

**CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS**

**GENERAL COMMITTEE MEETING**

**9:00 a.m. - Council Chambers**

**February 3<sup>rd</sup>, 2014**

<b>Mayor</b>	<b>Mitch Twolan</b>	<b>( )</b>
<b>Deputy Mayor</b>	<b>Wilfred Gamble</b>	<b>( )</b>
<b>Councillors</b>	<b>Lillian Abbott</b>	<b>( )</b>
	<b>Jeff Elliott</b>	<b>( )</b>
	<b>Jim Hanna</b>	<b>( )</b>
	<b>Don Murray</b>	<b>( )</b>
	<b>Carl Sloetjes</b>	<b>( )</b>
<b>Administrator</b>	<b>Mary Rose Walden</b>	<b>( )</b>
<b>Clerk</b>	<b>Sonya Watson</b>	<b>( )</b>
<b>Treasurer</b>	<b>Jodi MacArthur</b>	<b>( )</b>
<b>Director of Public Works</b>	<b>Hugh Nichol</b>	<b>( )</b>
<b>Chief Building Official</b>	<b>Matt Farrell</b>	<b>( )</b>
<b>Director of Community Services</b>	<b>Mike Fair</b>	<b>( )</b>
<b>By-law Enforcement Officer</b>	<b>Brianne Elliott</b>	<b>( )</b>
<b>Drainage Superintendent</b>	<b>Grant Collins</b>	<b>( )</b>

**AGENDA**

**1.0 CALL TO ORDER**

**1.1 DISCLOSURE OF PECUNIARY INTEREST**

<u>Name</u>	<u>Item</u>	<u>Nature of Interest</u>
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**1.2 DELEGATIONS**

**1.3 Saugeen Valley Conservation Authority      Wayne Brohman      9:00 a.m.**

Wayne Brohman, General Manager/ Secretary Treasurer of SVCA is attending to present highlights of Saugeen programming.

STAFF COMMENTS: None at this time.

ACTION:

## 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.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous, accessible and environmentally conscious* community.

ACTION:

## 3.0 **FIRE & EMERGENCY MANAGEMENT SERVICES**

*No items scheduled.*

## 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.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous, vibrant, accessible, spirited and environmentally conscious* community.

ACTION:

## 4.2 Project- Animal Welfare

We have received notification of another meeting being arranged by the Bruce County and Grey County Federation of Agriculture regarding the withdrawal of OSPCA services in Grey and Bruce.

STAFF COMMENTS: The Clerk and By-Law Enforcement Officer will be attending this session.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

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

### 5.1 Summer Students

We anticipate advertising for Summer Students in early February.

STAFF COMMENTS: We respectfully request a Council representative for the interview process in late February.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous, vibrant, spirited, and environmentally conscious* community.

ACTION:

### 5.2 Lighthouse Students

At this time the Lighthouse restoration completion date has not been determined.

STAFF COMMENTS: We have been informed that a firm date for completion will be available near the end of February. At that time we will bring back a recommendation for opening the Lighthouse for Tours.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* contribute to our goals in achieving a *prosperous, vibrant, and spirited*, community.

ACTION:

### 5.3 Trillium Application

The Lion's park is in need of re-development.

STAFF COMMENTS: We have had requests from local residents to renovate the park. We have also been contacted by the Huron Shores Lion's Club. The Huron Shores Lions Club would like to partner with the Township of Huron-Kinloss to submit a collaborative application to Trillium for funding. The application would include new accessible play structures, benches, picnic tables, static fitness stations, and a park barbecue. The total project cost is estimated at \$35 000.00 to 40 000.00. The Township of Huron-Kinloss contribution proposed is \$15 000.00 requested in the 2014 budget that we propose be funded from reserve. The balance of funding will be contributed by Trillium, Huron Shores Lion's, any other donations, and local fundraising. Staff supports the restoration of this park and would request Council approval to proceed with a collaborative application to Trillium.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* contribute to our goals in achieving a *prosperous, vibrant, spirited, and accessible* community.

ACTION:

### 5.4 Minor Hockey Registration Rate Increase

Staff had reviewed the current Minor Hockey Registration rates with the Minor Hockey Committee.

