



## The Corporation of the Township of Huron-Kinloss

### Committee of the Whole Meeting Minutes

Council Chambers

January 9<sup>th</sup>, 2017

9:00 a.m.

Mitch Twolan, Mayor	Present
Wilfred Gamble, Deputy Mayor	Present
Lillian Abbott, Councillor	Absent
Jeff Elliott, Councillor	Present
Jim Hanna, Councillor	Present
Don Murray, Councillor <i>arrived at 11:05 a.m.</i>	Present
Carl Sloetjes, Councillor	Present
Mary Rose Walden, Chief Administrative Officer	Present
Sonya Watson, Clerk	Present
Jodi MacArthur, Treasurer	Present
Hugh Nichol, Director of Public Works	Present
Matt Farrell, Chief Building Official	Present
Christopher Cleave, Fire Chief	Present
Mike Fair, Director of Community Services	Present
Heather Falconer, By-Law Enforcement Officer	Present
Grant Collins, Drainage Superintendent	Present

Others Present: Liz Dadson, Matt Pearson, Kara Van Myall, Vicki Ly, Manpreet Kaur, Brian Knox, Lisa Courtney

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### Committee of the Whole Meeting

#### 1. Call to Order

Mayor Twolan called the meeting to order at 9:05 a.m.

#### 2. Disclosure of Pecuniary Interest

Name: n/a    Item: n/a    Nature of Interest: n/a

#### 3. Delegations

3.1 B.M. Ross & Associates    Matt Pearson    9:00 a.m.

Mr. Pearson will be in attendance for annual reporting on the Water Quality Monitoring Programs, Septic Re-Inspection Program Cycle 2, Year 2 and Part 8 of the Building Code.

[Point Clark Water Quality Monitoring Report](#)

Action: Mr. Pearson noted concerns with elevated E.coli at Site 8 that has been consistent over past years. A further study can be conducted to pin point the concern. B.M. Ross will prepare a budget proposal for Council's consideration.

#### Pine River Water Quality Monitoring Report

Action: Mr. Pearson noted that sites PR17 & PR18 still show increased levels of Phosphorus. A study in 2013 & 2014 was previously completed at PR17 & PR18 and the landowners did participate. However, the numbers still remain high and it was left that OMAFRA would work with the landowner. There has been nothing reported back to the Township regarding this matter. The Committee requested staff arrange a meeting to consult with OMAFRA again. There were noticeable spikes in E. coli at site PR37 along the Royal Oak Drain. B. M. Ross will send out letters making landowners in that area aware of the concern.

#### Septic Re-Inspection Program

Action: Mr. Pearson outlined the 2016 septic re-inspection program. There are 65 properties subject to mandatory inspections under the Source Water Protection Program and there are currently 2 in violation which will be a focus for 2017.

- 3.2 County of Bruce Economic Development 10:00 a.m.  
Kara Van Myall, Manager of Corporate Policy and Economic Development  
Vicki Ly, Economic Development Officer  
Manpreet Kaur Sangha, Economic Development Officer

They will be in attendance to present an update on the initiatives for the Bruce County Economic Development Department.

#### Presentation

Action: The staff from the County of Bruce Economic Development Department outlined the details in the presentation for the Committee. They noted that a partnership in the Business to Bruce Program would require \$15,000 in the budget for 2017. There was also further discussion regarding the horse drawn carriage community and the County supporting their methods of business and development through Planning and Economic Development to locate outside business and industry outside the hamlet areas.

The County staff reported that over 160,000 people had visited Parks Canada in Tobermory. While Bruce County is definitely on the map this has led to some concerns on managing traffic and people. The County is working with Northern Bruce Peninsula and also working on promoting other areas of the County to encourage spreading the visitors throughout the County of Bruce.

