

CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS

GENERAL COMMITTEE MEETING

9:00 a.m. - Council Chambers

January 12th, 2015

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

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 CLOSED SESSION

1.3 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:

- personal matters about an identifiable individual, including municipal or local board employees;
 - Nuclear Waste Community Advisory Committee

1.4 **RETURN TO OPEN SESSION**

Moved by
Seconded by

RISE FROM
CLOSED
SESSION

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

1.5 **DELEGATIONS**

No delegations scheduled.

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:

2.2 [Yearly Building Report](#)

Please find attached the year-end building report.

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 *recommendations* or *actions* contribute to our goals in achieving a *prosperous, accessible and environmentally conscious* community.

ACTION:

3.0 FIRE & EMERGENCY MANAGEMENT SERVICES

3.1 [Ripley Huron Fire Department Year End Report](#)

Please find attached the year-end report of the Ripley-Huron Fire Department.

STAFF COMMENTS: Fire Chief Martyn will be in attendance to present 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 and environmentally conscious* community.

ACTION:

3.2 [Lucknow District Fire Department Appointments](#)

We have attached the Minutes from the Lucknow & District Fire Board Meeting in December.

STAFF COMMENTS: The Board has appointed a new Deputy-Fire Chief. We will be bringing a by-law forward at the next meeting to acknowledge this appointment.

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 and environmentally conscious* community.

ACTION:

4.0 BY-LAW ENFORCEMENT & SMALL ANIMAL CONTROL

4.1 [Monthly Report](#)

Please find attached the monthly report No. BLE2015-01-01 of the By-Law Enforcement Officer.

STAFF COMMENTS: The By-Law Enforcement Officer will be in attendance for 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 [Year End Report](#)

Please find attached the year-end By-Law Enforcement Report.

STAFF COMMENTS: The By-Law Enforcement Officer will be in attendance for 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:

4.3 [Hunting in residential areas](#)

The Clerk has prepared report No. CLK-2015-01-03 for Council's 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 and environmentally conscious* community.

ACTION:

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

5.1 2015 Summer Student Program

We anticipate advertising for Summer Students in late January and early February.

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

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 and environmentally conscious* community.

ACTION:

5.2 2015 Point Clark Lighthouse Museum Operations and Summer Students

We anticipate that the Lighthouse will be open for Museum and Tower Tours in late June of 2015.

STAFF COMMENTS: In 2010 the Lighthouse budget had a deficit of \$10 500.00 for operations as a museum and to conduct tours. This budget also includes minor repairs and maintenance, oil, and electricity, in addition to student employee expenses. The 2015 projected deficit is anticipated to be \$14 000.00 due to the increases in student wages and other increased costs (oil, electricity) for the last five years. The Lighthouse Museum operation was funded traditionally because it was considered a "Beacon for Tourism to Huron-Kinloss". A detailed budget proposal will be brought forward at the budget meeting.

As we need to begin the hiring process for summer students we would like to confirm that Council would like to move forward to open and operate the Point Clark Lighthouse.

As always staff will pursue any and all potential grant subsidy programs available to offset operating costs. We seek your direction.

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 and environmentally conscious* community.

ACTION:

5.3 Winter Carnival

Volunteers are needed for the Ripley Winter Carnival February 13th / 14th, 2015.

STAFF COMMENTS: Once again the Ripley-Huron Winter Carnival is approaching and Volunteers are required for the successful delivery of the “Really Big Valentines Breakfast” on February 14th, 2015. If any Council or Staff wish to Volunteer your time for the 8:00 a.m. -- 10:30 a.m. shift or the 10:30 a.m. – 1:00 p.m. shift please let Michelle or Mike know asap. It’s not just a breakfast but a chance to give back to our community!

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 *spirited* community.

ACTION:

5.4 Lake Huron Friendship Club donation to Point Clark Community Centre

Once again the Lake Huron Friendship Club has donated \$2000.00 in lieu of rent for the Point Clark Community Centre.

STAFF COMMENTS: Staff will send a thank-you note to the Friendship Club. We bring this forward for information purposes.

SUSTAINABILITY ALIGNMENT: n/a

ACTION:

5.5 [Ontario Sport Recreation and Community Fund](#)

The Director of Community Services has prepared Report No. CS2015-01-01 for Council’s 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 *vibrant, prosperous, spirited, and accessible* community.

ACTION:

5.6 2015 Summer Camp Program Proposal

Staff is proposing a Summer Camp Program for the Ripley-Huron Community Centre.

STAFF COMMENTS: The program will require a minimum registration of twenty-five registrants to be revenue neutral, and no impact on the budget. If the program does not meet the minimum number of registrants by March 20th, 2015, the program will be cancelled. At this time 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 *recommendations* or *actions* contribute to our goals in achieving a *vibrant, spirited, and accessible* community.

ACTION:

5.7 [2015 Smoke Free Ontario Act](#)

Staff met with the Grey Bruce Public Health Unit staff to discuss the new legislation that takes effect January 1, 2015.

