

**CORPORATION OF THE TOWN OF LATCHFORD
MINUTES OF THE REGULAR MEETING OF COUNCIL
TUESDAY AUGUST 20TH 2024. At 6:30pm
MEETING HELD BY ZOOM**

1. Call to order and mayoral comments.

PRESENT:

Council: Mayor Sharon Gadoury-East, Councilors Trudy McDonald Pam Newell, Ken Olson, Jo-Anne Cartner, Shelly Church,(Councillor Cole entered the meeting @6:43pm)

Regrets: nil

Staff: Jaime Allen, Clerk-Treasurer,
Laurel Gadoury, Deputy.-Treasurer, Deputy- Clerk

Public: nil

Press: nil

1. Mayor Gadoury-East called meeting to order at 6:30pm and welcomed everyone.

2. Adoption of the agenda as circulated

Resolution No.: 24/119

Moved By: Trudy McDonald

Seconded By: Jo-Anne Cartner

Be it resolved that August 20th 2024 Agenda be adopted as circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST/CONFLICT OF INTEREST(NIL)

4. Adoption of the Minutes

Resolution No.: 24/120

Moved By: Shelly Church

Seconded By: Pam Newell

Be it resolved that the minutes of the Regular and In camera meeting held July 23rd 2024 Be adopted as circulated by the Clerk.

CARRIED

5. REPORTS: see attached

6 CORRESPONDENCE AND ACTION ITEMS

A. Action Items

1. Accounts Payable and Payroll

Resolution No.: 24/121

Moved By: Ken Olson

Seconded By: Trudy McDonald

Be it resolved that the Town of Latchford approves attached payroll in the amount of \$53,514.85 and accounts payable in the amount of \$68,625.42 for the period July 19th thru August 15th 2024.

CARRIED

2. Exemption to noise bylaw

Resolution No.: 24/122

Moved By: Shelly Church

Seconded By: Trudy McDonald

Be it resolved that the Corporation of the Town of Latchford approves an exemption to noise bylaw 2021-012 section 5.1 (Council may grant an exemption) to Shannon Musson and Rolly Gagnon of 28 King St Latchford for a wedding on September 7th 2024 to 1:00am on September 8th 2024.

CARRIED

3. Circular Materials

Resolution No.: 24/123

Moved By: Pam Newell

Seconded By: Trudy McDonald

Be It Resolved that the Corporation of The Town of Latchford and opting in to an agreement with Circular Materials for phase in period of October 1st 2025 to December 31st 2025 for a depot operations agreement. Depot to be located at the Latchford landfill site on Paige Road.

CARRIED

6.

Correspondence

B.

Information Items

Resolution No. 24/124

Moved By: Trudy McDonald

Seconded By: Pam Newell

Be it resolved that the following Information Items be noted and filed:

1. Timiskaming Health Unit (physical literacy partnerships)
2. 2024 Ontario municipal partnership fund.
3. OPP new collective agreement
4. Wallbridge, Wallbridge (potential lawsuit)

CARRIED

- 7. New Business:** Council discussed request to park school bus at the public works garage
Council agreed to let the individual know that it was ok.

8.

BYLAWS:

Confirming Bylaw

By-Law N0. 24/024

Resolution No. 24/125

Moved By: Ken Olson

Seconded By: Jo-Anne Cartner

Be it resolved that By-Law No.24-024 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for Regular Council meeting held August 20th 2024. Be taken as read a first, second, and third time and finally passed by Council of the Corporation of the Town of Latchford.

CARRIED

09. ADJOURN

Resolution No. 24/126

Moved By: Trudy McDonald

Seconded By: Pam Newell

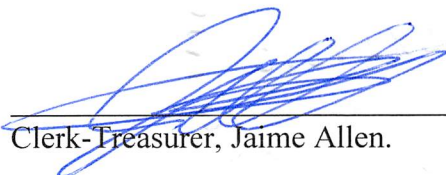
Be it resolved that Council now adjourn at 6:51 p.m. until the next regular meeting or call from the Mayor.

CARRIED

Dated at Latchford this 20th day
Of August 2024



Mayor, Sharon Gadoury-East.



Clerk-Treasurer, Jaime Allen.

AUG 13 2024

Public Works Report August 2024

it's been a busy few months.

Grass has kept us busy as always. It's starting to slow down now with the hot dry weather.

