

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
THURSDAY JANUARY 8, 2009 at 7:00 p.m.
HELD AT THE LATCHFORD COMMUNITY RECREATION CENTRE**

PRESENT:

Council: Mayor Peter Davies, Councillor Larry Anderson, Councillor Maxine Cannon, Councillor Ruby Shortt and Councillor Theo Cull

Regrets: Councillor Mike Cole

Staff: Betty Gibson, Clerk-Treasurer

Public: Approximately 6 people in attendance

Press: Sue Nielsen, Speaker
Jim Patrickson, CJTT

1. Call to Order

Mayor Davies called the meeting to order and gave an overview of 2008/2009.

2. Resolution 09/01 - Adoption of the Agenda

Moved By: Maxine Cannon

Seconded By: Ruby Shortt

Be it resolved that the January 8, 2009 Agenda be adopted as circulated, and amended.

CARRIED

3. Declaration of pecuniary interest/conflict of interest

None

4. Mayor's Presentation on Latchford:

The Mayor made a presentation on Latchford's website.

It was noted that a number of updates must be made and Council agreed that the Mayor will provide the Town's webmaster with the updated information.

5. Bay Lake Campground Management Plan:

Councillor Anderson reviewed the Park Facilitator's memorandum dated December 29, 2008 which included three options for the Bay Lake Campground Management Plan. The Park Facilitator recommended Option 1.

Council agreed to Option 2 as presented in the memorandum, noting that if Option 2 was not workable Option 1 would be used; arrangements for the pick up of the shower key would have to be made.

6. Emergency Generator - RFQ:

Council reviewed the report and draft Request for Quotations provided by the CAO/Clerk-Treasurer. Amendments were noted and the Request for Quotations will be placed in the Temiskaming Speaker and the North Bay Nugget with a deadline of February 4, 2009.

7. By-Election:

Council review the report and draft by-law provided by the CAO/Clerk-Treasurer and the required by-law indicating that a by-election is required will be placed on the January 22, 2009 Regular Council Agenda.

Council agreed with February 20, 2009 as Nomination Day and April 6, 2009 as Voting Day.

8. Cosens Avenue Entrance Permit:

Council reviewed the report and attachments provided by the CAO/Clerk-Treasurer and the by-law to open Cosens Avenue will be placed on the January 22, 2009 Regular Council Meeting.

9. Information and Access Policy:

Council reviewed the report and draft Information and Access Policy provided by the CAO/Clerk-Treasurer. Amendments were noted and the policy will be placed on the January 22nd Regular Council meeting for adoption.

10. Employee Policy Manual:

Council reviewed the report and draft Employee Policy Manual provided by the CAO/Clerk-Treasurer. Council agreed to have a special committee meeting to review the Policy; a meeting is scheduled for Wednesday January 21 at 7:00 p.m. in the Council Chambers at the Town Hall.

A discussion ensued regarding policies and it was agreed that all policies will be placed in a "Policy Binder".

11. OCWA Agreement:

Council reviewed the report provided by the CAO/Clerk-Treasurer and a meeting will be scheduled to review/discuss the agreement.

12. FedNor Youth Internship Application:

Council reviewed the memorandum from the Parks Facilitator; it was noted that the Town's share will not be more than \$3,500.

13. 2009 Budget:

Council reviewed the report provided by the CAO/Clerk-Treasurer and the Finance Chair will schedule a Budget Committee meeting.

14. Building Permit Fee:

Council reviewed the report from the CAO/Clerk-Treasurer and although it was agreed that the fee for building permits must increase in order to cover costs, Council would like examples of the exact cost of a permit for various construction values. The CAO/Clerk-Treasurer will provide this to Council.

15. 2009 Interim Tax By-law:

Council reviewed the draft by-law and it will be placed on the January 22nd Regular Council Meeting for adoption.

16. 2009 Borrowing By-law:

Council reviewed the draft by-law and it was noted that the exact amount to be borrowed, if required, should be noted for the period October 1 to December 31, rather than stating "an amount not to exceed 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year". The amount of \$300,000 set out in the draft by-law should also be amended to 50 per cent of the total estimated revenues. The CAO/Clerk-Treasurer will amend the by-law as noted above and it will be placed on the January 22nd Regular Council meeting for adoption.

