

**TOWNSHIP OF HOWICK**  
**REGULAR COUNCIL MEETING**  
**TUESDAY, DECEMBER 16th, 2008 AT 7:00 P.M.**  
**AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS**

**MINUTES**

**Attendance:**

**Council Members**

Max Demaray, Reeve  
Linda Henhoeffter, Councillor  
Art Versteeg, Councillor

Andrea Yungblut, Deputy Reeve  
Randy Scott, Councillor

**Staff**

Ronna Lee Johnson, Clerk  
Wray Wilson, Public Works Co-ordinator

Mark Farinha, Treasurer/Tax Collector

**Delegations**

Joyce Wilson, Huron County Planner  
Claire Dodds, Huron County Planner

**CALL TO ORDER**

Reeve Demaray called the meeting to order at 7:00 pm.

**DECLARATION OF PECUNIARY INTEREST**

The Reeve noted that if any member wished to declare a pecuniary interest regarding any matter on the agenda, it could be done at this time, when the matter arises, or both.  
None declared at this time.

**APPROVAL OF MINUTES**

A copy of draft Minutes of the Regular Council Meeting held December 2<sup>nd</sup> was circulated in the Council package.

**MOTION #351/08**

**Moved by Yungblut**

**Seconded by Scott**

THAT Howick Township Council hereby approves the minutes of the Regular Council Meeting held on December 2nd, 2008, as circulated.

CARRIED

**DELEGATIONS**

**Claire Dodds, MSc. Planning – Surplus Dwelling Severances: A Review of Relevant Research**

Huron County Planner Claire Dodds was in attendance at the invitation of Council to present the findings of the research project in which she collaborated in 2002. The study focused on identifying the impact of severances in agricultural areas. The research was conducted in 34 Ontario Counties with significant agricultural land, and collected data on new lots created during the period 1990 - 2000 in lands designated for agriculture. During that time, over 15,000 lots were created, and the following observations were noted:

- Majority of lots are for residential use
- Majority created as retirement lots or surplus farm dwelling severances
- Fewer severances toward the end of the 1990's
- Each severance adds to cumulative impact on agriculture
- Areas with fewer severances was direct result of strong policies in official plans
- Planning policies have ability to protect agricultural land where there is support to limit residential severances

The following observations were documented regarding the impacts of severances:

- Fragments agricultural land base and consumes farmland
- Creates potential for conflict with agriculture
- Introduces restrictions on farmland [Minimum Distance Separation (MDS)]
- Can lead to changes in demographics and values of rural community
- Once created, exists forever and cannot be legally removed

Ms. Dodd also made reference to a study from Red Deer County in Alberta documenting the cost of community services, which compares municipal revenues to expenditures by land use

category. This study indicates that the 'Rural Residential' revenue-to-expenditure ratio is significantly higher than that of other land use categories, and concludes that rural residential land uses do not "pay for themselves".

Ms. Dodds provided statistical data on the significance of Huron County's agricultural industry, noting that:

- Only 5% of Canada's total land base is prime agricultural land
- Ontario has 51% of Canada's agricultural land
- In 2001, over 18% of Ontario's Class I prime agricultural land was occupied by urban development
- 83% of Huron County is considered prime agricultural land (59% is Class I)

and listed rationale for protecting agricultural land from incompatible development: in order to:

- Maintain Huron County's position as the most agriculturally productive County in Ontario
- Feed ourselves (Canada) and the world
- Ensure we have safe food
- Maintain a land base capable of supporting the agricultural economy
- Ensure flexibility in the land base to meet changing needs in agriculture
- Protect the resource (agricultural land) for future generations of farmers, and consumers

Ms. Dodds also outlined the significance of Howick Township's agricultural industry:

- Howick has 445 farm operators (11% of population)
- Average age of Howick farm operator is 46 [younger than County (50.3) or Provincial (52.6)]
- 323 Howick farms, represents 11% of County total farms
- Average Howick farm size is 210 acres
- Howick has significant livestock industry
- Howick represents 14% of Huron's cattle, and 10% of County's hog industries
- Howick's cash crop industry is smaller than central and south Huron
- In 2006, Howick's total gross farm receipts was \$60.2 million (8% of County total)
- In 2006, Howick's total farm capital was \$313.3 million

In recapping current planning policies, Ms. Dodds noted that:

