

Secretary-Treasurer introduced application 1B/14/11

1B/14/11- Roy, Leonard, George, Bruce, Gary

The Secretary-Treasurer read the application and the comments from the Lakehead Conservation Authority, Ministry of Transportation (dated July 18/11 and July 21/11), Oliver Paipooonge Council and the Planning Report. July 21, 2011 letter clarified frontage on highway and how it affects this application as assumed he had frontage on Highway. There will be no access of highway 11/17 to the Roy property.

Chair asked if anyone wished to speak on behalf of the application.

Leonard Roy mentioned that the recent letter from Ministry of Transportation was received the day of the meeting and he had just read it now.

Leonard Roy explained that he had been dealing with the Ministry of Transportation since 2005. He had previously applied for an Official Plan Amendment and a Subdivision application. Both applications are no longer happening. Leonard Roy explained that he had previous correspondence allowing access and frontage off the highway.

Leonard Roy provided a map of the original property and current property map to board members. Leonard Roy explained that he has access on the large lot off Oakleaf Drive.

Leonard Roy asked the Board if possible, to defer the application to the next meeting for an opportunity for him to speak with Ministry of the Transportation regarding the access. The number of splits off the original parcel of land was to be addresses as well.

It was stated that if Leonard Roy was to purchase the surplus property from the Ministry that he would use that property for frontage, not as an entrance.

There were no further comments on this application.

Resolution #026-2011

MOTION: Moved by Jim Cassan
Seconded by Don Quinte

THAT the application 1B/14/11 for a proposed consent to sever from the property known as PT Lot 16, Con C & D, RP 55R12315, Part 1 and RP55R12552 Part 2, 24 Oakleaf Drive, in the Former Geographic Township of Paipooonge, now the Municipality of Oliver Paipooonge, owned by Leonard Roy, George Roy, Gary Roy, Bruce Roy, BE DEFFERED to allow for more information.

CARRIED

4. The minutes from the June 14th, 2011 meeting were approved.

Resolution #022-2011

MOTION: Moved by Lorraine Strickland
Seconded by Raymond Ree

THAT the Minutes for the June 14th, 2011 meeting of the Committee of Adjustment be approved CARRIED

5. The meeting was adjourned.

Resolution #028-2011

MOTION: Moved by Lorraine Strickland
Seconded by Raymond Ree

THAT the July 21st, 2011 meeting of the Committee of Adjustment be adjourned, the time being 8:32 p.m. CARRIED


Chairman


Secretary-Treasurer

SM/kv

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE

Wednesday, May 2, 2011

9:00 A.M.

COUNCIL CHAMBERS

PRESENT: Dale Dysievick, Co-Chair
Kyle Bushby, Co-Chair
Peter Whittington, Public Works Superintendent
Judy Jacobson, Deputy Clerk

CHAIR: Dale Dysievick

MINUTES OF PREVIOUS MEETING

Copies of the March 16, 2011, meeting minutes for approval.

MOVED BY Dale Dysievick
SECONDED BY Peter Whittington

THAT the Minutes of the March 16, 2011, meeting be approved.

CARRIED

WORKPLACE INSPECTIONS

Workplace Inspections

It was noted that April Workplace Inspections at the Public Works Garage, the Municipal Office and Murillo Hall were completed and that the NorWest Arena would be done in May.

ON GOING TRAINING FOR STAFF

Reschedule Fire Extinguisher Training

It was suggested that the Fire Chief be contacted to schedule Fire Extinguisher Training for staff.

Safety Tips on Pay Stubs

It was noted that the safety tips on the biweekly pay stub was ongoing.

Safety Quiz's

Dale Dysievick, Public Works advised the Public Works Staff were participating in safety quiz's as part of their meetings.

Fuel Safety Training

It was the consensus of the Committee that we proceed to register Public Works Staff as well as Community Services staff for training with Fuels Safety On Line Inc.

Networking & Knowledge Exchange

It was noted that Kyle Bushby attended the Networking & Knowledge Exchange put on by Health & Safety Ontario in Thunder Bay.

Supervisors Responsibilities and Due Diligence

It was noted that Jamie Cressman, CAO, Peter Whittington, Public Works Superintendent and Kyle Bushby, Community Services Supervisor were registered for the above noted training on May 5, 2011.

Inspecting Your Workplace and Investigating Accidents

It was noted that Peter Whittington, Public Works Superintendent, Kyle Bushby, Community Services Supervisor, Judy Jacobson, Deputy Clerk and Dale Dysievick were registered for the above noted training on June 8, 2011.

Basic Certification

It was noted that Kyle Bushby, Community Services Supervisor was registered to attend the above noted training on June 21 - 24, 2011.

Review Field Visit Report – Ministry of Labour

Copies of the Field Visit Report from the Ministry of Labour dated April 13, 2011, was reviewed by the Committee.

NEW BUSINESS

Pits and Quarries Training

Peter Whittington, Public Works Superintendent advised he would look into the status of Pits and Quarries training.

Health and Safety Manual

It was noted that the Health and Safety Manual required updating. Judy Jacobson, Deputy Clerk agreed to contact John O'Brien, Owner-Trainer/Consultant, JOB Training & Development with respect to an evaluation on the status of the manual.

Drivers Abstracts

It was noted that Drivers Abstracts had been completed for Municipal Staff that use either municipal or personal vehicles for work and all were satisfactory.

Database for Maintaining Staff Training Records

It was noted that all staff training be reported to the Administrative Assistant to record in the municipal database and that copies of all certificates to be placed in the personnel files.

NEXT MEETING

It was determined that the next meeting will be held in the Fall of 2011.

ADJOURNMENT

The meeting adjourned at 9:35 a.m.

**Oliver Paipoonge Public Library
Board of Directors' Meeting
Wednesday October 12th 2011
Murillo Branch 6:30pm**

Present: Jackie Cearnese, Susan deBoer, Maxine McCulloch and Rena Patton.

Regrets: Eric Collingwood, Doug McChristie, Annette Pugh.

Approval of Agenda.

A motion to approve the agenda of October 12th 2011 was made by Susan deBoer and seconded by Rena Patton. Carried.

Conflict of Interest.

None.

Approval of Minutes of September 14th 2011.

A motion to approve the minutes of September 14th 2011 was made by Susan deBoer and seconded by Rena Patton. Carried.

Business arising from the Minutes.

-Capacity Building Grant proposed budget (attached) . A motion to proceed with the proposed budget was made by Rena Patton and seconded by Susan deBoer. Carried.

-sample banners shown and discussed

-Youth Intern update. – received funding for 1 intern position (hired)

- staff retirement – Sandra will be retiring at the end of December – discussion around retirement party and gift from Board.

-flyer for newsletter . A motion to go ahead with the flyer (with changes as discussed) to be inserted in the Oliver Paipoonge newsletter was made by Rena Patton and seconded by Susan deBoer. Carried.

-volunteer hour chart viewed

-summer stats letter and draft letter to Council *deferred to next meeting*

Correspondence.

None

Financial Report (attached)

-general ledger statement (attached). A motion to accept the general ledger statement was made by Susan deBoer and seconded by Rena Patton. Carried. The statement was signed by Chair Jackie Cearnese.

-2012 draft budget and budget to date *deferred to next meeting*

-received \$989.00 operating grant from Gillies Township.

- 2009 and 2010 audit discussion *deferred to next meeting*.

-\$25.00 memorial donation from Gillian and David Hearn in memory of Isobel Tomlinson.

New Business/CEO Report

-network meeting (attached)

-meeting with Conmee Township re: the possible closure of their library. Maxine will attend the meeting on October 21st.

-Service Ontario Business Agreement 2012 – Maxine to discuss possible training

-Alison taking Story Time in Rosslyn

Monthly Library Report.(attached)

-new column for volunteer hours

Discussion on 4 year Plan

-deferred to next meeting

Next Meeting

Wednesday November 9th 2011. **6: 00 PM** Murillo (upstairs)

PLEASE NOTE NEW TIME FOR THIS MEETING ONLY

Motion to Adjourn

A motion to adjourn was made by Rena Patton and seconded by Susan deBoer. Carried.



Lakehead Region Conservation Authority

Conserve Today...For A Better Tomorrow

Minutes of the Eighth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, September 21, 2011, in the Authority Boardroom. The Chairman called the Meeting to order at 4:30 p.m.

