

MINUTES of a Special Budget Meeting for the Township of North Frontenac, held Thursday, February 25, 2010, at 9:00 a.m. in the Upstairs Meeting Room of the Clar/Mill Fire Hall, 6648 Road 506, Plevna, Ontario.

PRESENT: Mayor Ron Maguire; Councillor Fred Perry and Councillor Wayne Good – Ward 1; Councillor Lonnie Watkins – Ward 2; Deputy Mayor Jim Beam and Councillor Bob Olmstead – Ward 3.

ALSO PRESENT: Cheryl Robson, CAO/Treasurer; Brenda Defosse, Clerk/Planning Coordinator; Angela Miller, Administrative/Financial Coordinator; Corey Klatt, Community Liaison/Property Building Coordinator (CLPBD); Steve Riddell, Director of Emergency Services/Fire Chief; Casey Cuddy, Kaladar/Barrie Fire Chief; John Ibey, Public Works Manager (PWM) and Evan Sepa, IT Technician/Mapping Coordinator.

ABSENT WITH REGRETS: Councillor Elaine Gunsinger

1. CALL TO ORDER

2. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
None declared.

3. DELEGATIONS

a) Wayne Patterson, CET and Gary Loyst, Jewell Engineer Inc.

Re: Feasibility Study - Asset Management/Inventory Review (Presentation attached)

Moved by Councillor Olmstead, Seconded by Deputy Mayor Beam #101-10

BE IT RESOLVED THAT Council receives for information the report from Jewell Engineering Incorporated entitled “Feasibility Study – Asset Management Review”;

AND THAT Council approves the additional project costs of \$9,000.00 for the next step, being the preparation of floor plans for the municipal building.

Carried

b) Barrie Salt and Sand Storage Facility – Jewell Engineering site survey.

(Note: Applied for Community Adjustment Fund Round 2 grant)

Moved by Councillor Olmstead, Seconded by Deputy Mayor Beam #102-10

BE IT RESOLVED THAT Council receives for information the Jewell Engineering Inc. site survey of the Barrie Salt and Sand Storage Facility;

AND THAT if the Community Adjustment Fund grant is awarded, the Township of North Frontenac’s share of \$60,650 shall be included in the 2010 budget;

AND THAT the Public Works Manager shall contact Mississippi Valley Conservation immediately to obtain direction/authorization with respect to remediation of the open water area at the rear of the existing sand dome;

AND THAT the cost of grading, topsoil and seeding estimated at \$20,000.00 shall be included in the 2010 budget.

Carried

4. NEW BUSINESS:

a) FIRE:

i) Boot Allowance for all Fire Volunteers.

Moved by Councillor Olmstead, Seconded by Deputy Mayor Beam #103-10

WHEREAS in 2009 North Frontenac Fire Volunteers, Public Works and other applicable employees received \$75.00 per year for boot allowance;

AND WHEREAS the Kaladar/Barrie Joint Fire Board has recommended in the 2010 draft budget that the Kaladar/Barrie Fire Volunteers receive \$150 every two years, with a receipt;

THEREFORE BE IT RESOLVED THAT to ensure all employees are treated equitably, Council of the Township of North Frontenac hereby approves the recommendation of the Joint Fire Board for boot allowance for all Fire Volunteers;

AND THAT the Public Works, Crown Land and full-time Waste Management Employees remain at the \$75.00 per year with a receipt.

Carried

ii) Kaladar/Barrie Joint Fire Board 2010 Draft Budget.

(Note: Fire Chief Cuddy attends an annual Conference – see training budget)

Moved by Councillor Olmstead, Seconded by Deputy Mayor Beam #104-10

BE IT RESOLVED THAT the Council of the Township of North Frontenac approves the Kaladar/Barrie Joint Fire Board 2010 budget in the amount of \$239,135 (which includes \$2,500 legal costs for a new Agreement); being a 3.09% increase, that the Township of North Frontenac is responsible for 50% of the total;

AND THAT Council approves the 2010 “Fixed Assets” budget for the Barrie Fire Hall as follows:

