



# CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 14, 2021  
7:00 PM IN THE COUNCIL CHAMBERS

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## MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

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

**ABSENT:** 0

**STAFF:** Florence MacLean, CAO  
Joleen Keough, Clerk  
Chris Townes, Treasurer  
Darren MacKenzie, Public Works Superintendent  
Owen Cranney, Fire Chief/CBCO  
Marcel DeMars, Municipal Law Enforcement Officer  
Ray Gascon, Airport Attendant – via Zoom

**PUBLIC:** Connie Hunter, Chair, Manitouwadge Public Library Board – via Zoom  
Donna Jaunzarins, Chair, Manitouwadge Municipal Housing Corporation –  
via Zoom  
Rita Labbee, Manager, Manitouwadge Municipal Housing Corporation – via  
Zoom

### 01 CALL TO ORDER

#### RESOLUTION NO. 2021-200

Moved by: Councillor Arola

Seconded by: Councillor Hudson

**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 Moberg 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. 2021-201

Moved by: Councillor Hudson

Seconded by: Councillor Arola

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

**CARRIED**

**05 DELEGATIONS AND PRESENTATIONS****01 Employee Recognition of Service.**

Mayor presented five staff with Employee Recognition Awards for their years of municipal service.

- Elizabeth Bierworth, Chief Librarian – Manitowadge Public Library – 5 years.
- Marcel DeMars, Municipal Law Enforcement Officer – 5 years.
- Joleen Keough, Clerk – 5 years.
- Ray Gascon, Airport Attendant, Manitowadge Airport – 10 years.
- Barry Warford, Operator 1, Public Works – 10 years.

**02 Manitowadge Municipal Housing Corporation 2020 Annual Report.****RESOLUTION NO. 2021-202**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**RESOLVED THAT:** the 2020 Annual Report of the Board of Directors outlining the activities of the Manitowadge Municipal Housing Corporation and their future goals be approved and accepted.

**CARRIED****03 2020 Audited Financial Statements.****RESOLUTION NO. 2021-203**

Moved by: Councillor Moffat

Seconded by: Councillor Arola

**RESOLVED THAT:** the Audited Financial Statements of the Manitowadge Municipal Housing Corporation for the year ended December 31, 2021, be approved and accepted.

**CARRIED****04 Appointment of Directors to the Manitowadge Municipal Housing Board.****RESOLUTION NO. 2021-204**

Moved by: Councillor Arola

Seconded by: Councillor Hudson

**RESOLVED THAT:** the following persons be elected as Directors of the Manitowadge Municipal Housing Corporation to hold office until the next annual election of directors or until their successors are elected or appointed, subject to the provision of the Manitowadge Municipal Housing Corporation's by-laws:

- Donna Jaunzarins, Chairperson
- Lisa Jomphe, Vice-Chairperson
- Natalie Cichon, Director
- Kathy Hudson, Director
- Dave Arola, Director

**CARRIED****06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS****01 Minutes of the Regular Meeting held June 23, 2021.****RESOLUTION NO. 2021-205**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** the Minutes of the Regular Meeting held on June 23, 2021 are adopted as circulated.

**CARRIED**

- 02** Minutes of the Special Meeting held June 30, 2021.

**RESOLUTION NO. 2021-206**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**RESOLVED THAT:** the Minutes of the Special Meeting held on June 30, 2021 are adopted as circulated.

**CARRIED**

**07 PETITIONS**

**08 CORRESPONDENCE**

- 01** Correspondence from the Minister of Families, Children and Social Development regarding the 2018-2019 National Progress Report on Early Learning and Child Care.
- 02** Correspondence from MP Peter Julian, New Westminster-Burnaby regarding seeking endorsement for Motion M-84 Anti-Hate Crimes and Incidents and Private Member's Bill C-313 Banning Symbols of Hate Act, dated June 17, 2021.
- 03** Correspondence from Sylvia Jones, Solicitor General and the Fire Marshal's Communique regarding responding to animals left in motor vehicles firefighter training, dated July 8, 2021.