PRESENT:	Bill Bartley, Chairman	4:30 p.m. – 5:48 p.m.
	Donna Blunt, Vice-Chairman	4:30 p.m. – 5:48 p.m.
	Grant Arnold	4:30 p.m. – 5:48 p.m.
	Ken Boshcoff	4:30 p.m. – 5:48 p.m.
	Jim Byers	4:30 p.m. – 5:48 p.m.
	Ed Chambers	4:30 p.m. – 5:48 p.m.
	Rick Kieri	4:30 p.m. – 5:48 p.m.
	Gary Murchison	4:30 p.m. – 5:48 p.m.
	Ziggy Polkowski	4:30 p.m. – 5:48 p.m.
	Linda Rydholm	4:30 p.m. – 5:43 p.m.
	Jim Vezina	4:30 p.m. – 5:48 p.m.

ALSO

PRESENT:	Mervi Henttonen, General Manager/Secretary-Treasurer
	Tammy Cook, Watershed Manager
	Michelle Sixsmith, Water Resources Technologist, part of Meeting
	Julie Beach, Source Water Protection Manager, part of Meeting
	Melanie O’Riley, Administrative Clerk/Receptionist, recorder of Minutes

1. ADOPTION OF AGENDA

Resolution #126/11

Moved by Jim Byers, Seconded by Rick Kieri

"THAT: the Agenda is adopted as published." CARRIED.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #127/11

Moved by Rick Kieri, Seconded by Jim Byers

"THAT: the Minutes of the Lakehead Region Conservation Authority Seventh Regular Meeting held on Wednesday, August 31, 2011, together with the In-Camera portion are adopted as published." CARRIED.

4. DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES REGULATION

Members were provided with the Hearing Procedures for Applications submitted under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

The Applicant was provided with a copy of the Hearing Procedure and the respective Application.

(a) File: Application #32/11

Members reviewed and discussed Application #32/11 submitted by Lada Malek. The Applicant is proposing to construct a 15 square metre addition on the exiting cabin within the Fill Regulated Area of the Whitefish River. Staff recommended approval of the Application.

Resolution #128/11

Moved by Rick Kieri, Seconded by Jim Byers

"THAT: Application #32/11 submitted under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be approved." CARRIED.

5. SOURCE PROTECTION PLANNING

Members reviewed and discussed items contained in the Source Water Protection Planning Agenda.

6. IN-CAMERA SESSION

Resolution #129/11

Moved by Jim Byers, Seconded by Rick Kieri

"THAT: we now go into Committee of the Whole (In-Camera) at 4:34 p.m." CARRIED.

Resolution #130/11

Moved by Rick Kieri, Seconded by Jim Byers

"THAT: we go back into Open Meeting at 4:37 p.m." CARRIED.

The purpose of the In-Camera Meeting pertained to personnel.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: Draft 2012 Budget

Discussion of the proposed 2011 capital budget with the levy applicable to each member municipality took place. It was noted that the 2012 Current Value Assessment (CVA) calculation was received from the Ministry of Natural Resources on September 14, 2011 and therefore used to calculate the levy.

Discussion of the 2012 draft Operating Budget will take place at the next Meeting.

(b) File: Proposed Amendments to Ontario Regulation 180/06

Members reviewed and discussed the Staff Report related to proposed amendments to the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, Ontario Regulation 180/06.

Resolution #131/11

Moved by Gary Murchison, Seconded by Donna Blunt

"THAT" the Staff Report entitled Proposed Amendment to Ontario Regulation 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, September 2011 is adopted AND FURTHER THAT: the recommendation contain therein are endorsed."

"WHEREAS a local Conservation Authorities Act Section 28 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation' has been prepared in conformity with the provisions outlined in Section 28 of the Conservation Authorities Act and the amended Ontario Regulation 97/04, and as per the eligible amendments identified by the Ministry of Natural Resources

THEREFORE BE IT RESOLVED THAT the Lakehead Region Conservation Authority adopts the proposed amendments to the subject regulation

AND THAT the said regulation proposal with eligible amendments be submitted to the Ministry of Natural Resources for review, posting on the Regulatory Registry, and depending on the results of the registry posting, for subsequent consideration for approval by the Minister of Natural Resources." CARRIED.

8. **CORRESPONDENCE**

(a) **File: Conservation Ontario**

Correspondence from Conservation Ontario (CO) as detailed in the Agenda was reviewed.

(b) **File: Printed Material**

Printed material was circulated.

9. **MINUTES**

(a) **File: Lakehead Conservation Foundation**

For the Board's information, the next LCF Board Meeting is October 17, 2011, at 7:00 p.m.

10. **TREASURER'S REPORT**

An update on Asset Management and computerization of the Authority's accounting system was provided.

The Authority's Reserve Policy will be reviewed this year at a subsequent Meeting.

Discussion of the Teen Challenge Ice-fishing Fundraiser at Silver Harbour took place. Members concurred with the location and Staff will send a follow-up letter outlining the rules and regulations for using our Conservation Areas.

Members were provided with the brochure that was created for the Environmental Education Programs. Members agreed to a fee increase from \$3.00 to \$4.50/student.

Members were advised that the work on the Neebing-McIntyre Floodway is progressing as scheduled and that the timing window for water work is September 30, 2011.

Members were invited to attend the re-dedication ceremony scheduled for October 2nd at 2:00 p.m. at the Slovak Legion.

It was noted that the Manager from Home Depot was very happy with the tree de-limbing and brush clearing along the Floodway between Home Depot and Fort William Road.

Members were advised that the work on the stairs and railing at Cedar Falls Conservation Area is progressing very nicely.

12. PASSING OF ACCOUNTS

Resolution #132/11

Moved by Donna Blunt, Seconded by Ed Chambers

"THAT: having examined the accounts or the period of August 1 to August 31, 2011 cheque #2420 to 2477 totalling \$137,970.51, we approve their payment." CARRIED.

Pre-authorized payment through our Current Account during the month of August was detailed in the Agenda.

13. PROJECTS UPDATE

Members were invited to participate in the Fundraiser that will be held at Chapters Bookstore on Monday, November 28th, 2011 from 6:30 p.m. to 8:30 p.m.

Members were advised that the 2011 Hymers Fair was success and that next year is the 100th Anniversary which means high visibility at the event for those participating.

14. GREAT LAKES – LAKE SUPERIOR UPDATES

No new updates.

15. PLAN INPUT AND REVIEW

The plan input and review for the period September 1, 2011 to September 21, 2011 was circulated. The binder also contained the monthly summary submitted to Department of Fisheries and Oceans as per our Agreement.

16. NEW BUSINESS

Discussion of the administration of our Development Regulations took place. It was agreed that the status quo be maintained.

A Member was advised by a concerned citizen related to the fireworks debris that can be found at the Conservation Areas especially after long weekends. Thunder Bay Police will be asked to patrol the Conservation Areas more frequently during the long weekends.

The Conmee Township Representative advised Members of the Township's 100th Anniversary in 2013 and would like the Authority to participate with a display.

Discussion of Operation Red Nose took place. Operation Red Nose is a safe ride home service provided by volunteers during the holiday season to any motorist who does not feel fit to drive home. Staff and Members will be canvassed to see who would like to volunteer for this worthy cause.

Members were advised of the Greenwich Wind Farm Tour. Staff was asked to see if the date would be changed as the tour was to take place during the Thanksgiving weekend with most Members having already made plans.

17. NEXT MEETING

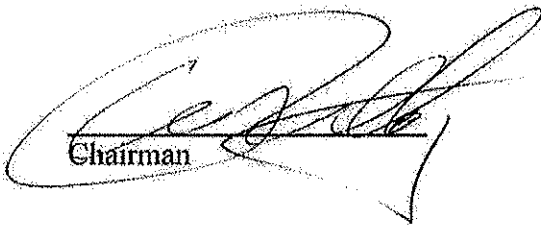
Wednesday, October 19, 2011, at 4:30 p.m.

18. ADJOURNMENT

Resolution #133/11

Moved by Rick Kieri, Seconded by Jim Byers

"THAT: the time being 5:48 p.m. AND FURTHER THAT there being no further business THAT we adjourn." CARRIED.



Chairman



General Manager/Secretary Treasurer



Lakehead Region
 Conservation Authority
 Conserve Today...For A Better Tomorrow
LAKEHEAD SOURCE PROTECTION AREA

**MINUTES OF THE FORTY-SEVENTH REGULAR
 LAKEHEAD SOURCE PROTECTION COMMITTEE MEETING**

Minutes of the Forty-Seventh Regular Meeting of the Lakehead Source Protection Committee held on Wednesday, September 7, 2011, at the Lakehead Region Conservation Authority Boardroom. The Chairman called the Meeting to order at 4:00 p.m.

