

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, NOVEMBER 13, 2019 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 October 9, 2019.

02 Minutes of the Special Meeting held October 20, 2019.

07 PETITIONS

08 CORRESPONDENCE

01 Correspondence from Jules Tupker, Thunder Bay Health Coalition to Mayor MacEachern regarding support by passing a resolution that calls for the Ontario Government to halt the closures, mergers and cuts to local health care services, dated November 1, 2019.

09 REPORTS AND COMMITTEES

01 Minutes of Meetings: Thunder Bay District Municipal League held September 14, 2019.

02 Minutes of Meetings: Manitouwadge Public Library Board held September 16, 2019.

03 Minutes of Meetings: Thunder Bay District Social Services Administration Board held September 26, 2019 (open) and September 26, 2019 (closed).
*Statements available at: <http://www.tbdssab.ca/board/board-minutes/>

10 VERBAL UPDATE BY MAYOR

11 VERBAL UPDATE BY CAO/CLERK-TREASURER

12 BY-LAWS

- 01** Being a By-law to establish the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council.

Administration Report EDO2019-07, submitted by Florence MacLean, Economic Development Officer regarding Establishment of the Community Development Advisory Committee, a Committee of Council, dated November 6, 2019.

13 BUSINESS

- 01** Correspondence from Reene Warren, Community Programmer regarding the 2019 Manitouswadge Winter Wonderland Christmas Parade to be held December 8, 2019.

- 02** Administration Report EDO2019-08, submitted by Florence MacLean, Economic Development Officer regarding Community Revitalization Planning Study – Contract Award, dated November 13, 2019.

14 MOTIONS AND NOTICES OF MOTIONS

15 CLOSED SESSIONS

- 01** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
 - Staff update

16 BUSINESS ARISING FROM CLOSED SESSION

17 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE, HELD IN THE COUNCIL CHAMBERS, WEDNESDAY, OCTOBER 9, 2019 AT THE HOUR OF 7:00 P.M.

PRESENT: Mayor John MacEachern
Councillor David Arola
Councillor Kathy Hudson
Councillor Jim Moffat
Councillor Mike Scapinello

ABSENT: 0

STAFF: Margaret Hartling, CAO/Clerk-Treasurer
Joleen Keough, Deputy Clerk
Randy Barnes, Public Works Superintendent

PUBLIC: 0

01 CALL TO ORDER

RESOLUTION NO. 2019-240

Moved by: Councillor Arola

Seconded by: Councillor Moffat

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

AND BE IT FURTHER RESOLVED THAT: Council acknowledges that we are meeting in the Robinson-Superior Treaty area on lands that have been traditionally used by several Indigenous nations, but, we would like to pay special recognition to our closest Indigenous neighbours, the communities of Biigtigon Nishnaabeg and Pic Mobert First Nations.

We wish to recognize the long history of the First Nations and Metis peoples in our region, specifically, and show respect to them today.

CARRIED

02 ADDITIONS OR DELETIONS TO AGENDA

RESOLUTION NO. 2019-241

Moved by: Councillor Moffat

Seconded by: Councillor Scapinello

RESOLVED THAT: the following addition be approved for closed session:

- Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
 - Constituent complaint.

CARRIED

03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

04 APPROVAL OF AGENDA

RESOLUTION NO. 2019-242

Moved by: Councillor Moffat

Seconded by: Councillor Arola

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 25, 2019.

RESOLUTION NO. 2019-243

Moved by: Councillor Moffat

Seconded by: Councillor Scapinello

RESOLVED THAT: the Minutes of the Regular Meeting held on September 25, 2019 are adopted as circulated.

CARRIED

07 PETITIONS

08 CORRESPONDENCE

- 01** Correspondence from Jan Simpson, National President of the Canadian Union of Postal Workers regarding the 2019 federal election and intentions for Canada Post, dated August 22, 2019.
- 02** Correspondence from Michael Mantha, MPP, Algoma-Manitoulin to Honourable Christine Elliot, Minister of Health regarding a provincial cut to the Algoma District Administration Board Services, dated September 4, 2019.
- 03** Correspondence from Caroline Mulroney, Minister of Transportation to Michael Mantha, MPP, Algoma-Manitoulin, regarding driver testing in northern communities, dated September 20, 2019.
- 04** Correspondence from Phil Minty, President, Manitouwadge Golden Age Center regarding New Center Grand Opening, dated August 30, 2019.

RESOLUTION NO. 2019-244

Moved by: Councillor Scapinello

Seconded by: Councillor Arola

RESOLVED THAT: correspondence item(s) 08-01 to 08-04 be received and filed.

CARRIED

09 REPORTS AND COMMITTEES

- 01** Minutes of Meetings: Thunder Bay District Social Services Administration Board held July 18, 2019 (regular) and July 18, 2019 (closed).

RESOLUTION NO. 2019-245

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

RESOLVED THAT: the Minutes of Meeting of the Thunder Bay District Social Services Administration Board held July 18, 2019 (regular) and July 18, 2019 (closed), be accepted as received.

CARRIED

10 VERBAL UPDATE BY MAYOR

11 VERBAL UPDATE BY CAO/CLERK-TREASURER

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

12 BY-LAWS

13 BUSINESS

- 01** Attendance at the ROMA Annual Conference being held January 19th to January 21st, 2020, in Toronto, Ontario.

RESOLUTION NO. 2019-246

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

RESOLVED THAT: the Rural Ontario Municipal Association (ROMA) Annual Conference is scheduled to be held January 19th to January 21st, 2020, in Toronto, Ontario.

AND BE IT FURTHER RESOLVED THAT: the following Council and/or Staff members will attend:

- | | | | |
|-------------------------------------|---|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Mayor John MacEachern | <input type="checkbox"/> | Councillor Jim Moffat |
| <input type="checkbox"/> | Councillor David Arola | <input checked="" type="checkbox"/> | Councillor Mike Scapinello |
| <input type="checkbox"/> | Councillor Kathy Hudson | | |
| <input checked="" type="checkbox"/> | Margaret Hartling, CAO /Clerk-Treasurer | | |

CARRIED

- 02** Administration Report PW2019-11 submitted by Randy Barnes, Public Works Superintendent regarding Surplus Municipal Equipment, dated September 25, 2019.

RESOLUTION NO. 2019-247

Moved by: Councillor Arola

Seconded by: Councillor Scapinello

RESOLVED THAT: Council is in receipt of Administration Report PW2019-11 submitted by Randy Barnes, Public Works Superintendent regarding Municipal Surplus Equipment.

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

- 01** Council declares the following equipment as surplus:

- | | |
|--|--|
| <ul style="list-style-type: none"> • 1999 International Garbage Truck (#171) • 400 kw Generator (#149) • 150 kw Generator (#148) • 1996 Daewoo Dozer • 1996 In Box Sander Unit • Loader Broom Attachment | <ul style="list-style-type: none"> • 1999 Chevy ½ ton • 2002 Dodge ½ ton (#150) • Tenco Snowblower (#162) • Bombardier Groomer (#219) • International Tractor |
|--|--|

CARRIED

- 03** Administration Report PW2019-12 submitted by Randy Barnes, Public Works Superintendent regarding Water Treatment Plant Upgrades, dated September 30, 2019.

