

THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Council for the Township of Alberton held its Regular Meeting of Council on Wednesday, October 11, 2017 at 7:00 p.m. in Council Chambers of the Municipal Office with the following present:

Reeve: Mike Hammond
Councillors: Peter Spuzak, Mike Ford, Jennifer Johnson, Wayne Woods
Appointed Officers: Dawn Hayes, CAO/Clerk-Treasurer
Bernice Szydluk, Administrative Assistant
Blair Lowey, Road Supervisor
Visitors: None

Reeve Hammond called the meeting to order at 7:00 p.m.

1. **ADDED ITEMS:** None.

2. **ADOPTION OF THE AGENDA**

RESOLUTION #2017-220: FORD/WOODS: Council for the Township of Alberton hereby approves the agenda for the October 11, 2017 regular Council meeting as updated. **CARRIED**

3. **DISCLOSURE OF INTEREST:**

Councillor Ford declared a conflict with regard to the basement rental portion of Agenda Item 7.4.2.

4. **MINUTES - PREVIOUS MEETING**

4.1 **RESOLUTION #2017-221: WOODS/FORD:** The minutes of the September 13, 2017 regular Council meeting and of the September 18, 2017 special Council meeting, be approved as circulated. **CARRIED**

5. **DEPUTATIONS AND PETITIONS:** None.

6. **FINANCES AND ACCOUNTS:**

6.1 **RESOLUTION #2017-222: FORD/WOODS:** Council for the Township of Alberton hereby approves payment of the following Accounts Payable for the prior month:

- (a) \$125,117.78 for general accounts payable, online bill payments and Visa payments;
- (b) \$3,014.14 for payments made to Council; and
- (c) \$5,533.92 for staff payroll and roads mileage.

CARRIED

6.2 Statement of Revenues and Expenditures for prior month was received.

6.3 Investment Funds Reports:

- 6.3.1 The Monthly One Investment Funds Report was received.
- 6.3.2 The RBC GIC Investment Details Report was received.

6.4 The Tax Arrears Summary as at October 5, 2017 was received.

6.5 The Trial Balance dated October 5, 2017 was received.

RESOLUTION #2017-223: WOODS/FORD: Council for the Township of Alberton hereby acknowledges receipt of and approves the following financial reports provided to it:

- (a) Statement of Revenue and Expenditures as of October 4, 2017;
- (b) Monthly Investment Funds Report - for September 2017 re One Investment Funds;
- (c) Investment Details report re RBC Investment Account #00930188311 re 90 day Non-Redeemable GIC;
- (d) Tax Arrears Summary - October 5, 2017; and
- (e) Trial Balance to October 5, 2017.

CARRIED

Reeve Clerk

7. REPORTS OF MUNICIPAL OFFICERS:

7.1 ROADS:

7.1.1 Road Supervisor Blair Lowey apologized to Reeve Hammond for the calls he had been receiving and did not know why people were calling the Reeve instead of him. He reported that roads were in fairly good condition and that Pete McQuaker started grading them today. The windrows which are holding water on the gravel roadways cannot be brought back into the road until spring.

Work on Oakwood Road is done except for the drainage ditch issue. The surfacing is still spongy around the area that was dug out.

Mr. Lowey will be addressing beaver dam issues and will contact Marc St. Hillaire of MTO with regard to the dam in Miscampbell that could affect Frog Creek Road. He broke some beaver dams along that road and the water level dropped about four feet. Dams will be pulled out and the debris hauled away. He met with Ralph Lahti to trap beaver and 14 were taken out of the Domanski area.

The Road Supervisor will be discussing the damage on the Stewart Road detour and doing a road tour of it with MTO. He confirmed he attended and passed the CEMC course in Thunder Bay so is now fully qualified.

He confirmed that JTJ had removed all the gravel from the grader garage site over two days, part of which he oversaw. As agreed between the Township and JTJ, the material will be replaced next year.

It was pointed out that there is a pothole in the surfaced road south of the Ducharme culvert. Mr. Lowey will patch and fill that and other potholes on the surfaced roads shortly. On behalf of the Rec Committee, Councillor Johnson ordered 24 poinsettias through him from Loweys for the craft show and volunteer dinner.

