

**THE CORPORATION OF THE TOWNSHIP OF EAR FALLS**

**MINUTES** of the Regular Meeting of Ear Falls Council #21  
Ear Falls Municipal Council Chambers  
December 14<sup>th</sup>, 2015 @ 7:00 p.m.

**1 CALL TO ORDER**

Mayor Kevin Kahoot called the Meeting to order at 7:00 p.m.

**2 ROLL CALL**

Mayor Kevin Kahoot, Councillor Rob Eady, Councillor Tracey Simon, Councillor Daniel Sutton, Clerk Treasurer Administrator Kimberly Ballance, and one (1) member of the public.

RESOLUTION NO. 341

Moved by Tracey Simon. Seconded by Daniel Sutton.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls authorize the addition of Item No. 13 to the December 14<sup>th</sup>, 2015 Regular / Closed Meeting of Council regarding:

- Section 239 (2) (b) – Personal matters about an identifiable individual, including municipal or local Board employees – Employment Matter.

Carried.

**3 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None Declared.

**4 DELEGATIONS AND PRESENTATIONS**

None.

**PART I – CONSENT AGENDA**

(For the purpose of convenience and for expediting Meetings, matters of business of repetitive or routine nature are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively.

A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Member of Council. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

Each and every matter of business contained in the Consent Agenda is recorded separately in the Minutes of the Meeting.)

Council requested clarification in Item Nos. 6.1, 7.1.3, 8.3, 8.7, and 8.8.

RESOLUTION NO. 342

Moved by Daniel Sutton. Seconded by Rob Eady.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls hereby adopts the Items in Sections 5 – 8 of Part 1 – Consent Agenda.

Carried.

**5 MINUTES**

5.1 The review and passing of the Minutes of the previous Meetings.

5.1.1 December 2<sup>nd</sup>, 2015 – Regular Meeting of Council Minutes.

RESOLUTION NO. 343

Moved by Rob Eady. Seconded by Daniel Sutton.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls accepts the Minutes of the previous Meeting of Council numbered 5.1.1 at the December 14<sup>th</sup>, 2015 Regular Meeting of Council.

Carried.

C.O.

5.2 Minutes of Committees.

None.

C.O.

5.3 Minutes from other Agencies / Organizations.

5.3.1 October 23<sup>rd</sup>, 2015 – Northwestern Health Unit Regular Board of Health Meeting Minutes.

5.3.2 December 8<sup>th</sup>, 2015 – Keewatin-Patricia District School Board Inaugural Board Meeting.

5.3.3 October 27<sup>th</sup>, 2015 – District of Kenora Home for the Aged Regular Meeting of the Board of Management Minutes.

RESOLUTION NO. 344

Moved by Daniel Sutton. Seconded by Tracey Simon.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls receives and files the Minutes from other Agencies / Organizations numbered 5.3.1 to 5.3.3 at the December 14<sup>th</sup>, 2015 Regular Meeting of Council.

Carried.

## **6 TENDERS / PROPOSALS / QUOTES**

F18-AN

6.1 Expression of Interest – Animal Control Officer / Pound Keeper Services.

Council discussed this Expression of Interest as the Township of Ear Falls as not received any applications for the position. The Township will not be reposting at this time.

## **7 ROUTINE ADMINISTRATIVE REPORTS**

C.O.

7.1 Reports from Departments.

7.1.1 Workshop Report from Marg Trippier, Day Care / Best Start Coordinator re: Best Start Hub Face to Face Meeting – November 5<sup>th</sup> & 6<sup>th</sup>, 2015.

7.1.2 Workshop Report from Kimberly Ballance, Clerk Treasurer Administrator re: Ministry of Municipal Affairs and Housing – Northwest Treasurers' Forum on November 12<sup>th</sup> & 13<sup>th</sup>, 2015.

\*E08-WA

7.1.3 Report to Council dated December 3<sup>rd</sup>, 2015 from Perry Dyck, Public Service & Operations Supervisor re: Water Main Break South of Town.

Clarification was requested on the Township's information on mapping of infrastructure. Council expressed their appreciation for the work that staff and the Ontario Clean Water Agency contractors did in the repair and customer service aspects associated with treatment of this break. Council may wish to consider a public plan for a Water Filling Station in the event that this type of incident impacted the entire community.

RESOLUTION NO. 345

Moved by Rob Eady. Seconded by Tracey Simon.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls receives and files the Reports from Departments numbered 7.1.1 to 7.1.3 at the December 14<sup>th</sup>, 2015 Regular Meeting of Council.

Carried.

