



Regular Meeting Minutes

March 19, 2018

Minutes of a Regular Meeting held in the Council Chambers, 937907 Marsh Bay Road, Coleman Township, on Monday, March 19th, 2018, at 6:00 p.m.

1. Calling the Meeting to Order

The meeting was called to order by Mayor Dan Cleroux at 6:00 p.m.

2. Roll Call

Present: Mayor Dan Cleroux
Councillors Sue Cote, Ken Laffrenier, Cathy Marcella and
Lois Perry
Also Present: Logan Belanger, CAO
Regrets: Brian Bigelow, Public Works Foreman
Don Laitinen, Fire Chief
Members of the Public Present: 4
Members of Press Present: Jim Patrick, CJTT

3. Adoption of the Agenda

Resolution No. 18-03-22

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier

Be it resolved that the agenda for the regular meeting of March 19, 2018, be approved as amended.

Carried.

The Agenda was amended by the addition of 14.1 Notice of Motion – Request to Royal Canadian Airforce Flyby for 2018 Remembrance Day Ceremonies from the Municipality of Temagami to the Town of Englehart, and by moving item 15. In Camera (Closed) Session, item 2: Sharp Lake for discussion following Section 7: Petitions and Delegations.

4. Declaration of Conflict or Pecuniary Interest and General Nature Thereof

- None

5. Adoption of the Minutes

Resolution No. 18-03-23

Moved By: Councillor Ken Laffrenier

Seconded By: Councillor Cathy Marcella

Be it resolved that the minutes of the following Council Meetings be adopted as distributed:

1. Regular Meeting – March 5, 2018

Carried.

6. Accounts

Resolution No. 18-03-24

Moved By: Councillor Susan Cote

Seconded By: Councillor Ken Laffrenier

Be it resolved that the general accounts in the amount of \$137,808.43 be passed and paid.

Carried.



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7. Petitions and Delegations

7.1 Presentation by the Cobalt Mining Museum and the Bunker Military Museum – Brit Griffin. Ms. Griffin provided a document for distribution to Council, providing an update on the progress for the Mining Museum in 2017, and plans for 2018, as well as an update on the bunker and fundraising efforts. Council thanked Ms. Brit Griffin for the update.

7.2 2018 Municipal Budget

The CAO distributed the 2018 Municipal Budget Report for presentation and review with Council. Through the 2018 Budget Process, members of Council and staff worked to find a balanced position between the need to support important municipal services, while maintaining municipal tax rates. Council reviewed the budgeted revenues and expenditures, the projects budget, donation schedule, and a tax levy and tax rate schedule.

Resolution No. 18-03-25

Moved By: Councillor Cathy Marcella

Seconded By: Councillor Susan Cote

Be it resolved that the Council of the Township of Coleman hereby acknowledges receipt of the 2018 Municipal Budget Report; and

That Council directs staff to prepare the necessary by-law to adopt the 2018 Municipal budget for consideration at the March 19, 2018 Regular Council meeting.

Carried.

8. Staff Reports

1. Works Department – The CAO presented Staff Report No. 2018-03-01 – Review Truck Quotations for the Public Works Department. The options to purchase a 4x4 truck were reviewed; however, Council inquired if a double cab was a requirement for the department's needs. The CAO will clarify, and Council tabled the Staff Report until the next regular meeting.

2. Fire Department – No update

3. Administration – The CAO provided the 2017 financial reports for the Refinery Townsite septic system, for the Private Plowing program and the Swim and Recreation program. Council was updated that the audit is in process of finalizing and will be presented in April. The CAO attended a quarterly meeting regarding the Township insurance program, and is attending election training and a clerks forum hosted by the Ministry of Municipal Affairs. The Township was unsuccessful in its application to the Ontario Trillium Fund for a washroom/changeroom facility at Bass Lake Park. Council was provided with an update on the Main Street Revitalization Fund. The CAO reviewed a ratepayer comment form outlining that Mayor and Council are doing a wonderful job, appreciates keeping tax rates the same over the past several years, and complemented the works department for keeping the roads clear, and driveways clear (private plowing).

Staff Report No. 2018-03-02 regarding the Annual Statement of Remuneration and Expenses for Elected Officials was presented for Council review.

