



The Corporation of the Township of Huron-Kinloss

Committee of the Whole Meeting Minutes

Council Chambers

February 1st, 2016

9:00 a.m.

Mitch Twolan, Mayor	Present
Wilfred Gamble, Deputy Mayor	Present
Lillian Abbott, Councillor	Present
Jeff Elliott, Councillor	Present
Jim Hanna, Councillor	Present
Don Murray, Councillor	Present
Carl Sloetjes, Councillor	Present
Mary Rose Walden, Administrator	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 Facilities & Recreation	Present
Brianne Andrew, By-law Enforcement Officer	Absent
Grant Collins, Drainage Superintendent	Present

Others Present: Kit Elmes, Ian Courtney, Murray Ferguson, Mike Snobelen, Dennis Courtney, Elmer Smeltzer, Liz Dadson, Dale Erb-B.M. Ross, Lisa Courtney- B.M. Ross, Neil Morris- K. Smart & Associates, Scott Berry- OPG, Allan Webster- OPG, Leo Palozzi- Cantam Group, Yazo Somalingam- Cantam Group

1. **Call to Order**

Mayor Twolan called the meeting to order at 9:00 a.m.

2. **Disclosure of Pecuniary Interest**

Name: N/A

Item: N/A

Nature of Interest: N/A

3. **Delegations**

3.1 K. Smart & Associates Limited– 9:00 a.m.

Neil Morris will be in attendance to present the Clark Creek Municipal Drain Final Report to Committee and any landowners present. Please refer to item 4.6 for a staff report.

[Clark Creek Final Report](#)

Action: Correspondence was received from DFO and provided to the Committee that suggests that it is the opinion of DFO that the current proposal will result in the loss of fish habitat and they cannot support the Final Report as presented. The Engineer reported that a permit is required from DFO to proceed with the work on the drain.

Ian Courtney questioned where the large increase in the final report came from approx. \$300,000 to over \$500,000. The Engineer reported that the increase in cost was due to additional sheet piling.

Murray Ferguson questioned the outlet considerations. The Drainage Superintendent reported that at the end of the official municipal drain it becomes a natural watercourse. It is up to the adjacent landowners to pay for the repairs on that section. The Drainage Superintendent is limited under the Act for the amount of the work that can be done on a drain and has to be improving the outlet for the drain.

Grant further reported that the DFO stated they cannot accept the report because there could be fish habitat. A permit would be required from DFO in the future to replace the bridge on Lake Range Drive and this would require removal of the present cement dam as a condition of the permit approval. This would then enable the fish to migrate upstream which is their goal to increase fish habitat.

One option would be to pursue creating a new fish habitat but the Engineer suggested that a letter of credit would be required up front by DFO for the cost of creation and there would be monitoring expense. What they want are new riffle structures put in the creek that put a foot to two feet rise to where the existing sheet pile structure is. It was noted that the cost to proceed with their wishes would be too expensive. A fish ladder was discussed and it is not felt there is enough flow to support a fish ladder.

It was suggested that an onsite meeting be held. It seems the only option at this point is to refer the report back to the Engineer to negotiate a suitable and reasonable option that DFO will support.

Water retention ponds were discussed and the amount of land would be large to support the velocity of the water and slow it down.

The Engineer suggested that there are alternatives their firm has been discussing and they will be investigated by his firm to look at the most cost effective alternative that provides future fish passage along the creek.

Mitch Twolan reported on previous meetings with Ministers through the Great Lakes St. Lawrence Initiative and their petitions to have the Drainage Act revised and the Minister of Finance support Provincial requirements in the drainage projects.

The Drainage Superintended will be arranging a meeting with DFO on site. Council suggested having a representative from the Minister of Agriculture and Food at the meeting to represent the agriculture needs and the fact that no fish can make their way up the drain. The Engineer suggested at this point he could

not provide a timeline on bringing back the report until further discussions with DFO had taken place.