RESOLUTION NO. 2019-248

Moved by: Councillor Moffat

Seconded by: Councillor Scapinello

RESOLVED THAT: Council is in receipt of Administration Report PW2019-12 submitted by Randy Barnes, Public Works Superintendent regarding Water Treatment Plant Upgrades.

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

- 01** Council awards the contract to OCWA to replace the lift pumps and UV disinfection system.

CARRIED**14 MOTIONS AND NOTICES OF MOTIONS****15 CLOSED SESSIONS**

- 01** Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
-Human Rights complaint
- 02** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
-Request from staff member
- 03** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
-Constituent complaint

RESOLUTION NO. 2019-249

Moved by: Councillor Moffat

Seconded by: Councillor Arola

WHEREAS Section 239(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides 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)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
- Human Rights complaint
- 02** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
- Request from staff member
- 03** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
- Constituent complaint.

CARRIED

RESOLUTION NO. 2019-250

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

RESOLVED THAT: the meeting is hereby declared to be open to the public at 8:44 p.m.

CARRIED

16 BUSINESS ARISING FROM CLOSED SESSION

RESOLUTION NO. 2019-251

Moved by: Councillor Hudson

Seconded by: Councillor Scapinello

RESOLVED THAT: Council approves the counter offer on closed agenda item 05-01 as discussed in closed session.

Recorded Vote	FOR	AGAINST
Councillor Dave Arola		√
Councillor Kathy Hudson	√	
Councillor Jim Moffat	√	
Councillor Mike Scapinello	√	
Mayor John MacEachern	√	

CARRIED

17 ADJOURNMENT

RESOLUTION NO. 2019-252

Moved by: Councillor Scapinello

Seconded by: Councillor Moffat

RESOLVED THAT: the Regular Meeting adjourn at the hour of 8:46 p.m.

CARRIED

Mayor John MacEachern

Margaret Hartling, CAO/Clerk-Treasurer

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE, HELD IN THE COUNCIL CHAMBERS, SUNDAY, OCTOBER 20, 2019 AT THE HOUR OF 9:00 A.M.

PRESENT: Mayor John MacEachern
Councillor Dave Arola
Councillor Kathy Hudson
Councillor Jim Moffat
Councillor Mike Scapinello

ABSENT: 0

STAFF: Owen Cranney, Fire Chief/CBCO
Joleen Keough, Deputy Clerk
Chris Townes, Deputy Treasurer

PUBLIC: 0

01 CALL TO ORDER

RESOLUTION NO. 2019-253

Moved by: Councillor Arola

Seconded by: Councillor Moffat

RESOLVED THAT: the Special Meeting commence at the hour of 9:00 a.m.

AND BE IT FURTHER RESOLVED THAT: Council acknowledges that we are meeting in the Robinson-Superior Treaty area on lands that have been traditionally used by several Indigenous nations, but, we would like to pay special recognition to our closest Indigenous neighbours, the communities of Biigtigon Nishnaabeg and Pic Moberg First Nations.

We wish to recognize the long history of the First Nations and Metis peoples in our region, specifically, and show respect to them today.

CARRIED

02 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

03 APPROVAL OF AGENDA

RESOLUTION NO. 2019-254

Moved by: Councillor Moffat

Seconded by: Councillor Arola

RESOLVED THAT: the agenda be approved as circulated.

CARRIED

04 DELEGATIONS AND PRESENTATIONS

05 BUSINESS

06 CLOSED SESSIONS

- 01** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
- Staffing update.

RESOLUTION NO. 2019-255

Moved by: Councillor Arola

Seconded by: Councillor Scapinello

WHEREAS Section 239(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides 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)(b): personal matters about an identifiable individual, including municipal or local board employees.
- Staffing update.

CARRIED

RESOLUTION NO. 2019-256

Moved by: Councillor Moffat

Seconded by: Councillor Scapinello

RESOLVED THAT: the meeting is hereby declared to be open to the public at 10:01 a.m.

CARRIED

07 BUSINESS ARISING FROM CLOSED SESSION

RESOLUTION NO. 2019-257

Moved by: Councillor Moffat

Seconded by: Councillor Scapinello

Being a By-law to Appoint an Acting Chief Administrative Officer, **be read a first and second time.**

And Furthermore, be read a third time, passed and numbered as **By-law No. 2019-21.**

CARRIED

RESOLUTION NO. 2019-258

Moved by: Councillor Scapinello

Seconded by: Councillor Moffat

Being a By-law to Appoint an Acting Clerk, **be read a first and second time.**

And Furthermore, be read a third time, passed and numbered as **By-law No. 2019-22.**

CARRIED

RESOLUTION NO. 2019-259

Moved by: Councillor Arola

Seconded by: Councillor Hudson

Being a By-law to Appoint an Acting Treasurer, **be read a first and second time.**

And Furthermore, be read a third time, passed and numbered as **By-law No. 2019-23.**

CARRIED

RESOLUTION NO. 2019-260

Moved by: Councillor Hudson

Seconded by: Councillor Arola

Being a By-law Respecting Signing Authority and Repealing By-law 2016-30, **be read a first and second time.**

And Furthermore, be read a third time, passed and numbered as **By-law No. 2019-24.**

CARRIED

08 ADJOURNMENT

RESOLUTION NO. 2019-261

Moved by: Councillor Scapinello

Seconded by: Councillor Moffat

RESOLVED THAT: the Special Meeting adjourn at the hour of 10:05 a.m.

CARRIED

Mayor John MacEachern

Joleen Keough, Acting Clerk

RECEIVED

NOV 05 2019

CORPORATION OF THE
TOWNSHIP OF MANITOUWADGE

THUNDER BAY HEALTH COALITION

c/o 1769 Meryle St.
Thunder Bay, ON
P7K 1N5

Jtupker@tbaytel.net

(807) 577-5946

AGENDA	
Item No.	08-01
Meeting Date:	13 / 11 / 19
	D M Y

November 1, 2019

Mayor John MacEachern
Township of Manitouwadge
1 Mississauga Dr.
Manitouwadge, ON
P0T 2C0

Dear Mayor Vezina,

Health Care in Ontario has been struggling to meet the needs of citizens for years and now is under attack by the current provincial government with planned cuts and closures of public health care services.

The Ontario Health Coalition has for years fought to bring these health care issues to the attention of Ontario citizens and has now undertaken a campaign to raise its concerns to premier Doug Ford and his Conservative government.

I am writing today as Chair of the Thunder Bay Health Coalition and a Board member of the Ontario Health Coalition to ask you and your council to help us in this campaign.


We are asking municipalities across the province to pass a resolution (attached) that calls for the Ontario government to halt the closures, mergers and cuts to local health care services that our communities have spent almost a century or more building.

We hope that with the support of over 400 municipal governments that the government will reconsider its actions and stop the planned cuts, mergers and closures.

You can contact me at jtupker@tbaytel.net or at (807) 577-5946 for further information on this issue.

I hope that you and your council can pass this resolution and support our campaign.

Sincerely,


Jules Tupker

Cc: Ontario Health Coalition

Municipal Council Resolution to Save Local Health Care Services

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities, and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED:

That the Council of the Township of Manitouwadge calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.