Mr. Lowey advised that he and Fire Chief Colling had discussed the need for the VFD pond to be dredged, and asked that Council approve this being done instead of the pond at the rink and Council gave its verbal agreement.

7.1.2. The Roads Work summary for the previous month was received.

(Road Supervisor Blair Lowey left the meeting at 7:23 p.m.)

7.2 VOLUNTEER FIRE DEPARTMENT

7.2.1 The Fire Chief's Status Report FIRE 2017-04 and attachments was received.

7.2.2 The September 10, 2017 Joint Fire Committee Report was received.

7.2.2.1 The email exchange regarding additional information was received.

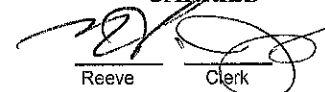
7.2.2.2 The copy of Chapple's Social Media Policy was received.

7.2.3 The October 10, 2017 email update from Fire Chief was received.

Council reviewed the written recommendations provided by the Fire Chief. While it agreed that the SCBAs are priority, it did not agree with ordering 12 units plus related gear when interior attack is not authorized in the VFD's *Establishing & Regulating By-Law* and there are only about eight call-outs per year in the Township. Council may consider acquiring fewer units but tabled discussion to the November meeting when the Fire Chief would be present. It was suggested the VFD should start fundraising for equipment. It was noted that prices on vehicles appear to be overstated. With regard to the fill station, travelling to Emo to fill Alberton air tanks when Fort Frances is adjacent made no sense to Council. It was suggested that extra cylinders could be purchased to ensure a sufficient number are full at any given time. Staff is to use the Chapple Social Media Policy provided by the Fire Chief as a precedent for developing a policy for Alberton. Council tabled to the next meeting the Fire Chief's request for Council approval for him to cut VFD members at year end who have not participated in 50% of training, with the request that the Fire Chief determine and advise how many members would be left if this is done.

RESOLUTION #2017-224: FORD/JOHNSON: Council for the Township of Alberton hereby approves the Fire Chief and/or Alberton Volunteer Fire Department participating in social media – including Facebook, Twitter and other platforms – for the purpose of public engagement, public interaction, public education, fire prevention and volunteer recruitment, as part of a shared initiative with other Fire Departments in the District.

CARRIED


Reeve Clerk

RESOLUTION #2017-225; JOHNSON/FORD: Council for the Township of Alberton hereby confirms that it wishes to participate in the joint Request For Proposal to be issued as soon as possible, for the purchase the following VFD personal protective equipment during the 2018 fiscal year:

Item	Quantity Recommended	Quantity Authorized	
SCBA	12	0	
60 Minute Cylinders	30	0	
RIT Pack, fully equipped (without cylinder)	1	0	
Facepiece	20	0	
Quick Connect/Snap Change Style Adaptors	30	0	
Voice Amplifier	20	0	
HUD (if not part of SCBA unit)	20	0	
Facepiece Storage Bag	20	0	
SCBA Storage Case (hard case)	0	0	CARRIED

RESOLUTION #2017-226; FORD/JOHNSON: Council for the Township of Alberton hereby confirms that it wishes to participate in the joint *Request for Proposal* to purchase an air cylinder fill station to be located in the Township of Emo, and acknowledges that participation will necessitate:

- (a) an estimated initial capital contribution of \$11,125 per municipality for the purchase of the air station;
- (b) additional costs for installation to bring the air station into service;
- (c) sharing of ongoing operating and maintenance costs;
- (d) applicable taxes; and
- (e) allocation of funds for future replacement costs for asset management purposes.