MEMBERS PRESENT:

- Bob Hartley, Chairman
- Ken McWhirter, Vice Chairman
- Bernie Kamphof
- Jim Vukmanich
- Paul McAlister
- Robert Stewart
- Hartley Multamaki
- Ross Chuchman
- Guy Jarvis

MEMBERS ABSENT:

- Veikko Long

LIAISON MEMBERS PRESENT:

- Mervi Henttonen, LRCA General Manager/Secretary-Treasurer
- Katie Fairman, Ministry of Environment (MOE) Liaison Officer
- Chris Beveridge, Thunder Bay District Health Unit Liaison

ALSO PRESENT:

- Julie Beach, Source Water Protection Manager
- Neal Zago, Source Protection Communications Officer
- Tammy Cook, LRCA Watershed Manager
- Roman Augustyn, Source Protection GIS Specialist
- Syl Menic, Menic Planning
- Dr. Mary Rocker, Medical Student, Thunder Bay District Health Unit

1. ADOPTION OF AGENDA BY CONSENSUS

Agenda adopted by consensus.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the Forty-Sixth Regular Meeting held on Wednesday, August 3, 2011, and the Minutes of the First Special Meeting held on Wednesday, August 17, 2011, were adopted by consensus.

4. SOURCE PROTECTION PLANNING

Northern Ontario Conservation Authorities

For information purposes, the Committee was informed that the Minutes from the June 14, 2011 Greater Sudbury Source Protection Committee can be found on their website.

Lakehead Source Protection Area Characteristics

For information purposes, the Committee was provided with a spreadsheet created by Conservation Ontario defining specific characteristics of the Lakehead Source Protection Area. The purpose of the spreadsheet is to help determine the complexity of each SPA/SPR for post 2012 funding.

Director's Instructions – Complying with Section 34 of O. Reg. 287/07

For information purposes, the Committee was provided a letter from Acting Director, Heather Malcolmson, to aid SPCs in creating the legal effect for the Source Protection Plans. Directions have been provided on what needs to be included in an appendix in order to make the Source Protection Plan legal.

Source Protection Plan Advisory Committee (SPPAC)

It was stated that the Source Protection Staff, SPC Chair and LRCA General Manager-Secretary Treasurer and the Planning Consultant all participated in a SPPAC teleconference on August 18, 2011. The slide deck was provided to the Committee.

It was noted that for transport corridors, SPC's may create policies that specify the actions to be taken by a person or body to update their spill prevention and contingency response plans in order to protect the drinking water sources. When strategic actions are the policy tool used the legal effect is have regard to.

The SPC decided to wait until City of Thunder Bay Planners had met and discussed potential policy options.

It was noted that the Project Manager will be attending a SPPAC Meeting on September 19, 2011, in Toronto.

City of Thunder Bay Policy Development

It was noted that Leslie McEachern and Vicky Kosny from the City of Thunder Bay expressed an interest in having policies developed for the city of Thunder Bay. These policies would be for low threats which would have the legal effect of "have regard to".

Ms. McEarchern and Ms. Kosny will be meeting in September to discuss the potential policies and will be contacting Staff.

Ministry of Municipal Affairs and Housing (MMAH) Contact

It was noted that the Ministry of Environment has announced that our new contact at MMAH for the next year will be Audrey Anderson.

Source Protection Plan Policy Development

The Project Manager provided a presentation on all policies for the Oliver Paipoonge WHPA. During the presentation she explained the policy numbering system being used by Staff.

It was noted that all policies related to agriculture will be dealt with via Education and Outreach. This is due to only one property in WHPA-A which is designated to allow for agriculture. Prohibiting agriculture on this property would not be effective because the owner would move into a legal non-conforming status.

Land Use Planning, Specific Actions and Education and Outreach policies were approved by the Committee.

Source Protection Plan Pre-Consultation

It was noted that Pre-Consultation with elected officials and stakeholders for the Oliver Paipoonge WHPA will begin in September, 2012.

5. SOURCE PROTECTION COMMITTEE

Update from Ministry of Environment (MOE) Liaison Officer

None.

6. SOURCE PROTECTION PROJECT UPDATES

Drinking Water Source Protection Agreement

For information purposes, the Committee was informed that the Drinking Water Source Protection Grant Funding Agreement has been received, signed and returned to MOE.

It was noted that funding has been reduced.

Ontario Drinking Water Stewardship Program (ODWSP)

It was noted that four new septic systems have been installed in WHPA-A. To date, \$39,746.40 has been paid, leaving a balance of \$68,253.60. Of this balance, \$62,461.86 is accounted for to cover the five remaining septic installations.

It was noted that a questionnaire regarding the participant's thoughts of the program should be developed. The Committee agreed that it is a good idea and Staff will begin to develop the questionnaire.

Partners in Planning

For information purposes, the Committee was informed that the “Partners in Planning” session that was held on June 27, 2011, is now available online for viewing.

Assessment Report GIS Data Upload

It was noted that the GIS/Data Specialist has prepared and uploaded all the information used in the preparation of the Approved Assessment Report for the Lakehead Source Protection Area to the CAMaps data portal. The data went through quality and integrity checks on the CAMaps side and was successfully integrated in the provincial geodatabase.

Source Protection Planning Fact Sheet

For information purposes, the Committee was provided the revised Source Protection Planning Fact Sheet developed by Conservation Ontario.

7. CORRESPONDENCE

a) File: Ontario Minister of the Environment’s Annual Report on Drinking Water 2011

For information purposes, the Committee was provided with an email from John Wilkinson, Minister of the Environment and the downloaded copy of the “Minister’s Annual Report on Drinking Water 2011”.

b) File: Launch of Policy Database – Beta Testing

For information purposes, the Committee was provided with a letter from Acting Director, Paul Heeney concerning the launch of the Ministry of Environment’s Policy database for beta testing.

c) File: Water and Business – Current and Future Directions

For information purposes, the Committee was provided with an email from Jane Lewington providing excerpts on a report about the business community’s interest in water.

d) File: Industry Association Contact List

For information purposes, the Committee was informed that Conservation Ontario has now sent out twenty-six letters to various industries introducing the Source Protection Planning Program. To date, responses have been received for four groups.

e) File: Why Cleaned Wastewater Stays Dirty In Our Minds

For information purposes, the Committee was provided an article discussing the re-use of wastewater once it has been cleaned.

8. **WATER RELATED ACTIVITIES WITHIN THE SOURCE PROTECTION AREA**

It was noted that the Children's Water Festival is on September 20-22, 2011 and the Committee Members are welcome to sign up for the lunch.

It was noted that Nicole Barbato is writing an article for the Ontario Water Magazine and is asking SPC's for local input.

The BiNational Forum is holding their 17th workshop for stakeholder groups. The purpose will be to share ideas on their challenges, funding and decision making.

9. **NEW BUSINESS**

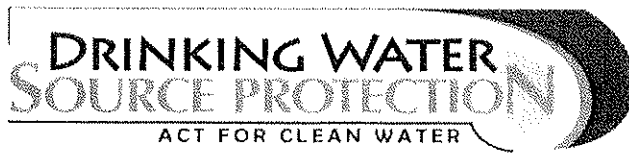
None

10. **NEXT MEETING**

Wednesday, October 5, 2011.

11. **ADJOURNMENT BY CONSENSUS**

Meeting adjourned by consensus at 5:00 p.m.



Lakehead Region
Conservation Authority
Conserve Today...For A Better Tomorrow

LAKEHEAD SOURCE PROTECTION AREA

MINUTES OF THE FORTY-EIGHTH REGULAR LAKEHEAD SOURCE PROTECTION COMMITTEE MEETING

Minutes of the Forty-Eighth Regular Meeting of the Lakehead Source Protection Committee held on Wednesday, October 5, 2011, at the Lakehead Region Conservation Authority Boardroom. The Chairman called the Meeting to order at 4:00 p.m.

MEMBERS PRESENT:

Bob Hartley, Chairman
Ken McWhirter, Vice Chairman
Bernie Kamphof
Jim Vukmanich
Paul McAlister
Veikko Long
Ross Chuchman

MEMBERS ABSENT:

Hartley Multamaki
Robert Stewart
Guy Jarvis

LIAISON MEMBERS PRESENT:

Mervi Henttonen, LRCA General Manager/Secretary-Treasurer
Katie Fairman, Ministry of Environment (MOE) Liaison Officer (via conference phone)
Chris Beveridge, Thunder Bay District Health Unit Liaison

ALSO PRESENT:

Julie Beach, Source Water Protection Manager
Neal Zago, Source Protection Communications Officer
Syl Menic, Menic Planning

1. ADOPTION OF AGENDA BY CONSENSUS

Agenda adopted by consensus.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the Forty-Seventh Regular Meeting held on Wednesday, September 7, 2011, were adopted by consensus.