*Thunder Bay District Municipal League
Minutes of the Board Meeting to be held
Saturday, Sept 14, 2019
Community Centre
Dorion, ON*

AGENDA
Item No. <u>09-01</u>
Meeting Date: <u>13</u> / <u>11</u> / <u>19</u>
D M Y

1. Call to order:

The meeting was called to order by the President at 12:01 and began with round table introductions.

Regrets:

Rebecca Johnson	Councillor	City of Thunder Bay
Bernie Kamphof	Councillor	Municipality of Oliver Paipoonge
Bert Johnson	Councillor	Township of Terrace Bay
John MacEachern	Mayor	Township of Manitouwadge

Present:

Rick Dumas	President	Town of Marathon
Rodney Swarek (by phone)	1 st Vice President	Township of White River
Wendy Wright	2 nd Vice President	Township of Gillies
William (Bill) Assad	Councillor	Municipality of Greenstone
Erwin Butikofer	Mayor	Municipality of Neebing
Duff Stewart	Councillor	Municipality of Shuniah
Crystal Olson	Councillor	Township of Conmee
Ed Chambers	Reeve	Township of Dorion
Richard Harvey	Mayor	Township of Nipigon
Jerry Loan	Councillor	Township of O'Connor
Dave Hamilton	Mayor	Township of Schreiber

2. Approval of the Agenda

MOTION TO APPROVE the agenda as printed.

Made by: Duff Stewart

Seconded by: Wendy Wright **CARRIED**

3. Minutes of Board meeting

MOTION TO APPROVE the minutes of the Thunder Bay District Municipal League Board meeting held June 8, 2019 In Dorion, ON.

Made by: Dave Hamilton

Seconded by: Jerry Loan **CARRIED**

4. Business Arising from the Minutes

- (a) Investment in AMO portfolio (R. Dumas)
 - (i) The motion to move some of the investment funds into the AMO One investment programme will be presented at the Annual Meeting, with a discussion as to how much to transfer.
- (b) Funding to assist with conference costs.
 - (i) Barrick Hemlo has made a commitment of \$2,500

*Thunder Bay District Municipal League
Minutes of the Board Meeting to be held
Saturday, Sept 14, 2019
Community Centre
Dorion, ON*

- (ii) Tbaytel has committed to \$1,000
 - (iii) Nuclear Waste Management Organization has increased their sponsorship to \$750
 - (iv) Board members whose municipalities are dealing with Nextbridge were asked to identify a local name/email for the letter requesting support. It is easier to obtain funding from large provincial companies when there is a local connection.
 - (v) Rodney Swarek will investigate the possibility of supporters from mill suppliers.
- (c) List of sponsors (Executive Director)
Thanks to Crystal Olson for some additional suggestions for potential supporters.
- (d) Consider another campaign to enlist municipal assistance in identifying potential sponsors.
- (i) As in the past, some municipalities are supportive of such a plan and others are not. It was suggested that board members view any contractors working in their community and preferably those also working in bordering municipalities, with a view to approaching the company for support. It was noted that at least five recommendations from Crystal Olson were companies that, on inquiry, other municipalities are using.

5. Financial Matters

- (a) Financial Statements
- (i) Income Statement Sept 1, 2018- July 31, 2019
 - (ii) Balance Sheet as of July 31, 2019

MOTION TO RECEIVE the financial statements of the Thunder Bay District Municipal League to July 31, 2019, noting an error of \$0.17 on the balance sheet

Made by: Bill Assad

Seconded by: Dave Hamilton

CARRIED

6. Ongoing Business

- (a) **Plastics and the Landfill**
- (i) Gillies township is currently looking into using TeraCycle Canada
 - (ii) The Town of Marathon recently banned plastic water bottles at town events. The Town of Nipigon has done this for a while, creatively advertising that Nipigon has the best water and does not sell an inferior product to community members.
 - (iii) It was suggested that the proposed Ontario Blue Box Programme will not apply to many of our member municipalities; a system of

*Thunder Bay District Municipal League
Minutes of the Board Meeting to be held
Saturday, Sept 14, 2019
Community Centre
Dorion, ON*

applying deposits to containers would be a better solution for the north.

- (iv) The Town of Nipigon has been creative in taking recyclables from nonresidents, such as construction material and contaminated soil, as a revenue source. Richard Harvey noted that when you start putting restrictions on the landfills, trash starts to appear in the bush.
- (v) A few of the municipalities are supporting "good neighbor piles". The issue of municipal liability issues of dump scavenging was mentioned.

7. New Business

- (a) 102nd Conference, October 25/26, 2019 *Chair: Wendy Wright*
 - (i) Topics & speakers
The Executive Director noted that the main speaker on Friday is coming in that morning from Toronto. In case he is fogged in, the conference committee will be asked to come up with an open discussion period and we will try and shuffle some of the other speakers into the two hours.
 - (ii) Decision on this year's charity in lieu of speaker honorarium: Regional Food Distribution Association as it supports food banks across the district. Amount remains at \$25/presentation.
 - (iii) Date of 2020 conference
 1. The Executive Director related the difficulties in obtaining good speakers for the Saturday morning agenda. She noted that the idea of Thursday/Friday had been mentioned at a previous Annual Meeting and she requested that the idea be re-visited this year. The following points were identified:
 - Government employees will not work on the weekend, thus limiting the Saturday agenda.
 - Flights in/out of Thunder Bay on Saturday are fewer making it difficult for out-of-town speakers to get in/out of the city.
 - Some board members/delegates routinely work Saturday so some individuals are already giving up two work days.
 - The NOMA conference is held during the week.
 - If the conference were to begin at noon on Thursday, it could reduce the cost of one night's stay/delegate in the hotel.

8. Correspondence

Township of Terrace Bay Sustainable long-term funding for Public Libraries

The decrease in funding for Ontario libraries and the variance between interlibrary loan funding and costs in southern Ontario compared to the north were discussed.

Councillor Assad noted that the Municipality of Greenstone supports infrastructure for four separate libraries and there has been a suggestion to move two, infrequently used libraries into community centres.

*Thunder Bay District Municipal League
Minutes of the Board Meeting to be held
Saturday, Sept 14, 2019
Community Centre
Dorion, ON*

Rick Dumas suggested that even though information now-days is resourced on-line and many communities have school libraries, the idea of changing municipal funding for a library is a touchy subject.

The issue of libraries in the community could be one of the discussions should there be time at the conference.

Municipality of Oliver Paipoonge

Enforcement for Safety on Family Farms

TB Regional Health Sciences Centre

Cardiovascular Campaign

Nextbridge

East-West Tie

9. Committee Reports

- (a) Conference Committee (see above)
- (b) Finance Committee (none)
- (c) Resolution Committee (none)
- (d) NOMA representatives
- (e) North Superior Workforce Training Board (none)
- (f) Thunder Bay & Area Food Strategy (none)

10. Next meeting: Thursday, Oct 24, 2019 6:30 p.m. at the Prince Arthur Waterfront Hotel & Suites

11. Adjourn



Offering opportunities for discovery..

