

CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS

GENERAL COMMITTEE MEETING

7:00 p.m. - Council Chambers

November 7th, 2011

Mayor	Mitch Twolan	(P)
Deputy Mayor	Wilfred Gamble	(A)
Councillors	Lillian Abbott	(P)
	Jeff Elliott	(P)
	Jim Hanna	(A)
	Don Murray	(P)
	Carl Sloetjes	(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: Ruth Anne & Norman Robinson, Doris Hollands, Evelyn Elliott, Laura Dahmer, Simon B Martin, Amon S. Martin, Ivan M. Martin, George Martin, John Bauman, Roger Cook, Ken Kilpatrick, Liz Dadson, Barb McKay, Garit Reid, Taralyn Martin, Alden O'Cain

MINUTES

1.0 CALL TO ORDER

Mayor Twolan called the meeting to order at 7:05 p.m.

1.1 DISCLOSURE OF PECUNIARY INTEREST

<u>Name</u>	<u>Item</u>	<u>Nature of Interest</u>
Mayor Twolan	8.1	Client

1.2 DELEGATIONS

1.3 Accessible Transit in Huron-Kinloss Ruth Anne Robinson 7:00 p.m.

We have received a letter from Ruth Anne Robinson regarding the need in Huron-Kinloss for specialized transportation.

STAFF COMMENTS: We have attached her letter for your review and she wishes to address Council regarding the matter.

ACTION: Mrs. Robinson gave a verbal presentation of her personal experience seeking accessible transit services for Huron-Kinloss. She presented a list of 106 names consisting of mostly Huron-Kinloss residents supporting her request for Council's serious consideration of an accessible transit option in Huron-Kinloss. Her request will be further discussed in February at the budget meeting. The Clerk will prepare a response to Mrs. Robinson.

1.4 Saugeen Mobility and Regional Transit (S.M.A.R.T.) Roger Cook 7:10 p.m.

We have received information from Roger Cook the Manager of Transit Services for Saugeen Mobility and Regional Transit (S.M.A.R.T.).

STAFF COMMENTS: Although he has presented in the past he wishes to update Council on the current services offered. His presentation is attached.

ACTION: Roger Cook outlined the services SMART can provide to the residents on Huron-Kinloss. SMART is the largest MTO supported specialized transit providers in Grey and Bruce counties. Roger Cook presented a cost estimate based solely on population in Huron-Kinloss and the \$315,000 joint municipal contributions for this year. The Huron-Kinloss fee to join would be approximately \$11,000.00 for the first year. Mr. Cook anticipates this number will go up in the next couple years based on ridership. Mileage for individual clients starts at the resident's home. Mr. Cook suggested an estimate of \$20,000 to \$25,000 would be reasonable to expect in 2 to 3 years. Council can decide on the ridership level of service to provide for. The partnership agreement has a one year notice requirement to terminate. The item will be brought back for discussion during budget deliberations.

A short presentation was made by Mayor Twolan and Taralyn Martin, Business & Economic Officer presenting the 2011 Ice Cream Trail winner Aiden O'Cain with \$250.00 in Huron-Kinloss dollars.

2.0 PLANNING & BUILDING DEPARTMENT

2.1 Monthly Report

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

STAFF COMMENTS: The Chief Building Official will be in attendance to answer any questions.

ACTION: Received and filed.

2.2 Septic Re-inspection Program

Below are the results as of October 31st, 2011 for the Septic Re-inspection Program.

STAFF COMMENTS: The Program has now ended for 2011.

Month	2007	2008	2009	2010	2011
April	0	6	0	13	0
May	0	20	49	38	25
June	34	32	37	57	113
July	58	95	93	110	99
August	63	81	59	102	166
September	54	52	49	54	111
October	47	39	48	21	91

December	0	0	14	0	
TOTAL	256	325	335	395	605

ACTION: Noted.

2.3 Appointment to OBOA Board

Matt Farrell will be appointed to the Board of Directors for the Ontario Building Officials Association (OBOA) at the end of November. He will be attending meetings quarterly starting on the 24th and 25th of this month and may be called upon to represent the association from time-to-time. Although a majority of the expenses will be covered by the OBOA, this appointment will require that Mr. Farrell be absent during normal working hours.

