

**REGULAR MINUTES
TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL
TUESDAY NOVEMBER 21, 2017
7:00 P.M. COUNCIL CHAMBER**

Mayor: Lynn Watson

Council: Jean Robbins, Shelly Bailey, Parker Brockelbank, Lynn Orchard

Staff: Lynne Duguay, Donny Cameron, Cindy Findlay, Janice Catling, Brenda Barbarie

Delegation: Carlo DiCandia-Algoma Insurance

1. Call Meeting to Order

#17-360

Moved by: Jean Robbins

Seconded by: Shelly Bailey

“RESOLVED that we open our Regular Council Meeting at 7:00 p.m.

CD

2. Adoption of Minutes of Previous Meeting

#17-361

Moved by: Parker Brockelbank

Seconded by: Lynn Orchard

“RESOLVED that the Minutes of Council held on November 7, 2017 be accepted as presented.”

3. Declaration of Pecuniary Interest

4. Delegations/Public Presentation

7:00 p.m. Carlo DiCandia-Algoma Insurance

Carlo went over the policy and the minor changes. He introduced addition insurance for Event Liability and Cyber Liability. The Event Liability is an additional \$1,200.00 but sounds like it would be a good thing for all renters or groups of any of our venues. Carlo to provide more information.

Road super inquired about Drivers Abstracts. Carlo stated there is no legislation on this but should be done prior to any hires and on an annual basis. Clerk to add all employees to the drivers list not just firefighters.

#17-362

Moved by: Shelly Bailey

Seconded by: Jean Robbins

“RESOLVED that we renew our Insurance Policy with JLT through Algoma Insurance from December 1, 2017 to December 1, 2018 in the amount of \$40,602.00 + taxes.”

CD.

5. Staff & Committee Reports

- a) Road Supervisor

-New Entrances

Clerk to send letters to people who have filled in ditches for an entrance.

This will pose a problem in the winter or spring with drainage. They need to either clean them out or install a proper culvert.

-Arena

Work to trench for electrical lines has been done. Waiting for electrician's approval to backfill trench from arena to condenser. Roads dept. supplied 2 loads of “A” gravel (\$450.00) 3 loads of sand (\$850.00).

-Winter Works

First plow of the season took place on Nov. 9 with training for MacGregor on Truck.

-Maple Leaf Cemetery Entrance Sign

Sign was damaged at Maple Leaf Cemetery. Clerk to discuss with Cemetery Board to see what they want to do with it. Take it down? Move it?

-Catch Basin in front of Museum

Clerk contacted John Cameron from MTO for an onsite meeting to discuss the repair of the catch basin in front of museum. He e-mailed that he was not available for an onsite meeting but for Mayor Watson to call him. Basically they are saying the catch basin is on municipal property and we are responsible for the repair. Mayor Watson stated even though it is on our property it is tied into their storm sewer and they should fix it.

#17-363

Moved by: Shelly Bailey

Seconded by: Jean Robbins

“RESOLVED that we send a letter to MTO requesting they repair a catch basin on Lake St. North that is connected to a ministry drain on Hwy 638 prior to winter 2017.”

CD.

b) Leisure Services Coordinator

-North Channel Healthy Kids Community Challenge

Next meeting December 12. Good Food Box being delivered on Friday instead of Thursday in Nov and Dec.

-Museum

Next meeting Tuesday Feb. 13, 2018 10:00 a.m. Looking to have a luncheon get together with some older members of the community to talk and get their information on key factors of our township before we lose the history.

#17-367

Moved by: Lynn Orchard

Seconded by: Parker Brockelbank

“RESOLVED that we accept the minutes of the October 24, 2017 Ekoba Historical Society meeting as presented.”

CD.

-Christmas Pole Lights

Clerk has contacted Algoma Power to make arrangements to have the pole lights put waiting. Waiting to hear back from them.

-25th Annual Parade of Lights-25 Years of Memories

Encroachment Permit in into the MTO. Letters are still going out.

-Gentle Stretches

This class will be at the SV Hall following the Zumba classes on Wednesday's with Ana Rawn from 8-9.

-ADSB

Nov. 7-10 ADSB Outdoor Education Program was on the Tower lake property and everything went well.

-Children's Christmas Craft Night

Monday November 27 from 3:30-6:00 at the Echo Bay Hall. Volunteers needed.

-Sportsplex

Sportsplex Caretaker casual part time position and Canteen Tender has been advertised and is due December 4, at 4:00 p.m.

-Skate Sharpener Room

Was moved Wed. Nov. 1 looking at putting a 2000 watt wall heater with a thermostat in to heat this room. Cost will be \$530.00 + tax and Down the Line Electric can install this.

-ECO Ice-Update

Another set of electrical plans were sent on Monday and the electricians have them. The Eco Ice installers will arrive on Sunday November 26 and begin the installation on Monday Nov. 27. Dec. 7 is the date set for the start up. Still need to find a place for them to stay. Clerk working on this.

-OFSC Snowmobile Drivers Training Course

Scheduled for Sunday December 3, 2017 at the Echo Bay Hall from 9-4. Cost is \$40.00 per person

- c) Fire Chief
 - Two Applications
 - #17-364
 - Moved by: Jean Robbins
 - Seconded by: Shelly Bailey
 - “RESOLVED that we appoint Andy Kokkinen to the Echo Bay Volunteer Fire Department based on Fire Chief’s recommendation conditional to all requirements being met.”

CD.

- Fire Chief Letter to Council
- #17-365
- Moved by: Parker Brockelbank
- Seconded by: Lynn Orchard
- “RESOLVED that we accept the Letter of Resignation from Fire Chief Janice Catling as of March 31, 2018.”

CD.