STAFF COMMENTS: Staff had proposed a rate increase in order to maintain the per child subsidy level. The rates were increased by twenty dollars. The Minor Hockey Committee accepted the recommendation. The new Registration fees are listed below. We seek to bring forward the Recreation fees by-law to the February Council meeting.

One Player - \$310  
Two Players - \$555.00  
Three Players - \$775.00

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous and accessible* community.

ACTION:

## 5.5 Stewardship Ranger Program

Once again we have submitted an application for the three-day Stewardship Ranger Program.

STAFF COMMENTS: We will be notified in the early summer regarding the application. We bring this forward for information purposes.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving an environmentally conscious community.

ACTION:

## 5.6 Municipal Office Furnace Repairs

On Tuesday January 28<sup>th</sup>, 2014 the furnace servicing the east side of the building was not operating. Service technicians discovered that the Heat exchanger failed. Since the second furnace was installed at the same time we tested the second furnace and discovered that the Heat exchanger was failing but still operating but could not be put back in service.

STAFF COMMENTS: Due to the emergency nature of the repair work we received one quote only from Cliff's Plumbing and Heating for two high efficiency furnaces totaling \$9800.00 plus an \$1800.00 rebate for a net cost of \$8000.00 plus HST supplied and installed. The furnaces are installed and we bring this forward for information purposes and will be accounted for in the budget.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous and environmentally conscious* community.

ACTION:

## 5.7 [Solar Roof Top Funding Programs](#)

The Director of Community Services has prepared a report for your review.

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* contribute to our goals in achieving a *prosperous, vibrant, and environmentally conscious* community.

ACTION:

## 5.8 [2013 Lakeshore Summary Report](#)

The Director of Community Services has prepared a report for your review.

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving a *prosperous, vibrant, spirited, and environmentally conscious* community.

ACTION:

**6.0 FINANCE**

**6.1 Appointment of Auditors**

As per the *Municipal Act, 2001* the municipality must appoint an auditor. We have been engaging Vodden, Bender & Seebach for a number of years and they have provided a quote for renewal.

Fiscal Year	Amount (plus HST)
2013	\$21,000.00
2014	\$21,700.00
2015	\$22,400.00

STAFF COMMENTS: This is a small increase from the 2012 audit fee of \$20,000.00 plus tax. Current audit fees cover the mandatory requirements and include preparation of the Financial Information Return. Any additional projects requested or changes in reporting requirements would be in addition to this. I recommend acceptance of the quote.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

**7.0 DRAINAGE**

*No items scheduled.*

**8.0 DRINKING WATER & WASTE WATER**

**8.1 [Implementation of Required Education and Outreach Policies](#)**

We attended a meeting of the Ausable Bayfield Maitland Valley Source Protection region on January 21<sup>st</sup>, at which time Education & Outreach and Implementation was discussed. Attached is a proposal for consideration.

STAFF COMMENTS: We are recommending contracting Ausable Bayfield CA to implement the education policies in the Ausable Bayfield Maitland Valley Source Protection Plan. We recommend Option 3 as we are delivering information on septic education. Total cost \$5,442.95. The education is limited to properties in this region. The responsibility of education for the properties in the Saugeen Valley region falls under the Saugeen Valley CA's responsibilities. If Council concurs we will bring forward a resolution at the next meeting.

**SUSTAINABILITY ALIGNMENT:** The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving an *environmentally conscious* community.

**ACTION:**

## 8.2 Implementation of Source Water Protection Plans

Last fall we expressed our interest in having Ausable Bayfield CA implement both plans in our municipality. The estimated cost is \$47,000.

**STAFF COMMENTS:** We have not received confirmation from Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region on the results of the threat verification. Once we have received those results we should have a better idea on cost of implementation. We are working on the agreement. As you are aware we received funding for implementation. Concerns with the funding are that municipalities have a limited amount of time in which to spend the funding, December 2015. The funding is to support implementation but implementation may not begin until 2015, and with the Saugeen Plan it may be even later. We received \$79,479 in funding. As we are part of this collaborative we will qualify for an addition \$15,000. There will be a resolution coming forward to request that the funding be extended. We bring this forward for information purposes only.