AGENDA	
Item No.	09-03
Meeting Date:	12 / 11 / 19

**Manitouwadge Public Library Board
September 16, 2019, 7:00pm, Meeting Room #1
Minutes**

Present: Connie Hunter (Board Chair), Helen Goodwin, Lisa Schut, Tara Ruel, Holly Hudson, Beth Bierworth (CEO), Kathy Hudson (Council Representative)
Absent: Amber Campbell

- 1) Call to Order at 7:00 pm.
- 2) Declaration of Interest - None
- 3) Motion #19-2019
That the Manitouwadge Public Library Board accept the Consent Agenda for the September 16, 2019 Board Meeting.
Moved by: Holly Hudson
Seconded by: Helen Goodwin
Passed
- 4) Business arising from the minutes - None
- 5) Financial Report
 - a. Reviewed Trial Balance as prepared by Township
- 6) Correspondence - none
- 7) CEO's report
 - a. Beth has completed the EXCEL Certificate
 - b. Programming
 - i. June – 8 Programs; 82 participants
 - ii. July – 36 programs; 302 participants
 - iii. August – 25 programs; 236 participants
 - iv. Excellent participating with TD Summer Reading Club – 136,885 pages were read this summer by 38 patrons
 - c. Library will be closed on September 24th for staff to attend virtual conference, lunch will be provided.
- 8) New Business
 - a. A concern was raised by community member about patrons using wifi after hours. Discussed and no changes currently, monitor.
 - b. Purchase of industrial vacuum approved

2 Manitou Rd,
Manitouwadge, ON
POT 2C0

Telephone: (807) 826-3913
library@manitouwadge.ca



Offering opportunities for discovery...

- 9) Business from the floor
 - a. CFNO had coverage of local library
 - b. Investing in Canada Infrastructure Program: Community Culture and Recreation – Spoke to Shelley Fergusson and she is working on it, asked board to send library needs. Board suggests – accessibility, flooring, paint, lights and space.

- 10) Continuing Business
 - a. Long Term Goals – Beth to contact Steven Kraus of OLS-N to schedule meeting regarding Strategic Planning
 - b. Board Development
 - i. Video about Board/CEO relationship
 - ii. Beth, Helen, Tara, and Connie will be attending Board Governance Training in Terrace Bay on October 1, 2019
 - c. Policy Review – Carried over

- 11) Next Meeting – October 15th @ 6:30 pm.



- 12) Notice of adjournment
Motion #20-2019
That the Manitouwadge Public Library Board adjourns at 7:46 pm.
Moved by: Kathy Hudson
Seconded by: Holly Hudson
Passed

Connie Hunter
Board Chair

AGENDA	
Item No. <u>12-01</u>	
Meeting Date: <u>13</u> / <u>11</u> / <u>19</u>	
D	M

THE CORPORATION OF THE TOWNSHIP OF MANITOWADGE

ADMINISTRATION REPORT

SUBJECT: Establishment of the Community Development Advisory Committee, a Committee of Council		REPORT NUMBER: EDO2019-07
PREPARED BY: Florence MacLean, Economic Development Officer		PAGE 1 OF 3
DATE: November 6, 2019	REVISION DATE:	
MANAGER SIGNATURE: 	FOR CONSIDERATION: OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
CAO/CLERK-TREASURER SIGNATURE: 		
REFERRED TO:		
ATTACHMENTS: Draft By-Law No. 2019-25, Being a By-Law to establish the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council. Procedural By-Law No. 2017-15 Procedural By-law Link OMAFRA Downtown Revitalization Manual OMAFRA Manual Link		

BACKGROUND:

At the September 25, 2019 Council meeting, Council approved funding to undertake two projects:

1. Community Revitalization Planning Study
2. Municipal Logo Redesign

Within the Staff Report, it was recommended that Council consider the establishment of a Committee of Council to oversee the projects. This report outlines the specifics of the Terms of Reference for the establishment of the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council.

Downtown revitalization is the process of improving the economic, physical and social well-being of a community's traditional town centre by:

- Strengthening local business and encouraging investment by building and property owners;
- Creating enjoyable public streets and spaces animated by a variety of creative and civic activities; and,
- Providing work and living opportunities that respond to people's needs across a spectrum of ages and interests.

The Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) offers a Downtown Revitalization tool and resource kit and breaks the revitalization process down into four (easy) steps:

1. Plan your project and engage your community;
 - a. Form a leadership team to plan and run the project.
 - b. Identify opportunities and concerns.
 - c. Kick off your project at a public meeting.
2. Research and analyze your findings;
3. Plan and take action;
4. Monitor your progress

The establishment of the Community Revitalization Advisory Committee will allow the Township to undertake the first four vital steps to the Town's revitalization efforts.

COMMENTARY:

The Township's Procedural By-Law, By-Law 2017-15 allows for Council to establish Ad Hoc Committees for specific purposes (definitions of Ad Hoc Committees, pg 4 of the By-Law). In order for Council to create an Ad Hoc Committee, Council must review and approve the Terms of Reference for the Committee that outlines the mandate and purpose, committee structure, number of meetings, number of members required for quorum, reporting process, staff and support services, budget (if applicable) and completion date (section 5.6 of the By-Law).

The Terms of Reference for the Community Revitalization Advisory Committee has been developed based on wording from the Township's Procedural By-Law, By-Law No. 2017-15 (attached to this Report). Certain sections of the Procedural By-Law were not included in the draft Terms of Reference as they did not apply to Ad Hoc Committees. Section 5.3 of the Procedural By-Law, specifically *5.3.1 Ad Hoc Committees*, outlines the requirement for the Committee to appoint a Chair and states that "The Chair shall be limited to a Member of Council only". The Terms of Reference for the Community Revitalization Advisory Committee differs from the Procedural By-Law in that the appointment of the Chair will not be a Member of Council (see Section 3.1.1. of the Community Revitalization Advisory Committee Terms of Reference). "The election of the Committee Chair shall be a member of the appointed community members".

Additionally, the term "Ex-Officio" has been changed in the Terms of Reference of the Community Revitalization Advisory Committee (pg. 2) from that of the Procedural By-Law (pg. 5) to ensure the opinions of the Community-Appointed Members are encouraged and welcome and are not outweighed by the desire of Council.

Staff have outlined the Mandate and Purpose, committee structure, number of meetings, number of Members required for quorum, specific membership affiliations, reporting process, staff and support services, budget and completion date.

Upon approval of this Report, it is anticipated that Council will formally appoint the Members of the Community Revitalization Advisory Committee at their December 11, 2019 meeting.

FINANCIAL IMPLICATIONS:

The Community Revitalization Advisory Committee members will not be compensated for their time and their participation will be considered volunteer in nature.

The projects in which they will be asked to assist with have budgets assigned to them. The Community Revitalization Advisory Committee has no authority to financially bind the Municipality in terms of awarding contracts or project spending. The hosting of Public Consultations or Information Sessions, which the Committee will be tasked to oversee, will be budgeted under each project's expenses.

ACCESSIBILITY IMPLICATIONS:

Committee Members appointed to the Community Revitalization Advisory Committee will be required to review a number of By-laws and Municipal policies. The *Accessible Customer Service Act* and *Accessibility for Ontarians with Disabilities Act* are two which will meet Member's compliance with regard to Accessibility.