4. BUSINESS ARISING FROM PREVIOUS AGENDA

It was noted that the City of Thunder Bay Planning Department had expressed an interest in having Land Use Planning Policies included in the Source Protection Plan. The Committee decided to maintain its original objective of only writing significant threat policies. Staff note that the Thunder Bay Intake Protection Zone 1 does not have any significant or moderate threats. There are no significant, moderate or low threats within Intake Protection Zone 2. Land Use changes can be made through the Planning Act by the City of Thunder Bay.

It was noted that Strategic Action Policies can be used for all transport pathway policies, including shipping lanes. It was decided that a strategic action policy would be created for ship anchorage in IPZ.

It was noted that there is already an organization and plan in place for spills under the REET program. This can be noted in the Source Protection Plan.

Staff will be inquiring about any valid permits to take water within IPZ-1. This can be found out at the local MOE office.

5. SOURCE PROTECTION PLANNING

Oliver Paipoonge Significant Threat Policies

It was noted that the Oliver Paipoonge Significant Threat Policies have now been sent to the various elected officials and stakeholder groups for pre-consultation.

It was noted that it will take 60 days to receive comments regarding pre-consultation from Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the Ministry of Municipal Affairs and Housing (MMAH).

It was announced that the SPC Chair and Staff will make a presentation to Municipal Council in Oliver Paipoonge on Wednesday, October 12, 2011. All SPC Members were invited to attend.

Strategic Action Policy for the City of Thunder Bay

A discussion regarding the issue of Ship Anchorage in IPZ-1 took place at the Meeting. The Committee concluded that putting the buoy back up would be a good way to deal with the concerns expressed at past meetings and presentations.

Draft Source Protection Plan

For informational purposes, the Committee was provided with a section of the Source Protection Plan for review. It was noted that the Committee thought it was very well done but would appreciate an acronym page.

It was noted that a Special Meeting will take place on November 23, 2011.

Source Protection Plan Advisory Committee (SPPAC)

It was noted that the Source Protection Manager attended an SPPAC Meeting in Toronto on September 19, 2011. An update was given by the Project Manager on the status of other

SPA/SPRs. Information from the breakout groups will be provided by Conservation Ontario at a later date.

Northern Ontario Source Protection Committees

For information purposes, the Committee was provided with the website to view the July 20, 2011 and September 15, 2011 Minutes from the Matagami Source Protection Committee.

6. SOURCE PROTECTION PROJECT UPDATES

Ontario Drinking Water Stewardship Program (ODWSP)

It was noted that five septic systems have now been installed within WHPA-A.

A questionnaire prepared by Staff was provided to the Committee for review and discussion. This questionnaire will be delivered to the homeowners that participated in the ODWSP.

Ministry of Transportation (MTO) Signage Presentation

It was noted that a presentation was made by Quinte SPC Chair Max Christie, to MTO regarding the inclusion of signs marking vulnerable areas on provincial highways.

7. CORRESPONDENCE

(a) File: Policy Database Launch

For informational purposes, the Committee was provided with a letter from Heather Malcomson announcing the Source Protection Plan Policy Database release.

It was noted that the Chair and Staff took part in a training session regarding the Policy Database and all of the Policies have been uploaded to the site. The Committee members can contact the Source Protection Manager about receiving login information in order to comment on the policies if they wish.

(b) File: Climate Change Council Report

For information purposes, the Committee was provided with the 2011 Climate Change Workshop E-Bulletin and Conservation Ontario's Report to Council on workshop findings.

(c) File: Email from Katie Fairman regarding new land owners and SPP policies

For information purposes, the Committee was provided with an email from Katie Fairman regarding the question of informing new land owners of relevant Source Protection Plan Policies.

It was noted that the Committee agrees not to include anything in the Source Protection Plan regarding informing new land owners of relevant Source Protection Plan Policies. The Committee believes word of mouth will spread policy information sufficiently.

(d) File: Summary of Consultation Timelines

For information purposes, the Committee was provided with a summary of various timelines that the SPAs/SPRs are following.

It was noted that the Lakehead Source Protection Area is on track with the timeline.

8. NEW BUSINESS

It was noted that the LRCA held the Children's Water Festival from September 20-22, 2011. Over 900 students were in attendance and it received very positive feedback.

9. OPEN DISCUSSION

It was noted that the BiNational Forum has a proposed Meeting in January, 2012.

10. NEXT MEETING

Wednesday, November 2, 2011.

11. ADJOURNMENT BY CONSENSUS

Meeting adjourned by consensus at 4:48 p.m.

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH
DATE: SEPTEMBER 20, 2011
TIME: 1:00 P.M.
PLACE: BOARD ROOM
CHAIR: MS. MARIA HARDING

BOARD MEMBERS PRESENT:

Ms. C. Bryson
Mr. J. Daiter
Mr. T. Fox
Mr. N. Gale
Ms. C. Gillies
Ms. M. Harding
Mr. B. Kamphof
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Mr. A. Ruberto
Ms. L. Turk
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Mr. K. Allan, Director – Health Protection
Mr. K. Ranta, Director – Health Promotion
Ms. G. Daniels, Manager – Finance & Strategic
Quality Initiatives
Ms. J. Glad Timmins, Manager – Children's
Clinical Programs
Ms. J. McFarlane, TCAN Coordinator
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health and Chief Executive Officer
and Secretary to the Board of Health

GUESTS:

REGRETS:

Dr. D. Williams

Ms. G. Garbutt
Ms. D. Robinson

The Chair called the meeting to order at 1:00 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- The Chair introduced Ms. Linda Turk, a new representative for the Municipality of Neebing and the Township of Gillies
- Reminder of the Annual board Barbeque this evening

The Chair welcomed Dr. David Williams, Associate Chief Medical Officer of Health – Health Protection and Prevention with the Ministry of Health and Long-Term Care visiting the health unit. Dr. Williams will begin his duties as the Medical Officer of Health at the Thunder Bay District Health Unit on October 3, 2011. The members of the Board introduced themselves to Dr. Williams.

2. DECLARATIONS OF PECUNIARY INTEREST

Ms. Metzler disclosed an interest relative to the resolution for Board of Health Approval for Upcoming Conferences as she was an attendee.

3. AGENDA APPROVAL

The following items were added to the agenda:

- Report No. 82 – 2011 Child Care Speech and Language Program Budget

Resolution No.: 129 - 2011

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. J. Virdiramo

THAT the Agenda for the Regular Board of Health Meeting to be held on September 20, 2011, be approved, as amended.

CARRIED

4. INFORMATION SESSION

There are no information sessions scheduled for this meeting.

5. MINUTES OF THE PREVIOUS MEETINGS

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on July 28, 2011, to be approved.

Resolution No.: 130 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. J. Virdiramo

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on July 28, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on July 28, 2011, were presented for approval at an Executive Committee meeting held earlier in the day and have been distributed at the meeting to the Board of Health for information.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 Contract Award for Genetics Advisor Consulting Services

Report No. 52 - 2011 (Finance) relative to awarding the contract to provide Genetics Advisor Services to the Thunder Bay District Health Unit (TBDHU).

Resolution No.: 131 - 2011

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 52 – 2011 (Finance), we recommend the contract for Genetics Advisor Consulting Services be awarded to Ontario Genetics Consultants for \$30,000 effective April 1, 2011, to March 31, 2012.

AND THAT the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the Ontario Genetics Consultants contract award as required.

CARRIED

7.2 Landscape Restoration and Development Project

Report No. 71 – 2011 (Finance) relative to awarding the contract for the final component, Part B of Phase Two, of the Landscape Restoration and Development project.

Resolution No.: 132 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 71 – 2011 (Finance), we recommend that the contract for Phase Two of the Landscape Restoration and Development Project – Part B be awarded to Wilco Contractors Superior Inc. at a total cost of \$42,357.37 (taxes extra).

AND THAT the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the Landscape Restoration and Development Project as required.

7. DECISIONS OF THE BOARD (Continued)

7.3 Procurement Practices, and Policy Update

Report No. 72-2011 relative to providing an update on the procurement practices of the Thunder Bay District Health Unit (TBDHU), and recommend an updated Procurement Policy.

