

**THE CORPORATION OF THE
TOWNSHIP OF BONNECHERE VALLEY
MINUTES
COMMITTEE MEETING VIA ZOOM CONFERENCING
TUESDAY NOVEMBER 3, 2020 1:00 P.M.**

PRESENT **Mayor Jennifer Murphy
Deputy Mayor Jack Roesner
Councillor Brent Patrick
Councillor Merv Buckwald
Councillor Tim Schison
CAO Annette Gilchrist
Deputy CAO Sandra Barr**

REGRETS **None**

GALLERY **7**

CALL TO ORDER COMMITTEE MEETING

Chair, Jennifer Murphy called the meeting to order at 1:15 p.m.

ADDITIONS TO AGENDA

MOVED BY **Merv Buckwald**

That: the agenda be accepted as presented. Carried

PECUNIARY INTEREST OR GENERAL NATURE THEREOF - None

APPROVAL OF MINUTES

MOVED BY **Brent Patrick**

That: the Minutes of the Committee Meeting on October 20, 2020 be accepted as presented. Carried

DELEGATIONS None

REPORTS

Water & Sewer Department

Daryl Verch, Water & Sewer Superintendent

- a) The Eganville Drinking Water System is operating in full compliance with all requirements;
- b) Staff are performing maintenance and painting on fire hydrants;
- c) Franklin Empire was at the Water Plant to verify the six milltronics level sensors;
- d) Staff are doing numerous water and sewer locates for contractors and homeowners;
- e) The Eganville Sewage System continues to operate in full compliance according to the Provincial Guidelines set out in the Certificate of Approval;
- f) The plumbing for the sodium hypo and sodium bi-sulphate chemical headers has been completed and are being used;
- g) Harrington Mechanical has completed the replacement of the sludge piping on the #2 treatment unit;
- h) The milltronics flow meters on both treatment units were calibrated; and
- i) The air diffusers on the #2 treatment unit were removed and cleaned of sludge.

Water & Sewer Report Received.

Works Department

Jason Zohr, Works Superintendent was present and gave his report.

- a) Surplus Equipment – Committee recommends that the 1996 and 2002 tandem plow trucks be declared as surplus and advertised for sale on social media. Staff has already had an inquiry;
- b) Staff have been busy replacing culverts, catch basin maintenance and maintaining vehicles preparing for winter;
- c) Flag Poles – The flag poles will be installed next week;

- d) A resident on Lake Clear has informed the Roads Superintendent that the water levels in Lake Clear have levelled out to where they normally are before winter;
- e) Bridge Reconstruction – They are pouring the concrete sidewalks on the bridge today and if all goes as planned they will be paving on Thursday Nov 5, 2020;
- f) The Mayor received a complaint from a resident in Foymount about the snow plowing this morning;
- g) Tranquility Bay Drive – Committee discussed the road access on Tranquility Bay Drive. Committee directed Jason Zohr, Roads Superintendent to meet with the Roads Superintendent from Algonquins of Pikwakanagan to see if they can arrive at a solution to the problem;
- h) Risto Road – Committee discussed. There was some stone segregation that took place with the stone that was spread on Risto Road. The contractor came back and scraped the road and removed the loose gravel, replaced it and packed it with the roller. It was regraded before deer season and will be graded once more before winter.

Works Department Report Received.

Fire Department

Dave Murphy, Fire Chief, was present and gave his report.

- a) Surplus communications equipment has been sold to neighbouring townships;
- b) Drone Training – Two department members are currently down in Port Hope obtaining their Level 2 pilot qualifications;
- c) VFIS – The Fire Department is now enrolled in the VFIS member and family assistance program to assist them in dealing with critical stress and PTSD;
- d) During the Fire Marshalls Teleconference they were informed that masks are not mandatory to be worn in the firehall if the firehall is closed to the public and the firefighters are able to maintain social distancing. The Chief is going to leave the mask policy in effect in our firehalls;
- e) PPE – Chief Murphy has a good supply of PPE including masks and gloves;
- f) Fire Department Training Facilities – Effective October 19, 2020, amendments to O. Reg 263/20 (Rules for Areas in Stage 2) and O. Reg 364/20 (Rules for Areas in Stage 3) have been made to remove restrictions on in-person teaching and instruction for fire departments. These amendments now provide an exemption for “training facilities operated by a police force or fire department” and ensures that fire safety training is aligned with other public safety partners. However the Fire College is still closed; and
- g) Chief Murphy is continuing to advise private road associations regarding emergency vehicle accessibility. We will probably see more residents here over the winter due to Covid-19.
- h) Some items budgeted in 2020 may have to be reallocated to 2021 due to delivery delays on products coming across the border.