- 3.3 B.M. Ross & Associates      Brian Knox, County Engineer      10:30 a.m.  
  Lisa Courtney, Environmental Planner

They will be in attendance to provide an update on the Campbell Street West Drainage and Road Improvement Project in Lucknow

#### Presentation

Action: Brian Knox and Lisa Courtney presented details on the project. The preferred option is Alternative One which involves installing conduit at the western edge of arena property, south to ball diamond and then east to ditch south of Willoughby. This proposal encloses the open ditch along south side of Campbell Street, and replaces and moves culverts under Campbell Street. There will also be installation of some new local storm sewer on Campbell Street. The drainage only for Alternative One will have an approximate costs to be shared of \$425,000. The road re-construction work will also cost \$425,000 of which the Township portion of the cost will be approximately \$115,000. Next steps are to hold a public meeting to discuss project, alternative solutions and impacts. Then finalize selection of the preferred alternative, finalize the Class Environmental Assessment (EA) and issue notification. The public meeting for the Class EA is scheduled for January 26<sup>th</sup>, 2017. The Committee requested B.M. Ross ensure the system is adequate to take any drainage if a development were to occur on the "Brindley Property". There are benefits to the Lucknow Sports Complex and the Lucknow Fire hall resulting from this project. The Committee requested Ashfield-Colborne-Wawanosh (ACW) be approached for consideration of cost sharing for the drainage project.

Motion No: 1

Moved by: Hanna Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby supports Alternative One for the Campbell Street West Drainage and Road Improvement Project and supports the inclusion of the Township's portion of costs in the 2017 budget; and

Further that ACW be approached for cost sharing.

Carried.

#### 4.      **Staff Reports**

- 4.1      **Report Number BLDG2017-01-01** prepared by Matt Farrell, Chief Building Official  
December Monthly Report

Motion No: 2

Moved by: Elliott Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2017-01-01 prepared by Matt Farrell, Chief Building Official.

Carried.

- 4.2 [Report Number BLDG2017-01-02](#) prepared by Matt Farrell, Chief Building Official  
2016 Year-end Report

Motion No: 3

Moved by: Gamble Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2017-01-02 prepared by Matt Farrell, Chief Building Official.

Carried.

- 4.3 [Report Number CLK2017-01-01](#) prepared by Sonya Watson, Clerk  
Comprehensive Zoning By-Law Review

Motion No: 4

Moved by: Hanna Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2017-01-01 prepared by Sonya Watson, Clerk and in so doing authorizes an exemption to the Purchasing Policy to obtain a quote from MHBC in relation to the Scope of Work provided to conduct a review of the Comprehensive Zoning By-Law.

Carried.

- 4.4 [Report Number FIRE2017-01-01](#) prepared by Chris Cleave, Fire Chief  
Ripley-Huron Fire Department Annual Report

Motion No: 5

Moved by: Elliott Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2017-01-01 prepared by Christopher J. Cleave, Fire Chief.

Carried.

- 4.5 [Report Number BLE2017-01-01](#) prepared by Heather Falconer, By-Law  
Enforcement Officer  
Report for the Year 2016

Motion No: 6

Moved by: Sloetjes Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE2017-01-01 prepared by Heather Falconer, By-Law Enforcement Officer.

Carried.

- 4.6 [Report Number BLE2017-01-02](#) prepared by Heather Falconer, By-Law Enforcement Officer  
December Monthly Report

Motion No: 7

Moved by: Elliott Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE2017-01-02 prepared by Heather Falconer, By-Law Enforcement Officer.

Carried.

Committee of the Whole broke for lunch at 12:00 p.m. and a demo "Ceiling Array Based Council Chamber Audio System" was set up for testing purposes.

Committee resumed at 1:00 p.m. to consider the demo audio system. It was determined that this would not meet the needs of the Township. A "Discussion System Based Council Chambers Audio System" was discussed as an alternative. Soundco is going to bring back a demo system for trial prior to purchase.

The Committee of the Whole Members along with the Clerk and Drainage Superintendent moved to the Meeting Room to consider items 4.7, 4.8, and 4.9 while the audio system was being disassembled. There were no public in attendance at the meeting at this time but the meeting remained open to the public.

- 4.7 [Report Number CLK2017-01-11](#) prepared by Joanna Malott, Deputy Clerk  
McNain Municipal Drain

Motion No: 8

Moved by: Hanna Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-11 prepared by Joanna Malott, Deputy Clerk and in so doing, appoints Deputy Mayor Gamble and Councillor Murray as an alternate to the Court of Revision for the McNain Municipal Drain.

Carried.

