted by the respective ministries about their requests and, if applicable, the meeting time and location, approximately **one week** before the conference.

### Questions?

#### Please Contact:

Rhema Maharaj  
 Municipal Programs & Analytics Branch  
 Ministry of Municipal Affairs  
 Ministry of Housing  
 Telephone: 416-585-6850  
 Email: [rhema.maharaj@Ontario.ca](mailto:rhema.maharaj@Ontario.ca)

<b>AGENDA</b>	
Item No.	<u>15-01</u>
Meeting Date:	<u>11</u> / <u>10</u> / <u>17</u>

**NOTICE OF MOTION FORM**

Member of Council Ed Dunnill (please print)

Hereby files a Notice of Motion to be included on the Agenda of the Regular meeting of Council, which is scheduled to be held on:

October 11, 2017, under the following Agenda Heading:

Subject:

To install a similar flag pole in the same proximity of our current flag poles in front of the Municipal building on behalf of the Association des francophones du Nord-Ouest de l'Ontario.

And,

Which Notice of Motion reads as follows:

I move that Council instruct our CAO/Clerk-Treasurer to obtain information for costs to purchase and install a similar flag pole in the same proximity of our current flag poles in front of the Municipal building.

**AND FURTHER THAT:**

This information is to be brought back to Council on, or before, December 13, 2017 for discussion and consideration.

Member of Council: *Ed Dunnill*, (signature)

Date: 15 / September / 2017

<b>CLERK'S USE ONLY:</b>
Date Received: <u>Sept 15, 20 17</u>
Time Received: <u>3:10 PM</u>
Notice of Motion Given, _____, 20 ____