Attachment 1 – FP-05-02 Procurement Policy, September 20, 2011 was distributed separately with the agenda package.

Resolution No.: 133 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Daiter

THAT with respect to Report No. 72 – 2011 (Finance), we recommend that the Procurement Policy FP-05-02, dated September 20, 2011, be approved as presented;

AND THAT any administrative practices be implemented or amended to ensure compliance with this policy.

CARRIED

7.4 Smoke-Free Ontario Social Marketing Initiatives One-Time Funding

Report No. 74-2011 (Tobacco Control Area Network) relative to providing the Board of Health with the proposed 100% one-time funding opportunity from the Ministry of Health Promotion and Sport for the 2011 Tobacco Control Area Network (TCAN) budget.

Resolution No.: 134 - 2011

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. J. Daiter

THAT with respect to Report No. 74 – 2011 (Tobacco Control Area Network), we recommend that:

- the application of one-time funding for \$37,000 for one-time Smoke-Free Ontario Social Marketing Initiatives be approved for submission to the Ministry of Health Promotion and Sport; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.5 Public Health Inspector Practicum Program
One-Time 100% Funding 2011-12 Fiscal Year

Report No. 73 – 2011 (Environmental Health) relative to providing the Board of Health with the proposed one-time funding opportunity from the Ministry of Health and Long-Term Care (MOHLTC) for the Thunder Bay District Health Unit (TBDHU) Public Health Inspector (PHI) Practicum Program Budget.

Resolution No.: 135 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 73 – 2011 (Environmental Health), we recommend that the Public Health Inspector Practicum Program One-Time 100% Funding proposal be approved at \$8,000 for submission to the Ministry of Health and Long-Term Care;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7.6 Change in User Fees – Registration Fees

Report No. 77-2011 (Finance), relative to recommending the addition of a category for Registration Fees on a recovery cost basis applicable for all programs.

Resolution No.: 136 - 2011

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 77-2011 (Finance), we recommend that:

1. All Division Fee Schedules be revised to include a Registration/Workshop Recovery Cost Fee category; and
2. All administrative matters relating to Registration fee change be completed in accordance with User Fee Policy FP-05-04.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.7 Public Health Accountability Agreement

Report No. 78-2011 (Finance) relative to providing the Board of Health with the Public Health Accountability Agreement for approval.

Attachment 1 – Public Health Accountability Agreement – Schedule D was distributed separately with the agenda package.

Attachment 2 - Comparison of Board of Health Approved Budgets and Provincial Funding Allocations

Resolution No.: 137 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Ms. C. Gillies

THAT with respect to Report No. 78-2011 (Finance), we recommend that the Public Health Accountability Agreement be approved for submission to the Ministry of Health and Long-Term Care;

AND THAT the Board Chair and the Chief Executive Officer be authorized to complete any administrative requirements of the Public Health Accountability Agreement submission processes, as required;

AND THAT any significant amendments to the Public Health Accountability Agreement be presented to the Board of Health for approval.

CARRIED

7.8 General Insurance Program Renewal

Report No. 70-2011 (Finance) relative to recommending the renewal of the General Insurance Program for the Thunder Bay District Health Unit.

Resolution No.: 138 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 70-2011 (Finance), we recommend that the insurance renewal for the Thunder Bay district Health Unit from Frank Cowan Company Limited effective October 20, 2011 to October 20, 2012, at a total cost of \$74,398, be approved;

7. **DECISIONS OF THE BOARD** (Continued)

7.8 General Insurance Program Renewal (Continued)

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the General Insurance Program Renewal as required.

CARRIED

7.9 Healthy Smiles Ontario – Ministry 100% Funded Budget Approval

Report No. 81-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2011 and 2012 100% funded program budgets for the Healthy Smiles Ontario program.

Resolution No.: 139 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 81 – 2011 (Children's Clinical Programs), we recommend that:

- The October 1 to December 31, 2011 base operating budget be approved at \$177,000 (annualized at 425,000), and the one-time capital funding budget be approved at \$153,000;
- The January 1 to December 31, 2012 base operating budget be approved at \$425,000;
- The staffing be set at 1.0 Full-Time Equivalent (FTE); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget process, as required; and
- The amendment to the Public Health Accountability Agreement be approved for submission to the Ministry of Health and Long-Term Care;
- The Board Chair and the Chief Executive Officer be authorized to complete any administrative requirements of the Public Health Accountability Agreement submission processes, as required.

CARRIED

7. **DECISIONS OF THE BOARD** (Continued)

7.10 Review of Amalgamated By-law and Board Policies

Memorandum from Mr. D. Heath, Chief Executive Officer, dated September 6, 2011, containing a resolution relative to the above noted.

A copy of the following information was distributed separately in the agenda package:

- Report No. 67-2011 - Review of Amalgamated By-law and Board of Health Policies
- Attachment 1 - Policy No.: BH-02-04 - Board Members' Honorarium and Expense Reimbursement
- Attachment 2 – Policy No.: BH-02-01 - Orientation for the Board of Health Policy
- Attachment 3 – Policy No.: BH-02-06 – Board Evaluation Self-Evaluation Policy
- Attachment 4 – Amalgamated By-law

Resolution No.: 140 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT the Board of Health approves the recommendations of the Executive Committee as contained in Report No. 67-2011 and passed by Resolution No. 117-2011 at their meeting held on July 28, 2011 relative to the annual review of the Board of Health's Amalgamated By-law and Policies;

AND THAT the Board's Amalgamated By-law be numbered By-law No.: 2011-01;

AND THAT By-law No.: 2010 – 01 be repealed.

CARRIED

7.11 Board of Health Approval for Upcoming Conferences

Memorandum from Mr. D. Heath, Chief Executive Officer, dated September 6, 2011, containing a resolution relative to the above noted.

Resolution No.: 141 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Daiter

THAT Mr. Jack Masters, Mr. John MacEachern, Ms. Connie Bryson and Ms. Beatrice Metzler be authorized to attend the Ontario Public Health Association Conference to be held in Toronto on October 5 and 6, 2011;

7. DECISIONS OF THE BOARD (Continued)

7.11 Board of Health Approval for Upcoming Conferences (Continued)

AND THAT Ms. Maria Harding and Mr. Joe Virdiramo be authorized to attend alPHa's Fall Event to be held in Toronto, Ontario on October 20 and 21, 2011;

AND THAT all expenses be paid in accordance to Policy No. BH-02-04 - Board Members' Reimbursement.

CARRIED

Ms. B. Metzler disclosed an interest and refrained from discussing or voting on the above resolution.

7.12 Child Care Speech and Language Program Budget

Report No. 82-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2012 Thunder Bay District Social Services Administration Board funded Child Care Speech and Language program budget was placed on the desks at the meeting.

Resolution No.: 141(A) - 2011

MOVED BY: Ms. L. Turk
SECONDED BY: Ms. C. Bryson

THAT with respect to Report No. 82 – 2011 (Children's Clinical Programs), we recommend that:

- The 2012 Child Care Speech and Language budget be approved at \$82,338 for submission to the Thunder Bay District Social Services Administration Board;
- The staffing be set at 1.0 Full-Time Equivalents (FTE); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

8. STANDING REPORTS

8.1 Health Protection

Report No. 75-2011 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment 1 - Forest Fire Smoke and Your Health

Mr. K. Allan, Director – Health Protection appeared before the Board, provided an overview of his report and responded to questions.

8.2 Health Promotion

Report No. 76-2011 relative to providing an update to the Board on the Health Promotion Department, for information.

Mr. K. Ranta, Director – Health Protection appeared before the Board, provided an overview of his report and responded to questions.

It was the consensus of the Board that further discussions on the Drug Strategy Committee be referred to the next Executive Committee and then brought back to the Board for discussion.

At this time, Ms. M. Harding left the Chair and Mr. N. Gale assumed the Chair for the remainder of the meeting.

7.3 Chief Executive Officer and Administrative Services

Report No. 79-2011 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 – Township of Conmee Letter, dated July 13, 2011

Attachment 2 – Draft response to Township of Conmee, dated August 31, 2011

Attachment 3 – 2011 Funding Letter, dated August 2, 2011

Mr. D. Heath, Chief Executive Officer appeared before the Board and provided an overview of his report and responded to questions.

8. **STANDING REPORTS**

7.3 Chief Executive Officer and Administrative Services

Resolution No.: 141(B) - 2011

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. A. Ruberto

THAT with respect to Report No. 79-2011 (Chief Executive Officer), we recommend that the secondment agreement between the Ministry of Health and Long Term Care and Dr. David Williams for the period of January 1, 2009 to September 5, 2011 be extended until September 30, 2011.