Speaking about grass cutting the lawnmower is in good shape but it's starting to show signs of wear. I have had to replace all three spindles and the front end is starting to get loose. We cut a lot of grass in a summer and I strongly suggested we look at trading it in next season and update to the newer model while the mower still has a good trade in value.

I am waiting on a quote from Eberts for a new heavier unit.

Howard was in and brushed the roads in and out of town. He also spent some time at the dump and cleared out our fire break as well as dug some test holes to see how much fill we can remove to add garage in the future. There is a large rock ledge but around it we can dig out six feet of material to use as cover in the future. I think we are good as we are for a few years but we will definitely need to bring in a large excavator and a rock truck to move material around the dump so we can utilize our permitted area to its fullest extent.

I know I say this every now and then but at some point we will need to discuss dump expansion to the south of our existing boundaries and see if we can make it happen.

It will involve ministry of Natural resources approval to obtain more crown land as well as ministry of environment approval to increase our permit. I imagine we will need to hire a consultant to handle this task. Something we need to plan for sooner than later.

I haven't had time to work on the new sweeper attachment yet but I know I need to fabricate the quick attach lugs to go from cat to John Deere. I did receive a quote for new brushes and it's \$1165 for a set. Hopefully the current ones will last two seasons.

The town truck will need new tires this fall to pass a safety. They are down to the wear bars. I will shop around and get the best price.

I was able to straighten up the sand shed walls and I have ordered sand to be delivered this month.

Managed to dig up some large rocks from the dump road. Coleman will grade it when they have a chance. This should make the road smoother .

Sophie pressure wash the office, water plant ,doctors office and the rec centre this month. We have also been removing trees and brush from the roadsides to improve visibility and maintain the road allowance.

Ray and sons is in town flushing the sewers as part of our yearly maintenance program. We are also going to clean out and repair a few valve boxes.

Hopefully I will have a quote very soon to scrub and wax certain sections of the rec center. This really needs to happen to preserve the floor from further deterioration, and costing the town a big replacement bill like the main hall area. Maintenance isn't always cheap but it's cheaper than replacement !

Cory is putting together some options and pricing for the two of us to take up and replace the floor in the main room. Cory is experienced with industrial flooring from his time working at Hearn's. I know we can get this done for a reasonable price. Shooting to do something early 2025. I did get a quote early spring and it was way more than we want to spend. This is why I'm looking at working with Cory to drop the costs significantly.

The gym !

Sorry I have dragged my feet on this one. I finally had a chance to see what's in the old cobalt gym and discussed values for the equipment with Don from Akfit. Don has 15 years in the industry and he knows his stuff.

We passed on the treadmills because of their age and parts availability. I have ordered a new treadmill from Akfit. They price matched the lowest price I received. We will purchase a Spirit T800 unit. Canadian made and maintenance free deck. It's a tested unit but has limited bells and whistles.

It came in under the \$5000.00 that was budgeted. I hope to use the surplus funds to pick up a few pieces of equipment from the cobalt gym. They have a decent leg press and a few other pieces I have put offers on.

Now don't get worked up !

Once I have negotiated some prices it can be discussed as to yeah or neah . The pieces I want to add will complement the gym and definitely attract and keep members coming back.

I have found a good price on rubber flooring in Barrie and I will grab it when I visit my parents this month.

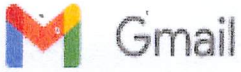
So once this all comes together, hopefully early September I will open up the other side of the gym and we will have an amazing expanded facility!

Will be meeting with Miller soon to discuss 2025 road work. I would hard surface the front and east side of the rec center. Not sure if it will be asphalt or surface treatment but I will get some options for everyone to discuss.

Also grind and reshape Michelle street and the lower section of Sullivan.

Thanks

Roger



Jaime Allen <jallen@latchford.ca>

Re: Cobalt gym Equipment

1 message

Laurel Gadoury <lgadoury@latchford.ca>
To: Roger Clark <rogclark313@gmail.com>
Cc: Jaime Allen <jallen@latchford.ca>

Wed, Jul 24, 2024 at 12:48 PM

Thanks Roger.