STAFF COMMENTS: This is an exciting opportunity for me and I would like to thank Council and fellow staff for their support. Our Association is pursuing some important initiatives at this time to professionalize the building official occupation while keeping public health and safety foremost.

ACTION: The CBO noted it would be a one year appointment. Council approves the appointment.

2.4 State of the Lakes Ecosystem Conference (SOLEC)

The Township of Huron-Kinloss was recognized for exceptional performance and dedication to improving the Great Lakes at the 2011 State of the Lakes Ecosystem (SOLEC) Conference.

STAFF COMMENTS: Mayor Twolan and Matt Pearson from B.M. Ross were in attendance to accept the award at the October 26th ceremony in Erie, Pennsylvania. A press release has been copied for your review.

ACTION: The Mayor reported further on the conference and the interest expressed by a number of municipalities in regards to the Huron-Kinloss program.

3.0 FIRE & EMERGENCY SERVICES

3.1 Ripley-Huron Fire Department Quarterly Report

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

STAFF COMMENTS: Included in the report. .

ACTION: Received and filed.

4.0 FINANCE

4.1 Policing Semi-Annual Reconciliation

We have received a credit of \$7,325.00 based on the reconciliation of estimated and actual policing costs from January to June 2011.

STAFF COMMENTS: This is compared to \$37,849.00 for the same period last year. We bring

this forward for information purposes only.

ACTION: Noted. Council wishes to invite the OPP Detachment Commander, William Klym to a meeting in early 2012 to discuss OPP services.

4.2 2010 Financial Statements

We have received the 2010 audited financial statements.

STAFF COMMENTS: Please direct any questions or concerns to the Treasurer or we can invite Bill Vodden to attend a meeting to make a presentation.

ACTION: Received and filed. A presentation is not required.

5.0 **DRAINAGE**

No items scheduled

6.0 **WATER & SEWERS**

6.1 Ripley Drinking Water System Inspection

The MOE Drinking Water Inspector conducted an annual inspection of the Ripley Drinking Water System on August 16, 2011 with an overall rating of 97.11%.

STAFF COMMENTS: Attached please find the Required Actions and Recommendations. In response to the Action(s) Required, the removal of the L/min from the Permit to Take Water (PTTW) is not an option according to the MOE Approvals Branch. They will consider a clause for excluding short term flow exceedences during pump start up as well as reviewing a request for a reduction in static well level measurements. However, it must be done as an administrative amendment proposal to our current license. We have spoken with our engineers and will budget for the submission of an amendment request in the New Year.

ACTION: Noted.

6.2 Community Lead Sampling

Period 2 of the 2011 lead sampling program has been completed on the Lakeshore and Ripley Water Systems.

STAFF COMMENTS: No samples exceeded the Maximum Acceptable Concentration (MAC) which is 10 ug/L. The individual home owners have been provided with a copy of the analysis report for their records.

ACTION: Noted.

6.3 Huronville Subdivision Distribution – QMS Review

The Municipality of Kincardine conducted a three-year risk assessment of the Drinking Water Quality Management System for the Huronville Subdivision Distribution System.

STAFF COMMENTS: As a result of the review, one minor change was made to the Risk Assessment table for the Operational Plan. We bring this forward for information purposes.

ACTION: Received and filed.

6.4 Ripley Test Well

W.D. Hopper began construction of a 200 mm (8") diameter test well in the village of Ripley on November 1st.

STAFF COMMENTS: Once drilled the test well will undergo a 24 hour pumping test to confirm quantity, followed by chemical analysis sampling to ensure quality. At this time a completion date is difficult to establish as ministry approvals are required for such items as a temporary Permit to Take Water, etc. We bring this forward for information purposes only.

ACTION: Noted.

6.5 Proposed Acquisition of Land

Please refer to the confidential agenda.

7.0 **ENVIRONMENTAL SERVICES** - (Landfill & Collection)

7.1 Leaf Collection

The annual leaf collection for the village of Ripley and the Lakeshore area was scheduled for November 1st to 3rd.

STAFF COMMENTS: Advertisements were placed in the local newspapers and posted on the website.

ACTION: Noted.