**SUSTAINABILITY ALIGNMENT:** The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving an *environmentally conscious* community.

**ACTION:**



### 8.3 Lakeshore Drinking Water System Inspection

The Drinking Water Inspector performed an annual inspection of the Lakeshore Drinking Water System on December 10, 2013.

STAFF COMMENTS: There were no concerns or recommendations noted, with the System receiving an overall rating inspection of 100%.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving an *environmentally conscious* community.

ACTION:

## 9.0 WASTE MANAGEMENT

### 9.1 Municipal Household Hazardous & Special Waste Events

The County of Bruce will host 15 Municipal Household Hazardous & Special Waste events in 2014.

STAFF COMMENTS: Attached please find the list of events throughout the County of Bruce. Residents are welcome to attend any of the events which include:

Kincardine Public Works Yard – 140 Valentine Ave – May 10<sup>th</sup> 9:00 a.m. – 2 p.m. and July 12<sup>th</sup> 1:00 p.m. – 4:00 p.m.

County Public Works Shed – 545 Ludgard Street, Lucknow – September 13<sup>th</sup> 8:00 a.m. – 11:00 a.m.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving an *environmentally conscious* community.

ACTION:

## 9.2 **BASWRA Surplus as Dividend**

We have received a copy of a resolution passed by the Municipality of Brockton concerning the BASWRA Surplus.

STAFF COMMENTS: The resolution is attached for your review.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *actions* contribute to our goals in achieving an *environmentally conscious* community.

ACTION:

## 10.0 **TRANSPORTATION**

### 10.1 Mack Truck Retrofit

The Director of Public Works is requesting Council consideration to retrofit the Mack into a water truck by removing the existing box and installing an agricultural liquid sprayer tank.

STAFF COMMENTS: While the Director of Public Works concurs with Council's position that no further vehicle repair monies be allotted to the truck itself, the proposal would allow for the washing of bridges, transporting water to the landfill for cleaning of the dozer/compactor prior to servicing, and if necessary for short term dust control on Township roads, all maintenance operations we can no longer provide with our existing equipment. Additional savings could be achieved by removing the plates, and the installation of a slow moving vehicle sign.

Option two is simply to sell the truck, either by advertisement or auction.

The above is brought forth for discussion purposes.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

## 10.2 Casual Part-Time Snow Plow Operator

In December the Township advertised for the position of Casual Part-Time Snow Plow Operator to assist public works during periods of employee absence.

**STAFF COMMENTS:** Three individuals responded directly to the advertisement with several others verbally offering their services. While we do not have an official call in list the lead hands are aware of all interested individuals, and the Director of Public Works is requesting Council approval for the lead hands to contact any of the individuals deemed suitable for assistance on an as-needed basis.

Several individuals have also offered their tractor and snow blower services following periods of extreme winter weather conditions and again the Director of Public Works is requesting Council approval for the lead hands to utilize these services on an as needed basis.

**STAINABILITY ALIGNMENT:** N/A

**ACTION:**

## 11.0 **ECONOMIC DEVELOPMENT & TOURISM**

### 11.1 [Holiday Shopping Pass Report](#)

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

**STAFF COMMENTS:** Included in the report.

**SUSTAINABILITY ALIGNMENT:** The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving a *prosperous, vibrant, spirited, accessible* community.

**ACTION:**

## 11.2 [2013 Economic Development Year End Report](#)

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

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving a *prosperous, vibrant, spirited, accessible* community.

ACTION:

## 12.0 **GENERAL GOVERNMENT**

### 12.1 [2013 Marriage Commissioner Report](#)

The Deputy Clerk has prepared a report for your review.

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving an *accessible* community.

ACTION:

### 12.2 [Closed Meeting Investigation Report](#)

The Clerk has prepared a report for your review.

[Amberley Gavel Ltd. Closed Meeting Investigator Report.](#)

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving an *accessible* community.

ACTION:

### 12.3 [Maitland Valley Conservation Authority Annual Meeting Invitation](#)

We have received an invitation from MVCA regarding their Annual Meeting scheduled for Wednesday February 19<sup>th</sup>, 2014.

STAFF COMMENTS: The invitation has been attached for your review.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

### 12.4 [Compliance Audit Committee](#)

The Clerk has prepared a report for your review.