All meetings of the Community Revitalization Advisory Committee will be held in an Accessible Municipal facility.

IN CONSULTATION WITH:

Margaret Hartling, CAO/Clerk-Treasurer
Owen Cranney, Acting CAO
Joleen Keough, Acting Clerk

RECOMMENDATIONS:

THAT, Council approve the establishment of the Community Revitalization Advisory Committee; and further,

THAT, Council pass By-law No. 2019-25, being a By-law to establish the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council; and further,

THAT, Council direct staff to publicly advertise for Citizen Appointments to the Community Revitalization Advisory Committee, as identified in the Terms of Reference of By-law No. 2019-25; and further,

THAT, Council appoint _____ as the Council representative to the Community Revitalization Advisory Committee.

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2019-__

Being a By-law to establish the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25 states 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 environmental well-being of the municipality;

AND WHEREAS Council wishes to establish the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council, and to authorize the execution of the Terms of Reference for the "Community Revitalization Advisory Committee", to provide advice and guidance to Council on the development of the Community Revitalization Planning Study, Community Improvement Plan and Logo Redesign projects;

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

1. Council hereby approves the establishment of the Community Revitalization Advisory Committee, an Ad Hoc Committee of Council, and the attached Terms of Reference for the Committee.
2. This By-law comes into force and takes effect on the date of its final passing.

READ A 1ST AND 2ND TIME this ___ day of _____, 2019 and
READ A THIRD TIME AND FINALLY ENACTED this ___ day of _____, 2019.

Mayor John MacEachern

Joleen Keough, Acting Clerk

**Terms of Reference
The Township of Manitouwadge
Community Revitalization Advisory Committee**

DEFINITIONS

For the purpose of this By-law:

“Ad Hoc Committee” – shall mean a committee established by Council to review a specific matter and once the committee has completed the assigned tasks and reported its findings and recommendations, the committee is automatically dissolved.

“Acting Chair” – shall mean the Member who is temporarily appointed to serve in the Chair’s place.

“Agenda” – shall mean the written Order of Business.

“Attendee” – shall mean a person, other than a Member or Staff, who is present at a meeting.

“By-Law” – shall mean a local law that has been enacted by Council in order to exercise a power provided in an Act.

“CAO/Clerk-Treasurer” – shall mean the CAO/Clerk-Treasurer appointed by the Township or designate for the purposes of this By-law and is the member of Administration who fulfills the role of the Clerk as set out in the *Municipal Act*.

“Closed Session” – shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act*.

“Committee” – shall mean any committee established by Council, including but not limited to any Ad Hoc Committee.

“Chair (Presiding Officer)” – shall mean the Member who presides at Committee meetings.

“Confidential Item” – shall include the following:

- (a) Any matter marked “Confidential” by Staff or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the Township, or introduced, received or made available to the public at a public meeting of information session/centre;
- (b) A record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act* or under this by-law;
- (c) Any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c M. 56;
- (d) Any matter which the Township is prohibited from disclosing pursuant to any contract, legislation or other lawful authority.

“Corporation” – shall mean the Corporation of the Township of Manitouwadge.

“Correspondence” – shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

“Council” – shall mean the municipal Council of the Corporation of the Township of Manitouwadge, as established by statute and comprising as its Members, the Mayor, and the Councillors.

“Council-Appointed Representative” – shall mean the representative of Council appointed by Council to sit on the Community Revitalization Advisory Committee and who shall be a voting member.

“Council Meeting(s)” – include Regular, Special and Emergency meetings of the Council of the Corporation of the Township of Manitouwadge.

“Councillor” – shall mean a person elected or lawfully appointed to the Council of the Corporation of the Township of Manitouwadge, with the exception of the Mayor.

“Debate” – shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

“Defer” – means to remove a main Motion from consideration of the Committee until such time as provided for in the deferral Motion.

“Deputation” – shall mean a person or group of persons who are not Members of Council or Township Staff who have requested, and are permitted, to address Council or Committee, individually or on behalf of a group, regarding a specific topic not already having appeared on the Agenda or on a matter on the Agenda for that meeting in accordance with the provisions of this By-law.

“Ex-Officio” – shall mean the Mayor, who by virtue of office, shall be a Member of all Committees, and who shall only vote in the absence of the Council-appointed representative.

“Indigenous” – shall mean Indigenous peoples (or Aboriginal peoples) being First Nations, Métis and Inuit peoples. These are the original inhabitants of the land that is now Canada.

“Majority Vote” – shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.

“Manager” – shall mean the person or designate in charge of a Township department and/or service area.

“Mayor” – shall mean the Mayor, elected (or appointed) as the head of Council, or in the absence of the Mayor, the Acting Mayor or, in the absence of both, another Member appointed in accordance with Ontario law and this By-law.

“Member” – shall mean a person elected or appointed as a Member of Council, including the Mayor or a Member of Committee.

“Member-Elect” – shall mean a person who has been elected to be a Member of Council but whose term of office has not commenced. “Mayor-Elect” has a similar meaning.

“Minutes” – shall mean a record of the proceedings of a meeting and shall be made by the CAO/Clerk-Treasurer, or designate, without note or comments.

“Motion” – shall mean recommendation made to Council for consideration.

“Main Motion” – shall mean a motion whose introduction brings business before the meeting.

“Municipal Act” – shall mean the Ontario *Municipal Act, 2001*, S.O. 2001, c.25, as amended and any successor legislation thereto.

“Notice” – shall mean an announcement by the CAO/Clerk-Treasurer or designate under this By-law or the Township’s Notice Policy.

“Order of Business” – shall mean the sequence of business under consideration at a meeting.

“Pecuniary Interest” – shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

“Point of Order” – shall mean the calling of the attention to a violation of the rules, an omission, a mistake, or an error in procedure, and to secure a ruling from the Chair on the question raised.

“Presentation” – shall mean the occurrence when staff, an individual, or group, have been invited to present information to Council or Committee.

“Proceedings” – shall mean the business conducted at a meeting.

“Public Information Session (Open House)” – shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

“Quorum” – shall mean the number of Members required to be present in the meeting room in order that business may be conducted.

“Recess” – shall mean a break during a meeting for a defined period of time.

“Recorded Vote” – shall mean documenting in the Minutes of a meeting the name of each Member and the Members’ vote on a matter or question.

“Resolution” – shall mean a motion that has been passed by Council.

“Special Meeting” – shall be deemed a Council Meeting which is in addition to the Meeting Schedule.

“Sub-Committee” – shall mean a committee established by Council to review a specific matter and once the committee has completed the assigned tasks and reported its findings and recommendations, the committee is automatically dissolved (*this definition is synonymous with the definition for Ad Hoc Committee*).

“Township” – shall mean the Corporation of the Township of Manitouwadge.

“Youth” – For the purposes of the Community Revitalization Advisory Committee, the definition of a Youth member will follow that of Statistics Canada, a Youth between the ages of 15 and 34 year of age.