## **8 MISCELLANEOUS MOTIONS**

- 8.1 Financial Operations Statement – year to date (dated December 8<sup>th</sup>, 2015).

Council reviewed the Financial Operations Statement – year to date (dated December 8<sup>th</sup>, 2015) in accordance with By-Law No. 1635-11.

- 8.2 Correspondence

A16-MU

- 8.2.1 Letter dated November 27<sup>th</sup>, 2015 from the Ministry of Municipal Affairs and Housing re: Plans that are in place regarding the resettling of Syrian refugees.

L11-ON

- 8.2.2 Letter dated November 30<sup>th</sup>, 2015 from the Ontario Ombudsman re: Notification of the expansion of the Ombudsman's jurisdiction to municipalities.

E03-EN

- 8.2.3 Letter dated October 26<sup>th</sup>, 2015 from Ontario Clean Water Agency re: Certification of substantial completion for the Aeration System Upgrades at the Ear Falls Wastewater Treatment Plant.

D05-TI

- 8.2.4 Letter dated December 2<sup>nd</sup>, 2015 from the Ministry of Natural Resources and Forestry re: Lac Seul 2011 – 2021 Forest Management Plan, Inspection of Approved Planned Operations for Phase II (2016-2021).

RESOLUTION NO. 346

Moved by Rob Eady. Seconded by Tracey Simon.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls receives and files the documents numbered 8.2.1 to 8.2.4 at the December 14<sup>th</sup>, 2015 Regular Meeting of Council.

Carried.

M03-DO

- 8.3 Letter dated November 24<sup>th</sup>, 2015 from the Ear Falls Royal Canadian Legion re: Request for revision of the Rental Rate for the Second Floor of the Arena to provide Bar Services of the SIJHL hockey games.

Council discussed the Township of Ear Falls' standard Facility Rental process.

RESOLUTION NO. 347

Moved by Daniel Sutton. Seconded by Rob Eady.

WHEREAS the rental rate for the Second Floor of the Arena (with an S.O.P.) is \$43.50/hour; and

WHEREAS the Ear Falls Royal Canadian Legion Branch #238 has proposed a rental rate of \$43.50/hockey game (estimated at 3.5 hour duration);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ear Falls hereby accepts the proposal from the Royal Canadian Legion Branch #238 to rent the Second Floor of the Arena (with an S.O.P) at a rate of \$43.50/game for the 2015/16 season; and

FURTHER THAT the remaining hourly rental rate be waived for the 2015/16 season.

Carried.

L14-ON

- 8.4 Letter to be submitted to Ontario Clean Water Agency regarding the Township of Ear Falls' intention to enter into negotiations for the renewal of the contract to operate the Water Treatment Plant, the Water Distribution System, and the Wastewater Treatment Plant for a three year period.

RESOLUTION NO. 348

Moved by Tracey Simon. Seconded by Rob Eady.

RESOLVED THAT the Clerk Treasurer Administrator be authorized and directed to submit a letter to Ontario Clean Water Agency as attached.

Carried.

M03-DO

- 8.5 Letter dated November 4<sup>th</sup>, 2015 from the Royal Canadian Legion Ear Falls Branch No. 238 re: Annual Remembrance Day Parade.

RESOLUTION NO. 349

Moved by Tracey Simon. Seconded by Daniel Sutton.

RESOLVED THAT the Council of the Township of Ear Falls agrees to waive the Rental Fees for use of the Recreation Centre Lobby for one (1) hour for the annual Remembrance Day Parade for the years 2015, 2016, 2017, and 2018.

Carried.

D.C. / T.C.

- 8.6 2015 Uncollectables and Write-Offs.

RESOLUTION NO. 350

Moved by Daniel Sutton. Seconded by Rob Eady.

RESOLVED THAT \$7,661.55 be written off in 2015 as per Schedule “A”; and

FURTHER THAT \$60,462.19 be set up as Allowance for Uncollectables in 2015 as per Schedule “B”.

Carried.

H11-PA

- 8.7 Letter dated December 7<sup>th</sup>, 2015 from Joan MacDonald re: Resignation from her position as Administrative Clerk I (Accounts Payable / Payroll Clerk) for the Township of Ear Falls.

Clarification was requested on this resignation.

RESOLUTION NO. 351

Moved by Tracey Simon. Seconded by Daniel Sutton.

RESOLVED THAT the resignation of Joan MacDonald from her position as Administrative Clerk I (Accounts Payable / Payroll Clerk) at the Municipal Office be accepted with regrets effective January 4<sup>th</sup>, 2016.

Carried.

T.P.