**RESOLUTION NO. 2021-207**

Moved by: Councillor Arola

Seconded by: Councillor Moffat

**RESOLVED THAT:** correspondence items 08-01 to 08-03 be received and filed.

**CARRIED**

**09 REPORTS AND COMMITTEES**

- 01** Minutes of Meetings: Thunder Bay District Board of Health held May 19, 2021.

**RESOLUTION NO. 2021-208**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**RESOLVED THAT:** the minutes of Meeting of the Thunder Bay District Board of Health held May 19, 2021, be accepted as received.

**CARRIED**

- 02** Minutes of Meetings: Manitouwadge Public Library Board held May 10, 2021.

**RESOLUTION NO. 2021-209**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**RESOLVED THAT:** the minutes of Meeting of the Manitouwadge Public Library Board held May 10, 2021, be accepted as received.

**CARRIED**

**10 VERBAL UPDATE BY MAYOR**

**11 VERBAL UPDATE BY CAO**

- 01** Verbal update provided by CAO.

**12 BUSINESS**

- 01** Administration Report ADM2021-26 submitted by Joleen Keough, Clerk regarding Records Retention Bylaw, dated July 14, 2021.

**RESOLUTION NO. 2021-210**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** Council is in receipt of Administration Report ADM2021-26 submitted by Joleen Keough, Clerk regarding a Records Retention Bylaw;

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration:

- 01** Council approves the Records Retention Bylaw, as attached; and further,

THAT the Clerk be granted delegated authority for establishing and amending the Records Retention Schedule (Schedule "A") for the records of the Corporation of the Township of Manitouwadge; and further,

THAT Staff be directed to develop and implement a Records Management Program with required policies; and further,

THAT Bylaw 83-13, to provide for the destruction of certain records of the Corporation of the Township of Manitouwadge, be repealed.

**CARRIED**

- 02** Administration Report FBA2021-05 submitted by Marcel DeMars, Municipal Law Enforcement Officer regarding Noise Bylaw, dated July 14, 2021.

**RESOLUTION NO. 2021-211**

Moved by: Councillor Arola

Seconded by: Councillor Hudson

**RESOLVED THAT:** Council is in receipt of Administration Report FBA2021-05 submitted by Marcel DeMars, Municipal Law Enforcement Officer regarding a Noise Bylaw;

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration:

- 01** THAT Council proceeds with a first reading then that the Manitouwadge Noise Bylaw be posted for public input; and further,

THAT Council direct staff to bring the Manitouwadge Noise Bylaw at the August 11, 2021 Council Meeting for consideration.

**CARRIED**

- 03** Administration Report ADM2021-27 submitted by Florence MacLean, CAO regarding Personnel Policies, dated July 14, 2021.

**RESOLUTION NO. 2021-212**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**RESOLVED THAT:** Council is in receipt of Administration Report ADM2021-27 submitted by Florence MacLean, CAO regarding Personnel Policies;

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration:

- 01** Council approves Personnel Policy No. 2021-17, Staffing Policy; and further,

THAT Council approves Personnel Policy No. 2021-18, Procedures Respecting Staffing; and further,

THAT Council approves Personnel Policy No. 2021-28, Staff Development; and further,

THAT Council approves Personnel Policy No. 2021-31, Personnel Records; and further,

THAT Council approves Personnel Policy No. 2021-53, Driver's License Status Change; and further,

THAT Council repeals Bylaw 1992-48, Being an Employment Policy for hiring.

**CARRIED**

- 04** Administration Report ADM2021-28 submitted by Florence MacLean, CAO regarding 2021 draft Municipal Operating Budget, Public Consultation, dated July 14, 2021.

**RESOLUTION NO. 2021-213**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**RESOLVED THAT:** Council is in receipt of Administration Report ADM2021-28 submitted by Florence MacLean, CAO regarding the 2021 draft Municipal Operating Budget, Public Consultation;

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration:

- 01** THAT Council approves the 2021 Municipal Operating Budget as presented at the June 30, 2021 Council Meeting.