STAFF COMMENTS: Included in the report.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving an *accessible* community.

ACTION:

## 13.0 **PERSONNEL**

### 13.1 Ontario Job Creation Program

The Township has been approved for a project to create a 26 week position to work in the project planning for the Bruce Botanical Food Gardens.

STAFF COMMENTS: The successful applicant will receive EI benefits for the employment period and be paid directly by the government, so there is no cost to the Township as sponsor.

SUSTAINABILITY ALIGNMENT: The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The *recommendations* or *actions* contribute to our goals in achieving a *prosperous, vibrant, spirited and accessible* community.

ACTION:

### 13.2 Salary Pay Grid Market Review

A instructed attached is a draft policy for your review.

STAFF COMMENTS: If acceptable we will bring forward at the next meeting for adoption.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

### 13.3 Essential Services

I have circulated municipalities regarding their definition for essential services to no avail.

STAFF COMMENTS: The County has verbally concluded for the types of weather conditions that we have been experiencing this winter, the following are looked upon as an essential service to the County.

- Homes for the Aged
- Highways
- EMS

This is the way the Crown Employee Collective Bargaining Act defines

“essential services” means services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting;  
 (“services essentials”)

We have verbally concluded that Public Works is an essential service to the Township of Huron-Kinloss.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

**14.0 NEW BUSINESS/COUNCIL REPORTS**

14.1

**15.0 CORRESPONDENCE ON THE TABLE**

15.1	AMO	AMO Watch File – January 23 <sup>rd</sup> , 2014
15.2		AMO Communications-2014 <i>Urban Symposium</i> January 22 <sup>nd</sup> , 2014
15.3		AMO Communications- <i>The Fork in the Road – Highlights of AMO's 2014 Pre-Budget Submission</i> January 17 <sup>th</sup> , 2014
15.4	Grey Bruce Health Unit	News Release – <i>REACH a new personal goal in February</i> January 28 <sup>th</sup> , 2014
15.5		News Release – <i>Weedless Wednesday – National Non-Smoking Week!</i> January 22 <sup>nd</sup> , 2014
15.6		News Release – <i>Grey Bruce Healthcare Workers are getting their flu shot!</i> January 20 <sup>th</sup> , 2014
15.7	General	Ombudsman – <i>Annual Report on Investigations of Closed Municipal Meetings</i> January 2 <sup>nd</sup> , 2014
15.8		Resolution on Joint and Several Liability January 20 <sup>th</sup> , 2014
15.9		Municipal Employer Pension Centre Ontario – open letter January 20 <sup>th</sup> , 2014
15.10		Dave Mounsey Memorial Fund – <i>Order of the Good Samaritan Award</i> January 15 <sup>th</sup> , 2014
15.11		Township of Ashfield-Colborne-Wawanosh – Committee of Adjustment <i>Public Meeting Concerning a Proposed Minor Variance</i> - January 13 <sup>th</sup> , 2014
15.12		Environment Canada – Quarterly Climate Impacts and Outlook: Great Lakes Region December 2013 Newsletter
15.13		Nuclear Waste Management Organization Fall/Winter 2013 Newsletter
15.14		Premier's Award for Agri-Food Innovation Excellence January 4 <sup>th</sup> , 2014
15.15		OMAFRA –Connects –January 17 <sup>th</sup> , 2014

**16.0 CLOSED SESSION**

16.1 Move into closed session

Moved by  
Seconded by

MOVE INTO  
CLOSED  
SESSION

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

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - Breach of Contract
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - Breach of Contract
- a proposed or pending acquisition or disposition of land by the municipality or local board;
  - Property in Lucknow

**17.0     RETURN TO OPEN SESSION**

Moved by  
Seconded by

RISE FROM  
CLOSED  
SESSION

THAT Committee rise from the Closed Session at   p.m.

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**18.0     BUSINESS ARISING FROM THE CLOSED SESSION**

Moved by  
Seconded by

BUSINESS  
ARISING FROM  
THE CLOSED  
SESSION

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**19.0     ADJOURN**

Moved by  
Seconded by

ADJOURN

THAT the meeting does now adjourn.

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