CARRIED

Mr. D. Heath, Chief Executive Officer provided an overview relative to the correspondence to and from the Municipality of Conmee relative to rural flu clinics.

Resolution No.: 141(C) - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. J. Masters

THAT with respect to Report No. 79 – 2011 (Chief Executive Officer) we recommend that a two-day flu clinic be held in the fall of 2011 in the rural communities;

AND THAT we request a report from Administration regarding financial and staffing impacts, positive and negative outcomes, and benefits to the communities from scheduling either one or two day flu clinics in the rural communities;

AND THAT the report be presented at the Board of Health meeting to be held in March 2012.

CARRIED

Reeve K. Holland, Township of Conmee will be notified of the decision of the Board.

Mr. D. Heath, Chief Executive Officer provided an overview of Administrations recommendation relative to budget parameters.

It was the consensus of the Board that the Board budget parameters for the 2012 cost-shared budget be set at 0% growth.

9. NEW BUSINESS

9.1 Continuous Quality Improvement Program Update –
Timelines and Corporate Communication Plan

Report No. 80-2011 (Finance & Strategic Quality Initiatives) relative to
Providing an update on the Continuous Quality Improvement Program specifically the
timelines and corporate communication plan.

Attachment 1 – Corporate Communication Plan – Quality Improvement Program

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

The next regularly scheduled Board of Health meeting has been scheduled for Tuesday,
October 18, 2011.

12. ADJOURNMENT

Resolution No.: 142 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. J. Masters

THAT the Board of Health meeting held on September 20,
2011 be adjourned at 3:32 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF BOARD MEETING NO. 11/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 15, 2011

TIME OF MEETING: 11:05 a.m.

LOCATION OF MEETING: Red Rock Inn
145 White Boulevard
Red Rock, ON

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Andrew Foulds
Councillor Armand Giguere
Reeve Kevin Holland
Mr. Robert (Bob) Katajamaki
Mayor Don McArthur
Councillor Sara Park
Councillor Paul Pugh
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
(Via Teleconference)
Councillor Joe Virdiramo

OFFICIALS:

Ms. Melissa Harrison, Chief Administrative Officer
Mr. William Bradica, Manager – Finance Division
Mrs. Sandra Legros - Recording Secretary

REGRETS:

Councillor Larry Hebert

Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refer to The District of Thunder Bay Social Services Administration Board of Directors and references to CAO refer to the Chief Administrative Officer of TBDSSAB.

BOARD MEETING

Councillor Kelly Tsubouchi joined the meeting via teleconference.

DISCLOSURES OF INTEREST

Councillor Angus declared a conflict of interest with respect to future consideration of the development of senior housing or senior supportive housing, and distributed a memorandum dated September 15, 2011, providing further details.

At 11:12 a.m. Mr. R. Katajamaki assumed the Chair.

Administration was requested to prepare a protocol to mitigate the Board's potential liability with respect to the Board Member's declaring a specific conflict of interest.

At 11:24 a.m. Councillor I. Angus resumed the Chair.

MINUTES OF PREVIOUS MEETING

Board Meetings

Minutes of Meeting No. 09/2011 and Meeting No. 10/2011 (Regular and Closed Session) of TBDSSAB, held on June 16, 2011, respectively, to be confirmed.

Resolution No. 11/71

Moved by: Mayor D. McArthur
Seconded by: Councillor S. Park

THAT the Minutes of Meeting No. 09/2011 and Meeting No. 10/2011 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 16, 2011, respectively, be confirmed.

CARRIED

Committee Meetings

Social Housing Committee

Minutes of the Social Housing Committee meetings held on February 15, 2011, and June 16, 2011, for information only.

It was noted that Councillor Kevin Holland should read Reeve Kevin Holland on both sets of Minutes.

Finance Audit Committee

Minutes of the Finance Audit Committee meeting held on June 10, 2011, for information only.

CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to receipt of information with respect to labour relations and identifiable individuals.

Resolution No. 11/72

Moved by: Reeve K. Holland
Seconded by: Mayor D. McArthur

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations, and identifiable individuals.

CARRIED

At 1:07 p.m. the Board reconvened in Open Session with all officials present.

REPORTS OF OFFICERS

Outstanding Board Items
and Agenda Plan

At the June 16, 2011, Board Meeting the Board Agenda Plan and Board Work Plan were presented. Subsequently Administration was requested to ensure all outstanding resolutions and Board Directions were included in the Agenda Plan.

Memorandum from Melissa Harrison, CAO, dated September 6, 2011, relative to the above noted, for information only.

Melissa Harrison, CAO, provided an overview.

Social Assistance Review Commission

At the June 16, 2011, Board Meeting a resolution was passed requesting the Ontario Works Committee develop the Board's position and recommendations in relation to the Review of Social Assistance in Ontario.

At the Ontario Works Committee meeting held on August 30, 2011, Administration was requested to present to the Board the Position Paper submitted to the Commission in response to the Social Assistance Review.

Memorandum from Melissa Harrison, CAO, dated September 6, 2011, requesting endorsement of the attached TBDSSAB Position Paper on the Social Assistance Review.

Chair Iain Angus provided an overview. Melissa Harrison, CAO, responded to questions and advised that a final report from the Commission will be submitted to the Minister of Community and Social Services in June of 2012.

Resolution No. 11/73

Moved by: Councillor S. Park
Seconded by: Councillor A. Ruberto

THAT with respect to the recommendation of the Ontario Works Committee on August 30, 2011, and the memorandum from Melissa Harrison, Chief Administrative Officer, dated September 6, 2011, we, The District of Thunder Bay Social Services Administration Board, endorse the attached Position Paper in response to the Social Assistance Review.

CARRIED

Revised Hiring Policy for Students
& Temporary Employees

At the April 15, 2010, Board Meeting a resolution was passed requesting Administration provide a report relative to a revised hiring policy.

Memorandum from Kathleen Maletta, Human Resources Assistant – CAO's Office, dated September 2, 2011, relative to the above noted, for information only.

Melissa Harrison, CAO, responded to questions. Following discussion Administration was requested to revise the policy and bring it back to the Board for information only.

Ontario Non-Profit Housing Association
2011 Conference and Tradeshow

Memorandum from Melissa Harrison, CAO, dated August 29, 2011, containing a resolution for consideration relative to Board Member attendance at the Ontario Non-Profit Housing Association 2011 Annual Conference and Tradeshow.

Melissa Harrison, CAO, provided an overview and responded to questions.

Resolution No. 11/74

Moved by: Councillor P. Pugh
Seconded by: Mr. R. Katajamaki

THAT with respect to the Ontario Non-Profit Housing Association (ONPHA) 2011 Annual Conference and Tradeshow, to be held from October 28 – 30, 2011, in Niagara Falls, Ontario, the following Members of the Board are selected to attend:

- | | | | |
|----|-------------------|----|----------------|
| 1. | Andrew Foulds | 3. | Armand Giguere |
| 2. | Robert Katajamaki | 4. | Larry Hebert |

AND THAT in the event that any of the above Board Members are unable to attend the following Members will be contacted to attend in their place:

1. Sara Park

CARRIED

Interim Client Service Standards

At the April 21, 2011, Board Meeting Administration was requested to prepare a plan with respect to the initial acknowledgement of client applications and correspondence.

Report No. 2011-29 (Children's Services), relative to informing The District of Thunder Bay Social Services Administration Board of interim client service standards, for information only.

Melissa Harrison, CAO, provided an overview and responded to questions.

TBDSSAB 2nd Quarter 2011 Financial Report

Report No. 2011-30 (Finance), relative to providing The District of Thunder Bay Social Services Administration Board with the TBDSSAB year-to-date financial report for the second quarter of 2011, for information only.

William Bradica, Manager - Finance Division, provided an overview and responded to questions. Melissa Harrison, CAO, also responded to questions.

Thunder Bay District Housing Corporation 2nd Quarter 2011 Financial Report

Report No. 2011-31 (Finance), relative to providing The District of Thunder Bay Social Services Administration Board with the Thunder Bay District Housing Corporation year-to-date financial report for the second quarter of 2011, for information only.

William Bradica, Manager - Finance Division, provided an overview.

Final Year 2011 Weighted Assessment
and Levy Apportionment

Report No. 2011-36 (Finance), relative to requesting approval for the final year 2011 weighted assessment and levy apportionment, was distributed separately in the agenda package.

