

CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS

GENERAL COMMITTEE MEETING

7:00 p.m. - Council Chambers

November 4<sup>th</sup>, 2013

Mayor	Mitch Twolan	(P)
Deputy Mayor	Wilfred Gamble	(P)
Councillors	Lillian Abbott	(P)
	Jeff Elliott	(P)
	Jim Hanna	(P)
	Don Murray	(P)
	Carl Sloetjes <i>left the meeting at 7:55 p.m.</i>	(P)
Administrator	Mary Rose Walden	(P)
Clerk	Sonya Watson	(P)
Treasurer	Jodi MacArthur	(P)
Director of Public Works	Hugh Nichol	(P)
Chief Building Official	Matt Farrell	(P)
Director of Facilities & Recreation	Mike Fair	(P)
By-law Enforcement Officer	Brianne Elliott	(P)
Drainage Superintendent	Grant Collins	(A)

**OTHERS PRESENT:** Kelly Lush, Liz Nield, Jeff Garkowski, David Grant, Liz Dadson, Ken Kilpatrick, Barb McKay, Jutta Splettstoesser

MINUTES

1.0 CALL TO ORDER

Mayor Twolan called the meeting to order at 7:00 p.m.

1.1 DISCLOSURE OF PECUNIARY INTEREST

<u>Name</u>	<u>Item</u>	<u>Nature of Interest</u>
Deputy Mayor Gamble	10.2	biased

1.2 DELEGATIONS

1.3 Our Future Huron-Kinloss 7:00 p.m.

Jeff Garkowski and Liz Nield from LURA Consulting will be attending Council to present the final Sustainability/Strategic Plan entitled "Our Future Huron-Kinloss".

We have attached the plan and appendices for your review:

Our Future Huron-Kinloss Plan

Appendix A – Community Engagement Summary

Appendix B- Implementation Plan

Appendix C - Checklist

**STAFF COMMENTS:** This process started in January and we are thrilled with the community input, staff and Council participation in the community engagement process. If Council concurs with the final draft a By-law will be brought forward adopting the plan in principle at the next meeting.

**ACTION:** Jeff Garkowski presented an overview of the plan for Council. He described the importance of the implementation plan and how the annual review would take place and the plan would be integrated into the work plans of staff. Jeff described that a 10% response rate was really impressive and above standards in other communities they have done work for. The By-Law will be brought forward.

**2.0 PLANNING & BUILDING DEPARTMENT**

**2.1 Building Report**

Please find attached the monthly report of the Chief Building Official.

**STAFF COMMENTS:** The Chief Building Official will be in attendance to discuss the report.

**ACTION:** Council sought further clarification on barns being erected on Concession 10 in regards to location and permitting.

**2.2 Draft Plan of Subdivision- Municipality of Kincardine**

We have received Notice of Approval for a Draft Plan of Subdivision in the Municipality of Kincardine.

**STAFF COMMENTS:** We have attached the Notice for your review. Staff has no concern with the proposal. Does Council have any comments?

**ACTION:** Noted.

**2.3 Municipal Readiness for Source Water Protection**

The CBO reported on a presentation he did at the request of the Ministry of Environment in Toronto regarding municipal readiness for Source Water Protection Policies. The CBO spoke mostly on the Septic Re-inspection Program.

**STAFF COMMENTS:** None at this time.

**ACTION:** Noted.

**3.0 FIRE & EMERGENCY MANAGEMENT SERVICES**

3.1 Cell Reception at the Ripley Fire Hall

The Fire Chief prepared a report for your review.

STAFF COMMENTS: Included in the report.

ACTION: Council approved installation of the CAE Gemini Repeater at the Ripley Fire Hall.

**4.0 BY-LAW ENFORCEMENT & SMALL ANIMAL CONTROL**

4.1 Monthly Report

Please find attached the monthly report of the By-Law Enforcement Officer.

