

# THE CORPORATION OF THE TOWNSHIP OF ALBERTON

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Council for the Township of Alberton held its Regular Meeting of Council on Wednesday, December 13, 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  
Josh Colling, Fire Chief  
Blair Lowey, Road Supervisor  
Visitors: Gillian Lunny and Christy Herr of Northwestern Health Unit

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

1. **ADDED ITEMS:** None.

2. **ADOPTION OF THE AGENDA**

**RESOLUTION #2017-279; WOODS/JOHNSON:** Council for the Township of Alberton hereby approves the agenda for the December 13, 2017 regular Council meeting as updated. **CARRIED**

3. **DISCLOSURE OF INTEREST:** None

4. **MINUTES - PREVIOUS MEETING**

4.1 **RESOLUTION #2017-280; WOODS/JOHNSON:** The minutes of the November 8, 2017 regular Council meeting be approved as circulated. **CARRIED**

5. **DEPUTATIONS AND PETITIONS:**

5.1 Gillian Lunny and Christy Herr of NWHU addressed Council with regard to the NWHU's Needle Exchange Program and Harm Reduction Program. Ms. Lunny distributed paper copies of a PowerPoint presentation for Council to follow during their discussion, which she had prepared to address the various concerns raised in Resolution #2017-164 which was passed by Council in July, 2017. They went through the presentation asking for questions from Council throughout, advising that NWHU has a report and pick-up process it follows to deal with improperly discarded needles. Council was advised during the course of the discussion that the Health Unit does not handle the methadone program and suggested that, if Council has concerns in respect of that program, that it advocate for changes now since the Ministry has made funding available now.

*(Fire Chief Joshua Colling arrived at 7:55 p.m.)*

The Reeve thanked Ms. Lunny and Ms. Herr for their presentation and they left the meeting at 7:57 p.m.

6. **FINANCES AND ACCOUNTS:**

6.1 **RESOLUTION #2017-281; WOODS/FORD:** Council for the Township of Alberton hereby approves payment of the following Accounts Payable for the prior month:


- (a) \$56,191.30 for general accounts payable, online bill payments and Visa payments;
- (b) \$2,055.40 for payments made to Council; and
- (c) \$8,299.15 for staff payroll, roads mileage.

**CARRIED**

6.2 The 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.

  
Reeve                      Clerk

- 6.4 The Tax Arrears Summary as at December 11, 2017 was received.
- 6.5 The Trial Balance dated December 11, 2017 was received.

**RESOLUTION #2017-282: JOHNSON/WOODS:** 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 December 11, 2017;
- (b) Monthly Investment Funds Report to November 2017 re One Investment Funds;
- (c) Investment Details re RBC Investment Account #00930188311-0002 renewed 90-day Non-Redeemable GIC;
- (d) Tax Arrears Summary - December 12, 2017; and
- (e) Trial Balance to December 11, 2017.

CARRIED

- 6.6 **RESOLUTION #2017-283; JOHNSON/WOODS:** Council for the Township of Alberton hereby confirms approval for staff to run the attached supplemental, omitted and write-off assessments received from MPAC over the past year, and adjustments thereto; **AND FURTHER THAT** approval of:

- 1. the conversion of the portion of the Township's property contained in Roll #25000, being 128 Hill Road, from Residential Taxable and Commercial Taxable No Support to Exempt, as confirmed by MPAC revised Notice of Assessment; and
  - 2. tax adjustments related thereto
- is hereby confirmed.

CARRIED

- 6.7 2017 Audit:

6.7.1 BDO's *Planning Report to Reeve & Council* was received.

6.7.2 **RESOLUTION #2017-284: WOODS/JOHNSON:** Council for the Township of Alberton hereby confirms receipt of the *Planning Report to Reeve & Council* proved by BDO and confirms authorization for the Reeve and CAO/Clerk-Treasurer to execute a 2017 Audit Engagement letter to BDO Canada LLP dated November 28, 2017 on behalf of the Township.