3.2 B.M. Ross & Associates – 9:30 a.m.

Dale Erb and Lisa Courtney from B.M .Ross & Associates will be attending to present Committee with information on the West Lucknow Drainage project and the Lucknow Proposed Gas Station Convenience Store/Coffee Shop

[West Lucknow Drainage Project Presentation](#)

Action: Dale Erb and Lisa Courtney presented options for drainage to the Committee. They will be examining all four options and present an alternative to Council once they have been examined. The EA process will take some time to complete throughout 2016. The County will not be doing their reconstruction project until 2017. Dale Erb reported that some biological study work will be conducted in the spring for one of the options. A public meeting will be held once the project solutions and impacts have been examined. They will continue to work with the County of Bruce on the project.

[Proposed Gas Station/Convenience Store/Coffee Shop](#)

Action: Dale Erb noted that representatives from the Sunray Group and the Cantam Group were present at the meeting. Leo Palozzi and Yaso Somalingam from the Cantam group noted that they would like the site plan agreement completed as soon as possible to get the project started this spring. Dale Erb reviewed the project for the Committee.

3.3 Ontario Power Generation (OPG) -10:00 a.m.

Scott Berry and Allan Webster will be attending to present information on OPG's Performance and Licence Renewal

[Ontario Power Generation Presentation](#)

Action: Scott Berry and Allan Webster presented information on the OPG Performance and Licence Renewal process. They are working through the DGR process and awaiting an answer from the Minister of Environment following the Joint Review Panel's recommendation of approval. Mayor Twolan suggested Council prepared a letter of support to reiterate and acknowledge support for the DGR project from Huron-Kinloss Council and send it to the Minister and Premier's Office.

Motion No: 31

Moved by: Hanna Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby requests a letter of support for the low & intermediate DGR project be prepared by staff and sent to the new Federal Minister of the Environment and Premier Kathleen Wynne.

Carried.

4. **Staff Reports**

- 4.1 [Report Number BLDG2016-02-03](#) prepared by Matt Farrell, Chief Building Official
January Monthly Report

Motion No: 32

Moved by: Gamble Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. BLDG2016-02-03 prepared by Matt Farrell, Chief Building Official.

Carried.

- 4.2 [Report Number FIRE2016-02-03](#) prepared by Christopher Cleave, Fire Chief
Fire Department Monthly Report

Motion No: 33

Moved by: Gamble Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2016-02-03 prepared by Christopher J. Cleave, Fire Chief.

Carried.

- 4.3 [Report Number BLE2016-02-03](#) prepared by Brianne Andrew, By-Law
Enforcement Officer
January Report

Motion No: 34

Moved by: Hanna Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE2016-02-03 prepared by Brianne Andrew, By-Law Enforcement Officer.

Carried.

- 4.4 [Report Number CS2016-02-06](#) prepared by Mike Fair, Director of Community
Services
Ripley-Huron Community Centre Property Plan

Motion No: 35

Moved by: Hanna Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS2016-02-06 Ripley-Huron Community Centre Property Plan prepared by Mike Fair, Director of Community Services and;

Further that the Committee authorizes a by-law being brought forward granting pre budget approval and accepting the quote from Stempski Kelly Associates in the amount of \$4714.00.

Carried.

- 4.5 [Report Number CS2016-02-07](#) prepared by Mike Fair, Director of Community
Services
Community Services Update

Motion No: 36

Moved by: Abbott Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS2016-02-07 Community Services Update Status Report, prepared by Mike Fair, Director of Community Services.

Carried.

- 4.6 [Report Number DRAIN2016-02-02](#) prepare by Grant Collins, Drainage Superintendent
Clark Creek Drain Report

Action: The Committee requested the Clerk add the Clark Creek Municipal Drain to the discussions with the Minister of Agriculture and Food at the ROMA/OGRA conference if successful in getting a meeting.

