

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
THURSDAY NOVEMBER 13, 2008 at 7:15 p.m.
HELD AT THE LATCHFORD COMMUNITY RECREATION CENTRE**

PRESENT:

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

Regrets: Councillor Mike Cole

Staff: Betty Gibson, Clerk-Treasurer

Public: Approximately 8 people in attendance

Press: Jim Patrickson, CJTT

1. Call to Order

Mayor Davies called the meeting to order.

2. Declaration of pecuniary interest/conflict of interest

None

3. Cosens Avenue Extension:

Council directed the Clerk to apply to the M.T.O. for the required permit to open Cosens Avenue West; a by-law will be placed on the next agenda.

4. Borrowing By-law Policy:

Council directed the Clerk to place a by-law on the November 27th, 2008 Regular Council Meeting to adopt the Borrowing By-law Policy as presented by the Clerk.

5. Information Access Security Policy:

Council requested the Clerk to clarify the meaning of “regularly” i.e. every 3 months; periodically i.e. annually. The Mayor and Clerk will review the policy further and amendments will be made prior the Policy being adopted.

6. Presentation: Doug Shearer, Timiskaming Health Unit Municipal Representative

Mr. Shearer attended at the invitation of Council. Mr. Shearer confirmed that the Timiskaming Health Unit will be rebating a portion of salaries to each municipality as a result of the strike.

The Board of Health has begun budget planning and is taking steps to ensure there will be no increase to the municipalities. The Board of Health keeps a small reserve and plan to cut this back if necessary.

Mr. Shearer stated that the Board of Health is fighting to prevent the amalgamation of the Timmins Health Unit and the Timiskaming Health Unit. The Mayor noted that the Town of Latchford had supported this by resolution.

The Mayor and Council thanked Mr. Shearer for attending.

7. Emergency Management Plan:

The Mayor reviewed the necessary revisions.

Council voiced concerns with respect to emergency highway closure and rerouting heavy truck traffic on the municipal streets. It was noted that the Town can declare an emergency; because King Street and Empire Street are considered critical infrastructure to the Town (main evacuation routes), the Province would compensate the Town for any damage to the paved streets.

Following are revisions/amendments to the Emergency Management Plan:

- Update contact list
- Update staff list
- Update council list i.e. Councillor Anderson as Public Works Chair
- Add Federal Emergency Plan for the Dam to the Town's Plan
- Note critical infrastructure i.e. Water Treatment Plant, Water / Sewer distribution system, King Street, and Empire Street

8. Fred Keenan Centre:

A number of items were noted and must be addressed as soon as possible:

- Replace the vinyl baseboard with wood baseboard as at the Recreation Centre;
- Replace the carpet in the waiting room at Medical Centre with linoleum;
- Maintenance of flower beds;
- Maintenance of the exterior of building i.e. peeling window trim, crumbling concrete;
- Sidewalk is heaving; and
- Repair vacuum or replace.

Council directed the Clerk as follows:

- obtain estimates for replacing carpet with linoleum;
- request Public Works to replace the vinyl baseboard with wooden baseboard similar to that at the Recreation Centre;
- request Public Works to have the window trim painted in the spring;
- request Public Works to repair any crumbling concrete and the sidewalk;
- request Public Works to take a look at the vacuum and determine if it is cost efficient to have it repaired or better to purchase a new one for the Fred Keenan Centre.
- Investigate a plan to maintain all the flower beds and shrubs in Town, including those at the Fred Keenan Centre i.e. Summer Student trained to maintain beds and/or initiate an "adopt a bed" program.

9. Timiskaming IPM 2009:

The Clerk will respond, inquiring if the Town may have until after the November 27th Regular Council Meeting in order to look into booth space required; a plan to man to booth etc. It was suggested that the Greenwood Park / Waterfront Park Intern could man the booth part of the time to promote the parks, campground etc.

10. Frontiersmen Agreement:

Council directed the Clerk to place the agreement on the next regular council meeting on November 27th to be adopted by by-law.

11. Recreation Expansion – Draft RFP:

The CAO/Clerk-Treasurer circulated a draft RFP for the expansion of the Community Recreation Centre hall. It was noted that the new addition of the kitchen should be three feet wider than the present kitchen; also the entrance porch should be included in the RFP. The CAO/Clerk-Treasurer will make the revisions and circulate to Council for final review.

12. 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*)

13. New Business:

1. Business Continuity Plan must be prepared pursuant to Emergency Management Ontario's statements regarding an eventual pandemic. The CAO/Clerk-Treasurer will check with Coleman Township.
2. High speed internet has been installed at several test locations in town and other sites as well. Ontera advised that anyone wanting the high speed internet should have it by Friday November 21st.
3. Delegations at the November 27th Regular Council Meeting:
 - Community Association (Diane Remillard)
 - Social Club (Charles Hallworth)
 - Fire Department (Pat Underhill)

14. In-Camera

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 8:40 p.m. to discuss the following matters as set out in the *Municipal Act, 2001* Section 239 (2);

- A proposed or pending acquisition or disposition of land by the municipality or board.
- Personal matters about an identifiable individual, including municipal or board employees;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

CARRIED

15. In-Camera

Moved By: Larry Anderson

Seconded By: Maxine Cannon

Be it resolved that Council now arise from the In-Camera Session at 9:15 p.m. with no report.

CARRIED

16. ADJOURNMENT

Moved By: Larry Anderson

Seconded By: Ruby Shortt

Be it resolved that Council now adjourn at 9:20 p.m. until the next regular meeting or call from the Mayor.

CARRIED

**Dated at Latchford this 27th day
of November, 2008.**

Mayor

Clerk-Treasurer