7.2 Huron Landfill Inspection

We are in receipt of the Ministry of Environment inspection report for the Huron Landfill site documenting the findings of the inspection performed on August 26th, 2011.

STAFF COMMENTS: There were nine actions required the majority involving the development and implementation of more detailed procedures for such items as litter pick up, daily coverage of material, handling of appliances, etc. We have not as yet spoken with our landfill consultants at Genivar Inc., but at this time see no issues with addressing any of the Environmental Officer's concerns.

ACTION: Noted.

8.0 TRANSPORTATION

Mayor Twolan declared a conflict, vacated his seat and left the room.

The Clerk called for nominations for Chair and the following motion was passed.

Moved by Murray
Seconded by Sloetjes

APPOINT 336 THAT Huron-Kinloss Township Council hereby appoints Lillian Abbott
ACTING CHAIR as acting chair for item 8.1 in the absence of Mayor Twolan.

Carried.

8.1 Snow Removal Tender

Two tenders were received for the removal of snow on Campbell Street in Lucknow.

Contractor	Tender Bid
E.L.K. Bushell Construction	\$180.00/hour
Michael R. Nicholson	\$345.00/hour

STAFF COMMENTS: The Director of Public Works believes the quotes to be comparable with regards to equipment to be used, and therefore recommends the acceptance of the E.L.K. Bushell Construction tender on the condition that he meets all the requirements of the snow removal contract. Should E.L.K. fail to comply my recommendation would be to re-tender due to the significant difference in price.

ACTION: Council questioned whether the proper liability insurance was in place. The Director of Public Works noted he had received the required certificate of insurance and the zoning requirements listed in the tender document were being met. Council approved staff recommendation.

8.2 OGRA/ROMA Conference

The Ontario Good Roads Association (OGRA) and the Rural Ontario Municipal Association (ROMA) combined conference is scheduled for Sunday February 26th to Wednesday February 29th, 2012 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: Councillor Murray and Sloetjes will attend others will let the Treasurer know. Mayor Twolan will be attending on behalf of the County.

8.3 Stop Signs

An additional three stop signs have been installed along the lakeshore.

STAFF COMMENTS: Sunrise Avenue and Victoria Road is now a four-way stop as per the request of local residents. Also, a stop sign was installed at the T-intersection of Kris Street and Greg's Trail. It is also Public Works intent to extend the no parking zone on the South side of

Concession 8 to include the section of road, west of Cameron Lane. If Council has no concerns we will bring the Traffic & Parking By-Law forward for amendment at the November 21st Council meeting.

ACTION: Bring the By-Law forward.

8.4 Bruce County Wayfinding Signage

We had partnered with the County in a tender for wayfinding signs. We had included eleven Urban Directional Signs a Parking Lot ID sign for Lucknow and seven Urban Pedestrian signs which are for the entrances to the trail.

STAFF COMMENTS: Our portion of the tender came in at \$82,162.30; suffice to say we do not have this much in our budget so we have withdrawn our order. We will be exploring other options.

ACTION: Noted.

9.0 PARKS, FACILITIES & RECREATION

9.1 Power Blitz Lighting Retrofits

Retrofits are needed at the Lucknow Town Hall, Lucknow Public Works Shed, Ripley Fire Hall, Ripley Public Works Shed and the Ripley Library.

STAFF COMMENTS: The facilities noted have some inefficient lighting and could be upgraded for little or no cost if we take advantage of the Power Blitz grant program through Ontario Power Authority. We have received the following project cost reports: Ripley Fire Hall (Total cost \$904.00, Municipal Cost \$0.00)
Ripley Library (Total cost \$1335.10, Municipal cost \$148.00)
Lucknow Public Works Shed (Total cost \$1510.25, Municipal Cost \$347.19)
Ripley Public Works Shed (Total cost \$3759.51, Municipal Cost \$2170.45)
Lucknow Town Hall (Total cost \$5002.23, Municipal Cost \$2800.71)

We have authorized the work to be completed at the Ripley Library, Ripley Fire Hall, and the Lucknow Works Shed since they require no significant costs. The two remaining projects will be reassessed at the year end and would recommend proceeding if enough budget savings permit. If no budget is available we will bring forward to the 2012 budget. We seek your direction.