1.0 APPLICATION

- 1.1 The rules and regulations contained in this By-law shall be observed in all proceedings of all meetings of Committees for the handling of business, unless specifically provided for otherwise.
- 1.2 Despite the provisions of this By-law, nothing in this By-law shall be construed as giving the authority to any Committee, be it the Chair of a Committee or not, to direct or interfere with the performance of any work for the Township; and the officer in charge shall be subject only to their supervisor as established in the formal organization structure of the Township.

2. INTERPRETATION

- 2.1 The rules and regulations contained in this By-law shall be observed in all proceedings to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its Committees.
- 2.2 Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure under this By-law with the advice and assistance of the CAO/Clerk-Treasurer, or their designate.
- 2.3 The CAO/Clerk-Treasurer, or their designate, shall be the secretary of Committees of Council and shall be in attendance at all times.
- 2.4 Where procedural matters of Committees of Council are not provided for in this By-law and are not governed by the *Municipal Act*, and the *Municipal Conflict of Interest Act*, Bourinot's Rules of Order shall apply.

3. COMMITTEE MEETINGS

- 3.1 Election of Committee Chair
 - 3.1.1. Each Ad Hoc Committee shall appoint a Member of the respective committee to act as Chair. The election of the Committee Chair shall be a member of the appointed community members.
- 3.2 Meetings
 - 3.2.1. Ad Hoc Committees shall meet at such time as fixed by the Chair with consensus of the Committee Members for attendance purposes. Such meetings shall be coordinated by the staff resource person assigned to the committee.
 - 3.2.2. Every Ad Hoc Committee shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, committee structure, number of meetings, number of members required for quorum, reporting process, staff and support services, budget (if applicable), and completion date.
 - 3.2.3. The authority of any Ad Hoc Committee is limited to making recommendations to Council. No decision to take any action other than administrative in nature shall be recognized as emanating from any Ad Hoc Committee.

- 3.2.4. Minutes of the Ad Hoc Committees shall be included in the Council Agenda as information. Any action items requiring Council approval will be presented in the form of a motion to Council for recommendation.
- 3.2.5. Ad Hoc Committees shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council. The term of any Ad Hoc Committee shall not extend beyond the term of the Council making the appointment.
- 3.2.6. Public members shall be appointed by Council.
- 3.2.7. In carrying out its duties under this section, every Ad Hoc Committee shall be trained on the Accessible Customer Service Policy and any other policies that are deemed to be applicable to the Committee.

3.3 Closed Session

- 3.3.1. Except as provided in this By-law, all meetings shall be open to the public.
- 3.3.2. No person shall be excluded from a meeting except for:
 - (a) Improper conduct determined by the Chair, or;
 - (b) Where a meeting or portion of a meeting is closed to all persons other than the Members of that body and those identified to remain in the room.
- 3.3.3. The CAO/Clerk-Treasurer, or their designate, shall remain in the room for all closed sessions.
- 3.3.4. In accordance with Section 239 of the *Municipal Act*, a meeting, or part of a meeting, may be closed to the public.
- 3.3.5. Closed meetings are to be listed on the Agenda in such a way as to provide the most information possible without compromising confidentiality or adversely affecting the municipal position.
- 3.3.6. No Member, Staff, or other person present shall in any way notify, distribute, or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential, without approval of such release by Council.
- 3.3.7. Where practical, closed sessions shall be scheduled at the end of the meeting.
- 3.3.8. All Members and Staff have a personal obligation to the Township to treat identified documents in confidence and not to use them to the detriment of the Township.
- 3.3.9. The obligation to keep information confidential shall continue after the Member ceases to be a Member of a Committee.

3.4 Public Information Sessions (Open Houses)

3.4.1. Public Information Sessions may be scheduled from time-to-time, as warranted.

3.4.2. A Public Information Session (Open House) shall be called by the CAO/Clerk-Treasurer, or designate, once voted on by the Committee. The notice shall clearly state the purpose, date, and time of the Open House, and the person who will act as Chair of the session.

3.5 Notice of Meetings

3.5.1. The CAO/Clerk-Treasurer, or their designate, shall give notice of each meeting to the Members, Staff and Public.

3.5.2. The meeting Agenda shall constitute notice.

3.5.3. Ad Hoc Committee meetings may be cancelled in consultation with the Chair and CAO/Clerk-Treasurer, or their designate, if insufficient business will be before the Committee. Notice of cancellation should be provided as soon as possible.

3.5.4. If it appears that inclement weather, or like occurrence, or an emergency situation will prevent the Members from attending a meeting, the Chair may request that the CAO/Clerk-Treasurer, or their designate, postpone the meeting by contacting as many Members as they are able to reach.

4. ROLE OF THE CHAIR

4.1 A Chair shall:

4.1.1. Preside over the Committee meeting;

4.1.2. Provide order and decorum;

4.1.3. Be the political liaison with other Committee members;

4.1.4. Review and understand the Agenda with the CAO/Clerk-Treasurer or their designate;

4.1.5. Provide the Committee direction when required regarding meeting conduct and procedures;

4.1.6. Represent the Committee's initiatives and decisions to the public, where appropriate;

4.1.7. Consult with the CAO/Clerk-Treasurer, or their designate, on matters related to the mandate of the Committee;

4.1.8. Not have authority to direct Managers, staff, or the Committee.

5. ORDER OF BUSINESS

5.1 Ad Hoc Committees

5.1.1. The CAO/Clerk-Treasurer, or their designate, shall have approved an Agenda for the use of the Members of the Ad Hoc Committee as follows:

- 1) Call to Order
- 2) Disclosure of Pecuniary Interest and General Nature Thereof
- 3) Approval of Agenda
- 4) Business
- 5) Closed Session
- 6) Business Arising from Closed Session
- 7) Adjournment

5.2 General

5.2.1. The business of each meeting shall be taken up in the order in which it stands on the Agenda unless, by a majority vote, the Members decide otherwise.

5.2.2. The CAO/Clerk-Treasurer, or their designate, shall attend all Committee meetings (both open and closed).

5.3 Declaration of Pecuniary Interest

5.3.1. A Member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

6.0 TERMS OF REFERENCE

6.1 Purpose

The purpose of the Committee is to provide advice and guidance to Council on the development of the Community Revitalization Planning Study, Community Improvement Plan and Logo Redesign projects as approved by Council at their September 25, 2019 Council Meeting.

Small rural communities are the heartbeat of Northern Ontario. They are the economic, social and cultural centres within vast geographic locations and require attention and investment. The Community Revitalization Advisory Committee (CRAC) is a volunteer committee appointed by Council. The Committee will provide advice and assistance to Council and staff, provide opportunities for businesses and residents to collaborate, and support the implementation of all recommendations presented to Council in the final Community Revitalization Planning Study, Community Improvement Plan and Logo Redesign as the Township moves forward with rebranding and revitalizing Manitouwadge.

The activities of the Committee will align with five themes identified in the Manitouwadge Community Strategic Plan (2017):

- Community Development;
- Economic Development;
- Community Infrastructure;
- Cleaning up the Town; and
- Communications.