**CARRIED**

**13 BY-LAWS**

- 01** **Being a By-law to** adopt the estimates for the sums required during the year 2021 for General purposes of The Corporation of the Township of Manitouwadge and to repeal By-law 2020-14.

**RESOLUTION NO. 2021-214**

Moved by: Councillor Arola

Seconded by: Councillor Hudson

**Being a By-law to** adopt the estimates for the sums required during the year 2021 for General purposes of The Corporation of the Township of Manitouwadge and to repeal By-law 2020-14, **be read a first and second time.**

**And Furthermore,** be read a third time, passed and numbered as **By-law No. 2021-22.**

**CARRIED**

- 02 Being a By-law to** provide for the adoption of the tax rates and to further provide for penalty and interest in default of payment thereof for 2021 and to repeal By-law 2020-15.

**RESOLUTION NO. 2021-215**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**Being a By-law to** provide for the adoption of the tax rates and to further provide for penalty and interest in default of payment thereof for 2021 and to repeal By-law 2020-15, **be read a first and second time.**

**And Furthermore,** be read a third time, passed and numbered as **By-law No. 2021-23.**

**CARRIED**

- 03 Being a By-law to** set the 2021 Transition Ratios and set rate reductions for prescribed property subclasses and to repeal By-law 2020-16.

**RESOLUTION NO. 2021-216**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**Being a By-law to** set the 2021 Transition Ratios and set rate reductions for prescribed property subclasses and to repeal By-law 2020-16, **be read a first and second time.**

**And Furthermore,** be read a third time, passed and numbered as **By-law No. 2021-24.**

**CARRIED**

- 04 Being a By-law to** Establish Retention Periods for the Municipal Records of the Corporation of the Township of Manitouwadge.

**RESOLUTION NO. 2021-217**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**Being a By-law to** Establish Retention Periods for the Municipal Records of the Corporation of the Township of Manitouwadge, **be read a first and second time.**

**And Furthermore,** be read a third time, passed and numbered as **By-law No. 2021-25.**

**CARRIED**

- 05 Being a By-law to** Regulate Noise within the Municipality of Manitouwadge.

**RESOLUTION NO. 2021-218**

Moved by: Councillor Hudson

Seconded by: Councillor Arola

**Being a By-law to** Regulate Noise within the Municipality of Manitouwadge, **be read a first and second time.**

**CARRIED**

**14 MOTIONS AND NOTICES OF MOTIONS**

**15 CLOSED SESSIONS**

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

- 02** Section 239(2)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
  - Land acquisition
- 03** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
  - Personnel Matter
- 04** Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
  - Personnel Matter

**RESOLUTION NO. 2021-219**

Moved by: Councillor Arola

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)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
  - Land disposition
- 02** Section 239(2)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
  - Land acquisition
- 03** Section 239(2)(b): personal matters about an identifiable individual, including municipal or local board employees.
  - Personnel Matter
- 04** Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
  - Personnel Matter

**CARRIED****RESOLUTION NO. 2021-220**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** the meeting is hereby declared to be open to the public at 8:21 p.m.

**CARRIED****16 BUSINESS ARISING FROM CLOSED SESSION**

**17 CONFIRMATORY BY-LAW**

**01 Being a By-law to** Confirm the Proceedings of the Council of the Township of Manitouwadge at its meeting held on Wednesday, July 14, 2021.

**RESOLUTION NO. 2021-221**

Moved by: Councillor Hudson

Seconded by: Councillor Moffat

**Being a By-law to** Confirm the Proceedings of the Council of the Township of Manitouwadge at its meeting held on Wednesday, July 14, 2021, **be read a first and second time.**

**And Furthermore,** be read a third time, passed and numbered as **By-law No. 2021-26.**

**CARRIED**

**18 ADJOURNMENT**

**RESOLUTION NO. 2021-222**

Moved by: Councillor Moffat

Seconded by: Councillor Hudson

**RESOLVED THAT:** the Regular Meeting adjourn at the hour of 8:22 p.m.

**CARRIED**

Original Signed By:

John MacEachern  
Mayor John MacEachern

Joleen Keough  
Joleen Keough, Clerk