- 8.8 2016 Association of Municipalities of Ontario (AMO) Annual General Meeting and Conference being held in Windsor, Ontario from August 14<sup>th</sup> – 17<sup>th</sup>, 2016.

Clarification requested regarding the process for travel attendance.

RESOLUTION NO. 352

Moved by Tracey Simon. Seconded by Rob Eady.

RESOLVED THAT the following be hereby authorized travel and attendance to the 2016 Association of Municipalities of Ontario (AMO) Annual General Meeting and Conference being held in Windsor, Ontario from August 14<sup>th</sup> – 17<sup>th</sup>, 2016:

- Kevin Kahoot
- Tracey Simon

Carried.

## **9 BY-LAWS**

9.1 By-Law No. 1985-15, a By-Law to Affirm Minor Decisions by Council.

L14-WA

9.2 By-Law No. 1986-15, a By-Law to Authorize the Execution of an Agreement with Barrens Northern Transportation for Temporary Use of the Ear Falls Waste Disposal Site.

C08-CO

9.3 By-Law No. 1987-15, a By-Law to Adopt a Strategic Plan for the Township of Ear Falls.

RESOLUTION NO. 353

Moved by Rob Eady. Seconded by Daniel Sutton.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls hereby consider By-Law Nos. 1985-15, 1986-15, and 1987-15 as passed.

Carried.

## **PART II – OTHER ITEMS**

### **10 ADMINISTRATIVE REPORTS**

None.

### **11 ITEMS FOR DIRECTION**

F00-SC

11.1 Letter dated November 30<sup>th</sup>, 2015 from the Ear Falls Public Library Board re: Non-Residents Rate in the Schedule of Fees.

Council concurred that the Board was within their jurisdiction to set this fee.

\*F11-ON

11.2 Report to Council dated December 10<sup>th</sup>, 2015 from Clerk Treasurer Administrator Kimberly Ballance re: Ontario Tire Stewardship Program Application – Collector Site.

Council concurred that the Township of Ear Falls should apply to be a Collector Site.

D.C.

11.3 Establishing 2015 Reserves.

RESOLUTION NO. 354

Moved by Rob Eady. Seconded by Daniel Sutton.

WHEREAS Revenues for 2015 were greater than anticipated and Expenses in some areas were less than anticipated;

NOW THEREFORE BE IT RESOLVED THAT the following Reserves be established for 2015:

Contingencies Reserve	\$ 73,941.27
Reserve for Capital	\$ 10,000.00
EMO Reserve	\$ 6,650.00
Cemetery Reserve	\$ 1,100.00
Recreation / Equipment Reserve	\$ 10,250.00
Working Fund Reserve	\$ 13,871.23
Fire Department Reserve	\$ 12,900.00
Community Development	\$ 1,459.00
Equipment Reserve	\$ 25,357.50
Waste Disposal Site Reserve	\$ 8,452.50
Dr. Residence	\$ 2,300.00
Total Reserves	<u>\$166,281.50</u>

Carried.

#### R04-SP

11.4 Email dated November 26<sup>th</sup>, 2015 from Kyle Saunders, Ear Falls Firefighters' Association re: Request to recreate the small ice surface that was previously located at Birch Drive Park and a Report to Council dated December 7<sup>th</sup>, 2015 from Public Service & Operations Supervisor Perry Dyck re: Outdoor Ice Surface – Calvin Fulford Park.

The Clerk Treasurer Administrator provided an update to Council regarding Mr. Saunders subsequent identification that this was not a Firefighters' Association proposal, rather it would likely be completed and maintained by himself and residents who live in the vicinity of Calvin Fulford Park.

Council discussed the proposal and directed Administration to deny the request at this point, due to safety concerns related to the lack of identified responsibility for daily inspections and maintenance activities. A copy of the Ontario Recreation Facilities Association (ORFA) Report titled "Guidelines for Creating and Maintaining Outdoor Ice" will be included in the response.

#### A04-ON

11.5 Delegation Requests for the Ontario Good Roads Association / Rural Ontario Municipal Association (OGRA / ROMA) Conference in 2016.

Council identified the following topics:

- Minister of Government Services – ServiceOntario provision update;



- Minister of Environment – Water Treatment Plant Low Lift Pumping Station;
- Ministry of Natural Resources – Crown land development; Moose draw and reporting;
- MNDMF – General Update; Ontario Trillium Foundation Project proposal for KinFit Equipment, Heritage Trail / Waterfront Development

A04-KE

11.6 Proposed Resolutions for the 2016 Kenora District Municipal Association Conference & Annual Generation Meeting.

- Cost of providing Fire Department services outside of the municipal boundary.
- Affordable Seniors Housing in Northwestern Ontario.