STAFF COMMENTS: The By-Law Enforcement Officer will be in attendance to answer any questions.

ACTION: Received and filed.

**5.0 PARKS, FACILITIES, RECREATION AND LAKESHORE**

5.1 Walking Bridge over the Pine River

We have received a letter regarding a walking, bicycle bridge over the Pine River.

STAFF COMMENTS: The letter has been attached for your review. Staff will contact the resident and arrange a time to discuss the request.

ACTION: Council is not interested in funding a project of this nature. However, if residents are interested in fundraising to do the project Council would review the proposal and support the project by working with the agencies involved. The Director of Facilities and Recreation will respond to the resident.

5.2 Permanent Liquor Sales Licence Policy

The Permanent Liquor Sales Licence Policy is attached.

STAFF COMMENTS: This policy reflects the Permanent Licence details for the facilities and the Gross Revenue Sharing agreement. Staff intends to host a stakeholder meeting in November to provide details to the Community groups. If Council has no objection we will bring a by-law forward to adopt the policy at the November Council Meeting.

ACTION: Council supports the policy but would like to hear from the stakeholder groups affected by the policy. Council approved bringing the policy forward for first and second reading.

5.3 Municipal Alcohol Policy (revised)

The revised Municipal Alcohol Policy is attached for your review.

STAFF COMMENTS: The major change is standard cans will be allowed to be served "opened" at the SOP's at their discretion. The revised policy reflects the changes for Special Occasion Permits (SOP's). There are only two locations for outdoor SOP's including Lucknow Soccer Fields (MITF), and Ripley Ball Diamond (Mushball). Other SOP's are available in our facilities for homemade wine only and the requirements are summarized in both the Municipal Alcohol Policy, and the Permanent Licence Policy. If Council has no objection we will bring a by-law forward to adopt the policy at the November Council Meeting.

ACTION: Approved. Bring the By-law forward.

5.4 Rates and Fees By-law for Permanent Licence

We have attached the Rates and Fees Schedule for Alcohol including Wine Service for the Permanent Licence.

STAFF COMMENTS: If Council has no objection we will bring a by-law forward to adopt the policy at the November Council Meeting.

ACTION: Approved. Bring the By-law forward.

5.5 Bartender Hiring

We intend to advertise for Bartenders in November.

STAFF COMMENTS: We propose the bartender rate of pay to be \$12.00 per hour. We anticipate a large number of the Community group members will submit applications to become bartenders. We will also provide smart serve training to those bartenders that need it. If Council has no objection we will bring forward a list of Bartenders to be hired.

ACTION: Approved.

6.0 **FINANCE**

6.1 Memorial Donations

We recently received donations in the amount of \$125.00 in memory of Raymond Green to offset Ripley Minor Hockey registration costs.

STAFF COMMENTS: We bring this forward for information purposes.

ACTION: Noted.

6.2 2012 Financial Statement Presentation

The draft 2012 audited financial statements are now available. A summary report is attached.

STAFF COMMENTS: If you have any questions, please direct them to the Treasurer. If Council wishes to invite Mr. Vodden to make a presentation, please advise.

2012 Draft Financial Statements

ACTION: Council does not require Mr. Vodden to present. The reports were received and filed. The financial statements will be posted on the website.

6.3 Ripley Reunion 2015

Please find attached a financial request from the 2015 Ripley Reunion Committee.

STAFF COMMENTS: We have provided the request for your review. We seek your direction.

ACTION: Council approved the financial request. Council will proceed to make the Committee a Committee of Council in the spring prior to the kick off dance. A resolution will be brought forward authorizing the financial request.

7.0 **DRAINAGE**

*No items scheduled*

8.0 **DRINKING WATER & WASTE WATER**

8.1 Source Water Protection

Attached is a proposal from Ausable Bayfield Conservation Authority.