- Provincial Policy Statement 2005 permits surplus farm dwelling severances, but does not permit another house to be built on the remaining farmland
- Huron County Official Plan allows municipalities to decide if they want to permit such severances
- Howick Township's Official Plan currently does not permit surplus dwelling severances

Ms. Dodds summarized Huron County's experience with surplus dwelling severances:

- Most pressure in cash crop areas, and where farmers are older
- Applicants tend to be retiring farmers who may keep house and sell balance of farm
- Municipalities with significant livestock industry do not permit
- More severance activity in municipalities with "open" severance criteria
- Farmers consider surplus severance in estate planning and retirement income
- When agriculture under economic pressure, interest in such severances increases
- Main reason surplus dwelling severances denied is they do not comply with MDS
- Huron County has history of restrictive severance policies, which has allowed establishment of provincially significant livestock industry.

Ms. Dodds concluded her presentation by explaining that good land use planning decisions require clear and adequate information, experience, and an understanding of community values. She noted that her presentation was not intended to persuade or dissuade Council, but to serve as a tool to assist Council in their deliberations for making good decisions for Howick Township.

### **Joyce Wilson, Huron County Planner – Official Plan / Zoning By-Law Review**

Ms. Wilson reviewed the plans and process for the upcoming public meeting on Thursday, December 18<sup>th</sup> at the Howick Community Centre. In accordance with the Planning Act procedures, this is considered a Special Meeting of Council, the business of which is the review of Howick's Official Plan and Zoning By-Law, held for the purpose of presenting information to, and receiving input from the public.

Items on the agenda will include dealing with a request to consider adding provisions to the Official Plan to allow severance of surplus farm dwellings, and a request to expand village limits to allow residential development. Ms. Wilson noted that during discussion, it should be made clear that the Provincial Planning Policies explicitly prohibit severances to create residential lots in agricultural areas, and that although severance of surplus farm residences may be permitted, it prohibits construction of another farm residence on the remaining farm

parcel. That caveat was put in place when it was found that the surplus dwelling severance process was being abused and used to create multiple residential lots. Planning in Ontario is the purview of the Province, which in turn delegates the authority to the lower tiers. The Provincial policies dictate the protection of our valuable resources, such as agricultural land, environment, and aggregates.

In response to a question about how rural municipalities like Howick can survive and thrive without development to increase the tax base, Ms. Wilson noted that the County is currently working on "sustainability" initiatives and holding public meetings to discuss these issues and identify opportunities, such as supporting local industry and produce. Further discussion touched on the loss of local processing facilities, influence of transportation costs, trade issues and fluctuations in the economy, all of which impact on agriculture.

Reeve Demaray thanked Ms. Dodds and Ms. Wilson for their valuable information and insight, and the Planners left the meeting at this time (9:25 pm)

## **COUNCILLORS' ISSUES**

### **Road Conditions**

Councillor Scott thanked and commended the Public Works staff on their road maintenance efforts during the recent challenging weather conditions.

### **Sale of Gorrie Lot**

Reeve Demaray advised that, due to legal complications, the transaction for selling the Gorrie lot has been delayed. The purchaser is requesting permission to use the lot to park cars (relating to his business) in order to get the vehicles off the streets. He has provided a letter from his insurance company verifying liability coverage.

Council agreed to allowing use of the lot.

## **TREASURER'S REPORT**

The following report was circulated in the Council package:

### **1. Outstanding Receivable- Gorrie General Store**

The operator of the Gorrie General Store owes us \$655 for garbage tags provided in May 2008. He has ignored and evaded all requests for payment. My last conversation with him was last week. He told me he was declaring bankruptcy and I would be hearing from the Trustee within a few days. To date I have not heard from any Trustee nor to my knowledge has he filed for bankruptcy. Since then I understand the Gorrie Store has been closed and he has left town for a job in British Columbia. Collection of this account is doubtful and not worth the time and effort. I suggest it be written off.

#### **MOTION #352/08**

**Moved by Henhoeffter**

**Seconded by Scott**

THAT Howick Township Council hereby authorizes and directs the Treasurer to write off debt in the amount of \$655.00 owed to the Township of Howick by Mr. Jim Thompson operator of the Gorrie General Store.