CARRIED

6.7.3 **RESOLUTION #2017-285: FORD/WOODS: WHEREAS** Beth Logue requested that her final paycheque be dated July 31, 2017 and not August 3, 2017, which was the end of the regular pay period which included July 31, 2017, in order that such pay would coincide with her final day of work and would not impact her pension arrangements; **AND WHEREAS** July month end reports were run for the August 9, 2017 Council meeting before Beth Logue's final cheque was prepared and posted and, therefore, her final pay was not included in the July staff accounts payable approved at the said meeting; **NOW THEREFORE** Council for the Township of Alberton hereby confirms its approval of staff accounts payable for July, 2017 in the amount of \$11,081.05 for July, 2017, which includes the said final paycheque for Beth Logue.

CARRIED

## 7. REPORTS OF MUNICIPAL OFFICERS:

### 7.1 ROADS:


7.1.1 Road Supervisor Blair Lowey reported that all roads were good at that time, that same had been plowed that day and that sanding had been done. He advised Council that Cornie had quit working for Paul Brown so Paul is doing the snowplowing himself. He noted Paul doesn't plow as fast as Cornie did and that he was told to monitor the amount of sand being placed to ensure an adequate volume is dispensed. Sanding is included in the contract price. Mr. Lowey advised that someone will have to be appointed as an Alternate Road Supervisor for emergency management purposes so there is back-up for that position. With regard to the rink, he had trouble with the pump but was able to fix it and will try to get the ice in by the end of the week, weather permitting. It was noted that the VFD does have a spare pump which could be used if needed. Mr. Lowey will contact Ken Rogoza the next day to arrange for a new timer lock to be installed on the rink shack door and will return the current one to Mr. DeGagne. The Road Supervisor was thanked for his report.

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

### 7.2 VOLUNTEER FIRE DEPARTMENT

7.2.1 The Fire Chief's Joint Committee Report FIRE2017-03 and his December 4, 2017 email was received.

7.2.2 The Fire Chief's December 6, 2017 email and attachments were received.

  
Reeve                      Clerk

Fire Chief Joshua Colling discussed the various reports he had provided.

*(Road Supervisor Blair Lowey left at the meeting at 8:09 p.m.)*

He advised that, after the member addition and resignation to be approved tonight, the VFD will have 20 members. He advised that the members are doing extra training sessions this month. He has prepared a training program for 2018 which is quite aggressive and there will be no summer break in training as was done previously. When questioned about potential burn-out from the training demands, the Fire Chief stated that the members seem to be on board and that it should level out in June to two practices a month.

The Fire Chief reviewed his Joint Committee Year End Report and discussed insurance grading, which affects property insurance rates that residents pay, but not Township insurance costs. He advised that if a review is done by the authority, insurance rates likely would increase. He discussed firefighter certification, which may soon become mandatory, noting the technical training will take significantly more time than skills training.

The Fire Chief discussed sharing of costs with other municipalities for the purchase of training props and items he recommends obtaining, and advised that he has contacted Norboard and Centra about the possibility of partnering to cover costs. Since his time is being spent on this, he needs to know whether Alberton will be participating. The Fire Chief advised that training cannot be done in the house at 128 Hill Road using water since that would cause mould. A Council decision in respect of this matter was deferred to its January meeting to give Council sufficient time to consider the request. It was suggested that the costs be shared by all Mutual Aid participants but the Fire Chief said that sponsors would not be keen on that since too many partners reduces accessibility and issues regarding scheduling of use by the various organizations could arise.

**7.2.3 RESOLUTION #2017-286: FORD/JOHNSON:** Council for the Township of Alberton hereby approves the December 1, 2016 – November 30, 2017 VFD Brigade Benefit Plan Point Calculation attached and authorizes payments to the VFD members in accordance therewith. **CARRIED**

7.2.4 The Fire Chief's December 11, 2017 email regarding items he had identified as surplus and his Alberton Report FIRE2017-06 was received. Some items in the list of surplus equipment were questioned by Council as they had been recommended for purchase in the past couple of years. It was agreed that the list and any resolution declaring same as surplus will be dealt with in January.