DEFEATED

RESOLUTION #2017-227; FORD/JOHNSON: Council for the Township of Alberton hereby confirms that it wishes to continue the current practice of having the Fort Frances Fire Department fill Alberton air cylinders. **CARRIED**

RESOLUTION #2017-228; WOODS/FORD: Council for the Township of Alberton hereby appoints SHAWNA McDONALD as a Probationary Firefighter with the Alberton Volunteer Fire Department effective October 11, 2017. **CARRIED**

RESOLUTION #2017-229; FORD/WOODS: Council for the Township of Alberton hereby regretfully accepts the resignation of JEFF WALL as a member of the Alberton Volunteer Fire Department, with appreciation for his service and contribution. **CARRIED**

RESOLUTION #2017-230; WOODS/FORD: Council for the Township of Alberton hereby appoints JAMES WOODS as a Probationary Firefighter with the Alberton Volunteer Fire Department effective October 11, 2017. **CARRIED**

7.3 CBO/BY-LAW ENFORCEMENT OFFICER

7.3.1 The CBO's Alberton Monthly Building Permit Report for September, 2017 was received.

7.3.2 The CBO's LARR Monthly Building Permit Report for September, 2017 was received.

7.4 CAO/CLERK-TREASURER/TAX COLLECTOR/CEMC:

7.4.1 The CAO/Clerk-Treasurer's Report re Various was received. No action was taken on the invitation to attend the grant writing workshop.

RESOLUTION #2017-231; FORD/JOHNSON: Council for the Township of Alberton hereby authorizes the following representative(s) to attend the Annual Emergency Training and Exercise on a date to be scheduled, and that all eligible costs in regard thereto be covered:

Mandatory Attendance: Reeve Mike Hammond, Blair Lowey, Josh Colling, Dawn Hayes,
Councillor Peter Spuzak, Kyle Gavel, Bernice Szydluk

Support Persons/Agencies: (none)

CARRIED

7.4.2 CAO/Clerk-Treasurer's Memo re Added Items was received.


Reeve Clerk

RESOLUTION #2017-232: JOHNSON/SPUKAK: Council for the Township of Alberton hereby approves reinstatement of rentals of the Municipal Office basement in accordance with the rental agreement attached. **CARRIED**

RESOLUTION #2017-233: FORD/JOHNSON: Council for the Township of Alberton hereby authorizes that a Municipal Christmas potluck dinner to be held in the lower level of the Municipal Office on December 8, 2017, that the Township cover the usual food and beverage costs, and that office staff is authorized to take all necessary steps in this regard. **CARRIED**

RESOLUTION #2017-234: JOHNSON/FORD: Council for the Township of Alberton hereby confirms that, in order to allow staff to enjoy the Christmas holidays with their families and in accordance with the *Employee Policy Manual*, the Alberton Municipal Office will close for the holiday season on Thursday, December 21, 2017 at 5:00 p.m. and will reopen on Tuesday, January 2, 2018 at 9:00 a.m. **CARRIED**

RESOLUTION #2017-235: FORD/JOHNSON: Council for the Township of Alberton hereby authorizes a meat and cheese tray, buns and condiments to be supplied by the Township for the annual VFD Christmas party to be held on a date to be decided by the members. **CARRIED**

7.5 REEVE/COUNCIL REPORTS:

7.5.1 Reeve Hammond reported on the Joint Fire Services Committee meeting. Councillor Woods reported on the RRDMA General Meeting. Councillor Spuzak reported on his attendances at the Northwestern Ontario Regional Conference and at the RRDMA General Meeting.

8. REPORTS OF COMMITTEES AND BOARDS:

8.1 RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION

8.1.1 Councillor Spuzak advised that the next Executive meeting had not yet been scheduled and discussed the railway taxation issue.

8.2 R.R.D.S.S.A.B.

8.2.1 Councillor Johnson reported she had been unable to attend the last meeting due to Chair Perry's rescheduling of the meeting date. She will attend the regularly scheduled meeting next week.

8.3 RECREATION COMMITTEE

8.3.1 Councillor Johnson reported that a meeting had been held earlier in the evening and asked staff for an updated budget on the funding. The next meeting was planned for January, when the Committee will discuss the 2018 Budget and plan Family Day activities. Councillor Johnson questioned whether the Township is required to have a Recreation Committee and was advised by the CAO/Clerk-Treasurer that it is not required but is a discretionary committee. Councillors Johnson and Ford recommended to Council that, due to lack of participation and lack of members, the Recreation Committee be dissolved as of December 31st and that Council take over its responsibilities. A resolution in this regard is to be available for the November Council meeting.