- Building Maintenance in the amount of \$2,900;
- Engineer Design for the proposed training room/addition in the amount of \$4,000 subject to the following:
 - o Kaladar/Barrie Fire Chief preparing a rough sketch for the Township of North Frontenac’s Chief Building Official’s review;
 - o Community Liaison/Property Building Coordinator shall obtain three quotes from a Architect/Designer (per CBO does not require an Engineer to prepare the drawings for this addition);
 - o CBO, CLPBC, KB Fire Chief and CAO shall prepare and issue a Request for Proposal (RFP) to obtain construction quotes and follow the requirements of the Township of North Frontenac’s Procurement By-law, aiming for this renovation construction to commence in 2010.
- Contributions to Reserve Funds in the amount of \$10,000 for the proposed training room/addition. (Total earmarked = \$85,000 being \$10,000 proposed for 2010; plus \$40,000 in 2009; plus \$35,000 in 2008.)

Carried

iii) Request for Deputy Fire Chief Dunham to attend the 2010 Ontario Association of Fire Chiefs annual Conference.

Moved by Councillor Olmstead, Seconded by Deputy Mayor Beam #105-10

BE IT RESOLVED THAT Council hereby approves of Deputy Fire Chief Dunham attending the 2010 Ontario Association of Fire Chiefs Annual Conference.

Carried

iv) Ompah Fire Hall.

Moved by Councillor Watkins, Seconded by Deputy Mayor Beam #106-10

WHEREAS the Council of the County of Frontenac supports the building of a new northern land ambulance base in Ompah in concert with the Township of North Frontenac Fire Services on the condition that an agreement can be negotiated with the Township for the project;

THEREFORE BE IT RESOLVED THAT the Council of the Township of North Frontenac supports the building of a new combined land ambulance base and fire hall in Ompah;

AND THAT Council instructs the CAO, CBO and Fire Chief to commence negotiations with County Staff aiming for this new building construction to commence in 2010;

AND THAT the CAO/Treasurer include an estimated cost of \$150,000.00 in the 2010 draft budget for deliberations. (Approximately \$95,000 presently in Reserve Fund and the balance shall be included in the 2010 budget.)

Carried

b) GENERAL:

i) Statement of Revenue and Expenditures as of December 31, 2009

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #107-10

BE IT RESOLVED THAT the Statement of Revenue and Expenditures as of December 31, 2009 be received for information and filed.

Carried

ii) Reserves and Reserve Funds Summary as of December 31, 2009

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #108-10

BE IT RESOLVED THAT the Reserves and Reserves Fund Summary as of December 31, 2009 be received for information and filed.

Carried

iii) Ontario Municipal Partnership Fund (OMPF) – explanation for change

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #109-10

BE IT RESOLVED THAT the Ontario Municipal Partnership Fund (OMPF) Allocation Comparison Report 2009 vs. 2010 be received for information and filed.

Carried

iv) Update re: HST effective July 1, 2010

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #110-10

BE IT RESOLVED THAT Council receives the Deputy Treasurer's Administrative Report titled Harmonized Sales Tax (HST) Implications, for information purposes;

AND THAT Council further instructs the Deputy Treasurer to continue to provide Council, CAO and Department Heads with HST updates as information becomes available.

Carried

v) "SKYPE" video communication

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #111-10

BE IT RESOLVED THAT Council receives for information the report from the IT Technician/Mapping Coordinator on the "SKYPE" video communication system.

Carried

vi) Microphone system

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #112-10

BE IT RESOLVED THAT Council receives for information the report from the IT Technician/Mapping Coordinator on the microphone system.

Carried

vii) Adobe Design Suite software and Design contract.

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #113-10

BE IT RESOLVED THAT Council receives for information the report from the IT Technician/Mapping Coordinator on the Adobe Design Suite software and Design contract;

AND THAT the CAO/Treasurer be instructed to include the \$1,800 (in US funds) for the Adobe Design Suite software; and \$1,500 for the Design contract in the 2010 draft budget for deliberations.