Resolution No. 18-03-27

Moved By: Councillor Ken Laffrenier

Seconded By: Councillor Lois Perry

Be it resolved that Council receive the 2017 Annual Statement of Remuneration and Expenses for Elected Officials for information.



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Carried.

Staff Report No. 2018-03-03 regarding Green Mining Conference: Funding Contribution Agreement was presented for Council review.

Resolution No. 18-03-28

Moved By: Councillor Susan Cote

Seconded By: Councillor Ken Laffrenier

Be it resolved that the Council of the Township of Coleman hereby acknowledges receipt of Staff Report No. 18-03-03; and

That Council directs staff to prepare the necessary by-law enter into an agreement with Her Majesty the Queen in Right of Canada as represented by the Ministry of Industry – FedNor for the Green Mining Conference for consideration at the March 19, 2018 Regular Council meeting.

Carried.

4. Animal Service Provider – no update.

Resolution No. 18-03-29

Moved By: Councillor Lois Perry

Seconded By: Councillor Susan Cote

Be it resolved that the Staff reports be noted and listed in the minutes of this meeting.

Carried.

9. By-laws

- 9.1. Green Mining Conference: Funding Contribution Agreement

Resolution No. 18-03-30

Moved By: Councillor Cathy Marcella

Seconded By: Councillor Ken Laffrenier

Be it resolved that By-Law No. 18-12 being a by-law to enter into an agreement with Her Majesty the Queen in Right of Canada as represented by the Ministry of Industry – FedNor for the Green Mining Conference be read a first and second time.

Carried.

Resolution No. 18-03-31

Moved By: Councillor Lois Perry

Seconded By: Councillor Cathy Marcella

Be it resolved that By-Law No. 18-12 be read a third and final time and be passed and enacted.

Carried.

- 9.2. 2018 Municipal Budget

Resolution No. 18-03-32

Moved By: Councillor Ken Laffrenier

Seconded By: Councillor Lois Perry

Be it resolved that By-Law No. 18-13 Being a by-law to adopt the 2018 Municipal Budget for the Township of Coleman be read a first and second time.

Carried.

Resolution No. 18-03-33

Moved By: Councillor Cathy Marcella

Seconded By: Councillor Susan Cote

Be it resolved that By-Law No. 18-13 be read a third and final time and be passed and enacted.

Carried.



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10. Business Arising from the Minutes

10.1 Chitaroni Subdivision – Re: Question from Delegation (February 20, 2018)

The CAO summarized discussion from the previous regular meeting of Council, and a resolution was prepared, in consultation with planner, per Council's direction at the March 5, 2018 meeting.

Resolution No. 18-03-34

Moved By: Councillor Ken Laffrenier

Seconded By: Councillor Lois Perry

Whereas Council is in receipt of the delegation request from Katrin Geicke-Chitaroni dated February 27, 2018 and subsequent email from Mario Chitaroni which posed the hypothetical question: *"If the ministry approves the subdivision as is. Will the council assume the whole of road "A" as they would no longer be assisting a private developer?"*; and

Whereas the Township's letter response dated March 1, 2018 undertook to have Council discuss this issue; and

Whereas the Ministry of Municipal Affairs gave draft approval to the applicants' Plan of Subdivision on March 20, 1985 which was subject to a number of conditions, including: *"that the road allowances included in this draft plan shall be dedicated as public highways"*; and

Whereas the applicants can submit a request to the Ministry of Municipal Affairs to reconsider their plan of subdivision on the basis of access via water access; and

Whereas the Township's Official Plan provides that "the development of land shall be permitted only where access to and frontage on a road classified as "improved" is available or established as a condition of a development approval."; and

Whereas the Official Plan only makes provision for water access without access to an improved road when the Approval Authority considers a severance; and

Whereas the Ministry is responsible for draft approval, should a condition be included that the subdivision would be by water access, there is no need for an improved road to access the subdivision;

Now therefore be it resolved that the Council of the Corporation of the Township of Coleman:

1. Is not supportive of subdivision approval based upon water access as the Official Plan does not allow such development; and
2. Should approval based on water access be granted, the Township would not agree to a condition requiring the dedication of a public highway; and
3. Should approval based on water access be granted and the applicants request that the Township assume the road, the Township is not prepared to assume road "A" as a public road to serve the subdivision, because the applicants have requested access to be by water only.

Carried.