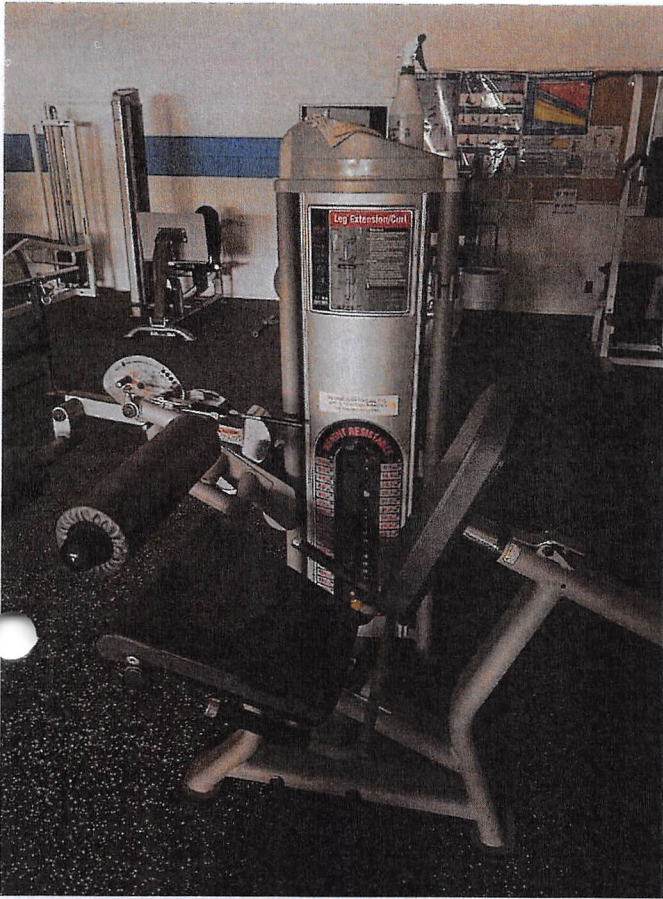
On Wed, Jul 24, 2024 at 11:41 AM Roger Clark <rogclark313@gmail.com> wrote:

I visited the old Cobalt Gym and this is some of the Equipment I think we should try and purchase .I spoke to Don at Akfit about the treadmills and equipment. He said pay no more than \$500.00 for a treadmill. The Vision T80 was an amazing treadmill but its over 10 years old and Vision no longer stocks parts for this machine. The fact that it has sat in a non heated building so long the control board could have corrosion and fail any time. A new board is \$1600.00. THE TREADMILLS ARE NOT WORTH THE RISK!

Some of the other equipment is definitely worth looking at and making an offer.



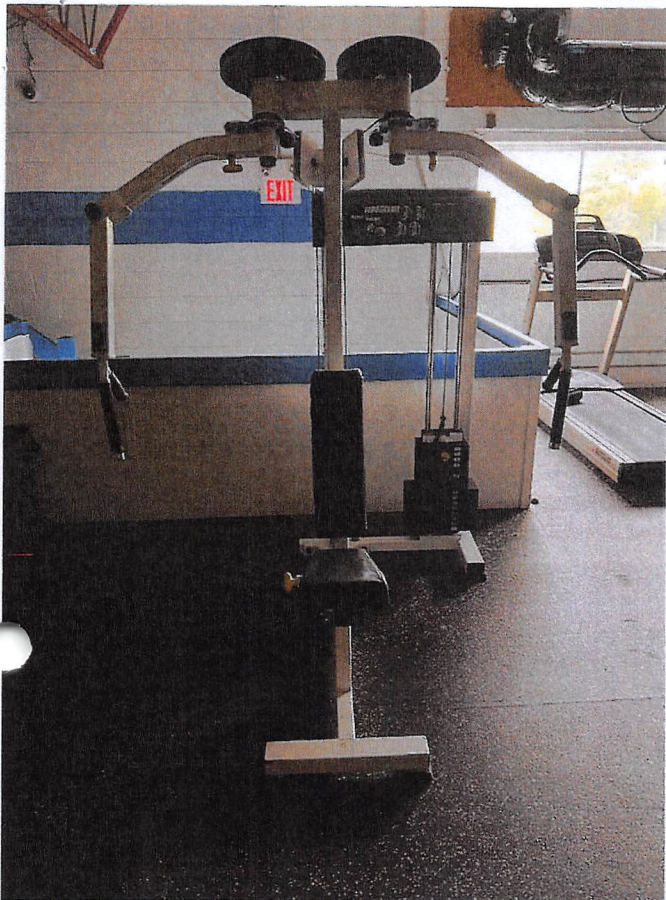
Leg press good condition little bit of paint and some new cables.
would like to offer \$1000.00. (Similar new unit at Akfit around \$3000)



