

The Corporation of the Township of Burpee and Mills

Regular Council Meeting Minutes

Wednesday, August 5, 2020

The Corporation of the Township of Burpee and Mills Council met electronically for the Regular Council Meeting with Reeve Ken Noland and Councillors, Martin Ainslie, Penny Palonen, Arthur F. Hayden and Wayne L. Bailey in attendance. Lynn Jackes, Assistant Clerk-Treasurer and Shane Chatwell, Road Superintendent were also in attendance. Patsy Gilchrist, Clerk-Treasurer recorded the minutes.

GUESTS: Joe Moor and Tom Sasvari

The Meeting was called to order at 7:37 p.m. by Reeve Noland.

There was no Conflict of Interest declared.

MOTION: 2020-102

Moved By: Martin Ainslie

Seconded By: Wayne L. Bailey

THAT Council approve the Agenda for the August 5, 2020 Regular Council Meeting.....carried KN.

MOTION: 2020-103

Moved By: Penny Palonen

Seconded By: Arthur F. Hayden

THAT Council approve the Regular Council Meeting Minutes of July 6, 2020.....carried KN.

Road Superintendent's Report

Shane Chatwell advised that the ditching has begun along the Britainville Road. The fogging of roadways originally planned had been discussed with the Roads Committee and it was decided the fogging will not take place this year. Bell Road will receive 1 km. of prime. The gravel is presently being delivered to the stockpile. Gravelling of roads will occur next week.

Shane reported that a toilet has been purchased for the Transfer Station and is on site. GFL have removed most of the baled plastics from the Transfer Station.

Wayne Bailey thanked the Roads Department for the great job in whitening the rocks at the municipal office location and for fixing the tap. Art Hayden passed along a compliment he had received for the Roads Crew on the cleaning and brushing of the roadside at Wolsey Lake Road.

Reeve Noland stated vision concerns regarding the entrances to Hwy. 540 from Bell Road, McKinley Road, Indian Point Road and Union Road. Shane will contact Eacom to request they brush out those corners as soon as possible.

MOTION: 2020-104

Moved By: Arthur F. Hayden

Seconded By: Penny Palonen

THAT the Road Voucher in the amount of \$57,832.05 be approved for payment.....carried KN.

MOTION: 2020-105

Moved By: Wayne L. Bailey

Seconded By: Martin Ainslie

THAT the General Voucher in the amount of \$50,946.78 be approved for payment.....carried KN.

MOTION: 2020-106

Moved By: Arthur F. Hayden

Seconded By: Martin Ainslie

THAT the Fire Voucher in the amount of \$187.73 be approved for payment.....carried KN.

MOTION: 2020-107

Moved By: Martin Ainslie

Seconded By: Arthur F. Hayden

THAT Council give By-Law No. 8-2020, Being a bylaw to provide for the Actual Cost Levy of Burpee Drain1, necessary readings and be passed.....carried KN.

MOTION: 2020-108

Moved By: Arthur F. Hayden

Seconded By: Martin Ainslie

WHEREAS Council has received a request from Mr. Donald F. McKay, one of the owners of Concession 8, Lot 18, Mills Township, requesting permission to open the Road Allowance along the south end of his property to Lake Huron.

It is the decision of Council that permission is granted to open the Unopened Road Allowance 66 feet past the east property line of Concession 8, Lot 18 to provide access to his property, with the following conditions:

