

**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, APRIL 8, 2020 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 March 25, 2020.

**07 PETITIONS**

**08 CORRESPONDENCE**

**09 REPORTS AND COMMITTEES**

**01** Minutes of Meetings: Thunder Bay District Social Services Administration Board held February 13, 2020 (regular) and February 13, 2020 (closed).  
\*Statements available at: <http://www.tbdssab.ca/board/board-minutes/>

**02** 2019 Council Remuneration & Expenses Statement, as required under *Municipal Act*, s. 284 (1).

**10 VERBAL UPDATE BY MAYOR**

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

**12 BY-LAWS**

**01** Being a By-law to Adopt an Acting Pay Policy.

**13 BUSINESS**

**14 MOTIONS AND NOTICES OF MOTIONS**

**15 CLOSED SESSIONS**

**16 BUSINESS ARISING FROM CLOSED SESSION**

**17 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, MARCH 25, 2020 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:** Owen Cranney, Acting CAO/Fire Chief/CBCO  
Joleen Keough, Acting Clerk  
Chris Townes, Acting Treasurer

**PUBLIC:** 0

**01 CALL TO ORDER**

**RESOLUTION NO. 2020-63**

Moved by: Councillor Moffat

Seconded by: Councillor Arola

**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 Biigtigong Nishnaabeg and Pic Mobert First Nations.

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

**CARRIED**

**02 ADDITIONS OR DELETIONS TO AGENDA**

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

**04 APPROVAL OF AGENDA**

**RESOLUTION NO. 2020-64**

Moved by: Councillor Arola

Seconded by: Councillor Moffat

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

**CARRIED**

**05 DELEGATIONS AND PRESENTATIONS**

**06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS**

**01** Minutes of the Regular Meeting held March 11, 2020.

**RESOLUTION NO. 2020-65**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**RESOLVED THAT:** the Minutes of the Regular Meeting held on March 11, 2020 are adopted as circulated.

**CARRIED**

**07 PETITIONS****08 CORRESPONDENCE**

- 01** Correspondence from Mahrez Ben Belfadhel, Vice-President, Site Selection for the Nuclear Waste Management Organization to Mayor MacEachern regarding NWMO 2019 Community Well-being Investment in Siting Area Communities leaving the Site Selection Process, dated March 3, 2020.
- 02** Correspondence from Janet DeMille, Medical Officer of Health and CEO, Thunder Bay District Health Unit regarding Considerations to Reduce Alcohol Risk and Harm in Thunder Bay District Municipalities Related to Recent Regulatory Changes in Ontario, dated March 10, 2020.

**RESOLUTION NO. 2020-66**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** correspondence item 08-01 to 08-02 be received and filed.**AND BE IT FURTHER RESOLVED THAT:** agenda item(s) 08-01 be returned to Council under Business for the meeting of March 25, 2020.**CARRIED****09 REPORTS AND COMMITTEES****10 VERBAL UPDATE BY MAYOR****11 VERBAL UPDATE BY CAO/CLERK-TREASURER**

- 01** Verbal update provided by Acting CAO.

**12 BY-LAWS**

- 01** Being a By-Law to Amend By-law No. 2017-15, to govern the proceedings of the Council, the calling of meetings and pertaining to the conduct of its members.

**RESOLUTION NO. 2020-67**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**Being a By-law to Amend By-law No. 2017-15, to govern the proceedings of the Council, the calling of meetings and pertaining to the conduct of its members, be read a first and second time.****And Furthermore,** be read a third time, passed and numbered as **By-law No. 2020-10****CARRIED**

- 02** Being a By-law to Adopt an Acting Pay Policy

\*Discussion only, no action taken.

**13 BUSINESS**

- 01** Administration Report CS2020-01 submitted by Shelley Fergusson, Director of Community Services regarding Flooring Replacement – The Golf Hut, dated March 20, 2020.

**RESOLUTION NO. 2020-68**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** Council is in receipt of Administration Report CS2020-01 submitted by Shelley Fergusson, Director of Community Services regarding Flooring Replacement – the Golf Hut.

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

- 01** Council gives pre-budget approval for the amount of \$10,000.00 for the purchase and installation of safety flooring in the clubhouse kitchen and bar area.

**CARRIED**

- 02** Correspondence from Janet DeMille, Medical Officer of Health and CEO, Thunder Bay District Health Unit regarding Considerations to Reduce Alcohol Risk and Harm in Thunder Bay District Municipalities Related to Recent Regulatory Changes in Ontario, dated March 10, 2020.

\*Discussion only, no action taken.