STAFF COMMENTS: The Mayor, Deputy Mayor and Staff met with representatives from Ausable Bayfield Maitland Valley & Saugeen Source Protection at which time the attached proposal was presented and discussed. At this time our options are limited to out sourcing this service, duties being added to an existing staff member or hiring a new employee. Following our meeting there was agreement in proceeding with Ausable Bayfield CA to provide the service of implementing our Source Water Protection Plans. We recommend approval and sending a letter of our intent to participate.

ACTION: Approved. A letter of intent will be sent. The Administrator further reported that the Minister of Environment has announced a Source Protection Implementation Fund of \$79,479.00 to Huron-Kinloss in grant funding towards implementation of the Source Water Protection Plans.

*Council Sloetjes vacated the meeting at 7:55 p.m. to attend another meeting in Lucknow.*

8.2 Water/Wastewater Summary

Please find attached the contractor summary for October.

STAFF COMMENTS: We bring this forward for information purposes only.

ACTION: Received and filed.

8.3 Huronville Subdivision Distribution System QMS Audit

Attached is a copy of the report NSF-ISR prepared regarding an audit of the Huronville QMS on September 23, 2013.

STAFF COMMENTS: The auditor did not find any non-conformances and noted three Opportunity for Improvements which are more applicable to the Kincardine DWS than Huronville. The Municipality of Kincardine will consider the improvements in the future. We bring this forward for information purposes.

ACTION: Noted.

8.4 Ripley Water System – Fire Protection for Ripley Huron Community School

At the Ripley Well open house a request was made to assess what benefit the proposed new well and water tower would have with regards to improved fire protection to the Ripley school.

STAFF COMMENTS: Attached is a memo from our consulting engineers summarizing the findings. The Fire Chief has been provided with a copy for comment, but at this time the memo is for information purposes only and will be placed on file until construction of the water tower is a definite. At that time it will be brought forward for more detailed discussion.

ACTION: Noted.

8.5 Whitechurch Drinking Water System Inspection

The Drinking Water Inspector performed an annual inspection of the Whitechurch Drinking Water System on September 4, 2013.

STAFF COMMENTS: The system received an overall rating of 100% with no non-compliance issues noted or recommended best practices suggested. We bring this forward for information purposes.

ACTION: Noted.

**9.0 WASTE MANAGEMENT**

9.1 Household Hazardous Waste Collection - Lucknow

Please find attached a summary of the household hazardous waste collected at the municipal event held in Lucknow on Saturday September 8<sup>th</sup>.

STAFF COMMENTS: It is our intent to remain with a September collection date in 2014. We bring this forward for information purposes only.

ACTION: Noted.

9.2 Kinloss Landfill Site

The Kinloss Landfill site is now closed until Saturday April 5, 2014.

STAFF COMMENTS: Advertisements were placed in local newspapers and on the website. We bring this forward for information purposes.

ACTION: Noted.

9.3 Leaf Collection

The annual leaf collection for the village of Ripley and the Lakeshore area is scheduled for November 4<sup>th</sup> to 6<sup>th</sup>.

STAFF COMMENTS: Advertisements were placed in the local newspapers and posted on the website. We bring this forward for information purposes.

ACTION: Noted.

**10.0 TRANSPORTATION**

10.1 Gravel Pit Lease

The gravel pit farm lease expires on the 31<sup>st</sup> day of December, 2013.

STAFF COMMENTS: As per the Review and Renewal of Lease paragraph in the agreement, the tenant has exercised his first right of renewal option. The Director of Public Works has no concerns with either the renewal request, or the yearly rental rate of \$2,000.00, but has indicated to the tenant there will be expectations with regards to the "revitalization of the pasture lands by means of brush/shrub/tree removal, plowing, fertilization and seeding" clause before any further renewals will be considered. If Council has no concerns, a lease agreement will be prepared for signing.

ACTION: Approved. Confirm the expectations noted in writing. Bring the By-Law forward authorizing the agreement.