Fire Department Report Received.

Administration

Annette Gilchrist, CAO, was present and gave her report.

- a) Human Resources Recommendations from Organizational Review

It was recommended in the Operation Review that the Township adopt and follow a municipal Succession Plan Policy. The CAO will review with the Human Resources Director from the County of Renfrew and adopt a similar policy to the County that fits the Townships needs.

The second recommendation was to develop a corporate cross training strategy for all staff per Succession Planning best practices. The CAO will review in conjunction with the succession plan policy and develop a strategy. It will be reviewed on an annual basis.

The third recommendation was to organize an annual client service training day for all Township staff. The Organizational Review indicated that the service to property owners is exemplary, however she will undertake a shared training workshop to seek improvement and to reaffirm that the Township is doing it right.

The fourth recommendation was to conduct a best practice review and develop a proactive Employee Review Policy and Process. This would ensure that all employees are reviewed annually by their supervisor including the CAO by Council. The CAO has undertaken this process using situational leadership practices. It is reviewed twice a year in June and December.

The fifth recommendation was to update all job descriptions as soon as possible and continue to update on a regularly basis as jobs change. It was also recommended that a Pay Equity review be completed and updated as needed. The CAO is getting a quote for the 2021 budget. This may possibly be a shared service with 4 other Renfrew County local tiers.

The sixth recommendation was that the Deputy CAO be appointed as the Treasurer and the CAO be appointed as the Deputy Treasurer for "as needed" treasury duties. We recommend that the CAO remain as the Clerk with the Deputy CAO as the Deputy Clerk for "as needed" clerk duties. The Deputy CAO has agreed to this, and staff would have to prepare the by-law for Council.

CORRESPONDENCE

(A) Correspondence "A"

- (i) AMCTO – Legislative Express
- (ii) Province of Ontario – Notice to Public Regarding Provincial Offences Act Matters

(B) Correspondence "B"

- (i) Northumberland County – Aggregate Resource Property Valuation
- (ii) AMO – Blue Box Transition Schedule
- (iii) Northumberland County – Governing Body for Cannabis
- (iv) Township of South-West Oxford – Assessing Aggregate Resource Properties
- (v) Northumberland County – Municipal Election Act
- (vi) Township of Madawaska Valley – Cannabis Act
- (vii) Township of Blandford-Blenheim – Unlicensed and Unmonitored Cannabis Grow Operations
- (viii) Township of Oro Medonte – Declare Snowsports Essential in Stage 2
- (ix) Northumberland County – Unauthorized Car Rally

(C) Correspondence "C"

NEW/UNFINISHED BUSINESS

(1) County of Renfrew Update – Jennifer Murphy updated Committee on County of Renfrew issues including;

- County Council had a delegation and received an update on the Algonquins of Ontario proposed settlement lands;
- Highway 512 road construction is almost complete;
- Minister Dr. Merrilee Fullerton, Minister of Long-Term Care, and John Yakabuski, MPP for Renfrew—Nipissing—Pembroke, made an important announcement on Friday October 30th while they were in Pembroke. The Ontario government is investing up to \$5 million to launch the Community Paramedicine for Long-Term Care program in five communities across the province. This program will help seniors on long-term care waitlists stay safe in the comfort of their own homes and communities for longer. Renfrew County is one of the five counties that will receive this funding;
- Jennifer Murphy contacted the Health Unit and asked that Bonnechere Valley Covid-19 numbers not be included in with the Pembroke numbers. A coloured map was release by the Health Unit that shows each Township separately with Bonnechere Valley shown as having 1-4 cases;
- OMPF Funding for Bonnechere Valley for 2021 is \$1,531,000
- Ask Mayor Murphy will be done on Friday November 6, 2020; and

- Remembrance Day Ceremony will be held on the Township's YouTube channel on Wednesday November 11, 2020 at 10:45 am.
- (2) Tax Adjustments – Committee recommends that the application for an adjustment of taxes for 2665A Foymount Road be approved due to a demolition and that an adjustment of taxes in the amount of \$327.88 be made to the property; and
- (3) Letter of Understanding with North Algona Wilberforce – Committee recommends that the Mayor and CAO sign a letter of understanding with North Algona Wilberforce Township for the purchase of water and sewer services from the Township of Bonnechere Valley.

ESTABLISH NEXT MEETING DATE

The next Committee Meeting will be held on Tuesday November 17, 2020 at 1:30 pm

CONCLUSION

MOVED BY **Tim Schison**

That: the meeting adjourn at 2:15 p.m.

Carried

Jennifer Murphy, Chair

Annette Gilchrist, CAO