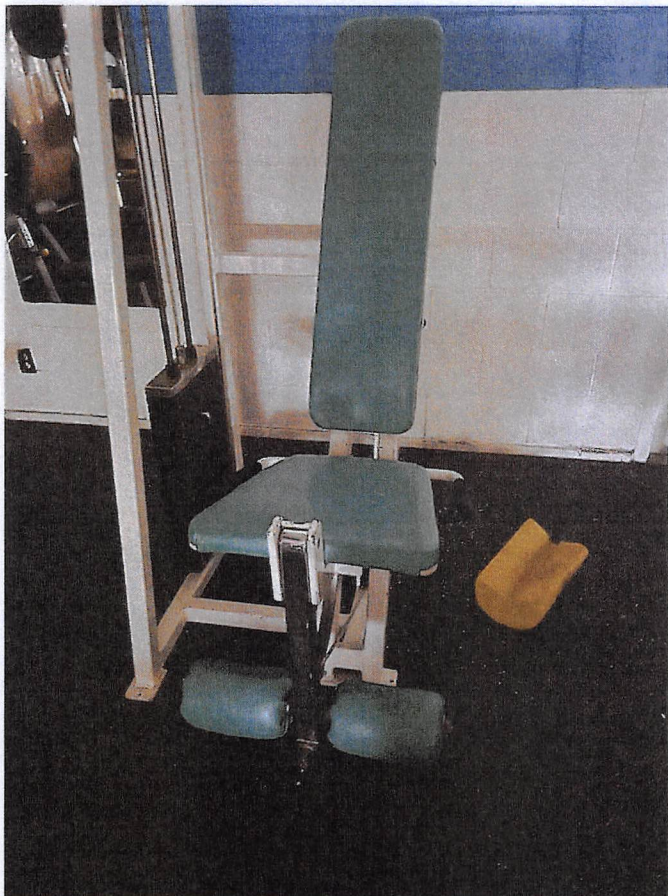
Leg curl machine. New cable and would be good to go!
\$1000.00 (Similar new one at Akfit around \$3000)



Calf raise machine \$50.00 (New is \$150.00)



Butterfly machine \$300.00 (Different new styles online \$500 to \$1000)



Basic leg curl machine \$250.00 but would prefer the other unit. Put this in there in case we cant agree on any pricing.

Didn't take any pictures of the free weights. They were solid but rusty , will need to be painted. Would be nice to get an Olympic Bar or two as we are down the good bar in our gym. A new bar is anywhere from \$80 to \$150 dollars. I would offer \$50.00 a bar if in good condition. New free weights on sale are around \$1.20 (Northern Fitness) a pound. I would offer \$0.60 to \$0.80 per pound.

KAL TIRE
250 ARMSTRONG ST N
PO BOX 573
NEW LISKEARD, ON
P0J 1P0
Phone: 705-647-5727
Fax: 705-647-8859



QUOTE

Quote #: 85100121467
Date: Aug 14 2024
Page: 1
Team Member: TPICHETTE
Option: 1

TOWN OF LATCHFORD
P.O. BOX 10
LATCHFORD, ON
P0J 1N0

TOWN OF LATCHFORD
P.O. BOX 10
LATCHFORD, ON
P0J 1N0
Phone: (705) 676-2416

AUG 14 2024

Account: 8518456

Vehicle: Loose

Year: _____
Make: *Loose
Model: _____
Unit: _____
Lic #: _____
Prov: _____
Vin: _____
Mi/KM: _____

Qty	Product Code	Description	Price	Unit	Amount
4		265/70R17 E10 NIT TER GRAP G2W		PCS	
4		ONT SCRAP TIRE COLLECTION FEE		EA	
4		PASS/LT INSTALL/BALANCE		EA	
1		*YOUR WHEELS HAVE BEEN TORQUED		EA	

Subtotal	1,620.76
ON GST/HST	210.70
Estimate	1,831.46
=====	



FOUNTAIN TIRE (NEW LISKEARD) LTD.