A08-SE

11.7 Report to Council dated December 10<sup>th</sup>, 2015 from Clerk Treasurer Administrator Kimberly Ballance re: ServiceOntario.

ServiceOntario has launched a Request for Proposal (RFP) process to operate a private ServiceOntario centre in Ear Falls. Council discussed the RFP Process. Council discussed the possibility of the Federal Government / Provincial Government partnership between Canada Post and ServiceOntario. Administration will acquire a copy of the RFP package and bring this item back to the January 20<sup>th</sup>, 2016 Regular Meeting of Council.

\*E03-WA

11.8 Report to Council dated November 16<sup>th</sup>, 2015 from Public Service & Operations Supervisor Perry Dyck re: In-Line Samplers.

Council reviewed the Report as presented and concurred that the cost for the In-Line Samplers for the Wastewater Treatment Plant should come from the Wastewater Treatment Plant Reserve Fund.

A09-WI

11.9 Report to Council dated December 10<sup>th</sup>, 2015 from Clerk Treasurer Administrator Kimberly Ballance re: Winter Road Maintenance – Snow Plowing Policy Review.

Council reviewed the Policy and Report as presented.

C12-BO

11.10 Establishment of a Community & Economic Development Committee.

Council discussed the proposed amendments to the Policy, membership of the Committee, and proposed Committee direction. A By-Law to adopt the Policy, Council appointments and direction letter will be added to the January 20<sup>th</sup>, 2016 Regular Meeting of Council.

## **12 REPORTS OF MEMBERS OF COUNCIL**

### **12.1 Councillor Daniel Sutton**

- Kenora District Services Board (KDSB) Meeting
  - Approved the 2016 budget at the Meeting at an overall increase of 1.6% over the 2015 budget. This is a 2.67% levy increase to municipalities and unincorporated territory and a 3.9% levy increase for Ear Falls.
  - Ear Falls highlights include:
    - the Ontario Works case load is estimated to remain the same; it makes up about 2% of KDSB's total case load;
    - the Child Care budget will remain consistent with the 2015 funding levels;
    - an investment of \$259,100 in capital work will be completed on social housing stock, with \$90,800 earmarked for Sunset Leisure Place and \$97,100 for the units on Birch Drive and \$71,200 for the units on Pine Street and Poplar Avenue; and
    - EMS services are estimated to stay consistent at approximately \$609,000 excluding administration.

### **12.2 Councillor Rob Eady**

- Chukuni Communities Development Corporation (CCDC)
  - Recently received a complaint about CCDC business financing service provision from a resident that attempted to get funding from them and requested input from Council on their comments / experience on this front. Councillor Eady asked members of Council to identify any specific details to him personally rather than at the Public Meeting.

### **12.3 Mayor Kevin Kahoot**

- Nuclear Waste Management Organization Meeting
  - All of the communities involved in the process are in Stage 2. Ignace appears to still be ahead in the process and there appears to be a lot of interest and involvement from First Nations in the vicinity of the community. The overall program appears to be changing a bit, as technology and research are still developing. Finland is initiating the construction of their site and are the first in the world to progress to this stage. There was significant discussion on the international circumstances and progress.

## **13 CLOSED MEETING**

### **13.1 RESOLUTION NO. 355**

Moved by Daniel Sutton. Seconded by Tracey Simon.

RESOLVED THAT the Council of the Corporation of the Township of Ear Falls hereby convenes into a Closed Session at 8:20 p.m. to discuss matters pertaining to:

- Section 239 (2) (b) – Personal matters about an identifiable individual, including municipal or local Board employees – Employment Matter

Carried.

Section 239 (2) (b) of the Municipal Act 2001, S.O. 2001, c. 25, as amended.

- Personal matters about an identifiable individual, including municipal or local board employees.
  - Employment matter.

#### 13.2 RESOLUTION NO. 356

Moved by Tracey Simon. Seconded by Daniel Sutton.

RESOLVED THAT the Council of the Township of Ear Falls convened from a Closed Session at 9:05 p.m. to the Regular Meeting of Council.

Carried.

### 14 CLOSED REPORT

Council provided direction to the Clerk Treasurer Administrator regarding an employment matter.

### 15 ADJOURNMENT

#### 15.1 RESOLUTION NO. 357

Moved by Daniel Sutton. Seconded by Rob Eady.

RESOLVED THAT this Regular Meeting of Council adjourn at the hour of 9:06 p.m.

Carried.

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Mayor

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Clerk