**RESOLUTION #2017-287: FORD/JOHNSON:** Council for the Township of Alberton hereby appoints RON CAMERON as a probationary member of the Alberton Volunteer Fire Department effective December 13, 2017. **CARRIED**

**RESOLUTION #2017-288: JOHNSON/FORD:** Council for the Township of Alberton hereby accepts the resignation of CHRIS BODNAR from the Alberton Volunteer Fire Department, with thanks for his years of service to the Department and community. **CARRIED**

7.2.5 The Fire Chief's December 13, 2017 email and attachment was received. It was noted that his attendance at annual conferences is included in his employment contract and costs are shared between the four municipalities.

**RESOLUTION #2017-289: FORD/WOODS:** Council for the Township of Alberton hereby authorizes Fire Chief Joshua Colling to attend the 2018 Fire Coordinators Annual Meeting and Learning Symposium to be held January 29 to February 1, 2018 in Gravenhurst, Ontario, provided that:


- (a) the OFMEM covers all costs of travel, accommodation and meals; and
- (b) that all costs for wages in respect of such attendance be divided equally between the four municipalities participating in the Joint Fire Services Committee. **CARRIED**

### 7.3 CBO/BY-LAW ENFORCEMENT OFFICER

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

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

*(Fire Chief Joshua Colling left the meeting at 8:30 p.m.)*

  
Reeve                      Clerk

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

7.4.1 The CAO/Clerk-Treasurer's Report re Various was received.

**RESOLUTION #2017-290: JOHNSON/FORD:** Council for the Township of Alberton hereby authorizes the Reeve and CAO/Clerk-Treasurer to execute a Tax Payment Agreement in respect of Roll #36706 with the owners of the property. **CARRIED**

**RESOLUTION #2017-291: JOHNSON/FORD:** Council for the Township of Alberton hereby approves a vote recount policy to be implemented with regard to the 2018 Municipal Election which requires an automatic recount to be done on election night in the event that there is a difference of 10 votes or less:

1. between the candidate having sufficient votes to be elected to the office of Reeve and the candidate having the next highest amount of votes for the said office; and/or
2. between the candidate having sufficient votes to be elected as the fourth member of Council and the candidate having the next highest amount of votes for the said office. **CARRIED**

7.4.2 The CEMC's Memo regarding 2018 Compliance and Emergency Information Officer appointment was received.

7.4.2.1 The Minutes of the November 22, 2017 Emergency Management Program Committee meeting were received.

7.4.2.2 **RESOLUTION #2017-292: FORD/WOODS: WHEREAS** Section 1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended ("*EMPCA*"), states that, for its purposes, an employee of a municipality "means an employee as defined in section 278 of the *Municipal Act*, 2001 or a designated employee as defined in section 217 of the *City of Toronto Act*, 2006, as the case may be"; **AND WHEREAS** neither the *EMPCA* nor its regulations cite any other section of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*, 2001"), or any other act, to be used for purposes of defining "employee"; **AND WHEREAS** Section 279(1)(b) of the *Municipal Act*, 2001 provides that a council may designate a person or classes of persons who provide their services on behalf of the municipality without remuneration, exclusive of reimbursement of expenses or honoraria, to be employees for the purposes of the said section; **AND WHEREAS** members of Council for the Township of Alberton are provided only honoraria and reimbursement of expenses for the services they provide to the Township and, therefore, are eligible to be deemed employees under Section 279(1)(b) of the *Municipal Act*, 2001; **AND WHEREAS** the Township has a very limited number of employees, most of whom are already appointed to serve in more than one of the Emergency Control Group roles required under the *EMPCA* in addition to their regular jobs, and it is unreasonable and onerous for additional roles to be assigned to them; **AND WHEREAS**, over the years, Council members were encouraged by Emergency Management Ontario Field Officers to undertake training to enable them to be appointed to the role of Emergency Information Officer, and the Reeve for Alberton in fact did undertake such training; **AND WHEREAS**, since 2003, the Township has clearly stated in its annual compliance reporting documentation that its appointed Emergency Information Officer was and is the Reeve of the Township, and the Township has annually received a letter from Emergency Management Ontario/OFMEM confirming the Township's compliance with the requirements of the Act; **AND WHEREAS** Council for the Township of Alberton deems it to be expedient and in the best interests of small municipalities to be able to deem eligible members of Council to be employees under the auspices of Section 279(1)(b) of the *Municipal Act*, 2001 for the purposes of the municipality's emergency management program;