- 4.8 [Report Number DRAIN2017-01-01](#) prepared by Grant Collins, Drainage Superintendent  
Royal Oak Municipal Drain Revised Report

Motion No: 9

Moved by: Hanna Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole receives for information Report Number DRAIN2017-01-01 prepared by Grant Collins, Drainage Superintendent and further approves a by-law be brought forward to adopt the Royal Oak Municipal Drain Report as ordered by the Ontario Drainage Tribunal.

Carried.

- 4.9 [Report Number DRAIN2017-01-02](#) prepared by Grant Collins, Drainage Superintendent  
Nesbitt Municipal Drain
- Motion No: 10  
Moved by: Gamble Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number DRAIN2017-01-02 prepared by Grant Collins, Drainage Superintendent and further that a by-law be brought forward in accordance with the final assessment schedules as prepared by Dietrich Engineering.  
Carried.
- 4.10 [Report Number TR2017-01-01](#) prepared by Jodi MacArthur, Treasurer  
Ministry of Municipal Affairs and Housing 2015 Financial Indicator Review
- Motion No: 11  
Moved by: Murray Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole receives for information Report Number TR2017-01-01, Ministry of Municipal Affairs and Housing 2015 Financial Indicator Review prepared by Jodi MacArthur, Treasurer.  
Carried.
- 4.11 [Report Number TR2017-01-02](#) prepared by Jodi MacArthur, Treasurer  
2017 Water and Wastewater Rates
- Motion No: 12  
Moved by: Sloetjes Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby reviews and receives Report Number TR2017-01-02 prepared by Jodi MacArthur, Treasurer and authorizes a by-law be brought forward to set the 2017 water and wastewater rates.  
Carried.
- 4.12 [Report Number CS2017-01-01](#) prepared by Mike Fair, Director of Community Services  
Community Services Status Report
- Motion No: 13  
Moved by: Elliott Seconded by: Sloetjes  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS2017-01-01 Status Report, prepared by Mike Fair, Director of Community Services.  
Carried.

- 4.13 [Report Number PW2017-01-01](#) prepared by Hugh Nichol, Director of Public Works  
Water/ Wastewater  
Motion No: 14  
Moved by: Hanna Seconded by: Murray  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2017-01-01 as prepared by Hugh Nichol, Director of Public Works.  
Carried.
- 4.14 [Report Number PW2017-01-02](#) prepared by Hugh Nichol, Director of Public Works  
Transportation  
Motion No: 15  
Moved by: Sloetjes Seconded by: Gamble  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2017-01-02 as prepared by Hugh Nichol, Director of Public Works.  
Carried.
- 4.15 [Report Number PW2017-01-03](#) prepared by Hugh Nichol, Director of Public Works  
Lurgan Beach Proposed Project  
Motion No: 16  
Moved by: Murray Seconded by: Gamble  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2017-01-03 as prepared by Hugh Nichol, Director of Public Works.  
Carried.
- 4.16 [Report Number BED2017-01-01](#) prepared by Taralyn Cronin, Business & Economic Officer  
2016 Year End Report  
Motion No: 17  
Moved by: Elliott Seconded by: Sloetjes  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. BED2017-01-01 prepared by Taralyn Cronin, Business & Economic Officer.  
Carried.

- 4.17 [Report Number CAO2017-01-02](#) prepared by Mary Rose Walden, Chief Administrative Officer  
Livestock and Picnic Shelter  
Motion No: 18  
Moved by: Gamble Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CAO2017-01-02 prepared by Mary Rose Walden, CAO and further directs that the Township will provide funding for municipal services to a maximum of \$7500.00.  
Carried.
- 4.18 [Report Number CAO2017-01-01](#) prepared by Tracey Howe, Administrative Assistant  
Health & Safety Quarterly Report  
Motion No: 19  
Moved by: Elliott Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO2017-01-01 prepared by Tracey Howe.  
Carried.
- 4.19 [Report Number CLK2017-01-02](#) prepared by Sonya Watson, Clerk  
Open Air Burning By-Law Set Fines  
Motion No: 20  
Moved by: Murray Seconded by: Gamble  
That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2017-01-02 prepared by Sonya Watson, Clerk and in so doing authorizes the attached Set Fine schedule with fines in the amount of \$250.00 coming forward for approval by resolution of Council.  
Carried.
- 4.20 [Report Number CLK2017-01-03](#) prepared by Sonya Watson, Clerk  
Municipal Elections Act Revisions/Ranked Ballots  
Motion No: 21  
Moved by: Sloetjes Seconded by: Elliott  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-03 and in so doing approves maintaining the existing “first past-the-post” system for the 2018 Municipal Election.  
Carried.