Recorded vote:

YEAS: Dan Cleroux, Susan Cote, Cathy Marcella, Ken Laffrenier

NAYS: Lois Perry

Resolution No. 18-03-34 was carried on a recorded vote of 4 to 1

10.2 Portage Bay Developments – Letter regarding services provided by the Township of Coleman to the PBD Community

The CAO incorporated the recommendations from the March 5, 2018 meeting, and presented the final letter for council review and approval.

Resolution No. 18-03-35



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Moved By: Councillor Cathy Marcella

Seconded By: Councillor Ken Laffrenier

Be it resolved that Council approve the letter presented in response to a question from Katrin Geicke-Chitaroni regarding services provided by the Township of Coleman to the PBD Community.

Carried.

10.3 Coleman Distribution System – 2017 Annual/Summary Report – Revision

Councillor Marcella inquired about the estimated flows in 2017, and how they were calculated. Council tabled the report until the next regular meeting.

11. New Business

11.1. Conferences:

11.1.1. AMCTO's 80th Annual Conference

11.2. Motions:

11.2.1. J.L. Richards Planning Advisory Services 2018 Hourly Rates

Resolution No. 18-03-36

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier

Be it resolved that Council for the Township of Coleman accepts the planning advisory services 2018 hourly rates for J.L Richards & Associates Limited.

Carried.

11.2.2. Bass Lake Bunkie Purchase

Resolution No. 18-03-37

Moved By: Councillor Lois Perry

Seconded By: Councillor Cathy Marcella

Whereas cost savings and efficiencies can be achieved by proceeding with the purchase of two sleep cabins from South Wabi Sawmill; and

Whereas the Township procurement policy includes provisions for sole sourcing acquisitions of goods and services in some cases where the environment benefits the municipality; and

Whereas the Council for the Township of Coleman awarded a sleep cabin construction to South Wabi Sawmill in 2017, and

Whereas during the building permit process, the Township purchased engineering designs specific to the cabins specifications; and

Whereas the Township will use the same engineering designs for the building permit process for the two sleep cabins for cost efficiency;

Therefore be it resolved that the CAO be authorized and directed to use the negotiation method of the Township procurement policy to sole source the acquisition of two (2) 8'x16' Sleep Cabins with 4' front porch in the amount of \$5,800 each, plus HST, from South Wabi Sawmill.

Carried.

11.2.3. Bass Lake Bunkie Foundation

Resolution No. 18-03-38

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier



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Whereas cost savings and efficiencies can be achieved by proceeding with the installation of Postech Screw Piles; and

Whereas the Township procurement policy includes provisions for sole sourcing acquisitions of goods and services in some cases where the environment benefits the municipality; and

Whereas the Council for the Township of Coleman awarded the installation of Postech Screw Piles to Armand Maurice Construction in 2017, and

Whereas during the building permit process, the Township purchased engineering designs specific to the foundations specifications; and

Whereas the Township will use the same engineering designs for the building permit process for cost efficiency;

Be it resolved that Council for the Township of Coleman accepts the quotation from Armand Maurice Construction for the installation of postech screw piles for two 8'x20' sleep cabins for \$1,550.00 per cabin, plus HST.

Carried.

11.2.4. Enhanced Security System Installation – Tabled

11.2.5. Endorsement of Town of Essex's resolution regarding Offering School Property to Municipalities – Not approved

11.3 Mario Chitaroni - Correspondence to Subsequent Letter Received March 1, 2018
"Delegation Request" Formal Request to the Township of Coleman to Answer Outstanding and Stated Questions

Council received the letter provided by Mario Chitaroni requesting the Township to answer outstanding and stated questions. The letter did not indicate a plan to move the subdivision file forward, or how the questions relate to finalizing the outstanding conditions of the subdivision. As such a resolution was tabled for consideration, affirming past direction by Council.