8.4 PROVINCIAL OFFENCES COMMITTEE

8.4.1 The Draft 2018 POA Budget provided by Town of Fort Frances was received.

8.4.1.1 The October 11, 2017 email containing clarifications on the Draft Budget was received.


RESOLUTION #2017-236: FORD/JOHNSON: Council for the Township of Alberton hereby receives and approves the Draft 2018 Provincial Offences Act Budget provided by the Town of Fort Frances. **CARRIED**

9. OLD BUSINESS:

9.1 The September 18 and 28, 2017 emails from Jodi and Dave Klassen were received. Council agreed that, if Klassens concur, a Bill of Sale to transfer the shed to them for \$1.00 is to be drawn up for approval at the November meeting.

10. NEW BUSINESS:

10.1 No action was taken in respect of the invitation to apply for MNRF Land Stewardship & Habitat Restoration Funding.


Reeve Clerk

10.2 Requests for Support:

10.2.1 **RESOLUTION #2017-237: WOODS/FORD:** Council for the Township of Alberton hereby supports Resolution No. C-217-2017 passed by Council for the Township of Georgian Bay on August 14, 2017, a copy of which is attached, which seeks to have the Ministry of Natural Resources, the Ministry of the Environment and Climate Change, and the Ministry of Transportation work collaboratively to eradicate invasive species on Provincially owned lands. **CARRIED**

10.2.2 **RESOLUTION #2017-238; FORD/WOODS:** Council for the Township of Alberton hereby supports the resolution passed on August 9, 2017 by Council for the Township of Oro-Medonte, a copy of which is attached, which seeks to have the Ontario Wildlife Damage Compensation Program revised as set out therein. **CARRIED**

10.3 2018 Budget:

10.3.1 The September 27, 2017 OPP 2018 Annual Billing Statement Package was received as information.

11. **PLANNING:**

11.1 The CAO/Clerk-Treasurer's memo regarding Friesen Official Plan Amendment Final Steps was received.

11.1.1 **RESOLUTION #2017-239: WOODS/FORD: WHEREAS** the Councils for the Town of Fort Frances and for the Township of Alberton executed an Agreement and a Transfer of Easement in Gross, both dated August 9, 2017, which set out the conditions for the Town to install municipal piped water and sanitary sewer infrastructure in the portion of the road allowance owned by The Corporation of the Township of Alberton described as Part 1 Plan 48R4509; **AND WHEREAS** an Application to record the Township as owner of the road allowance contained in PIN 56021-0606 must be registered to allow the Transfer of Easement in Gross to be registered over Part 1 Plan 48R4509, which registrations are subject to the Land Registry Office's certification process; **AND WHEREAS** the registration and certification process would not have been complete prior to winter freeze-up, and would have resulted in installation of the works being delayed to 2018 had the Town and the Township not agreed that the terms of the Agreement and of the Transfer of Easement in Gross were deemed to be in effect as of September 27, 2017; **NOW THEREFORE** Council for the Township of Alberton hereby confirms approval for the CAO/Clerk-Treasurer, on behalf of the Township and on the recommendation of counsel, to receive the September 26, 2017 letter from the Town of Fort Frances and to issue the Township's response letter dated September 27, 2017, copies of which letters are attached, in order to allow installation of the servicing infrastructure to proceed without delay and prior to completion of registration of the aforesaid Application and Easement. **CARRIED**

11.1.2 **RESOLUTION #2017-240: FORD/WOODS:** A By-Law to have the Township recorded as the public authority having jurisdiction over the road allowance contained in PIN 56021-0606 (being the west half of the road allowance generally known as Oakwood Road) be introduced and read a first, second and third time, passed and numbered as By-Law #32/17, and that said By-Law be signed by the Reeve or alternate, and the Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law book. **CARRIED**


12. **INFORMATION:** None.