*Deputy Mayor Gamble declared a conflict, vacated his seat and left the room.*

10.2 Streetlight – Concession 6 and Lake Range Drive

Attached are 2 letters of concern regarding the potential installation of a streetlight at the corner of Lake Range Drive and Concession 6 West. We have also received a petition with approx 80 signatures on it, in support of the new street light. It was noted that approximately 95% of the people who signed the petition live in Emmerton Beach with the rest of the signatures of people who live in close proximity to Blairs Grove.

STAFF COMMENTS: There have been numerous requests over the years for a streetlight at this intersection but until now the actual installation was not pursued due to the lack of a suitable pole and accessible power source in the immediate area. However, the requests were noted by the Public Works department and when Hydro-One relocated an existing pole line onto the Lake Range Drive road allowance, the Director of Public Works specifically requested that a hydro pole be installed on the south west corner of the intersection for the purpose of installing a light, a request that Hydro-One agreed to.

It has always been Public Works intent to install a light at this intersection, and remains a recommended location not only as a result of the number of requests received but to remain consistent in our streetlight layouts as the Concession 6 West intersection is the only Concession road/Lake Range Drive intersection not illuminated. However due to the neighborhood conflict between the supporters for and against the proposal, the Director of Public Works has brought forth the issue for Council discussion and direction.

ACTION: Council agrees it is in the interest of public safety that the street light be installed. Council supports installation of the street light. A response will be sent to those who sent in letters of concern.

10.3 ROMA/OGRA Conference

The Ontario Good Roads Association (OGRA) and the Rural Ontario Municipal Association (ROMA) combined conference is scheduled for Sunday February 23<sup>rd</sup> to Wednesday February 26<sup>th</sup>, 2014 at the Fairmont Royal York Hotel in Toronto.

STAFF COMMENTS: In order to secure rooms we need to know which Council members are planning on attending. Please let the Treasurer know of your intentions.

ACTION: Deputy Mayor Gamble, Councillor Abbott and Murray will attend.



**11.0 ECONOMIC DEVELOPMENT & TOURISM**

11.1 Ice Cream Trail Report

The Business & Economic Officer has prepared a report for your review.

STAFF COMMENTS: Included in the report.

ACTION: Council approved staff recommendations.

**12.0 GENERAL GOVERNMENT**

12.1 Planning Meeting

Council is reminded there will be a Planning Meeting on November 25<sup>th</sup>, 2013.

STAFF COMMENTS: Please mark your calendars.

ACTION: Noted.

12.2 Community Open House- Natural Gas

Please find attached the Notice regarding a Community Open House for the Natural Gas Supply Project scheduled for Friday, November 22<sup>nd</sup>, 2013 from 5:00 – 7:00 p.m. in Council Chambers.

STAFF COMMENTS: Mayor Twolan can report further on this Open House.

ACTION: Mayor Twolan will be in attendance. Council members were encouraged to attend.

12.3 LAS Closed Meeting Investigator Program

We have received an amendment to the Agreement we have with LAS as our Closed Meeting Investigators.

STAFF COMMENTS: There has been an increase in fees as outlined in the letter. The retainer fee has increased by \$60.00 over the 2 year term and the hourly investigation fee has increased from \$156.25 to \$225.00. The fees have not increased for the past six years we have had an agreement. We have received good advice from Amberly Gavel and wish to continue the Agreement. If Council concurs a By-law authorizing the amendment will be brought forward.

ACTION: The Clerk further reported she has received a delegation request to speak on this topic at the November 18<sup>th</sup>, 2013 Council meeting. Council approved bringing the By-law forward to authorize the amendment to the agreement with LAS.

12.4 Nuclear Waste Community Advisory Committee Expense Remittance Policy

Staff has drafted a policy regarding the Nuclear Waste Community Advisory Committee members attending Conferences & Conventions.

STAFF COMMENTS: Further to this we have now received direction from NWMO that the Learn More Program "does not specifically support attendance at conferences and symposiums identified by communities". We have attached the letter for your review. We seek direction if Council wishes to bring the draft policy forward for adoption.