Resolution No. 18-03-39

Moved By: Councillor Cathy Marcella

Seconded By: Councillor Ken Laffrenier

Whereas Council is in receipt of the letter from Mario Chitaroni dated March 4, 2018; and

Whereas the Ministry of Municipal Affairs gave draft approval to the applicants' Plan of Subdivision on March 20, 1985 which was subject to a number of conditions, including "*that the road allowances included in this draft plan shall be dedicated as public highways*"; and

Whereas the Subdivision Agreement prepared and signed by the applicants in March 2015 states: "*4. The Portion of Albert's Way located on Pin 61384-0120 (LT) not owned by the Owners, on which the road is constructed, will be described by way of a part on a registered reference plan of survey and shall be transferred to the Corporation prior to the registration of the said plan of subdivision*"; and

Whereas the Township is in receipt of a legal opinion which states that "*it is our opinion that the road in question is not a Township road, as there has been no dedication of it to the Municipality*"; and

Whereas the Township provided a letter to the applicants in May 2017 which outlined the Township's position that there are two options available to deal with the road; and

Whereas the Township's May 2017 letter provided a deadline of December 31, 2017 for the applicants to make reasonable efforts to proceed with one of the options for the road; and

Whereas the Township at its meeting on August 14, 2017 agreed to an extension of the above-noted deadline to March 31, 2018; and



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Whereas the Ministry of Municipal Affairs has now reviewed the file and provided a letter dated February 9, 2018 indicating that they require appropriate road access be established with the preparation of final surveys and dedication to the Township and that the applicant is responsible for ensuring the satisfaction of the conditions of approval; and **Whereas** the applicants have acknowledged in their subdivision agreement that it is their responsibility to obtain title to the lands to allow for dedication of the road; and **Whereas** there has been no action plan or agreement from the applicant on how to proceed with the road;

Now therefore be it resolved that the Council of the Corporation of the Township of Coleman:

1. Acknowledges the March 4, 2018 letter from Mario Chitaroni on behalf of the Chitaroni family;
2. Acknowledges that the Ministry of Municipal Affairs requires the applicants to complete the dedication of the road, on lands owned by the applicant, such that the lands can be transferred to the Township;
3. Affirms its past decisions that the Township is not prepared to expropriate the lands, or use any other means to claim the lands for road purposes, for the purpose of completing the Chitaroni subdivision; and
4. Directs staff to report to Council at its first meeting of April 2018 to confirm if progress has been made by March 31, 2018, this report to include a recommendation on whether the Township should withdraw its support for the subdivision.

Carried.

Recorded vote:

YEAS: Dan Cleroux, Susan Cote, Cathy Marcella, Ken Laffrenier, Lois Perry

NAYS: None

Resolution No. 18-03-39 was carried unanimously on a recorded vote of 5 to 0.

11.4 2018/2019 Insurance Renewal

Staff Report No. 2018-03-04 regarding a review of the 2018/2019 Insurance Renewal and Recommendation was presented to Council for review.

Resolution No. 18-03-40

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier

Be it resolved that the Council of the Township of Coleman hereby acknowledges receipt of Staff Report No. 18-03-04, regarding Insurance Services Award; and

That Council accepts the Renewal Proposal for insurance services to Municipal Insurance Services Ltd. (MIS) for \$36,908, plus PST for the March 31, 2018 to March 31, 2019 term; and

That the Chief Administrative Officer be authorized to sign documents related to this renewal.

Carried.

11.5 Statement of Claim – Earlton-Timiskaming Regional Airport Authority (ETRAA) – Council was provided with an update on a Statement of Claim received regarding the ETAA; however, the airport authority municipalities are included under the ETAA’s insurance policy.

11.6 Timiskaming Health Unit – Regulatory Changes to O.Reg. 562/90 (Food Premises) – Council accepted as information

11.7 TransCanada Request – Utilize Portage Bay Road



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The CAO presented Council with a request from TransCanada to use Portage Bay Road during half load season to facilitate maintenance on their right-of-way; however, required heavy equipment to be floated for a total of four trips on approximately 200 m of road. Council expressed concerns over potential road damage, since the Township recently completed a five year roads program to apply surface treatment; however, Council approved the request providing that any damage resulting from the equipment's transportation be repaired at no cost to the Township.

11 Committee Reports

- 11.2 Public Works Dan Cleroux – No Update
- 11.3 Finance, Cathy Marcella – Budget Complete and Adopted.
- 11.4 Government Liaison, Dan Cleroux – No Update
- 11.5 Tourism & Recreation, Lois Perry – Councillor Perry updated that the Bass Lake Committee is meeting on March 20, 2018.