ACTION: Approved.

9.2 Commercial Dishwasher Ripley-Huron Community Centre

The commercial dishwasher at the Ripley-Huron Community Centre after eighteen years of trouble free use was diagnosed not repairable.

STAFF COMMENTS: Due to the important nature of the equipment to renters and caterers we solicited three quotes from Hobart dealers to replace the dishwasher and purchased from STOP Restaurant and Supply for \$4,985.00 plus HST which was the lowest quote. As this purchase was not included in the 2011 budget, we will bring forward a resolution to ratify as a significant emergency purchase under our purchasing policy.

ACTION: Bring a resolution forward.

9.3 Phragmites Update

STAFF COMMENTS: We anticipate one small section of the Lakeshore will be treated due to inclement weather and previous commitments by the contractor this fall. Staff will be available for more information at the meeting.

ACTION: Noted.

9.4 2011 Algae Summary Report

The Director of Facilities and Recreation has prepared a year-end report for your review.

STAFF COMMENTS: The summary has been attached. The full report will be available at the meeting.

ACTION: Received and filed.

9.5 Point Clark Community Centre / Huron Lakeshore Friendship Club

A letter was received from the HLFC requesting a gate be installed at the top of the stairs of the PCHCC.

STAFF COMMENTS: A rope has been installed across the top of the stairs for over fifteen years, and since we have received the letter staff installed a retractable caution band from the front door to the wall to increase the awareness for people close to the top of the stairs. There is an inherent danger for people of all ages near the top of stairwells. However, staff does not recommend a gate at the top of a stairwell. Such a gate would increase the fall height of those same children we are trying to protect. We have installed the retractable caution band and recommend no further action. We seek your direction.

ACTION: Approved. The Director of Facilities and Recreation will send a response.

9.6 Storm Drains Ripley-Huron Community Centre (RHCC)

During heavy rainfalls in short time periods there has been flooding at the RHCC on occasion.

STAFF COMMENTS: The occasion for such flooding has become more frequent over the last few years. We have reviewed the problem and looked at possible solutions. The only solution is to install a new catch basin at the South east corner of the building with a ten inch drain toward the north end of Arena, then continuing with a sixteen inch drain from the north end of the Arena to the ditch by the railway track. We have had elevations completed and the amount of fall required is acceptable. The estimated cost for installation is \$20 000.00. We will bring this forward at the 2012 budget discussions.

ACTION: Council felt the work should not wait in order to prevent further flooding at the arena. The job will be tendered immediately with work to be completed this fall if possible. A resolution granting pre-budget approval once the tenders come in will be brought forward.

9.7 Solar Panel Capacity

There was some discussion after the Solar Panel presentation at the October meeting to bring the item forward during budget deliberations.

STAFF COMMENTS: However, since the Hydro One feeder has reached maximum capacity for Ripley the Solar project would not be acceptable at this time. We have requested Westario to investigate if there are any plans with Hydro One to increase capacity. If there are plans to increase capacity we can apply for a contract extension. If there are no plans to increase the capacity then the project will be terminated.

However there are other options at other locations throughout the Municipality does Council wish to proceed with other site options for Solar installations?

ACTION: Not at this time.

10.0 GENERAL

10.1 Christmas Social Evening

We have received an invitation from the Ripley Business Community for their Christmas Social Evening scheduled for Thursday, November 17th, 2011 at 7:00 p.m.

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

ACTION: No Council members are able to attend.

10.2 2012 Meeting Schedule

Please find attached the 2011 meeting schedule prepared in accordance with the Procedural By-Law.

STAFF COMMENTS: If Council concurs the schedule will be posted on the website.

ACTION: Approved.

10.3 Saugeen Source Protection Plan Pre-Consultation

We have received information from the Saugeen Source Protection Committee regarding pre-consultation meetings to review the policies for development of the Source Protection plan.

STAFF COMMENTS: The Meeting is being held on Tuesday, November 29th, 2011 from 9-3 at the Kincardine Municipal Office. The information has been attached for your review.

ACTION: The Mayor encouraged all Council members to attend. The Administrator, CBO, Director of Public Works and the Administrative Assistant for Public Works will be attending.