William Bradica, Manager - Finance Division, provided an overview and responded to questions.

Resolution No. 11/75

Moved by: Councillor P. Pugh
Seconded by: Mr. R. Katajamaki

THAT with respect to Report No. 2011-36 (Finance), we, The District of Thunder Bay Social Services Administration Board, approves the final year 2011 weighted assessment and levy;

AND that the final year 2011 weighted assessment and levy be circulated to Member Municipalities.

CARRIED

2012 TBDHC Market Rents

Report No. 2011-35 (Property Management Services), relative to presenting information to The District of Thunder Bay Social Services Administration Board for approval of the 2012 market rents for Thunder Bay District Housing Corporation.

Confidential Attachment #1 to Report No. 2011-35, was presented in Closed Session only.

Melissa Harrison, CAO, responded to questions.

Resolution No. 11/76

Moved by: Mr. R. Katajamaki
Seconded by: Councillor A. Foulds

THAT with respect to Report No. 2011-35 (Property Management Services), we approve the 2012 market rents, as outlined in Confidential Attachment #1 of Report No. 2011-35, as presented in Closed Session;

AND THAT any approved market rent increases be effective February 1, 2012.

CARRIED

Ontario Works Compliance Review

Report No. 2011-32 (Ontario Works), relative to informing The District of Thunder Bay Social Services Administration Board of the findings from the most recent provincial compliance review, for information only.

As noted in Report No. 2011-32, the full Ontario Works 2010-11 Compliance Review Report was available for review upon request.

Melissa Harrison, CAO, provided an overview and responded to questions.

Ontario Works Employment Program
and Services – Results of Request for
Proposal

Report No. 2011-33 (Ontario Works) relative to presenting the results of the Request for Proposal regarding the Review, Evaluation and Development relative to Ontario Works Employment Program and Services and request approval by the Board of the award to the successful proponent.

Melissa Harrison, CAO, provided an overview and responded to questions.

Resolution No. 11/77

Moved by: Mr. R. Katajamaki
Seconded by: Councillor A. Foulds

THAT with respect to Report No. 2011-33 (Ontario Works), we, The District of Thunder Bay Social Services Administration Board, award the Request for Proposal No. 43/2011 to Deloitte Inc. for professional services involving review, evaluation and development relative to Ontario Works employment program and services, in the amount of \$114,000 (excluding HST on professional services).

CARRIED

CORRESPONDENCE

District Social Services Administration
Boards: Exemption from the
Requirements of the *Broader Public
Sector Accountability Act, 2010*

Memorandum from Kevin Costante, Deputy Minister, Ministry of Education, dated June 8, 2011, relative to DSSABs being granted an exemption for all of the requirements of the above noted Act, for information only.

Melissa Harrison, CAO, provided an overview and advised that the Act would be reviewed when establishing TBDSSAB policies.

One Time Emergency Shelter Funding

Memorandum from Frank Malvaso, Regional Program Manager – Northern Region, Ministry of Community and Social Services, dated June 16, 2011, relative to the above noted.

Memorandum from Carmen Wheeler, Manager – Ontario Works Division, dated August 27, 2011, providing additional information relative to the above noted, for information only.

Melissa Harrison, CAO, provided an overview and responded to questions.

At 2:22 p.m. Councillor Kelly Tsubouchi left the meeting.

One Per Cent Increase to Social Assistance Rates

Memorandum from Erin Hannah, Director – Ontario Works, Ministry of Community and Social Services, dated June 27, 2011, relative to the above noted, for information only.

BY-LAWS

First and Final Reading

TBDSSAB Borrowing By-law

Memorandum from William Bradica, Manager – Finance Division, dated July 22, 2011, containing a By-law resolution relative to the above noted was forwarded to Members of the Board for consideration via email on July 22, 2011, represented.

Responses received from Members of the Board confirmed approval of the resolution and subsequent By-law; therefore the following is presented for record keeping purposes only.

William Bradica, Manager - Finance Division, responded to questions.

Resolution No. 11/78

Moved by: Councillor J. Virdiramo
Seconded by: Councillor S. Park

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law relating to the borrowing of money by The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law relating to the borrowing of funds by the TBDSSAB.
Authorization: Board Meeting 2011/04/21

BY-LAW NUMBER 7 – 2011

CARRIED

NEW BUSINESS

Special Board Meeting

Resolution No. 11/78(A)

Moved by: Councillor R. Katajamaki
Seconded by: Councillor P. Pugh

THAT with respect to discussion in Closed Session earlier we recommend that two special meetings be held as follows:

1. Executive Committee Meeting with Board Members invited to attend on September 19, 2011, at 1:30 p.m., to be held in the Teleconference Room, 2nd Floor, Thunder Bay City Hall; and
2. Special Board Meeting on September 26, 2011, at 9:00 a.m., to be held in the 8th Floor Boardroom, Whalen Building, Thunder Bay, Ontario.

CARRIED

TBDSSAB Building

Melissa Harrison, CAO, provided an update as requested, advising that the building is 70% completed, on time and on budget, and responded to questions.

Nipigon Elevator

A status update was requested and Melissa Harrison, CAO, advised that the last update from Property Management Services indicated that the project is on time and on budget.

Solar Panels - TBDHC Properties

It was noted that solar panels are not in place and Melissa Harrison, CAO, advised that the last update from Property Management Services indicated that they were on time and on budget.

Association of Municipalities of Ontario (AMO)

Reeve K. Holland provided an overview of the Board presentations made to respective Ministers at the AMO conference, which was discussed.

Melissa Harrison, CAO, and William Bradica, Manager - Finance Division, responded to questions.

Administration was requested to provide a memorandum confirming if TBDSSAB Area 1 population is included with the District or with the City of Thunder Bay with respect to subsidy.

It was also noted that when the Social Assistance Review final report is presented the TBDSSAB should make further presentations to Ministers at the Good Roads Conference. It was also requested that the AMO briefs be revised into question format for candidates in the upcoming provincial election, and then be distributed to Member Municipalities and Board Members.

NEXT MEETING

The next Board meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 20, 2011, in the McNaughton Room, City Hall, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 11/79

Moved by: Councillor J. Virdiramo

Seconded by: Councillor A. Ruberto

THAT Meeting No. 11/2011 of The District of Thunder Bay Social Services Administration Board, held on September 15, 2011, be adjourned at 2:48 p.m.

CARRIED



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

MINUTES OF SPECIAL BOARD MEETING NO. 13/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: September 26, 2011

TIME OF MEETING: 9:05 a.m.

LOCATION OF MEETING: 8TH Floor Boardroom
Whalen Building
34 North Cumberland Street
Thunder Bay, Ontario

CHAIR Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Andrew Foulds
Councillor Armand Giguere
Reeve Kevin Holland
Mr. Robert (Bob) Katajamaki
Councillor Larry Hebert
Mayor Don McArthur
(Via Teleconference)
Councillor Sara Park
Councillor Paul Pugh
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
(Via Teleconference)
Councillor Joe Virdiramo

OFFICIALS:

Ms. Melissa Harrison, Chief Administrative Officer
Mr. William Bradica, Manager – Finance Division
Mrs. Sandra Legros - Recording Secretary

GUESTS:

Mr. Aurel Malo, Human Resources Advisor,
Partner, DiBrina Sure Human Resources Inc.
(Via Teleconference)

REGRETS:

Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refer to The District of Thunder Bay Social Services Administration Board of Directors and references to CAO refer to the Chief Administrative Officer of TBDSSAB.

SPECIAL BOARD MEETING

Mayor Don McArthur and Councillor Kelly Tsubouchi joined the meeting via teleconference. Aurel Malo, Human Resources Advisor also joined the meeting via teleconference.

DISCLOSURES OF INTEREST

CLOSED SESSION MEETING

Administration recommended that the Board adjourns to a closed meeting relative to receipt of information with respect to labour relations and identifiable individuals.

Resolution No. 11/80

Moved by: Mr. R. Katajamaki
Seconded by: Reeve K. Holland

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations, and identifiable individuals.

CARRIED

At 11:34 a.m. the Board reconvened in Open Session with all officials present.

REPORTS OF OFFICERS

Collective Agreement IBEW Local 339

Report No. 2011CS-11 (CAO's Office), relative to the above noted was presented in Closed Session earlier.