**NOW THEREFORE** the Council of the Corporation of the Township of Alberton hereby requires that the Office of the Fire Marshall and Emergency Management recognize both the limitations of small municipalities and their legal authority to use Section 279(1)(b) to deem members of Council as employees for purposes of emergency management appointments and compliance purposes. **CARRIED**

**RESOLUTION #2017-293: JOHNSON/FORD:** A By-Law to designate the Reeve of the Township to be an employee under Section 278(1)(b) of the *Municipal Act*, 2001 for emergency management purposes, be introduced and read a first, second and third time, passed and numbered as By-Law #39/17, 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**

  
Reeve      Clerk

7.4.2.3 **RESOLUTION #2017-294: FORD/WOODS:** Council for the Township of Alberton hereby confirms that the following is a summary of the composition of the Township's Emergency Control Group as set out in its current Emergency Plan, the municipal positions fulfilling those roles, and the names of the persons currently appointed:

<u>Emergency Control Group Officials</u>	<u>Municipal Position Title</u>	<u>Current Appointee Name</u>
ECG Reeve (Head of Council)	Reeve	Michael Hammond
Alternate	Deputy Reeve	Peter Spuzak
CEMC	CAO/Clerk-Treasurer	Dawn Hayes
Alternate	Road Supervisor	Blair Lowey
CAO/Clerk/Treasurer	CAO/Clerk-Treasurer	Dawn Hayes
Alternate	Administrative Assistant	Bernice Szydluk
VFD Fire Chief	VFD Fire Chief	Joshua Colling
Alternate	Deputy VFD Fire Chief	Kyle Gavel
Municipal Road Supervisor	Road Supervisor	Blair Lowey
Emergency Information Officer	Reeve	Michael Hammond

**CARRIED**

Council advised that they prefer the format used for the Fire Chief's Annual Report by former Fire Chief Sandy Haney. Information that is subject to privacy legislation can be excluded and provided separately marked as confidential. Staff is to advise Fire Chief Colling of this.

**7.5 REEVE/COUNCIL REPORTS:**

Reeve Hammond advised that he and Councillor Spuzak had attended the emergency training and EMPC meeting in November.

**8. REPORTS OF COMMITTEES AND BOARDS:**

**8.1 RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION**

8.1.1 Councillor Spuzak reported that there will be an Executive meeting on December 7, 2017 to set the agenda for the AGM in January.

8.1.2 The November 24, 2017 letter from the RRDMA Secretary was received.

8.1.2.1 **RESOLUTION #2017-295: JOHNSON/FORD:** Council for the Township of Alberton hereby authorizes the following representatives to attend the 2018 Annual General Meeting of the Rainy River District Municipal Association to be held at the Memorial Sports Centre in Fort Frances on Saturday, January 13, 2018, and that all expenses with regard thereto be covered: Michael Hammond, Peter Spuzak, and Dawn Hayes (all if available). **CARRIED**

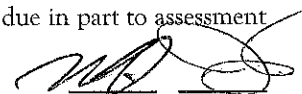
8.1.2.2 **RESOLUTION #2017-296: JOHNSON/FORD:** Council for the Township of Alberton hereby authorizes donation of the following items to the RRDMA Annual General Meeting to be held January 13, 2018: 1. \$50.00 towards coffee/refreshments; and 2. Four municipal souvenirs to be used as attendance prizes. **CARRIED**

8.1.2.3 **RESOLUTION #2017-297: FORD/JOHNSON:** Council for the Township of Alberton hereby submits the following nominations to the Rainy River District Municipal Association for the stated positions for a one year term:  
RRDMA President/NOMA Vice-President: Mike Ford  
RRDMA Vice-President: Peter Spuzak **CARRIED**

8.1.2.4 **RESOLUTION #2017-298: WOODS/FORD:** Council for the Township of Alberton hereby authorizes submission of Resolution #2017-292 regarding emergency management compliance to the Resolutions Committee for consideration and support by the RRDMA membership at the Annual General Meeting to be held on January 13, 2018. **CARRIED**

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

8.2.1 Councillor Johnson reported that stress management training will have to be done for ambulance personnel as per legislation. It will be delivered by the person undergoing the train-the-trainer session, who also could deliver same to volunteer firefighters. The budget is in final form and rates will be going up, due in part to assessment

  
Reeve      Clerk

changes. Once assessment data is received from all municipalities, the cost apportionment can be completed. She also discussed the conversion of family units to super single units which will be done in 2018.