STAFF COMMENTS: The main points to the new legislation are "No Smoking within 20 meters of a park, or sports field, and no smoking in a licenced patio or outdoor space which will affect the Reunion, Mushball, and MITF operations. The enforcement of the legislation is thru the Grey-Bruce Public Health Unit. We have attached a fact sheet for your review.

SUSTAINABILITY ALIGNMENT: n/a

ACTION:

5.8 Monument Rates and the Consolidated fee By-Law Update

The Monument rates included in the Consolidated fees By-law that was recently adopted must be modified.

STAFF COMMENTS: Municipal Staff and the Ministry Staff erred in the interpretation of the Cemetery Regulations. The Monument rates will be adjusted as presented below and Monument Location fee will be added to the by-law. The changes will be re-sent to all Monument dealers as per the legislation. We seek your direction.

Flat marker	\$50
Flat Marker less than 172 Square Inches	\$50.00
4 feet in height and under or width	\$100.00
Over 4 feet in height or width	\$200.00
(NEW) Monument Location Fee	\$125.00

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, vibrant, community*.

ACTION:

6.0 **FINANCE**

6.1 [Kincardine Physician Recruitment and Health Services Costs](#)

We have received a request from the Municipality of Kincardine for Council's consideration.

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:

6.2 [Pine Street Water Charge Deferral Request](#)

We have received a request from a resident for Council's consideration.

STAFF COMMENTS: Included in the report

SUSTAINABILITY ALIGNMENT: Not applicable

ACTION:

6.3 Saugeen Mobility and Regional Transit 2015 Estimates and Third Quarter 2014 Operational Report

We have received [SMART's 2015 estimates](#) and [2014 third quarter operational report](#) for Council's review.

STAFF COMMENTS: As previously noted by Mayor Twolan there are financial pressures due to the increase in usage for the services that will have budget implications.

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 *spirited and accessible* community.

ACTION:

6.4 [Financial Indicator Review – Ministry of Municipal Affairs and Housing](#)

Attached is a report prepared by the Ministry using the data from the 2013 Financial Information Returns in the region.

STAFF COMMENTS: We bring this forward for information purposes. The report offers a perspective on where we stand in comparison to other similar municipalities.

SUSTAINABILITY ALIGNMENT: Not applicable

ACTION:

7.0 **DRAINAGE**

No items scheduled.

8.0 **DRINKING WATER & WASTE WATER**

8.1 [Water/Wastewater Summary](#)

Please find attached the December water and wastewater summary, as prepared by Veolia Water Canada Inc.

STAFF COMMENTS: 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 *recommendations* or *actions* contribute to our goals in achieving an *environmentally conscious* community.

ACTION:

8.2 Huronville Subdivision Distribution System Inspection

The Huronville Subdivision Distribution System underwent an inspection on October 23, 2014.

STAFF COMMENTS: There were no concerns or recommendations noted, with the System receiving an overall rating inspection of 100%. Although the System is maintained by the Municipality of Kincardine Water Department, as owner it is the Township's responsibility to ensure all compliance regulations are being met.

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 Point Clark Well

Attached is a summary of the Point Clark Well Drilling Request for Proposal submissions as prepared by BM Ross and Associates Limited.

STAFF COMMENTS: The Director of Public Works brings Council's attention to page 3 where the engineer has stated, "the difference in cost between Lang's and Hopper's proposal is approximately 50%, and Lang is a licenced well driller with 30 years of experience in water well drilling." Therefore, the recommendation is to award the work to Keith Lang Water Well Drilling Inc.

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:

8.4 592 Willoughby St

Ashfield-Colborne-Wawanosh has responded to the Underground Tank Removal and Site Remediation Agreement as proposed by Huron-Kinloss.

STAFF COMMENTS: ACW is requesting the following wording be added: "All costs related to the project shall be apportioned between the parties hereto on a 50/50 basis, with the Township of Ashfield-Colborne-Wawanosh contributing to a **maximum** of \$32,500.00."

We seek your direction.

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:

9.0 **WASTE MANAGEMENT**

9.1 [Bruce County Waste Management Report](#)

The annual Waste Management Technical Sub-Committee meeting was held on October 15, 2014.

STAFF COMMENTS: The Waste Management Technical Sub-Committee was established by the County of Bruce as a working group to convene and discuss, amongst its member municipalities, information regarding current waste management practices and to collaborate on issues regarding future waste management programs.

Items of interest from the meeting included a review of the County of Bruce "Status Report on Waste Management" for 2013 prior to its presentation to the Bruce County Highways Department Committee, and discussion on whether a municipality's remaining landfill site capacity should be valued for asset management purposes. The Bruce County Highways Committee has since accepted the 2013 Status Report. The report is attached for review, as well as on the Township's website. The County has also agreed to work with local landfill consultants to quantify a value of remaining capacity formula for landfills.

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:

9.2 Landfill Bins

Sometime between the afternoon of December 24th and the morning of December 26th, five recycle bins were destroyed by fire at the Huron Landfill site.

STAFF COMMENTS: OPP were notified of the incident. Damage was estimated at \$750.00.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

9.3 Kinloss Landfill

The Director of Public Works will be advertising for the position of Kinloss Landfill Worker in the immediate future.