17. By-law to Appoint the Auditor for 2009:

Council reviewed the draft by-law and it will be placed on the January 22nd Regular Council Meeting for adoption.

18. Ministry of Municipal Affairs and Housing re: 2008 Municipal Performance Measurement Program (MPMP) and Public Sector Accounting:

Council received the letter from the Ministry regarding the 2008 MPMP requirements and the reporting of tangible capital assets as assets and amortization as an expense in the Financial Information Return in accordance with the Public Sector Account Board's Guideline. It was confirmed that the Auditor completes the MPMP schedule.

19. Ministry of Finance re: OMPF 2009:

Council received the letter from the Ministry of Finance re: Ontario Municipal Partnership Allocation for 2009.

20. District of Timiskaming Social Services Administration Board – CAO:

Council received the Media Release regarding the appointment of a Chief Administrative Officer.

21. Request to MOF re: Compensation for Hound Chute Generating Station:

The Mayor updated Council with respect to the compensation received from the Ministry for Hound Chute in comparison to the amount received for Ragged Chute. It was noted that further contact must be made with MPAC and the Ministry to further clarify the reasoning behind this incredible difference.

22. Ongoing / Unfinished Projects:

1. **Official Plan Amendment / Zoning By-law.**
2. **Green Solutions.** (*researching costs for panels at WTP and Rec Centre*)
3. **Washrooms at Veterans Park** (*plan for summer 2009 (MTO Funding);*)
4. **Entrance at Recreation Centre** (*in conjunction with expansion project (BELL Funding);*)
5. **Recreation Centre Expansion** (*Prepared Request for Proposals for Council review to be advertised in February with a start date of April/May.*)
6. **Waterfront Development** (*in progress - NOHFC;*)
7. **Greenwood Park** (*in progress - FEDNOR, Shell, researching additional funding;*)
8. **Asset Management** (*In Progress*)
9. **Purchase of Satellite phone for Emergency Management.** (*It was noted that funds remaining in the 2008 budget will be transferred to the 2009 budget for the purchase of a satellite phone. The Mayor is investigating various phones, including the cost.*)

23. New Business:

1. **Recreation Committee Purchases:** Councillor Cannon advised that the Recreation Committee requires a small bar size fridge and a coffee maker for hot chocolate and coffee in the rink. The Mayor advised that if the cost does not exceed \$250, as Chair of the Recreation Committee, she may purchase these items.
2. **Carnival:** Councillor Cannon advised funds were required by the Recreation Committee for the carnival. It was noted that as funds for the carnival are included in the budget these funds can be spent without council approval.

3. The Heritage Board advised that they have not yet heard what security there is at the International Plowing Match. A letter had been forwarded before Christmas and this will be followed up immediately.
4. Councillor Anderson suggested that Community Policing Committee should be reinstated as there have been a few issues. Staff will contact Kevin Adams, OPP to arrange meeting dates every three months. It was noted that any public may also sit on the Committee.
5. **Open Meeting:** The Mayor announced that the Regular Council Meeting scheduled for Thursday February 26, 2009 will be an Open Forum Meeting.

24. In-camera

Resolution No. 09/02

Moved By: Maxine Cannon

Seconded By: Ruby Shortt

Be it resolved that the Council for the Town of Latchford enter into a Closed Meeting at 8:52 p.m. to discuss the following matters as set out in the *Municipal Act, 2001* Section 239 (2);

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- Labour relations or employee negotiations.

CARRIED

25. In-Camera

Resolution No. 09/03

Moved By: Maxine Cannon

Seconded By: Larry Anderson

Be it resolved that Council now arise from the In-Camera Session at 9:14 p.m. with no report.

CARRIED

26. Confirming By-law

Resolution No. 09/04

Moved By: Larry Anderson

Seconded By: Theo Cull

Be it resolved that By-law No. 925/09 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for the Council meeting held January 8, 2009 be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

27. ADJOURNMENT

Resolution No. 09/05

Moved By: Ruby Shortt

Seconded By: Theo Cull

Be it resolved that Council now adjourn at 9:15 p.m. until the next regular meeting or call from the Mayor.

CARRIED

Dated at Latchford this 22nd day
of January, 2009.

Mayor

Clerk-Treasurer