100 CRAVEN CRES
NEW LISKEARD ON P0J 1P0

Phone: 705.647.5500
Fax: 705.647.4100
F416@fountaintire.com
104646484RT0008

QUOTATION

AUG 14 2024

Quotation number: 416SQ00036468
Service Contact: COLIN SMITH

Date: 14/08/2024
Document Number: 416SQ00036468-2

Bill To Customer#416C00000122

Ship to Customer: 416C00000122

Year: 2011 Unit:

Make: DODGE TRUCK

Model RAM 1500 PICKUP

Colour: Engine

License: AF34550, ON

TOWN OF LATCHFORD
10 MAIN STREET PO BOX 10
LATCHFORD ON P0J 1N0

TOWN OF LATCHFORD
10 MAIN STREET PO BOX 10
LATCHFORD ON P0J 1N0

705.676.2416

AUG 14 2024

Item Number	Item Description	Qty	Unit Price	Discount	Total
PickupSUV					
S5542100	LT265/70R17 SAILUN TERRAMAX 3PMS A/T E 121/118S OWL	4.00	\$282.99	(\$113.20)	\$1,018.76
FREE2	30 Day Guarantee, Free Tire Rotations, Road Hazard Protection on P-Metric sizes	4.00	\$0.00		\$0.00
_T1	Wheel Balance, TPMS Reset or New Valve Stem	4.00	\$32.00		\$128.00
TireWhlParts					
20018	SCHRADER TPMS SNAPON SENSOR KIT	4.00	\$5.00		\$20.00
Other					
SHOP	Shop Supplies	1.00	\$8.96		\$8.96

This quote is valid for 7 days from the quotation date, or until the end of the promotion if applicable.

Quotation comments

Parts:	\$1,038.76
Services:	\$136.96
TRF:	\$18.00
Sub Total:	\$1,193.72
HST 13%:	\$155.18
Total:	\$1,348.90

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100 CRAVEN CRES
NEW LISKEARD ON P0J 1P0

Phone: 705.647.5500
Fax: 705.647.4100
F416@fountaintire.com
104646484RT0008

QUOTATION

AUG 14 2024

Quotation number: 416SQ00036472
Service Contact: COLIN SMITH

Date: 14/08/2024
Document Number: 416SQ00036472-2

Bill To Customer#416C00000122

Ship to Customer: 416C00000122

Year: 2011

Unit:

Make: DODGE TRUCK

Model RAM 1500 PICKUP

Colour: Engine

License: AF34550, ON

TOWN OF LATCHFORD
10 MAIN STREET PO BOX 10
LATCHFORD ON P0J 1N0

TOWN OF LATCHFORD
10 MAIN STREET PO BOX 10
LATCHFORD ON P0J 1N0

705.676.2416

AUG 14 2024

Item Number	Item Description	Qty	Unit Price	Discount	Total
PickupSUV					
2320963	LT265/70R17 KUMHO ROAD VENTURE AT51 E 121/118R BSL	4.00	\$303.99	(\$121.60)	\$1,094.36
FREE2	30 Day Guarantee, Free Tire Rotations, Road Hazard Protection on P-Metric sizes	4.00	\$0.00		\$0.00
LT1	Wheel Balance, TPMS Reset or New Valve Stem	4.00	\$32.00		\$128.00
TireWhlParts					
20018	SCHRADER TPMS SNAPON SENSOR KIT	4.00	\$5.00		\$20.00
Other					
SHOP	Shop Supplies	1.00	\$8.96		\$8.96

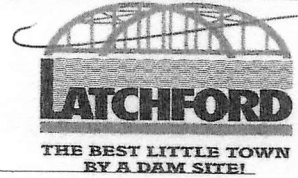
This quote is valid for 7 days from the quotation date, or until the end of the promotion if applicable.

Quotation comments

Parts:	\$1,114.36
Services:	\$136.96
TRF:	\$18.00
Sub Total:	\$1,269.32
HST 13%:	\$165.01
Total:	\$1,434.33



CORPORATION OF THE TOWN OF LATCHFORD



Council and Meeting Procedure Information Staff Report to Council

Report Number: 2024-20

Department: Administration

Author: Laurel Gadoury, Deputy Treasurer—Deputy Clerk

Meeting Date: August 20, 2024

Recommendations

1. That the report entitled Council and Meeting Procedure Information dated August 20, 2024 be received; and,
2. That Council amend, by resolution, The town of Latchford Procedural By-Law, No. 2024-018 to include specific direction to follow when adding, items for discussion, to meeting agendas.

Purpose

The purpose of this report is to provide the Council for The town of Latchford with the Clarification on the procedures for adding discussion items to a meeting agenda and Information on administration doing research for council.