10.4 Annual Alzheimer's Campaign in Ripley

We have received a request from Audrey MacDonald for permission to hold the Annual Alzheimer's Campaign in Ripley the week of November 21, 2011. The Director of Facilities and Recreation will take care of lighting the tree in Lewis Park.

STAFF COMMENTS: A letter granting permission will be sent to Ms. MacDonald.

ACTION: The Clerk will prepare a response.

10.5 Ripley's Christmas Tour of Homes

¹ Christmas Tour of Homes will be held on Sunday November 13th, 2011 from 1-4 and 6-9 featuring eight stops.

STAFF COMMENTS: The final stop for baked goods and beverages will be held in Council Chambers. Tickets for the event are \$15.00 in advance and the money raised will go towards Ripley Beautification Projects. We bring this to your attention for information purposes only.

ACTION: Noted.

10.6 Electronic Agendas

Please find attached a report on implementation of electronic agendas prepared by the Clerk and Administrator.

STAFF COMMENTS: Included in the report.

ACTION: Approve staff recommendations as presented. Council wishes to view the agenda on notebooks and tablets prior to ordering.

11.0 BY-LAW ENFORCEMENT & SMALL ANIMAL CONTROL

11.1 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.

11.2 Potential Litigation Matter

Please refer to the confidential agenda.

11.3 Potential Litigation Matter

Please refer to the confidential agenda.

12.0 PERSONNEL

12.1 Personnel Matter

Please refer to the confidential agenda.

12.2 Personnel Matter

Please refer to the confidential agenda.

13.0 NEW BUSINESS

13.1 Canada Post - Moving Rural Mail Boxes

Councillor Murray has been receiving some calls with concern of the placement of mail boxes in the rural areas. He has concern with certain placements causing concern for the snow plow drivers.

STAFF COMMENTS: The Director of Public Works has not been notified by Canada Post of the need for moving the mail boxes.

ACTION: Mayor Twolan will call MP Ben Lobb to discuss further. Councillor Murray will get the contact information for the Canada Post representative to staff.

14.0 **CORRESPONDENCE RECEIVED**

14.1	AMO	AMO Report to Members of September 2011 Board Meeting November 2, 2011
14.2		Communicate AMO – Powering up for 2012 @ 2011 LAS Connections Energy Symposium October 31, 2011
14.3		AMO Watch File – October 27, 2011
14.4		Communicate AMO – 2011 Ontario West Municipal Conference (x2)
14.5		Communicate AMO – LAS Connections Energy Symposium (x 2) October 24, 2011
14.6		AMO Watch File – October 20, 2011
14.7		AMO Watch File – October 14, 2011
14.8	Grey Bruce Health Unit	News Release "Durham & Owen Sound Flu Clinics", October 31, 2011
14.9		News Feature "STOP Program: Support for smokers who wish to quit" October 17, 2011
14.10	General	Regional Tourism Organization 7 October 2011 Newsletter
14.11		Family Y Employment Resource Centre <i>Employer Focus</i> Fall 2011
14.12		Ontario Aggregate Resources Corporation October 5, 2011
14.13		GLSLC – Making Waves November 1 & October 18, 2011
14.14		OMAFRA – Premier's Award for Agri-Food Innovation Excellence October 31, 2011
14.15		OMAFRA Connects Huron County & Beyond October 2011
14.16		Thank you – Family of Harvey Burns

Mayor Twolan presented clocks to Clerk, Sonya Watson and Director of Public Works, Hugh Nichol for 10 years of service.

15.0 **CLOSED SESSION**

15.1 Move into closed session

Moved by Elliott
Seconded by Sloetjes

MOVE INTO 337 THAT Huron-Kinloss Township Council move into a Closed Session
CLOSED pursuant to section 239 of the Municipal Act, 2001, as amended at 8:50
SESSION p.m. for the purpose of discussing:

- personal matters about an identifiable individual, including municipal or local board employees;
 - Business Retention & Expansion Project
 - Facility Rental Contract
- a proposed or pending acquisition or disposition of land by the municipality or local board;
 - Potential acquisition of land for source water protection litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- - Property Standards
 - Zoning Prosecution
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - Zoning Prosecution

Carried.