### 8.3 RECREATION COMMITTEE

8.3.1 Councillor Johnson reported that she had talked to all members and the Committee will meet on January 10<sup>th</sup> to discuss alternatives to the Rec Committee. It was noted that only one person had called to volunteer to help out in response to the newsletter.

### 8.4 COMMITTEE OF ADJUSTMENT

8.4.1 The draft minutes of the November 29, 2017 meeting were received.

## 9. OLD BUSINESS:

### 9.1 2018 Budget:

9.1.2 The December 5, 2017 letter from MPAC regarding its 2018 levy increase was received.

9.2 **RESOLUTION #2017-299; FORD/JOHNSON:** A By-Law to amend certain Administrative Fees effective January 1, 2018 be introduced and read a first, second and third time, passed and numbered as By-Law #40/17, 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**

**RESOLUTION #2017-300; WOODS/FORD:** A By-Law for the purpose of prescribing forms and updated fees related to enforcement of the *Building Code Act, 1992* to come into effect on January 1, 2018, be introduced and read a first, second and third time, passed and numbered as By-Law #41/17, 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**

9.3 **RESOLUTION #2017-301; FORD/JOHNSON:** A By-Law to stop up, close and sell a portion of road allowance described as Parts 3 and 4 on Plan 48R1275 to Anderson, be introduced and read a first, second and third time, passed and numbered as By-Law #42/17, 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**

## 10. NEW BUSINESS:

10.1 Duplicate item – already addressed under 8.1.2.1.

10.2 No action was taken in response to the request for a donation to buy a courier truck for Riverside Health Care.

10.3 No action was taken in response to the invitation to nominate individuals for the Ontario Volunteer Service Awards.

10.4 Requests for Support: None

10.5 **RESOLUTION #2017-302; FORD/JOHNSON:** Council for the Township of Alberton hereby confirms its desire for the Township to participate in the renewal of the 911 Central Emergency Reporting Bureau (CERB) Services Agreement and directs that a by-law to authorize execution of same be made available for Council approval at its January 10, 2018 regular meeting. **CARRIED**


## 11. PLANNING:

11.1 **RESOLUTION #2017-303; WOODS/FORD:** Council for the Township of Alberton hereby confirms its approval for Frank Redford to place a 20' sea-can storage container on his property provided that same is not located in the front yard of the property and that same is not visible from the roadway. **CARRIED**

## 12. INFORMATION:

12.1 The Town of Rainy River resolution supporting Alberton Resolution #2017-164 regarding Needle Exchange Program was received.


## 13. IN CAMERA – CLOSED MEETING SESSION: None

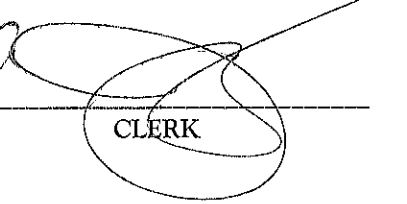
  
Reeve      Clerk


14. ADJOURNMENT:

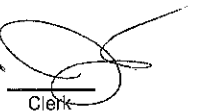
14.1 RESOLUTION #2017-304; JOHNSON/FORD: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its December 13, 2017 regular Council meeting, be introduced and read a first, second and third time, passed and numbered as By-Law #43/17, and that said By-Law be signed 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 #2017-305; JOHNSON/FORD: That this meeting of Council for the Township of Alberton be and is hereby adjourned at 9:30 p.m. **CARRIED**

  
REEVE

  
CLERK

  
Reeve

  
Clerk