

The Corporation of the Township of Plummer Additional

RR # 2, 38 Railway Crescent

Bruce Mines ON POR ICO

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Minutes March 1, 2021

Special Electronic COUNCIL MEETING

Council Chambers

Call to Order Special Council meeting (electronic Zoom) – 4:30 pm

Present: Mayor~Beth West, Councillors: Keith Hoback, Mike Jones, Boris Koehler, Kelly Warwick

Staff: Clerk~Vicky Goertzen-Cooke, RWF~Kelly Belisle-Greer, Deputy Clerk~Gina Marie Wilson

Guest: Mark Anderson, EncompassIT – Twsp's IT vendor

Observers: Bob Jeffery, Rob_____.

1. **ADDENDUM TO THE AGENDA** n/a
2. **DECLARATION OF PECUNIARY INTEREST** none noted
3. **Roads Projects & Budget considerations**
 - i. Major project review
 - ii. RAP-Millings (from Hwy 17) & storage at the Hall - discussion

Bob Jeffery left the meeting.

Resln 2021-41 Kelly Warwick Mike Jones

BE IT RESOLVED THAT this Council approves the Road Working Foreperson to order up to \$50,000 worth of RAP-Millings off of Hwy 17 East reconstruction project for placement at:

Railway Crossings:

- 1-Caribou
- 1-5th Concession
- 1- Jeffery
- 2-Braniff
- 1-Duff

Parks:

- Waltonen Park
- Round lake Park
- McBain Park

Various Road entry points:

- Garden Bay #580
- Garden Bay #585
- Big Perch Bay #570

Stockpile:

- Stockpile at the Bruce Station Hall. CARRIED

- iii. Grader – Tender

Resln 2021-42 Mike Jones Boris Koehler

BE IT RESOLVED THAT this council approves staff to tender out for a grader in 2021. CARRIED

Rob_____ left the meeting.

- iv. ½ or ¾ ton – Tender

Resln 2021-43 Keith Hoback Kelly Warwick

BE IT RESOLVED THAT this council approves staff to tender out for a 3/4 ton 4-wheel drive truck. CARRIED

- v. Tractor – Tender or rent – decision deferred

- Quote for a new tractor provided.
- M. Jones, K. Hoback, Mayor B. West will scout used options.
- Discussed potential for: Brushing arm, flail mower, counterweights, front end loader, plow, sweeper, lease Vs. new. Vs. used total costs.

Kelly Belisle-Greer left the meeting at 5:42 pm

4. Carry forward from Feb 17/21- Municipal Modernization Program Intake #1 – allocate remaining funds.
 - i. Summary of intake #1 \$258,000 (2019) – reviewed.

Resln 2021-44 Kelly Warwick Mike Jones

WHEREAS a portion of the 1st intake of the Municipal Modernization Program (2019) has been spent;

BE IT RESOLVED THAT this council approves the remaining funds to be allocated to support the following:

- Highspeed Internet set up and plan
- Power Backup for Radios
- Roads: Working Alone Dispatch 1 yr.
- Generator-Office
- Portable Generator-Rd
- Hot Water Tank
- replenish Rd Equipment Reserve
- Office upgrade/COVID-19
- towards Tractor purchase
- towards new ½ ¾ ton
- computer upgrades. CARRIED

Mark Anderson, EncompassIT (Township IT department) joined the meeting 5:55 pm

5. Carry forward from Feb 17/21 - Proposal for Municipal Modernization Program Intake #2 (Expression of Interest due March 15)
 - i. Review 7d) information in package from Feb 17, 2021 council meeting (prev. distributed)

1. Electronic Record/Document Management – The Managed Municipality;

M. Anderson provided an overview of the Electronic Record/Document Management which would fall under the Review Phase of the Municipal Modernization Funding Program Intake #2.

- Discussed; Province is moving towards electronic document management; archiving digital and handwritten documents, searching those documents based on meta data embedded, tracking record retention periods, need for high speed, access to documents, data storage space were a number of items discussed.
- Proposal for a Review:
 - A formal review of paper-based processes currently in place at Plummer – identifying cost savings associated with moving to digital records and processes.
 - A formal review of existing document paper backlogs to identify volume of documents, cost of migration to digital records and potential cost savings.
 - A formal review of the existing network and IT infrastructure to confirm suitability or deficiencies for digital document management.
 - A formal review of storage standards / formats to confirm suitability for conversion to digital standard (TOMRMS or otherwise)
 - A cost analysis of savings related to employee time, consumables costs, service delivery improvements etcetera.