Background

It was requested by Council as a Whole, during the general council meeting that took place on July 23, 2024, that information in regards to certain procedures be researched and presented to the Council for clarity.

Discussion

During a conversation with The Town of Latchford's Municipal Advisor, from The Ministry of Municipal Affairs and Housing in regards to the correct protocol for adding items to a meeting agenda, the following information was provided;

1. If no formal recommendation has been made through outside representatives then Council will default to the Town of Latchford's Procedural By-Law.
2. Upon reading The Town of Latchford Procedural By-Law # 2024-018, it was determined that there is no mention of who councillors should send additions to, the Mayor or Clerk.
3. That being said, the Procedural By-Law, through resolution, can be amended to add the procedure that council agrees upon.

The next question presented by council was "What are they allowed to ask of the clerk as far as doing researching information"? See Section 4, 4.3, and 4.4 of The Town of Latchford Council Code of Conduct Policy below:

Section 4 – Roles & Responsibilities

The role of Council and Staff is traditionally one of the first items to be clarified for a Council, in that Staff shall take direction from the Town Clerk. The Town Clerk shall take direction from and be responsible to Council, but shall not be instructed or directed by or be responsible to any individual member of Council. The Town clerk shall consult with Council with respect to any matter of concern to the municipality or to any of its local boards or committees. Clearly defined roles, distinguishing between the concepts of "governance" and "management", are critical to the success of a municipality. It will be reinforced at the outset that Council sets the policy for the community; it does not engage or participate in the daily operations of the municipality.

Council's mandate is to:

- Fairly represent the diversity of community views in developing an overall strategy for the future of the Town.
- Set objectives and determine strategies to achieve the goals of the Town.
- Achieve sound financial management, planning and accountability.
- Be aware of and understand statutory obligations imposed on Council as a whole,
- As well as each individual Member of Council.

4.3 Relations with Staff

Members of Council shall acknowledge and respect the fact that staff work for the Town as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objectives, without due influence from any individual members.

In addition, Members of Council shall acknowledge and respect the act that staff carry out directions of Council as a whole and administer the policies of the Town. A member of Council shall refrain from using their position to improperly influence members of staff in their duties or functions or to gain advantage for themselves or others.

Members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

4.4 Interaction with Staff

The Town has worked diligently at creating a positive working relationship between Council and Staff. This has been successful, largely due to a mutual respect for each other's roles and responsibilities.

- a. Only Council acting as a body, can dictate that staff perform such duties as are necessary to the efficient management of the affairs of the community as the Council deems necessary. Individual Council Members do not have the authority to direct the Town Clerk, Dept. Heads, or staff.
- b. The role of the Town Clerk, Chief Financial Officer and the Department Heads is to direct the day to day management of the municipality, and assign duties to the staff placed under their supervision. To encourage the efficient management of the community, individual Council Members are requested to be mindful of that fact and are advised of the following:
 - i. Council will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves to circumvent or ask staff to circumvent established Policies. Only council as a body, at a formal meeting, has the authority to amend policies.
 - ii. Council as a body, and as individuals, will liaise primarily with the Town Clerk, Chief Financial Officer, Department Heads in the absence of the Town clerk. This requirement is not designed to interfere with the normal flow of information with those staff members who have been assigned the responsibility of providing information to Council by the Department Heads or the Town Clerk.

- iii. Questions or issues surrounding operational concerns or complaints excluding the basic issues covered above, should be directed primarily to the Town Clerk or in the absence of the Clerk, to the Department Heads.
- iv. The Municipality does not provide secretarial and/or research services for individual Councillors. Should information be required by individual Council Members, a request should be made to the Clerk who will then determine which staff member is best suited to obtain the data.

Conclusion

Amending the procedural by-law will allow for more clarity and less confusion for present and future council members when requesting items be added to the agenda for discussion. It is suggested when amending the procedural by-law to include that council members include some form of back up documents on the topic they wish to have added.

Consultation

The municipal Advisor with The Ministry of Municipal Affairs and Housing, The Town of Latchford Council Code of Conduct, The Town of Latchford Council – Staff Relations Policy 5. Guiding Principles and The Town of Latchford Procedural By-Law No. 2024-018 were consulted and thoroughly reviewed for this report.

Approval

Jaime Allen, Clerk Treasurer

Contact

Laurel Gadoury, Deputy Treasurer – Deputy Clerk