

JOINT BUILDING COMMITTEE MEETING
January 15, 2015 AT 5:00 P.M.
Held at the Township of Strong Office

Present: South River – Les Mahon
Burk's Falls – Rex Smith
Joly – Budd Brown
Sundridge – Jason Newman (5:53 p.m.)

Machar – Bart Wood
Ryerson –
Magnetawan – Tim Brunton, John Hetherington
Strong – Christine Ellis

Absent: Barbara Marlow

Staff Present: CBO: Brian Dumas, Recording Secretary: Caitlin Haggart, Office Assistant-Strong: Kim Dunnett

The Joint Building Committee meeting was called to order at 5:20 p.m. by the secretary.

The secretary opened the floor for nominations for Chair and Vice Chair for the 2015 term.

Resolution # 2015-01

Moved by: Rex Smith

Seconded by: Les Mahon

Be it resolved that this committee does hereby appoint Christine Ellis as Chair for the 2015 term.

Carried

Resolution # 2015-02

Moved by: Christine Ellis

Seconded by: Bart Wood

Be it resolved that this committee does hereby appoint Don Richardson as Vice Chair for the 2015 term.

Carried

The meeting was turned over to the new Chair, Christine Ellis.

Resolution # 2015-03

Moved by: Les Mahon

Seconded by: Rex Smith

Be it resolved that this committee does hereby adopt the minutes of the meeting of October 16, 2014, as circulated.

Carried

Financial Report: The secretary reviewed financial reports and answered questions from the members regarding capital purchase, operating revenues and permit revenues vs. application revenues.

Resolution # 2015-04

Moved by: Budd Brown

Seconded by: Les Mahon

Be it resolved that this committee does hereby approve the following expenses of:

- October 2014: \$16,130.95
- November 2014: \$15,364.87
- December 2014: \$16,001.09

and accepts the Financial reports for October, November and December 2014.

Carried

Chairperson Report: No Report

Administrator Report: The secretary gave a brief overview of administration services provided by the Township of Strong. The secretary reviewed key points of the current JBC agreement, and encouraged the members to read the document and bring any questions forward at the next meeting.

CBO Report: The CBO submitted a year-end report to each representative and municipality. The CBO shared his thoughts on past and present year's permits, stating construction has been down everywhere in 2014. The CBO gave a brief overview of training and qualifications requirements for the CBO and DCBO positions. Training and law suits are typically dealt with in the winter months, as this can be a better time to deal with them. The CBO stated there are 13 levels qualifications and he currently has all of them and DCBO is only missing septic, which is not needed in this area. The CBO stated that at the end of 2014 there were still approximately 1,000 open files. Notice of occupancy letters were requested last year, by the committee, to be sent out on more current open files in order to close them. The CBO spoke about MMAH being the governing body and that a new annual fee of \$105.00 is required starting in 2015 to maintain qualifications.

Resolution # 2015-05

Moved by: Les Mahon

Seconded by: Rex Smith

Be it resolved that this committee does hereby move into closed session at 5:45 p.m. under Subsection 239(b) of the Municipal Act to consider a matter involving "personal matters about an identifiable individual, including municipal or

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local board employees.”, and under Subsection 239(2) (d) of the Municipal Act to consider a matter involving “labour relations or employee negotiations.” re: wage negotiations **Carried**

The Committee resumed its regular meeting at 6:25 p.m. The Chair advised that the CBO left the meeting during closed session at 6:05 p.m. The Chair reported that the committee did discuss the matters it was permitted to under the resolution authorizing the public exclusion, and recommended the following resolution:

Resolution # 2015-06

Moved by: Tim Brunton

Seconded by: Bart Wood

Be it resolved that this committee does hereby recommend to the member municipalities that the JBC employees receive a 2% wage increase for 2015, retroactive to January 1, 2015. **Carried**

Correspondence: None

New Business: Chair stated once the budget is passed the committee does not usually meet during the summer months unless required. Chair gave a brief outline on how meetings proceed.

Magnetawan representatives inquired about the past requests regarding the CBO working out of the Magnetawan office. The secretary suggested that the Magnetawan Council write a letter of request to the JBC outlining their intentions, which may include office hours and zoning assistance.

A question was asked on how complaints were dealt with. Any complaints must be in writing and signed, then submitted to the JBC. Chair encouraged members to make appointment to meet with the CBO and DCBO to ask questions and clarify operations.

It was requested from the members that the CBO submit a report at the next meeting on how many permits are still open from each municipality.

The members requested if there is no monthly meeting scheduled, the secretary email the monthly financial report to each JBC member for their review.

Resolution # 2015-07

Moved by: Budd Brown

Seconded by: Bart Wood

Be it resolved that this committee does hereby adjourn at 7:12 p.m. to meet again at the call of the Chair on February 17, 2015 at 5:15 p.m. **Carried**

Caitlin Haggart, Secretary

Christine Ellis, Chair