**CARRIED**

### **2. Annual External Audit**

BDO Dunwoody was advised via a formal letter that they did not win the contract. KPMG, another of the accounting firms who submitted a bid, was informed via email.

I also advised the winner Vodden, Bender, Seebach that they won the contract. They have been in contact with BDO Dunwoody. The transition proceeds smoothly. The Interim Audit has been scheduled for Jan 8<sup>th</sup> and 9<sup>th</sup>, 2009. At that time we will firm up a date for the final audit for fiscal 2008 Correspondence attached

### **3. New Bank Account for Capital Purchases**

Presently one bank account funds operating and capital expenses for Howick. At year-end tedious accounting entries must be made to balance the capital and operating funds. With implementation of PSAB in 2009 and the change in accounting rules, I would like to open a separate account, which will be used only for capital purchases. This will keep track of all funding of capital items. All funds raised by levy, Grants and any other sources of income for capital items will be deposited into this account.

#### **MOTION #353/08**

**Moved by Henhoeffter**

**Seconded by Yungblut**

THAT Howick Township Council hereby authorizes and directs the Treasurer to open a separate bank account with Canadian Imperial Bank of Commerce dedicated to receipts and expenditures relating to Capital transactions.

**CARRIED**

**4. Weir and Foulds - Legal Fee Invoice**

The total fee was \$17,500 excluding taxes. We agreed to pay 50% of the legal bill. However, that agreement was made before any work had started. We never believed the final tab could be so outrageous. Morris-Turnberry tried to stop payment but Weir & Foulds had cashed it. They also sent an e-mail to Weir and Foulds protesting the exorbitant bill. I am advising Council that in accordance with their resolution I will prepare a cheque payable to Morris-Turnberry for half of the bill. Our share is \$8,750 and there is \$8,500 left in the Legal Fee Budget for 2008 so we will be slightly overspent. Documentation attached.

**MOTION #354/08**

**Moved by Scott**

**Seconded by Yungblut**

THAT Howick Township Council hereby authorizes and directs the Treasurer to remit to the Municipality of Morris-Turnberry the amount due and owing respecting Howick's 50% share of the account billed by the legal consultant for services and letter of opinion concerning North Huron's withdrawal from the Wingham Area Fire Board Agreement.

**CARRIED**

**5. OSIFA Loan Payout**

Several calls were made to the Ministry following up on the payout amount. The information is "coming". I will continue to stay on top of this but given the uncertainty of the Fire Board situation it would be best to conserve our cash until things settle down.

**6. Insurance for Volunteers**

I called our Insurance Broker Peter Keil again on Dec 10<sup>th</sup>. He was out of the office but is on the case. I left a message for him to call me. The Insurance Company is drafting a letter to Howick in this regard.

**7. Website Modifications**

Advanced Technologies has been told Monday 15<sup>th</sup> December is the deadline for completion of the modifications and uploading of Community Events and Emergency Plan Materials. They are working diligently toward completing everything by this date so we will be in compliance. Clerk Johnson advised that the "Emergency Management" section is now in place.

**8. Belmore Community Centre - Accounts Receivable**

The facility is owed \$7,364., some items being 2 years old. Correspondence to the Chairman is attached. I advised we need to collect or these items will have to be written off. It is pointless carrying receivables on the books that are dead items. This distorts the financial strength of the organization and will possibly make the auditors unhappy. Documentation attached.

**9. What's Happening Newsletter**

Clerk Johnson and I met with Marion on November 19<sup>th</sup>. We discussed some methods of distribution of the newsletter as follows:

- Put on our website
- Place in various locations
- Split by area and then distribute
- Mail out with our tax bills

Marion advised her mailing costs amount to \$140. a month. She said what would be most helpful is Howick defraying this cost in full every month. Both Clerk Johnson and I recommend that Council approve this expenditure for November and December and send a refund to Marion. Council is asked to direct the Treasurer to budget \$1,680 in 2009 for this purpose. After further discussion, it was decided that a cheque will be sent for 2 months postage, with a letter advising Marion that Council will give the matter further consideration during 2009 budget deliberations.

**MOTION #355/08**

**Moved by Versteeg**

**Seconded by Scott**

THAT Howick Township Council hereby authorizes and directs the Treasurer to pay a donation in the amount of \$280.00 to Marion Feldskov to assist in paying the costs of circulating the monthly newsletter "What's Happening in Howick".