- #17-366
- Moved by: Shelly Bailey
- Seconded by: Jean Robbins
- “RESOVLED that we appoint Janice Catling as our Fire Prevention Officer to begin April 1, 2018.”

CD.

- Tires for Vehicles
- Still gathering information. JT Auto here in Echo Bay can match the price and he can install them locally. Fire Chief to follow up.
- #17-368
- Moved by: Lynn Orchard
- Seconded by: Parker Brockelbank
- “RESOLVED that we accept the reports from the Road Super, Leisure Services Coordinator and the Fire Chief as presented.”

CD.

- d) Treasurer’s Report
- e) Planning Board
- f) Police Services Board
 - November 27, 2017 Next Meeting
 - Policing Contract Renewal-Council discussed a three year term.
- g) Algoma District Services Administration Board
- h) Algoma District Municipal Association
- i) Landfill/Recycling
 - Boxing Day –Tuesday December 26-The landfill will be closed on Boxing Day. Post in December Newsletter.
- j) Sewer and Water

6. By-Law

- #17-1984 Renewal of OPP Contract-3 yrs.
- #17-373
- Moved by: Jean Robbins
- Seconded by: Shelly Bailey
- “RESOLVED that we authorize the Clerk to draft By-law #17-1984 being a by-law to authorize the Mayor & Clerk to enter into an agreement with Her Majesty the Queen as represented by the Minister of Community Safety and Correctional Services (O.P.P. Agreement).”

CD.

- #17-374
- Moved by: Parker Brockelbank
- Seconded by: Lynn Orchard
- “RESOLVED that we give By-law #17-1984 its first and second reading.”

CD.

- #17-375
- Moved by: Shelly Bailey
- Seconded by: Jean Robbins
- “RESOLVED that we give By-law #17-1984 its third and final reading.”

CD.

7. Unfinished Business
8. New Business
 - a) Hours of Operation over Christmas Holidays
#17-376
Moved by: Lynn Orchard
Seconded by: Parker Brockelbank
“RESOLVED that we close Friday December 22, 2017 at 12:00 noon and reopen on Tuesday January 2, 2017 at 8:30 p.m. for the Christmas holidays.”

CD.
 - b) Child Care Algoma-Request Letter RE: Emergency Shelter
#17-377
Moved by: Jean Robbins
Seconded by: Shelly Bailey
“RESOLVED that we send a letter to Child Care Algoma confirming that the Echo Bay Hall has been designated as their emergency shelter in case of an evacuation emergency.”

CD.
 - c) Discussion on Posting for Administrative Assistant
With the LSC moving to the Sportsplex and becoming a full time LSC and the inability to fill the Intern position it was requested by Clerk and Treasurer to post for a full time Administrative Assistant. With the increase in workload due to government reporting, changes in legislation, asset management etc. etc. etc.
#17-372
Moved by: Shelly Bailey
Seconded by: Jean Robbins
“RESOLVED that we post for an Administrative Assistant position for the municipal office.”

CD.

Clerk to post this position until Monday December 18, 2017 at 4:30. Short list at Dec. 19 Council Meeting and interviews to be set up first week of January.
 - d) Intern Position
#17-371
Moved by: Parker Brockelbank
Seconded by: Lynn Orchard
“RESOLVED that we have been unsuccessful in finding a qualified Intern based on NOHFC requirements, therefor we dissolve our agreement for an Intern through NOHFC.”

CD.
 - e) Huron North Community Economic Alliance-Business Summit-Thursdays
Nov. 30th-5:30-9:30 p.m. Blind River Marina Lounge
Mayor Watson will try to attend this.
 - f) Food Bank Update
Clerk held meeting with service groups and churches in our community. Everyone is on board and feels this is something that is needed in our area. Clerk to attend the November 30 Board Meeting of the United Church to request them being the lead agency for the Food Bank. We plan to build on what they already have in place and will work arm’s length of the church.
 - g) December 12, 2017-7:00 p.m.-Staff Meeting

h) Building Permits
#17-378
Moved by: Lynn Orchard
Seconded by: Parker Brockelbank
“RESOLVED that we acknowledge the CBO approved building permits to Echo Bay Elks-4 dugouts, Terri-Lynn Procenko-deck, Ray & Colleen Alloi-Deadstock Composting Building & Beef Cattle Structure.”
CD.

9. Presenting, Referring or Passing of Accounts
#17-369
Moved by: Jean Robbins
Seconded by: Shelly Bailey
“RESOLVED that we authorize the Treasurer to pay bills for October 2017:
Invoices: \$213,684.50
Payroll: \$29,306.04
Total: \$242,990.54
CD.

Councillor Brockelbank declared a conflict on the following resolution and left the room.
#17-370
Moved by: Lynn Orchard
Seconded by: Shelly Bailey
“RESOLVED that we pay Heritage Home Hardware \$991.42.”
CD.

10. Closed Session

11. Correspondence

- a) The Royal Canadian Legion-Bridge of Heroes Project
They received a letter from the MTO stating they will not approve the flags but are willing to look an alternative.
- b) Town of Tillsonburg-People Against Landfill Group

12. Mayor & Councillors Comments

13. Confirming By-law
#17-379
Moved by: Shelly Bailey
Seconded by: Jean Robbins
“RESOLVED that we pass By-law #17-1985 being a by-law to confirm the proceedings of the meeting of Council held on November 21, 2017.”
CD.

14. Adjournment
#17-380
Moved by: Lynn Orchard
Seconded by: Parker Brockelbank
“RESOLVED that this Council shall now adjourn to December 5, 2017 at 7:00 p.m. or until the call of the chair.”
CD.

THAT these minutes be accepted this _____ day of _____ 2017.

MAYOR

CLERK ADMINISTRATOR