STAFF COMMENTS: Last year we employed students to cover the position, but found once they returned to school we did not have the staffing to properly maintain both landfill sites. The Director of Public Works is considering not opening the Kinloss Landfill until the first Saturday in May, rather than April.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

10.0 **TRANSPORTATION**

10.1 ROMA/OGRA Conference Bus

A bus has been booked to transport attendees to and from the OGRA/ROMA Conference.

STAFF COMMENTS: The bus will leave the Municipal Office parking lot at 10:00 a.m. on Sunday February 22nd and pick up at the Fairmont Royal York on Wednesday February 25th at 10:30 a.m.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

10.2 After Hours Calls

The After Hours Public Works number received a total of 35 calls in 2014.

STAFF COMMENTS: The service is being used regularly, and therefore the Director of Public Works believes it is worth the monthly charge of \$135.00, plus taxes.

SUSTAINABILITY ALIGNMENT: N/A

ACTION:

10.3 Campbell Street Crosswalk

The Lucknow and District Chamber of Commerce has voted in favour of a County proposal to construct a pedestrian crossing on the west side of the Inglis Street intersection in front of *Everlastings Flowers & Gifts*.

STAFF COMMENTS: They are requesting the Township budget for the work to be included with the County's plan to mill and pave Campbell Street. The Commerce also agreed that the Crossing should be equipped with a pedestrian operated warning light to signal one's intention to cross. I seek Council's direction.

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:

11.0 **ECONOMIC DEVELOPMENT & TOURISM**

No items scheduled

12.0 **GENERAL GOVERNMENT**

12.1 [Photocopier for Lower Level Report](#)

The Deputy Clerk has prepared report CLK-01-01 regarding a photocopier purchase for the lower level of the municipal office.

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 and environmentally conscious* community.

ACTION:

12.2 [2014 Marriage Commissioners Report](#)

The Deputy Clerk has prepared a year-end report CLK-01-02 for Council's 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 and accessible* community.

ACTION:

12.3 [Health & Safety Report](#)

Tracey Howe has prepared the Health & Safety Quarterly Report for Council's 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 and environmentally conscious* community.

ACTION:

12.4 [Saugeen Valley Conservation Authority](#)

We have received an invitation from the SVCA for the Annual Meeting on Friday January 16th, 2015

STAFF COMMENTS: It has been attached for Council's review.

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 and environmentally conscious* community.

ACTION:

13.0 PERSONNEL

No items scheduled.

14.0 NEW BUSINESS/COUNCIL REPORTS

14.1

15.0 CORRESPONDENCE ON THE TABLE

15.1	AMO	AMO Watch File December 18, 2014
15.2		AMO Communications <i>2015 Strategic Objectives</i> December 18, 2014
15.3		AMO Communications <i>Detailed 2014 Blue Box Payments Information Now Available</i> December 16, 2014
15.4	<i>Grey Bruce Health Unit</i>	News Release – <i>Is Your Restaurant Naughty or Nice.. Check it! Local Food Inspection Disclosure goes Online</i> December 22, 2014
15.5		News Release – <i>wouldrather... Contest Challenges Young Adults to Quit, Reduce of Stay Smoke-Free</i> December 15, 2014
15.6		News Release – <i>Correct – OPSEU_Pro-Tech Members Ratify Contact Agreement</i> December 11, 2014
15.7	<i>General</i>	Ministry of Natural Resources and Forestry – Wildlife Population Letter – December 15, 2014
15.8		Office of the Auditor General of Ontario – Key Recommendations Still Not Implemented 14 Years After Walkerton December 9 2014
15.9		Municipality of Brockton – Request for Agency Comments 59 Young's Road December 29, 2014
15.10		Municipality of Brockton – Resolution requesting SVCA and Regulatory Area mapping November 24, 2014
15.11		Township of Ashfield-Colborne-Wawanosh – <i>Zoning Amendment By-Law # 66-2014</i> December 2, 2014
15.12		Ministry of Energy <i>Energy Conservation Agreement</i> December 16, 2014
15.13		GLSLCI – <i>Making Waves</i> January 5, 2015
15.14		GLSLCI – <i>Making Waves</i> December 17, 2014
15.15		Lake Huron Centre for Coastal Conservation – e-news December 2014
15.16		OMAFRA <i>Connects</i> – December 2014
15.17		MISA/ASIM <i>Municipal Interface</i> November 2014
15.18		Lavis Contracting Co – <i>Joyous Holiday Season</i>

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;
 - 1647 Bruce Road 1
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 1647 Bruce Road 1
 - Dangerous Dogs
 - Tree Preservation By-law Infraction

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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 Accessibility Training

The Deputy-Clerk will be providing required training regarding the Integrated Accessibility Standards and how they affect the Township operations. All staff have recently received job specific training.

STAFF COMMENTS: This will consist of a half hour video presentation and will fulfill our requirements under the Act. The Clerk will review some of the pending changes to our agenda based on accessibility requirements.

ACTION:

20.0 ADJOURN

Moved by
Seconded by

ADJOURN

THAT the meeting does now adjourn.

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