Motion No:37

Moved by: Elliott Seconded by: Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number DRAIN2016-02-02 prepared by Grant Collins; and Further that following the presentation of the Final Report by Neal Morris from K. Smart and Associates and hearing input from the landowners present accepts Option No. 2 as the approved direction.

Carried.

- 4.7 [Report Number PW2016-02-01](#) prepared by Hugh Nichol, Director of Public Works
Water/Wastewater Report

Motion No:38

Moved by: Elliott Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby accepts for information Report Number PW2016-02-01 as prepared by Hugh Nichol

Carried.

- 4.8 [Report Number TR2016-02-06](#) prepared by Jodi MacArthur, Treasurer
Wingham Health Recruitment Budget

Motion No: 39

Moved by: Abbott Seconded by: Gamble

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number TR2016-02-06 prepared by Jodi MacArthur, Treasurer and directs the Wingham Health Recruitment Committee budget be included with the Township's 2016 budget.

Carried.

- 4.9 [Report Number TR2016-02-07](#) prepared by Jodi MacArthur, Treasurer
Kincardine Physician Recruitment

Motion No: 40

Moved by: Abbott Seconded by: Gamble
That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number TR2016-02-07 prepared by Jodi MacArthur, Treasurer and directs the Kincardine Physician Recruitment Program contribution be included with the Township's 2016 budget.
Carried.

- 4.10 [Report Number CLK2016-02-05](#) prepared by Sonya Watson, Clerk
Complaints Handling Policy

Motion No: 41
Moved by: Murray Seconded by: Sloetjes
That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CLK2016-02-05 and approves the draft Complaints Handling Policy provided and;
Further that the Complaints Handling Policy be brought forward to Council for adoption by By-law.
Carried.

- 4.11 [Report Number CLK2016-02-06](#) prepared by Joanna Malott, Deputy Clerk
Upstairs Photocopier Lease

Motion No: 42
Moved by: Abbott Seconded by: Gamble
That the Township of Huron-Kinloss Committee of the Whole hereby receives and approves Report Number CLK2016-02-06 prepared by Joanna Malott, Deputy Clerk and;
Further that a by-law be brought forward authorizing signing a lease agreement with Skeoch Business Equipment Limited for a four year lease of a Kyocera TA-4551ci at \$174.79 per month plus a cost per copy (black toner only) of \$0.0093 plus HST.
Carried.

- 4.12 [Report Number CLK2016-02-08](#) prepared by Sonya Watson, Clerk
Right of Way Request

Motion No: 43
Moved by: Gamble Seconded by: Sloetjes
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2016-02-08 prepared by Sonya Watson, Clerk;
and
Further that the Committee hereby supports granting a right of way over the Township of Huron-Kinloss lands at the owner's expense; and
Further that a by-law will be brought forward for the right – of – way agreement once prepared and agreed upon.
Carried.

- 4.13 [Report Number ADMIN2016-02-02](#) prepared by Mary Rose Walden, Administrator
Water & Wastewater Reserve Capacity Report

Motion No: 44

Moved by: Murray Seconded by: Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number ADM2016-02-02 prepared by Mary Rose Walden, Administrator.

Carried.

- 4.14 [Report Number ADMIN2016-02-03](#) prepared by Mary Rose Walden, Administrator
2015 Strategic Plan Progress Summary

Motion No:45

Moved by: Sloetjes Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number ADMIN2016-02-03, 2015 Strategic Plan Progress Summary prepared by Mary Rose Walden, Administrator.

Carried.

- 4.15 [Report Number ADMIN2016-02-04](#) prepared by Mary Rose Walden, Administrator
Hiring Policy

Action: The Committee would like to add that in addition to the Mayor and Deputy Mayor a Council designate may participate in interviews for Managers.

Motion No:46

Moved by: Hanna Seconded by: Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number ADMIN2016-02-04, Hiring Policy prepared by Mary Rose Walden, Administrator and;

Further that Committee authorize a by-law being brought forward for consideration of the amended policy.

Carried.