**CARRIED**

**10. Donation Application Form and Library Grant Increase**

No further work has been done on these 2 items as of yet. I will get to them soon.

**11. Huron Perth Children's Aid Society**

The Society has requested financial support for the Christmas Season. \$500 was provided in the 2008 budget. Council approval is requested to send a cheque. Discussion ensued, resulting in a decision to send donations to local organizations that would perhaps more directly benefit people in the Howick area.

**MOTION #356/08****Moved by Scott****Seconded by Versteeg**

THAT Howick Township Council hereby authorizes and directs the Treasurer to donate \$250.00 to the Listowel Salvation Army, and \$250.00 to the Wingham Food Bank. CARRIED

**ADDENDA**

The following Treasurer's Report Supplement and addenda were provided at the meeting:

**Banked Hours 2008**

The attached schedule shows the banked hours payout. The total liability is \$22,157.52. Employees Farinha, Weishar and Skillen wish to carry over their hours to 2009. Council has approved a carry-over for Weishar. Council is asked to pass a resolution to:

- Approve carry-over of Farinha 20.50 hours, and Skillen 85.31 hours. Treasurer Farinha explained that the carry-over mitigates Mr. Skillen's excess winter hours and allows him to work reduced hours in summer.
- Authorize a net payout of \$18,340.43 (2007=\$19,728.37). Noted that this is covered by Policy.

**MOTION #357/08****Moved by Yungblut****Seconded by Scott**

THAT Howick Township Council hereby authorizes Treasurer Farinha to retain overtime hours (20.5 hours) accumulated in 2008 and carry the hours over to be used in the year 2009. CARRIED

**MOTION #358/08****Moved by Henhoeffter****Seconded by Versteeg**

THAT Howick Township Council hereby authorizes Recreation/Facilities Supervisor Skillen to retain overtime hours (85.31 hours) accumulated in 2008 and carry the hours over to be used in the year 2009. CARRIED

**Costing for 5 Year Contract for OPP Services**

At the last Council Meeting Council directed the Treasurer to continue using non-contract OPP Services, and to pursue a contract with the OPP. To enter into a 5-year contract with the OPP, we need to do the following:

- Council needs to pass a resolution (see sample)
- The Clerk must forward a letter (see sample) requesting a costing for OPP Contract Policing, with certified copy of resolution or motion, to the parties below:
  - a.) The Honorable (name of the Minister of Community Safety and Correctional Services)
  - b.) The Commander
    - Business and Finance and Financial Services Bureau
    - Contract Policing Section
    - Ontario Provincial Police
    - 777 Memorial Avenue
    - Orillia, ON L3V 7V3

Further discussion examined the pro's and con's of contract vs. non-contract policing, and the general consensus was that, at this time, we are simply seeking a costing for a contract.

**MOTION #359/08****Moved by Scott****Seconded by Henhoeffter**

THAT Howick Township Council hereby requests the Ministry of Community Safety and Correctional Services to provide a costing for policing the Township of Howick by the Ontario Provincial Police under a 5-year contract. CARRIED

**Insurance Coverage Volunteers**

A letter from Peter Keil is attached. Peter recommends proper recording of names and functions of people acting for the Township (paragraph #5). As discussed previously, this should be done through the annual By-Law.

Accident coverage is not presently provided for volunteers as this is direct coverage. It is available as a separate package at extra cost (paragraph #6). Treasurer Farinha added that, if a person is injured while acting as a volunteer for the Township, the accident victim would need to sue and prove negligence on the part of the Township in order to obtain compensation. Accident insurance for volunteers is rare, very expensive, and would have many conditions attached.

I recommend that Council direct the Clerk to send a copy of this letter to all Boards with a request to ensure their relevant annual By-Laws are accurate.

**MOTION #360/08****Moved by Scott****Seconded by Versteeg**

THAT Howick Township Council directs the Clerk to send out to all of the Township's Boards and Committees a copy of the letter of information dated December 12, 2008 received from the Township's Insurance Broker concerning insurance coverage for volunteer Board members, along with a letter requesting that they ensure that the names of members listed in the Appointment By-Law are accurate and up-to-date at all times.