Carried

Note: Fire Chief Cuddy left the meeting at this time.

c) ADMINISTRATION:

i) Vacant position "Office Support – All Department" to be advertised

Moved by Councillor Perry, Seconded by Deputy Mayor Beam #114-10

BE IT RESOLVED THAT Council hereby approves the advertising of the vacant position "Office Support – All Departments";

AND THAT the CAO be instructed to advertise the vacant position of "Office Support – All Departments" internally and externally.

Carried

ii) CAO's Support Clerk – 75% of this salary be charged to By-law Enforcement.

Moved by Deputy Mayor Beam, Seconded by Councillor Good #115-10

BE IT RESOLVED THAT Council hereby approves seventy five percent (75%) of the CAO Support Clerk's salary being charged to By-law Enforcement.

Carried

d) ECONOMIC DEVELOPMENT/SUNDRY:

i) Donations and Special Projects

Moved by Deputy Mayor Beam, Seconded by Councillor Good #116-10

BE IT RESOLVED THAT Council receives for information the 2008 and 2009 Donations and Special Projects list as requested at the January 22, 2010 Council Meeting.

Carried

ii) AWCC Art and Craft Shows 2010

Moved by Deputy Mayor Beam, Seconded by Councillor Good #117-10

BE IT RESOLVED THAT Council acknowledges the request from Ambient Woods Creative Collective Artisans' Guild (AWCC) for a donation relating to funding to their upcoming events/shows scheduled for 2010;

AND THAT Council hereby instructs the CAO/Treasurer to donate \$1,000 from the Economic Development budget and to include this in the 2010 budget;

AND THAT Council hereby instructs the Clerk to advise the AWCC of same.

Carried

iii) Clar-Mill Community Volunteers - Dragonfly Festival

Moved by Deputy Mayor Beam, Seconded by Councillor Good #118-10

BE IT RESOLVED THAT Council receives the letter of request from the Clar-Mill Community Volunteers for a donation to offset costs of both prizes and the event costs of the Dragonfly Festival to be held Saturday, June 19, 2010;

AND THAT Council hereby instructs the CAO/Treasurer to donate \$500.00 from the Economic Development budget and to include this in the 2010 budget;

AND THAT Council hereby instructs the Clerk to advise the Clar-Mill Community Volunteers of same.

Carried

iv) Solstice Day Festival.

Moved by Deputy Mayor Beam, Seconded by Councillor Good #119-10

BE IT RESOLVED THAT Council receives the request from the Clar-Mill Community Volunteers for a donation towards the Solstice Day festivities planned for 2010;;

AND THAT Council hereby instructs the CAO/Treasurer to donate \$500.00 from the Sundry Grants/Donations budget and to include this in the 2010 budget;

AND THAT Council hereby instructs the Clerk to advise the Clar-Mill Community Volunteers of same.

Carried

e) PROTECTION AND EMERGENCY SERVICES:

Helipad

Moved by Deputy Mayor Beam, Seconded by Councillor Good #120-10

BE IT RESOLVED THAT receives for information the email report from the Community Liaison/Property Building Coordinator with regards to a proposed Mississippi Helipad site.

Carried

f) ROADS:

i) Roads Task Force recommendations

Moved by Deputy Mayor Beam, Seconded by Councillor Good #121-10

BE IT RESOLVED THAT Council shall review the recommendations from the Roads Task Force in detail at the next budget meeting.

Carried

ii) Road Rehabilitation and Preservation Presentation

The PWM advised this type of rehabilitation is not North Frontenac's type of pavement and will not fix our wheel rutting problems.

Moved by Deputy Mayor Beam, Seconded by Councillor Good #122-10

BE IT RESOLVED THAT Council receives the invitation from the Pavement Products Group of Miller Paving Limited to attend the Road Rehabilitation and Preservation Presentation on March 8, 2010 in Napanee for information.

Carried

g) WASTE/RECYCLING:

i) Waste Disposal Site Attendant Shelters – heating system

Moved by Councillor Watkins, Seconded by Councillor Good #123-10

BE IT RESOLVED THAT the Council of the Township of North Frontenac, with regards to the Waste Disposal Site Attendant shelter heating systems, hereby directs the Clerk to look into acceptable replacement heaters.

Carried

ii) Recycling - Household Hazardous Waste Depot – 2009 cost breakdown.