1. The request to open the road allowance must be provided from his nephew and his friend as well, as they are co-owners of the property;
2. A legal survey must be presented to the Road Superintendent prior to any work beginning.
3. Before the work begins, the contractor must provide proof of liability insurance of not less than \$2,000,000.00 and proof of WSIB coverage. The Municipality must be listed as a named insured under the insurance policy and be protected against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property during the execution of this project.
4. The Road Superintendent will inspect the unopened road allowance with the contractor prior to the work beginning. Inspection will take place while in progress and at the completion of the project.
5. A refundable deposit of \$500.00 will be provided to the Municipality prior to work beginning. Any clean up costs will be billed back to the applicant(s). The refundable deposit is conditional on meeting the conditions for construction of the roadway as determined by a final inspection by the Road Superintendent.
6. The work is to be done in the centre of the road allowance.
7. No debris is to be left (free of all tree stumps, earth, stones, boulders, etc.) on the road allowance or adjacent properties.
8. No water drainage areas are to be blocked (installation of culverts may be necessary as determined by the Road Superintendent).
9. Proper measures to mitigate silt filtration must be taken if the work is to be completed within 30 metres of a water course.
10. Neighbouring land owner's accesses are to be preserved if established.
11. A letter must be provided from the Ministry of Environment to the Municipality, prior to work beginning, stating all species at risk concerns are addressed.

- 12. An entrance permit must be applied for from the Municipality. This includes a \$100.00 refundable deposit upon approval of the completed entrance.

This road will not be added to the maintained municipal road infrastructure.....carried K.N.

MOTION: 2020-109

Moved By: Wayne L. Bailey

Seconded By: Penny Palonen

THAT Council approve the Strategic Asset Management Policy as circulated.....carried KN.

Reports

Airport – Wayne Bailey advised he had attended at the Airport to review incident reports on file. He met with the Auditor who stated he had 2 concerns. The Airport is owned by 3 different municipalities and confirmed that Wayne Bailey had been given Executive Authority for the administration of funds. The other concern was in the area of regular incident reports. Wayne confirmed he had reviewed all incident reports. Robbie Colwell discussed his concern with the pilots turning off their radio receivers after takeoff. Robbie is to get the message out asking they please leave the receivers on for a longer period of time. Wayne advised that an Infrastructure Meeting had not been scheduled to date.

MMA – Reeve Noland advised that electronic meetings were being held with the municipalities and First Nations on a 2 week basis. There is a concern that insurance companies are not covering any COVID 19 related claims. The Province has been asked for their input but no response has been received.

Planning Board – Reeve Noland clarified that the process has changed for Official Plan approvals. The Municipalities will now approve the official plan amendments with MMAH being given the opportunity to object/appeal.

CPAC - Wayne Bailey advised that CPAC will meet in September. The clarification of what the CPAC role is to be will be discussed.

Recreation – Wayne Bailey and Art Hayden have met with the Gym Committee regarding the re-opening of the Gym. The decision was to delay opening of the gym until assurance is received that it can be done safely, with a detailed plan for required documentation, adequate cleaning, and sanitization as well as insurance coverage for liability. They will meet again at a later date.

Library - Martin Ainslie advised there have been no library meetings. The summer student is covering the library and the curbside pickup is continuing.

Waste Management – The Transfer Station system is working well with one car at a time. It is well controlled. Most of the baled plastics have been removed.

Centennial Manor – Art Hayden advised that a meeting may be scheduled for August.

MOTION: 2020-110

Moved By: Wayne L. Bailey

Seconded By: Martin Ainslie

WHEREAS the Town of Gore Bay has requested a resolution of support for the following:

WHEREAS the Municipality of McDougall passed a resolution in response to a discussion paper published by Association of Municipalities of Ontario;
 AND WHEREAS AMO proposes that Northern Ontario District Social Services Boards (DSSAB) replace current OPP Detachment Boards;
 AND WHEREAS the Federation of Northern Ontario Municipalities (FONOM) have identified several issues with DSSAB Boards replacing the current OPP Detachment Boards;

THEREFORE BE IT RESOLVED that the Council of Gore Bay is in agreement with FONOM in that the current DSSAB's would not be the best solution for overseeing Northern Ontario OPP Detachments and they be so advised;
FURTHER a copy of the resolutions be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and MPP Mike Mantha for Algoma Manitoulin.

The Township of Burpee and Mills supports this resolution.....carried KN.