6.2 Roles and Responsibilities

It is the responsibility of all appointed members to be provided with, and comply with:

- the Municipal Code of Conduct for Council and Committee Members;
- the Municipal Procedural By-law;
- Municipal Act, 2001;
- Municipal Freedom of Information and Protection of Privacy Act;
- Municipal Conflict of Interest Act;
- Accessible Customer Service Act;
- Workplace Violence/Harassment Prevention Policy;
- Other applicable by-laws and policies

No individual member, nor the Committee as a whole, has the authority to make direct representations of behalf of the Township to federal or provincial government officials, staff, boards or agencies. Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose any pecuniary interest to the Recording Secretary and excuse themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by municipal Council, CAO/Clerk-Treasurer, municipal solicitor, auditor and/or insurer for any activities relating to committee business in keeping with the committee's Terms of Reference and established Policies.

6.3 Mandate

The following represents the Council approved mandate of the Community Revitalization Advisory Committee:

- a) To provide guidance, advice and advocacy for the Community Revitalization Planning Study, Community Improvement Plan, and Logo Redesign projects.
- b) To work in close collaboration with the consultants hired to complete the projects over the course of 2019/2020.
- c) To host public information sessions to gather input from local residents and businesses on their perceptions of Manitouwadge and their vision for the future of Manitouwadge.
- d) To prepare an annual written report to Council by the end of the first quarter (Q1) of each calendar year to outline the Committee's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs, and legislation for any impacts on the Township or its programs, and future Township policy direction all with the view of advancing the Township's adopted strategic priorities.
- e) To make recommendations to Council on priority activities identified as "Municipal-Led" or "Collaborative" in the Community Revitalization Planning Study that may impact and inform future year budgets. Priorities from each recommendation will be identified and put forward by the Committee in a combined Staff report.
- f) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Committee's mission.

- g) Identify and advise Council on policy and advocacy actions that are identified in the Community Revitalization Planning Study as barriers to, or opportunities for, growth in the Downtown.
- h) Act as a conduit for information between the municipality and community with regard to implementation of "Municipal-Led", "Collaborative" and "Community Led" actions in the Community Revitalization Planning Study.
- i) Support for community collaboration and implementation of projects.
- j) Monitor and advance the progress of the Community Revitalization Planning Study.
- k) In each community a Working Group may be established to implement local actions of the Downtown Revitalization Strategic Plan.

6.4 Composition

The Committee shall be comprised of a maximum of seven voting members which will include the following:

- One (1) Council representative - voting;
- One (1) member of the Manitouwadge Economic Development Corporation - voting;
- Appointed Community Members:
 - Two (2) members operating a business within the identified Community Improvement Area - voting;
 - Three (3) members of the public – voting;
 - In order to ensure diversification on the Committee, one position will be designated to represent the youth community, and one position designated to represent the Indigenous community;
- Mayor – Ex-Officio;
- CAO/Clerk-Treasurer – non-voting;
- Economic Development Officer – non-voting;
- Planning Manager – non-voting;
- FedNor staff – non-voting;
- Ministry of Energy, Northern Development & Mines (MENDM) staff – non-voting;
- Superior North Community Futures Development Corporation (SNCFDC) staff – non-voting;
- Other resource staff as determined – non-voting.

Committee members will be appointed by Council in accordance with established municipal policy.

6.5 Appointment of Officers

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Co-Chair or Vice-Chair. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

6.6 Term of Appointment

Unless exempt by legislation, members will be appointed for a term of either two or four years with terms expiring at either the mid-term or full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

6.7 Resources

The Economic Development Office (EDO) will provide support in the form of advice, day-to-day liaison with the Township, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The EDO will also assist in the preparation and submission of budget recommendations/grant submissions, if needed, and attend meetings of the Committee.

Staff within the EDO shall be designated as Recording Secretary. The Recording Secretary shall prepare and publish agendas; attend all CRAC meetings for the purpose of taking minutes; and prepare and publish minutes in an accessible format to be made available on the Township of Manitouwadge website.

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the CAO/Clerk-Treasurer's office and is posted on the Township's website.

6.8 Timing of Meetings

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

6.9 Location of Meetings

The location of the meetings will be set by the Committee and must be held in an accessible municipal facility.

6.10 Meetings

The Committee shall hold a minimum of four (4) meetings in each calendar year. The Chair, through the EDO, shall post notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee and posted to the Township's website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

At the first meeting of each year, an Orientation Session shall be held for new members.

6.11 Procedures

Procedures for meetings of the Committee shall be governed by the Township's Procedural By-law and legislation or, where both of these are silent, by Bourinot's Rules of Order.

6.12 Agendas and Minutes

A copy of the Agenda shall be provided to the CAO/Clerk-Treasurer's office at the same time it is provided to Committee members. The CAO/Clerk-Treasurer's office will distribute the Agenda to Council members as per established procedures.

Minutes of all meetings shall be forwarded to the CAO/Clerk-Treasurer's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Economic Development Office at that time. The CAO/Clerk-Treasurer's Office will electronically circulate the meeting minutes to all members of Council for their information. The CAO/Clerk-Treasurer's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the Township's website at the same time as they are circulated to the CAO/Clerk-Treasurer's Office.

6.13 Reports

One written report to Council is required per year from the Committee, being the work plan/budget and the previous year's annual report.

If there are recommendations of the Community Revitalization Advisory Committee that fall outside of this report, they are to be forwarded to Council, through the CAO/Clerk-Treasurer's Office in a formal written report on the Township's Report to Council template. It will be the responsibility of the Committee Chair to provide a memo to the Economic Development Office identifying the Committee recommendations for final preparation of the report.

6.14 Purchasing Policy

This Committee has no purchasing or procurement responsibilities.

6.15 Insurance

The General Liability Policy and Errors and Omissions Liability Policy for the Township of Manitouswadge will extend to this Committee and its members. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Township of Manitouswadge and Council. Members must adhere to the policies and procedures of the Township of Manitouswadge and Council, including the Terms of Reference.

The Committee must provide, via the Economic Development Office an annual updated listing of all members, including member positions, to the Township of Manitouswadge to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the Township of Manitouwadge, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

6.16 Expulsion of Member

Any member of the Committee who misses three consecutive meetings, without being excused by the Chair, may be removed from the Committee in accordance with adopted policy.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act* or the *Code of Conduct for Committee Members*; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the Township's *Code of Conduct for Council Members*, By-law no. 2019-07.

6.17 Terms of Reference

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the CAO/Clerk-Treasurer's Office and is posted on the Township's website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Township of Manitouwadge. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the CAO/Clerk-Treasurer's office through a Report to Council.

At the discretion of Council, the Committee may be dissolved by a Resolution of Council.



AGENDA	
Item No. 13-01	
Meeting Date: 13 / 11 / 19	

RECEIVED

OCT 04 2019

THE CORPORATION OF THE
TOWNSHIP OF MANITOUWADGE

October 1st, 2019

Dear Organization Leader / Local Business:

The Manitowadge Community Services Department would once again like to cordially invite you and your organization, group and / or business to join with us to celebrate the 2019 Holiday Season. What better way to bring the Christmas spirit to the town of Manitowadge then a Parade celebrating our wonderful community! This year the parade will be on Sunday, December 8th and we hope that you will be able to join in the fun and excitement of this joyous event. The parade will begin forming at 5:30 pm and will start at 6:00 pm sharp. Whether your group would like to enter a float, walk or sing (choir) we encourage everyone to participate to show our Christmas spirit and make this a success.