- 4.21 [Report Number CLK2017-01-04](#) prepared by Sonya Watson, Clerk  
Internet/Telephone Voting Method  
Motion No: 22  
Moved by: Gamble Seconded by: Sloetjes  
That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2017-01-04 prepared by Sonya Watson, Clerk and in so doing approves a by-law be brought forward to support the internet and telephone voting method for the 2018 municipal and school board election.  
Carried.
- 4.22 [Report Number CLK2017-01-05](#) prepared by Joanna Malott, Deputy Clerk  
2016 Marriage Commissioner Report  
Motion No: 23  
Moved by: Murray Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-05 prepared by Joanna Malott, Deputy Clerk.  
Carried.
- 4.23 [Report Number CLK2017-01-06](#) prepared by Joanna Malott, Deputy Clerk  
Changes to Lottery Fee Structure  
Motion No: 24  
Moved by: Gamble Seconded by: Elliott  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-06 prepared by Joanna Malott, Deputy Clerk and further approves the Consolidated Fees By-law being brought forward to reflect a \$5.00 minimum fee.  
Carried.
- 4.24 [Report Number CLK2017-01-07](#) prepared by Joanna Malott, Deputy Clerk  
2016 Accessibility Annual Status Report  
Motion No: 25  
Moved by: Elliott Seconded by: Sloetjes  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-07 prepared by Joanna Malott, Deputy Clerk.  
Carried.
- 4.25 [Report Number CLK2017-01-10](#) prepared by Joanna Malott, Deputy Clerk  
Resolutions for Consideration  
Motion No: 26  
Moved by: Murray Seconded by: Hanna  
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-10 prepared by Joanna Malott, Deputy Clerk and further directs the Clerk to bring forward the following resolutions for Council's support, Number 1, 2.

Carried.

**5. Correspondence Requiring Direction**

5.1 No items scheduled.

**6. Information**

6.1 [Report Number CLK2017-01-09](#) prepared by Joanna Malott, Deputy Clerk  
Correspondence and Information on the Table

Motion No: 27

Moved by: Elliott Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2017-01-09 prepared by Joanna Malott, Deputy Clerk.

Carried.

Motion No: 28

Moved by: Sloetjes Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby recess the Committee of the Whole Meeting at 2:21 p.m. to consider the January 9<sup>th</sup>, 2017 Council Meeting agenda scheduled for 2:00 p.m.

Carried.

Motion No: 29

Moved by: Gamble Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby resumes the Committee of the Whole Meeting at 2:50 p.m.

Carried.

**7. New Business/Council Reports**

7.1 Water Project Communications Plan

The Committee of the Whole discussed the current process for communicating upcoming water projects. Every attempt is made to inform residents approximately 2 years in advance of a project. Staff are in the process of developing an internal procedure for water project communications.

8. **Closed Session**

8.1 Motion to go into Closed Session

Motion No: 30

Moved by: Sloetjes Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby moves into a Closed Session Meeting at 2:55 p.m. to discuss:

personal matters about an identifiable individual, including municipal or local board employees; Property Standards Committee, Administration Department

litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Property Tax Matter, Property Damage

Carried.

8.2 Motion to rise from Closed Session

Motion No: 36

Moved by: Murray Seconded by: Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby rise from the Closed Session Meeting at 3:06 p.m.

Carried.

9. Business Arising from the Closed Session

Motion No: 37

Moved by: Gamble Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves the staff direction provided in the Closed Session.

Carried.

10. **Adjournment**

10.1 Motion to Adjourn

Motion No: 38

Moved by: Hanna Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby adjourns.

Carried.

Original Signed by Mitch Twolan

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Mayor

Original Signed by Sonya Watson

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Clerk

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