Resolution No. 11/81

Moved by: Councillor S. Park
Seconded by: Mr. R. Katajamaki

THAT with respect to Report No. 2011CS-11 (CAO's Office) we approve ratification of the Collective Agreement between the International Brotherhood of Electrical Workers Local 339, and The District of Thunder Bay Social Services Administration Board, as per the Memorandum of Settlement reached by the parties on September 1, 2011 and ratified by the International Brotherhood of Electrical Workers on September 20, 2011, for the term and conditions as specified therein;

AND THAT the Chair and the Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board are hereby authorized to execute the above noted agreement;

AND THAT any necessary By-law be presented to the Board.

CARRIED

Organizational Review

Presentations as distributed on September 19, 2011, relative to the above noted were discussed in Closed Session earlier.

Confidential memorandum from William Bradica, Manager - Finance Division, dated September 23, 2011, relative to the above noted was presented in Closed Session earlier.

Resolution No. 11/81(A)

Moved by: Reeve Kevin Holland
Seconded by: Councillor Kelly Tsubouchi

THAT with respect to the Organizational Review, we, The District of Thunder Bay Social Services Administration Board, supports the implementation of Phase 1 restructuring of The District of Thunder Bay Social Services Administration Board.

CARRIED

A recorded vote was requested on Resolution No. 11/81(A), the results of which are as follows:

MEMBER	YEAS	NAYS
Councillor I. Angus	<input checked="" type="checkbox"/>	
Councillor A. Foulds - Absent		
Councillor A. Giguere	<input checked="" type="checkbox"/>	
Councillor L. Hebert - Absent		
Reeve K. Holland		<input checked="" type="checkbox"/>
Mr. R. Katajamaki	<input checked="" type="checkbox"/>	
Mayor D. McArthur	<input checked="" type="checkbox"/>	
Councillor S. Park	<input checked="" type="checkbox"/>	
Councillor P. Pugh	<input checked="" type="checkbox"/>	
Councillor A. Ruberto	<input checked="" type="checkbox"/>	
Councillor K. Tsubouchi	<input checked="" type="checkbox"/>	
Councillor J. Virdiramo		<input checked="" type="checkbox"/>

Resolution No. 11/82

Moved by: Councillor P. Pugh
Seconded by: Mr. R. Katajamaki

THAT with respect to the confidential memorandum from William Bradica, Manager - Finance Division, dated September 23, 2011 related to financing of Phase 1 implementation, we recommend that Administration proceed as directed in Closed Session.

CARRIED

A recorded vote was requested on Resolution No. 11/82, the results of which are as follows:

MEMBER	YEAS	NAYS
Councillor I. Angus	<input checked="" type="checkbox"/>	
Councillor A. Foulds - Absent		
Councillor A. Giguere	<input checked="" type="checkbox"/>	
Councillor L. Hebert - Absent		
Reeve K. Holland		<input checked="" type="checkbox"/>
Mr. R. Katajamaki	<input checked="" type="checkbox"/>	
Mayor D. McArthur	<input checked="" type="checkbox"/>	
Councillor S. Park	<input checked="" type="checkbox"/>	
Councillor P. Pugh	<input checked="" type="checkbox"/>	
Councillor A. Ruberto	<input checked="" type="checkbox"/>	
Councillor K. Tsubouchi	<input checked="" type="checkbox"/>	
Councillor J. Virdiramo		<input checked="" type="checkbox"/>

Resolution No. 11/83

Moved by: Councillor A. Ruberto
Seconded by: Councillor P. Pugh

THAT with respect to the title of the Chief Administrative Officer's position we recommend that the title be changed to Chief Executive Officer, effective September 28, 2011;

AND THAT Melissa Harrison be appointed as Chief Executive Officer for The District of Thunder Bay Social Services Administration Board.

Resolution No. 11/83 (A)

Moved by: Councillor J. Virdiramo
Seconded by: Reeve K. Holland

THAT with respect to the title change of the Chief Administrative Officer's position we recommend that Resolution No. 11/83 be referred back to Administration to prepare a new position description for presentation to the Board Executive Committee.

CARRIED

NEXT MEETING

The next Board meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 20, 2011, in the McNaughton Room, City Hall, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 11/84

Moved by: Councillor J. Virdiramo
Seconded by: Councillor P. Pugh

THAT Special Meeting No. 14/2011 of The District of Thunder Bay Social Services Administration Board, held on September 26, 2011, be adjourned at 11:48 p.m.

CARRIED



MUNICIPALITY OF OLIVER PAIPOONGE

ROSSLYN VILLAGE WATER SUPPLY

SUMMARY OF ALS ENVIRONMENTAL ANALYTICAL REPORTS

OCTOBER 17, 2011 TO NOVEMBER 7, 2011

ALS Laboratory Group Analytical Reports and Certificate of Analysis Information received from ALS Canada Ltd. for the Rosslyn Village Water System for the above noted dates show no adverse reports.

ALS ENVIRONMENTAL ANALYTICAL REPORT

Sample ID Description Sampled Date Sampled Time Client ID	L1080961-1 RAW WATER 03-NOV-11 18:16 -R1 RV-01 NORTH	L1080961-2 RAW WATER 03-NOV-11 18:10 -R2 RV-01 SOUTH	L1080961-3 DISTRIBUTION 03-NOV-11 16:00 -D1 DS-A26		
WATER					
Bacteriological Tests	Presence/Absence: E. coli (p/a/100mL)	Absent	Absent	Absent	
	Presence/Absence: Total coliform (p/a/100mL)	Absent	Absent	Absent	
Miscellaneous	Heterotrophic Plate Count (CFU/mL)			0	

ALS ENVIRONMENTAL ANALYTICAL REPORT

<p>Sample ID Description Sampled Date Sampled Time Client ID</p>	<p>L1074602-3 DISTRIBUTION 20-OCT-11 12:45 -D1 D6-A28</p>				
WATER					
<p>Bacteriological Tests</p>	<p>Presence/Absence: E. coli (p/a/100mL)</p>	<p>Absent</p>			
	<p>Presence/Absence: Total coliform (p/a/100mL)</p>	<p>Absent</p>			
<p>Miscellaneous</p>	<p>Heterotrophic Plate Count (CFU/mL)</p>	<p>0</p>			

ALS ENVIRONMENTAL ANALYTICAL REPORT

Sample ID	Description	Sampled Date	Sampled Time	Client ID	L1068932-1	L1068932-2	L1068932-3		
					L1068932-1 RAW WATER 06-OCT-11 10:40 -R1 RV-01 NORTH	L1068932-2 RAW WATER 06-OCT-11 10:45 -R2 RV-01 SOUTH	L1068932-3 DISTRIBUTION 06-OCT-11 12:30 -D1 D8-A26		
WATER									
Bacteriological Tests	Presence/Absence: E. coli (p/a/100mL)				Absent	Absent	Absent		
	Presence/Absence: Total coliform (p/a/100mL)				Absent	Absent	Absent		
Miscellaneous	Heterotrophic Plate Count (CFU/mL)						0		

PENDING ITEMS

DATE	ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE TO BE COMPLETED
Feb 8/10	Procedural By-law	By-law	CAO/Council	Special Meeting to be Established
May 26/10	Rosslyn Water System Rate Structure	Financial Plan	CAO	Within Six Months of Receipt of Drinking Water Licence Jan 2012
June 28/10	Landfill Site Waste Management and User Pay System	Report	CAO	Spring 2011
July 2010	Master Fire Plan	Report	CAO	Nov 28/11
Jan 10/11	Options for the Agriplex Report	Report	CAO/Council	2011
Jan 24/11	Snowmobiles Driving on Farmers Fields	Notice in Newsletter	CAO	Fall 2011
Mar 28/11	Rick Hansen 25 th Anniversary Relay	Planning for the Event Committee of Volunteers	CAO/Mayor	Ongoing
Jun 15/11	Rubin Subdivision	Updates	CAO	Ongoing
Aug 15/11	Use of Murillo Race Track	Develop a Policy and Procedure	CAO	2012
Aug 15/11	Kakabeka Recreation Complex	Private Concessions at the Ball Diamond	CAO	Prior to the 2012 Baseball Season
Sep 12/11	Kakabeka Street Fair	Report on Complaints	CAO	Nov 28/11
Sep 12/11	Hwy 11/17 Kakabeka to Shabaqua Corners	Report	CAO	Nov 14/11
Oct 12/11	Health and Safety Policy Statement	Review and Update	CAO/Deputy Clerk	Nov 28/11
Oct 27/11	Use of Lawn Sprinklers on Pennock Drive	Prepare a Report with Possible Options	CAO	Mar 26/11
Oct 27/11	Promotion Items for the Municipality	Prepare a Report	CAO	2012 Budget