Moved by Councillor Watkins, Seconded by Councillor Good #124-10

BE IT RESOLVED THAT Council receives for information the Municipal Hazardous and Special Waste (MHSW) 2009 Cost Breakdown as prepared by the Clerk.

Carried

NOTE: AECOM to attend the March 11, 2010 Council meeting to present the 2009 Waste Management Plan and the 2010 draft budget.

h) CEMETERIES:

Task Force.

Moved by Councillor Olmstead, Seconded by Councillor Good #125-10

BE IT RESOLVED THAT Council hereby officially disbands the Cemeteries Task Force and instructs the Clerk to send a letter to all Members thanking them for their time and energy provided to the Township as a Member of this Task Force;

AND THAT the Clerk and Councillor Watkins provide the 2010-11 draft budget to the CAO/Treasurer for inclusion in the 2010 draft budget for deliberations.

Carried

i) COMMUNITY HALLS:

Clar-Mill Community Volunteers – Maintenance of Clar-Mill Community Hall

Moved by Councillor Watkins, Seconded by Councillor Good #126-10

BE IT RESOLVED THAT Council receives for information the letter dated January 25, 2010 from the Clar-Mill Community Volunteers regarding maintenance to the Clar-Mill Community Hall;

AND THAT the letter was discussed at the February 25, 2010 Council Meeting.

Carried

j) MNR PARKS/CROWN LAND STEWARDSHIP PROGRAM:

Crown Land Stewardship Program 2009 annual report

Moved by Councillor Watkins, Seconded by Councillor Good #127-10

BE IT RESOLVED THAT the Council of the Township of North Frontenac receives for information the Community Liaison/Property Building Coordinator's report entitled "2009 Crown Land Stewardship Program Report" dated January 28, 2010;

AND THAT when the CAO & CLPBC meet with the MNR to discuss the 2010 LUP they request a LUP for more than one year to assist with the enhancements to the Crown Land Stewardship Program.

Carried

k) PLANNING:

i) Update on the 2010 Zoning By-law review

Moved by Councillor Watkins, Seconded by Councillor Good #128-10

BE IT RESOLVED THAT Council advises the cost of the 2010 Zoning By-law review be added to the 2010 budget for the Contract Planner's assistance and the Solicitor's review of the draft.

Carried

ii) Request for Deputy Clerk/Admin Assistant to the Planning Coordinator to attend the 2010 Ontario Association of Committees of Adjustment annual Conference

Moved by Councillor Watkins, Seconded by Councillor Good #129-10

BE IT RESOLVED THAT Council hereby approves of the Deputy Clerk/Admin. Assistant to the Planning Coordinator attending the 2010 Ontario Association of Committees of Adjustment Annual Conference at the Caesars Windsor Hotel from May 30, 2010 to June 2, 2010.

Carried

l) PROPERTY/BUILDING MAINTENANCE:

Medical building in Plevna.

(Note: Applied for Community Adjustment Fund Round 2 grant)

Moved by Councillor Watkins, Seconded by Councillor Good #130-10

BE IT RESOLVED THAT Council receives for information the copy of the Community Adjustment Fund Intake Two Application for the Family Health Team Satellite Office;

AND THAT if the Community Adjustment Fund grant is awarded, the Township of North Frontenac's share of \$48,100 shall be included in the 2010 budget.

Carried

m) COUNTY/EDUCATION TAX RATES:

Pending the next County Budget Meeting on March 3, 2010.

5. NEXT BUDGET MEETING DATE

The next Budget Meeting is scheduled for March 4, 2010 at 9:00 a.m. to 1:00 p.m. in the Upstairs Meeting Room of the Clar/Mill Fire Hall to discuss Roads only. The CAO, Clerk


and PWM shall attend. Also, on March 26, 2010 at 9:00 a.m. for a full day and all Department Heads shall attend. It was noted that the IT Technician will be away from the office that day.

6. ADJOURNMENT

Moved by Councillor Watkins, Seconded by Councillor Olmstead # 131-10

BE IT RESOLVED THAT the meeting adjourns at 2:12 p.m. until March 4, 2010 or at the call of the Chair.

Carried



Mayor



Clerk