MOTION: 2020-111

Moved By: Martin Ainslie

Seconded By: Wayne L. Bailey

THAT the Council Meeting be adjourned at 8:35 p.m.....carried KN.

Ken Noland, Reeve

Patsy Gilchrist, Clerk-Treasurer



The Municipality of Burpee and Mills Strategic Asset Management Policy

1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Township of Burpee and Mills. Regulations require all municipalities to complete a Strategic Asset Management Policy and conduct a review and potential update of this policy every 5 years.

Statutory requirements

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in Ontario Municipalities. The Township of Burpee and Mills will strive to incorporate the following principles whenever possible into the day to day operation of the Township.

Forward Looking: The Municipality shall take a long-term view while considering demographic and economic trends in the region.

Budgeting and planning: The Municipality shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation.

Prioritizing: The Municipality shall clearly identify infrastructure priorities which will drive investment decisions.

Economic development: The Municipality shall promote economic competitiveness, productivity, job creation, and training opportunities.

Transparency: The Municipality shall be evidence-based and transparent, basing decision on publicly shared information and make information available to the public.

Consistency: The Municipality shall ensure the continued provision of core public services, such as health care and education.

Environmentally conscious: The Municipality shall minimize the impact of infrastructure on the environment by:

1. Respecting and helping maintain ecological and biological diversity,
2. Augmenting resilience to the effects of climate change, and
3. Endeavouring to make use of acceptable recycled aggregates.

Health and Safety: The Municipality shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.



Strategic Asset Management Policy

Community Focused: The Municipality shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the projects, such as:

1. Local job creation and training opportunities (including for apprentices, within the meaning of Section 9 of the Infrastructure for Jobs and Prosperity Act, 2015)
2. Improvement of public space within the community, and
3. Promoting accessibility for persons with disabilities.

Innovation: The Municipality shall create opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

Integration: The Municipality shall where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

2.0 Scope

This policy applies to all of the Township of Burpee and Mills departments, officers, employees and contractors.

3.0 Objectives

The objectives of this policy are to:

- Provide a consistent framework for implementing asset management throughout the organization
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks

4.0 Policy

Background

Asset Management Practices should guide the business of the Township of Burpee and Mills to achieve our service delivery objectives.

We are committed to delivering our services in a socially, economically and environmentally responsible manner. We will consider stakeholders wants, needs and priorities and commit to having an informed understanding of the trade-offs between risks, costs and service performance.



Strategic Asset Management Policy

Principles

The Township of Burpee and Mills is committed to sustainable service delivery through the following principles:

1. Ensuring that the Township of Burpee and Mills tangible capital assets and other assets that are deemed critical are provided for and maintained in a sustainable manner.
2. Meeting all relevant legislation and regulatory requirements.
3. Implementing Asset Management Plans and Strategies and providing financial resources to support them by:
 - a. Completing Asset Management Plans for all major asset/service areas. The planning will be aligned with the Township's Official Plan.
 - b. Using the Asset Management Plans to support the Long-Term Financial Plan and annual budgets.
 - c. Regularly reviewing all asset management plans
 - d. Consulting with the community when deciding on service level changes.
 - e. Committing to invest staff time and resources toward asset management practices.
 - f. Ensuring that asset management practices align with the Township's Master Plans, Financial Plans, Strategic Plan, Official Plan, Emergency Plan and the Ontario Planning Act.
 - g. Asset renewals, operations and maintenance practices will consider climate change impacts during decision making and funds will be allocated or reserved when appropriate.
 - h. Encouraging all Township employees to participate in asset management by providing necessary awareness, training and professional development
 - i. Providing our stakeholders with services that they are willing and able to pay for including: renewals, maintenance and operations, unless otherwise legislated

5.0 Responsibilities

Elected Officials are responsible for adopting the policy, allocating resources, and providing oversight of the delivery of the Township of Burpee and Mills asset management strategy and plans,

6.0 Review Date

This policy has a life of 5 years or less at the discretion of the current Council.