Please let us know by Friday, October 25th via email (see address below) if you will be participating. Once we have confirmation of your participation we will follow up with more details.

If you have any questions please do not hesitate to contact myself, Reene Warren Community Programmer at the number or email below.

Thank you and happy holidays!

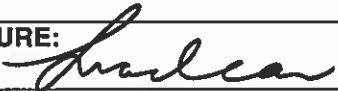
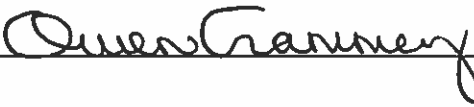
Reene Warren,
Community Programmer
Township of Manitowadge
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THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

ADMINISTRATION REPORT

SUBJECT: Community Revitalization Planning Study – Contract Award		REPORT NUMBER: EDO2019-08
PREPARED BY: Florence MacLean, Economic Development Officer		PAGE 1 OF 3
DATE: November 13, 2019	REVISION DATE:	
MANAGER SIGNATURE: 	FOR CONSIDERATION: OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
CAO/CLERK-TREASURER SIGNATURE: 		
REFERRED TO:		
ATTACHMENTS: 1. Proposal Bid Sheet 2. Proposal from FormStudio Architects 3. Council Resolution No. 2019-231		

BACKGROUND:

On September 25, 2019 Council provided support to undertake a Community Revitalization Planning Study, including a traffic study, along with the development of a Community Improvement Plan. The Plans are intended to be a 20-year guiding document which will address all five themes identified in the Community Strategic Plan, 2017. The themes are:

1. Community Development
2. Economic Development
3. Community Infrastructure
4. Cleaning Up the Town
5. Communications

The project will commence upon the award of the contract and is expected to be complete by March 31, 2020.

The establishment of a Community Revitalization Advisory Committee will assist with ensuring the community is directly involved in the development of the plan (see Report to Council, EDO2019-07, dated November 6, 2019). Additionally, several rounds of public consultation will be coordinated during the development of the draft Plans.

COMMENTARY:

Staff released a Request for Proposals (RFP) on October 3, 2019. The original closing date for Proposals was October 23, 2019. The RFP was sent to five architectural and engineering firms for their consideration. Based on feedback from the interested firms, several requests to extend the deadline were made and staff agreed to extend the deadline to November 4, 2019.

Four proposals were received within the timeframe specified. They are as follows:

1. HTFC (Hilderman Thomas Frank Cram) Planning & Design, Winnipeg, MB
2. Design Environment and Werner Schwar Landscape Architect, Goulais River, ON and Thunder Bay, ON
3. Brook McIlroy, Thunder Bay, ON
4. FormStudio Architects, Thunder Bay, ON

All four firms have extensive experience in urban planning and design and have undertaken similar projects throughout Manitoba and Ontario.

FormStudio Architects were the lowest bidder of the four proposals received. FormStudio Architects Inc. (previously FORM Architecture Engineering) is a trusted local firm whose collective passion and commitment shape distinct built environments, creating better places for people to live, work and interact. With over 30 years of experience, FormStudio offers services in three divisions: architecture, engineering, and interiors, all of which work together and independently to meet their clients' diverse needs. The firm is one of the largest private architectural firms in Northwestern Ontario this is 100% locally owned.

In addition to the project team from FormStudio, the consultant proposes to work with the following firms to undertake the Community Revitalization Planning Study in Manitouwadge:

1. KGS Group – Civil Engineering
2. AG Engineering – Electrical
3. Bain Smith Consulting – Business Planning & Valuation
4. Postma Quantity Surveyors – Costing

FormStudio has completed numerous projects similar to the proposed Community Revitalization Planning Study. Examples include the following:

- Nipigon Waterfront Development Master Plan;
- Nipigon/Red Rock Waterfront Interpretive Centre and Museum;
- Terrace Bay Downtown Revitalization;
- Red Rock Marina Services Building;
- Nipigon Observation Tower;
- Terry Fox Tourism Information Centre;
- Fort William First Nation Pow Wow Grounds;
- Terrace Bay Signage Program;
- Lakehead Public Schools Exterior Monuments & Signage;
- Ministry of Natural Resources/Heritage Coast Solutions;
- City of Thunder Bay Whalen Building Signage;
- City of Thunder Bay 55 Plus Centre Signage.

FINANCIAL IMPLICATIONS:

At their September 25, 2019 meeting, Council approved that the Community Revitalization Planning Study be funding through the remaining 2019 NWMO allocations as at December 31, 2019 with the balance (if any) to be funded from the Community Well-Being Fund (Council Resolution No. 2019-231, attached to this Report).

The Superior North Community Futures Development Corporation (SNCFDC) has approved a contribution of \$2500 towards the project.

Additionally, the Manitowadge Economic Development Corporation (MEDC) will consider a request for a \$10,000 contribution towards the project at their November 8, 2019 MEDC meeting.

Staff had originally budgeted \$150,000 for the project.

ACCESSIBILITY IMPLICATIONS:

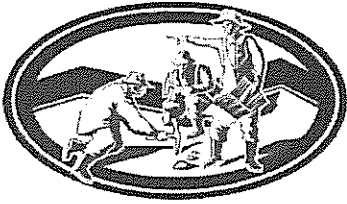
There are no accessibility implications identified related to awarding the contract.

IN CONSULTATION WITH:

Mr. Owen Cranney, Acting CAO

RECOMMENDATION:

THAT, Council approve the contract to undertake the Community Revitalization Planning Study to FormStudio Architects in the amount of \$79,937.



The Corporation of the
TOWNSHIP OF MANITOUWADGE

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Manitouwadge, Ontario
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Community Revitalization Planning Study				
Deadlines:				
Email proposals - October 31, 2019 @ 2:00 pm				
Hardcopies - November 4, 2019 @ 2:00 pm				
Bid Opening – Monday, November 4, 2019 – 2:00 pm				
Bid Number	Firm	Date Rec'd	Bid Amount	Initials
1.	HTFC	Paper – Oct 23/19	\$103,440.00	<i>HTFC</i>
2.	Werner Schwar et al	Email – Oct 29/19 Paper – Nov 1/19	\$108,170.00	<i>Werner</i>
3.	Form Architecture	Email – Oct 31/19 Paper – Nov 4/19	\$79,937.00	<i>Form</i>
4.	Brook McIlroy	Email – Oct 31/19 Paper – Nov 1/19	\$94,000.00	<i>Brook</i>

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

September 25, 2019 Session No. 2019-231

Moved by:



Seconded by:



RESOLVED THAT: Council is in receipt of Administration Report EDO2019-06 submitted by Florence MacLean, Economic Development Officer regarding a Community Revitalization Plan and Community Improvement Plan.

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

- 01 Council approves the project be funded through the remaining 2019 NWMO allocations at December 31, 2019 with the balance to be funded from the Community Well-Being Fund.

Recorded Vote	FOR	AGAINST
Councillor David Arola		
Councillor Kathy Hudson		
Councillor Jim Moffat		
Councillor Mike Scapinello		
Mayor John MacEachern		

CARRIED DEFEATED



Mayor John MacEachern