12 Correspondence

- 13.1 AMO Member Q&A – Cannabis Legalization Implementation Funding for Ontario Municipalities
- 13.2 Civic Jobs – Local Government Job Posting Services
- 13.3 HR Minute: WSIB Mental Health Claims
- 13.4 HR Minute: Ontario - Extended Personal Emergency Leave
- 13.5 Ministry of Municipal Affairs – Reforms to Municipal Eligible Investment Authorities
- 13.6 Ministry of Natural Resources and Forestry – Inspection of Approved 2018-2019 Annual Work Schedule
- 13.7 Ministry of Government and Consumer Services – Relations with Aboriginal Communities Exemption
- 13.8 Moose Call, March 2018

Resolution No. 18-03-41

Moved By: Councillor Susan Cote

Seconded By: Councillor Cathy Marcella

Be it resolved that correspondence items 13.1 to 13.8 be noted, filed and recorded in the minutes of this meeting.

Carried.

14 Notice of Motion

- 14.1 Request to Royal Canadian Airforce Flyby for 2018 Remembrance Day Ceremonies from the Municipality of Temagami to the Town of Englehart

Mayor Dan Cleroux provided a notice of motion for consideration at the regular meeting of Council on April 3, 2018.

15 In camera (closed) session

Resolution No. 18-03-26

Moved By: Councillor Lois Perry

Seconded By: Councillor Cathy Marcella

Whereas Section 239(2) states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(b) personal matters about an identifiable individual, including municipal or local board employees;

Be it resolved that Council agrees to convene in closed session at 6:50 p.m. to discuss the following matters:



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2. Sharp Lake

Carried.

Resolution No. 18-03-27

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier

Be it resolved that Council agrees to reconvene in open session at 7:34 p.m. with a report.

Carried.

Council was provided with an update regarding the Sharp Lake Hearing.

Resolution No. 18-03-42

Moved By: Councillor Ken Laffrenier

Seconded By: Councillor Susan Cote

Whereas Section 239(2) states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(b) personal matters about an identifiable individual, including municipal or local board employees;

Be it resolved that Council agrees to convene in closed session at 9:12 p.m. to discuss the following matters:

1. HR Update

Carried.

Resolution No. 18-03-43

Moved By: Councillor Cathy Marcella

Seconded By: Councillor Susan Cote

Be it resolved that Council agrees to reconvene in open session at 9:47 p.m. with a report.

Carried.

Council provided direction to the CAO regarding the HR Update, and reviewed the 2018 Wage rates for the Township of Coleman, effective January 1, 2018.

Resolution No. 18-03-44

Moved By: Councillor Lois Perry

Seconded By: Councillor Ken Laffrenier

Be it resolved that Council for the Township of Coleman do hereby approve the 2018 wage rates, attached hereto, effective January 1, 2018.

Carried.

16 Confirmatory By-law

None

17 Adjournment

Resolution No. 18-03-45

Moved By: Councillor Lois Perry

Seconded By: Councillor Cathy Marcella

Be it resolved that this meeting do now adjourn at 9:50 p.m.

Carried.



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General Accounts

Payment #	Vendor	Date	Amount
Cheques			
28448	Workplace Safety & Ins Bd	3/08/2018	354.15
28449	A&B Digital Printing	3/19/2018	219.22
28450	BNS Corner Gas	3/19/2018	865.70
28451	Clean Scene	3/19/2018	31.15
28452	Kemp Pirie Crombeen	3/19/2018	1,115.05
28453	Lifesaving Society	3/19/2018	98.00
28454	Linde Canada Ltd. 15687	3/19/2018	105.88
28455	Lois Perry	3/19/2018	63.45
28456	Michelle Anderson	3/19/2018	129.00
28457	New Liskeard Kenworth Ltd	3/19/2018	66.85
28458	NorthemTel	3/19/2018	429.95
28459	Ontera	3/19/2018	19.42
28460	Pioneer Diesel Injection Ltd	3/19/2018	15.48
28461	Eng Public - Ontario North-	3/19/2018	56,186.72
28462	French Public - Conseil	3/19/2018	8,134.44
28463	English Sep Northeastern	3/19/2018	17,015.42
28464	French Sep Conseil Scholaire	3/19/2018	49,146.09
28465	Temiskaming Speaker	3/19/2018	351.06
28466	Town Of Cobalt	3/19/2018	434.00
28467	Town Of Cobalt	3/19/2018	930.50
28468	Tri-Town Automotive Ind Supply	3/19/2018	797.27
28469	Uniongas	3/19/2018	1,299.63
Total:			137,808.43

CAO

Mayor