ACTION: It was clarified by the Clerk that Glenn Sutton was only seeking the cost of registration to attend the conference in Arizona. Council approved bringing the By-law forward to adopt the policy as presented.

12.5 SVCA Speaker Series

We have attached notice 3 sessions SVCA is hosting.

STAFF COMMENTS: Provided for information purposes only.

ACTION: Noted.

13.0 **PERSONNEL**

*No items scheduled.*

14.0 **NEW BUSINESS/COUNCIL REPORTS**

14.1 Holiday Shopping Pass

Council sought clarification regarding the Holiday Shopping pass.

STAFF COMMENTS: Regular hair salon or aestheticians services are not part of the promotion. The Holiday Shopping Pass is a tool to promote increased sales locally for Christmas purchases not day to day services. However, if a person purchases a gift certificate at a hair salon or aestheticians they will receive a stamp.

ACTION: Noted.

**15.0**      **CORRESPONDENCE ON THE TABLE**

15.1	<i>AMO</i>	AMO Communications- <i>Provincial Election Status Report on AMO's Top 12 Asks</i> October 29, 2013
15.2		AMO Communications – <i>FCM Launch of “Fixing Canada’s Housing Crunch” Campaign</i> October 28, 2013
15.3		AMO Communications – <i>Time for Action – 2013 Connections Energy Symposium</i> October 24, 2013
15.4		AMO Watch File – October 24 <sup>th</sup> , 2013
15.5		AMO Communications – <i>Canada-European Union Comprehensive Economic and Trade Agreement Announced</i> October 18, 2013
15.6		AMO Watch File – October 17 <sup>th</sup> , 2013
15.7	<i>General</i>	Bruce Power – Refurbishments Would Inject Billions into Ontario’s Economy
15.8		NWMO news – Summer/Fall 2013
15.9		OMAFRA –Connects –October 18, 2013
15.10		OGRA – 2014 Educational Services

**16.0**      **CLOSED SESSION**

16.1      Move into closed session

Moved by Elliott  
Seconded by Murray

MOVE INTO  
CLOSED  
SESSION

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THAT Committee move into a Closed Session pursuant to section 239 of the Municipal Act, 2001, as amended at 8:25 p.m. for the purpose of discussing:

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - Zoning Prosecution
  - Breach of Tender
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - Zoning Prosecution
  - Breach of Tender

Carried.

**17.0**      **RETURN TO OPEN SESSION**

Moved by Murray  
Seconded by Elliott

RISE FROM  
CLOSED  
SESSION

296

THAT Committee rise from the Closed Session at 8:50 p.m.

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**18.0      BUSINESS ARISING FROM THE CLOSED SESSION**

18.1      Campbell Street Snow Removal Tender

ACTION: Council has directed staff to award the Campbell Street Snow Removal Tender to Lloyd Collins Construction. The following motion was passed. The By-Law's reflecting this decision will be brought forward at the next meeting.

Moved by Abbott  
Seconded by Murray

BUSINESS  
ARISING FROM  
THE CLOSED  
SESSION

297

THAT the Township of Huron-Kinloss Council has not received confirmation of acceptance of the Campbell Street Snow Bank Removal Tender from ELK Construction and Council hereby directs as follows:

- Repeal of the ELK Tender Acceptance By-Law
- Disqualification of the 2<sup>nd</sup> and 3<sup>rd</sup> lowest bidders for non legal business status and;

FURTHER THAT Council hereby authorizes bringing a By-Law forward to accept the tender of Lloyd Collins Construction Ltd.

Carried.

**19.0      ADJOURN**

Moved by Hanna  
Seconded by Murray

ADJOURN

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THAT the meeting does now adjourn.

Carried.

Original Signed by Mitch Twolan  
Mayor

Original Signed by Sonya Watson  
Clerk