Resln 2021-45 Mike Jones Boris Koehler

WHEREAS the second intake under the Municipal Modernization Program is now open with specific priorities supported, and;

WHEREAS the Township qualifies under the Review Stream;

BE IT RESOLVED THAT this council approves submission of an expression of interest (EOI) under the Review stream-digital modernization. Staff to work with EncompassIT to draft the EOI. CARRIED

2. Computer upgrades-EncompassIT (part of Modernization intake #1)

- Twsp Server is in need up upgrades as well as the Office systems which are 8+ years old.
- Options also provided for Notebooks for staff working at home.
- Deferred to budget

3. GIS mapping – K. Hoback

a. AMO S. Zafar GIS information

K. Hoback noted a number of free mapping systems: Telephone and Hydro are available via Geohub; suggested an area wide collaboration with other Municipalities for data collection and potential for use on Roads, etc.

Mayor B. West spoke with Tarbutt staff regarding their GIS program and noted uses in the Cemeteries as well.

V. Goertzen-Cooke cited information received from NMDM;

- noted an area wide project may fall under NOHFC's new community enhancement program and would potentially be eligible for 50% funding. There are no deadlines for the community programming. https://nohfc.ca/en/nohfc_programs
- As well, it may qualify under RED, the Rural Economic Development program, with OMAFRA. There intake is closed and will likely reopen closer to summer. Normally, RED has 4 intake periods a year. <https://www.ontario.ca/page/rural-economic-development-program>

Resln 2021-47 Keith Hoback Kelly Warwick

BE IT RESOLVED THAT this council requests HNCEA to investigate the development an Expression of interest for funding from FEDNOR and NOHFC for GIS Mapping as an area-based approach. CARRIED

- Clerk to invite Tarbutt Township's staff to a future meeting to discuss their GIS program.

6. CF – from Feb 17/21 - Starlink high speed internet

a. prev. distributed; review 7a) information in package from Feb 17/21.

Mark Anderson provided an overview of the Starlink experience from another municipality; so far very positive.

Resln 2021-46 Kelly Warwick Boris Koehler

WHEREAS Starlink is available in the area for high-speed internet, and;

WHEREAS the estimate cost is \$650 for the initial setup + \$130/month with a 2-4 week lead time for installation, and;

WHEREAS there has been no indication on how quick fibre and highspeed will be available, and

WHEREAS the slow download and upload speeds at the Township office often prevent online work to be completed;

BE IT RESOLVED THAT this council authorizes staff to engage the services of EncompassIT to order and install Starlink highspeed internet. CARRIED

Mark Anderson & Boris Koehler left the meeting at 6:28 pm

7. Cemetery budget

Provided for review to generate ideas; to be forwarded to the Cemetery Committee for further review/input.

8. Letter for Bell- support fibre application

Resln 2021-48 Boris Koehler Keith Hoback

BE IT RESOLVED THAT this council authorizes a support letter for Bell Canada's application to the Universal Broadband fund. CARRIED

9. **ADJOURNMENT:**

- Staff to coordinate a Human Resources & subsequent Budget Meeting.

Resln 2021-49

Mike Jones

Keith Hoback

BE IT RESOLVED THAT this Council adjourns the Meeting at 6:41 pm to meet again on March 17, 2021 for the next regular meeting, or at the call of the Mayor. CARRIED

 Mayor ~ Beth West

 Clerk ~ Vicky Goertzen-Cooke
Acronyms:

@ = at

ADSSAB – Algoma District Social Services Administration Board

AGM – Annual General Meeting

AHPS – Arthur Henderson Public School

AODA – Accessibility for Ontarians with Disabilities Act

CBO – Chief Building Official

CEMC – Community Emergency Measures Committee

CERB – Central Emergency reporting Bureau

CF- Carry Forward

CFSO- Community Fire Safety Officer

CUPE - Canadian Union of Public Employees

EARS – East Algoma Roads Superintendents

FYI – for your information

Fed Nor – Federal Economic Development for Northern Ontario

FONOM – Federation of Northern Ontario

Municipalities

Frd – forwarded from prior meeting

HNWDRRC - Huron Northwest Doctor Recruitment & Retention Committee

ICIP Investing In Canada Infrastructure Program

OCIF – Ontario Community Infrastructure Fund

OGRA – Ontario Good Roads Association

OMB – Ontario Municipal Board

OMAFRA – Ministry of Agriculture, Food & Rural Affairs

OPP – Ontario Provincial Police

Orig. - Original

OTF – Ontario Trillium Foundation

POA – Provincial Offences Act

Min. - Ministry

MNR – Ministry of Natural Resources

MAH – Ministry of Municipal Affairs

MOU – Memorandum of Understanding

MPAC – Municipal Property Assessment Corporation

Mtg - Meeting

MTO – Ministry of Transportation

MWRC – Municipal Waste & Recycling Consultants

N/A – not applicable

POA – Provincial Offences Act

RBC – Royal Bank of Canada

Reg. - registration

Rep – Representative

Resln – Resolution

RFQ – Request for Quote

ROMA – Rural Ontario Municipal Association

RWF – Road Working Foreperson

SSM – Sault Ste. Marie

TMM – The Managed Municipality

TSSA – Technical Standards and Safety Authority

TWSP - Township