**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.
- 22-24 Huron Walk – Insurance Claim

**RESOLUTION NO. 2020-69**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**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.
- 22-24 Huron Walk – Insurance Claim

**CARRIED**

**RESOLUTION NO. 2020-70**

Moved by: Councillor Arola

Seconded by: Councillor Hudson

**RESOLVED THAT:** the meeting is hereby declared to be open to the public at 7:59 p.m.

**CARRIED**

**16 BUSINESS ARISING FROM CLOSED SESSION**

**17 ADJOURNMENT**

**RESOLUTION NO. 2020-71**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** the Regular Meeting adjourn at the hour of 8:00 p.m.

**CARRIED**

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Mayor John MacEachern

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Joleen Keough, Acting Clerk

Township of Manitowadge

**2019 Council Remuneration & Expenses**  
*as required under Municipal Act, s 284 (1)*

	Remuneration	Per Diem	Expenses	Total
MacEachern, John	9,395.04	9,040.00	9,125.85	27,560.89
Arola, Dave	6,415.04	800.00	1,688.97	8,904.01
Hudson, Kathy	6,470.04	1,680.00	1,495.66	9,645.70
Moffat, Jim	6,415.04	2,700.00	5,803.85	14,918.89
Scapinello, Mike	6,360.04	1,720.00	4,253.72	12,333.76
<b>Total</b>	<b>35,055.20</b>	<b>15,940.00</b>	<b>22,368.05</b>	<b>73,363.25</b>

By-Law 2016-04	Travel Expenses
By-Law 2010-14	Remuneration/Meetings

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE**

**BY-LAW NO. 2020 - \_\_\_\_**

**Being a By-Law to Adopt an Acting Pay Policy.**

**WHEREAS** the Council for the Corporation of the Township of Manitouwadge deems it appropriate to adopt an acting pay policy;

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, empowers Council to pass such a policy;

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

1. That Policy No. ADM2020-01, Acting Pay Policy, herein attached as Schedule "A" to this by-law and forming an integral part of this by-law, be adopted;
2. That By-law 2015-28 is hereby repealed;
3. 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 \_\_\_\_\_, 2020 and  
**READ A THIRD TIME AND FINALLY ENACTED** this      day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor John MacEachern

\_\_\_\_\_  
Joleen Keough, Acting Clerk



**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE  
POLICY**

<b>SECTION: Administration</b>	<b>POLICY #: ADMIN2020-01</b>
<b>POLICY: Acting Pay Policy</b>	<b>Schedule "A"</b>
<b>POLICY STATEMENT:</b>  To ensure that municipal operations continue in an orderly and efficient manner by filling temporary vacancies with an acting position, and to develop a consistent guideline for remunerating employees who fill management positions.	
<b>SCOPE:</b>  This policy applies to all non-union permanent employees working with the Township of Manitouwadge.	
<b>POLICY GUIDELINE:</b>  <b>1. ACTING PAY DEFINITION</b>  Acting pay is defined as additional compensation received by a regular employee who temporarily assumes the duties of another position.	
<b>2. ACTING APPOINTMENT</b>  <b>2.1 CAO</b>  Should a temporary vacancy occur in this position, Council will appoint a replacement in the acting position.	
<b>2.2 Management Positions</b>  Should a temporary vacancy occur in any management position, the CAO, and if appropriate, the Department Manager, will appoint a replacement in the acting position.	

# THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE POLICY

### 3. ACTING UP TO THREE (3) WEEKS

Should an acting position reach three (3) weeks, and the original employee returns to duty at that time, the employee in the acting position will be paid one week compensation.

### 4. ACTING AFTER THREE (3) WEEKS

If an acting position continues after three (3) weeks, the employee in the acting position will begin to receive remuneration, as per Section 5 of this policy.

### 5. REMUNERATION

In the case of an employee acting for three (3) weeks or longer, the candidate appointed to the acting position will receive remuneration over and above their present wage in the amount of:

**5.1** An additional twelve (12) hours per week at their present hourly rate.

### 6. TRAINING & TRANSITION PERIOD

If an acting position becomes vacant and a replacement employee is hired, the employee in the temporary acting position will receive an additional three (3) week period of compensation to assist the incumbent in their new position.

### 7. ADDITIONAL TERMS

As directed and approved by Council.

<b>Approval:</b> _____	<b>Resolution #2020-</b> _____
<input type="checkbox"/> CAO/Clerk-Treasurer <input type="checkbox"/> Deputy Clerk	<b>Council Meeting of:</b> ___/___/___
Supersedes Policy # _____	<b>Dated:</b> ___/___/___
	<b>Original Issue:</b> <input type="checkbox"/> <b>Revised Issue:</b> <input type="checkbox"/>