- 4.16 [Report Number ADMIN2016-02-05](#) prepare by Mary Rose Walden, Administrator
Campbell Street Site Plan

Action: The Committee suggested that to improve safety during an emergency that permanent signage be installed warning of proximately to the emergency services or fire hall or an automatic flashing light connected to the fire alarm system of the fire hall be included. Also it was noted that a provision that entrance alternations may be required based on the road work of the County of Bruce should be included in the agreement.

Motion No: 47

Moved by: Murray Seconded by: Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves the recommendations contained in Report No. ADMIN2016-02-05 and any further direction to be included in the agreement.

Carried.

- 4.17 [Report Number BED2016-02-01](#) prepared by Taralyn Cronin, Business and Economic Officer
2015 Year End Report

Motion No: 48

Moved by: Gamble Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. BED2016-02-01 prepared by Taralyn Cronin, Business & Economic Officer.

Carried.

5. **Correspondence Requiring Direction**

5.1 [Source Water Protection Policies](#)

We have received notice from the Saugeen Source Water Protection Committee pertaining to proposed amendments to the approved Source Protection Plans. The amendments are available [here](#) for Committee's review. A public meeting is being held February 9th, 2016 in Port Elgin should any Councillor wish to attend. A resolution of Council is required endorsing the proposed amendments. We will bring that resolution forward to the February Council Meeting.

Action: Council is concerned that the well head is not noted on the Source Water Protection maps. Council requested staff send a letter to pursue obtaining funding for a ground water study for the new Ripley well. Councillor Abbott will attend the session.

Motion No: 49

Moved by: Murray Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole authorizes a motion coming forward to Council to endorse the draft policies as presented.

Carried.

6. **Information**

- 6.1 Municipal Drain landowner meetings are scheduled for Friday February 12th, 2016 at 9:00 a.m. for the Nesbitt Drain and 10:00 a.m. for the Royal Oak Drain. Council is invited to attend should they wish.

Action: Councillor Murray noted a washout on side road 10 that should be noted at the meeting. Deputy Mayor Gamble will attend the meeting.

6.2 [County of Bruce Correspondence related to South Bruce Peninsula resolution](#)

We have attached the letter for Committee's information

Action: Received and filed.

6.3 [Maitland Valley Conservation Annual Meeting Invitation](#)

We have attached the meeting invitation for your review. Mayor Twolan is speaking at the Annual Meeting. Please notify the Clerk should you wish to attend.

Action: Received and filed.

6.4 [Report Number CLK2016-02-07](#) prepared by Joanna Malott, Deputy Clerk
Correspondence and Information on the Table

Motion No:50

Moved by: Sloetjes Seconded by: Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2016-02-07 prepared by Joanna Malott, Deputy Clerk.

Carried.

7. **New Business/Council Reports**

8. **Closed Session**

8.1 Motion to go in Closed Session

Motion No: 51

Moved by: Sloetjes Seconded by: Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby moves into the Closed Session Meeting at 11:45 a.m. for the purpose of discussing:

- a proposed or pending acquisition or disposition of land by the municipality or local board; Industrial Property and Mill Pond Property
- personal matters about an identifiable individual, including municipal or local board employees; Ripley Huron Fire Department and Police Services Board

Carried.

8.2 Motion to Return to Open Session

*The lunch break for Committee occurred by motion in the Closed Session.

Motion No: 56

Moved by: Elliott Seconded by: Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby rises from the Closed Session Meeting at 1:15 p.m.

Carried.

9. **Business Arising from Closed Session**

Motion No:57

Moved by: Sloetjes Seconded by: Murray

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

Carried.

10. **Adjournment**

10.1 Motion to Adjourn

Motion No:58

Moved by: Gamble Seconded by: Murray

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

Carried.

Original Signed by Mitch Twolan

Mayor

Original Signed by Sonya Watson

Clerk

Document Accessibility

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Huron-Kinloss. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call 519-395-3735 or email info@huronkinloss.com