13. **IN CAMERA - CLOSED MEETING SESSION:**

13.1 **RESOLUTION #2017-241: JOHNSON/FORD:** Council for the Township of Alberton hereby moves to an in-camera session at 8:52 p.m. pursuant to the provisions of Section 239 of the *Municipal Act, 2001* for the purpose of discussing matters affecting the municipality for which a meeting or part of a meeting is allowed to be closed to the public, which items to be considered are: employee matters. **CARRIED**

13.2 **RESOLUTION #2017-242; FORD/WOODS:** Council for the Township of Alberton hereby returns to an open session at 9:05 p.m. **CARRIED**

In camera discussion focused on approval of employee off and a contract. The CAO/Clerk-Treasurer was instructed to ensure that the Fire Chief's total monthly hours do not exceed those contracted and that mileage claims conform with the direction contained in the resolution to be passed by Council, and is to request time sheets from other Fire Committee municipalities for billing verification purposes.


Reeve Clerk

13.2.1 RESOLUTION #2017-243: JOHNSON/FORD: Council for the Township of Alberton hereby confirms its approval of the most recent draft of the letter of offer regarding CBO service and authorizes same to be provided to the addressee. **CARRIED**

13.2.2 RESOLUTION #2017-244: FORD/JOHNSON: A By-Law to enter into an agreement with Bernice Szydlik as Administrative Assistant, be introduced and read a first, second and third time, passed and numbered as By-Law #33/17, and that said By-Law be signed by the Reeve or alternate, and the Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law book. **CARRIED**

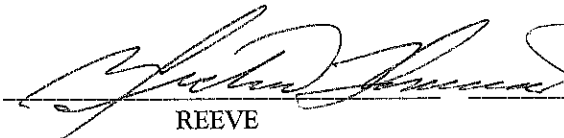
13.2.3 RESOLUTION #2017-245: JOHNSON/FORD: Council for the Township of Alberton hereby confirms that the Alberton Volunteer Fire Department is to remain an independently functional volunteer fire department which participates in mutual aid and automatic aid agreements as approved by Council, and that it does not wish the Alberton VFD to become integrated into a paid or volunteer Joint Fire Service. **CARRIED**

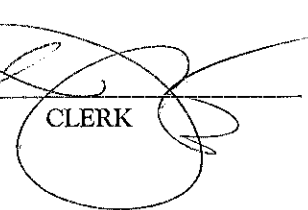
RESOLUTION #2017-246: WOODS/FORD: WHEREAS the Employment Agreement between Joshua Colling and the Townships of Chapple, Emo, LaVallee and Alberton states in Section 4 that “each municipal fire department will operate financially independent of the other only sharing the services of the Fire Chief” and does not contemplate shared expenses other than those for approved education, training and memberships as set out in Section 5 of the said Agreement; AND WHEREAS municipal revenues and resources are limited and there are numerous competing demands and priorities from all municipal departments which Council must consider and balance; NOW THEREFORE Council for the Township of Alberton confirms that it does not support the Joint Fire Services Committee pursuing options to jointly purchase and share ongoing costs of a shared vehicle for the use of the Fire Chief. AND FURTHER THAT the Fire Chief shall be paid mileage for use of his personal vehicle for the purpose of performing work for the Township of Alberton, provided that, as is the case with all other Township employees, mileage shall not be paid for his travel to and from the Township for regular or scheduled work; AND FURTHER THAT, in the event a Township vehicle is available, the Township will allow same to be used by the Fire Chief while he is performing work within the Township, without alteration to the vehicle. **CARRIED**

14. ADJOURNMENT:

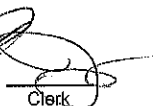
14.1 RESOLUTION #2017-247: JOHNSON/FORD: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its October 11, 2017 regular Council meeting, be introduced and read a first, second and third time, passed and numbered as By-Law #34/17, and that said By-Law be signed by the Reeve or alternate, and the Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law book. **CARRIED**

14.2 RESOLUTION #2017-248: FORD/WOODS: That this meeting of Council for the Township of Alberton be and is hereby adjourned at 9:08 p.m. **CARRIED**


REEVE


CLERK


Reeve


Clerk