**CARRIED****OMPF Grant**

At Council of December 2<sup>nd</sup> I advised that the 2009 Grant would be \$1,126,300. A revised schedule has been received and the Grant is now \$1,165,800, an increase of \$39,500 but still \$23,300 lower than the 2008 Grant. We will receive \$13,600 in 2009 toward Police Services versus \$0 in 2008. This was mainly offset by a reduction in the Farmland and Managed Forest Component, 2008 being \$643K versus 2009 at \$615K. Reduction is \$28K

I recommend the Clerk be directed to write the Minister of Municipal Affairs advising that there was no change to Farmland and Managed Forests in the Township and that therefore the reduction in Grants for this component should be increased to 2008 Levels ie. up another \$28K. Documentation attached.

**MOTION #361/08****Moved by Scott****Seconded by Yungblut**

THAT Howick Township Council hereby directs the Clerk to write to the Minister of Municipal Affairs and Housing advising that there has been no change to Farmland and Managed Forests in Howick Township and requesting that the reduction in 2009 OMPF Grant funding of \$28,000.00 be reinstated to increase the 2009 grant to the 2008 level.

**CARRIED****Outstanding Receivable Gorrie General Store (Update)**

Mr Thompson has filed for bankruptcy and said notice of bankruptcy was received from the Trustee today. Documentation attached.

**Personal Computers - 3 Units**

I asked 4 Suppliers for quotations but only received 2 responses, one from Healthy Computers and the second from Advanced Technologies.

Healthy Computers did not come to the Township Office to discuss our needs and quoted us \$575 per computer. This cost represents basic level entry systems and seemed to exclude keyboards, mice and screens. Staff's sentiments were these systems would be unsuitable for our needs especially given the speed of the new server. When I requested additional information on December 12<sup>th</sup> for Council tonight Healthy Computers told me "this would be tricky" and since then I have not heard a word from them.

The second quote from Advanced Technologies, which I am recommending to Council, totaled \$3,554 excluding taxes. This buys 3 processors, two 19 in. screens and includes mice and top line keyboards. Warranty is 3 years and these systems are fast and compatible with the new server also purchased from Advanced Technologies. I also negotiated free installation, set up and configuration with Advanced Technologies.

We should go with this quote as it suits our needs in every way and is within the total budget provided for both the server and these systems. Documentation attached.

**MOTION #362/08****Moved by Scott****Seconded by Yungblut**

THAT Howick Township Council hereby authorizes the purchase of 3 computer processors, 2 19-inch screens, with keyboard and mouse equipment, from Advanced Technologies at the quoted price of \$3,554.00 plus applicable taxes.

**CARRIED****Wingham Area Fire Board – Building Ownership**

I had a title search done by Murray Keith a professional Title Searcher. The purpose was to verify our ownership share in that piece of real estate. I specifically directed Mr. Keith to do a detailed search and to look for and provide any documentation relating to shares, percentage ownership etc. Mr Keith was unable to find any such allocation in his search. Mr. Keith's invoice for his services is \$60.00, money well spent. I will pay Mr. Keith in the next A/P run  
Documentation attached.

**PUBLIC WORKS CO-ORDINATOR'S REPORT**

The following report as at December 12th was circulated in the Council package:

**ROADS****PUBLIC WORKS STAFF OPERATIONS**

- Snow, Snow and Ice
- Tree trimming as weather permits

**MARY STREET, FORDWICH**

Ross Davies prepared a by-law to establish Mary Street as a highway. This by-law includes the portion between Patrick and William Street and from William Street to the East side of the trailer park as well as the new section constructed by Horst's. This method precludes the need for a survey. Mr. Davies discussed the issue with the Land Surveyor.

**ANTIQUÉ GRADER**

Darryl Wines, from the Simcoe County Museum, believes the grader is a Galion from around 1927. He is sending pictures from the Galion catalogue so that we can check. I will provide more detail later. The Clerk was requested to send a letter of thanks to Mr. Wines for all his research. The information will also be provided to Mr. Bell, who donated the grader to the Township. An engraved plaque can now be obtained to place on the machine, and it was suggested that a photo display be mounted in the municipal office.

**BUILDING**

**BUILDING CONSTRUCTION REPORT**

Deputy Treasurer Weishar prepared the enclosed report on building construction to date in 2008:

<b><u>Permits Issued</u></b>	<b><u>Value of Construction</u></b>	<b><u>Fees Collected</u></b>
84 Building Permits	\$4,514,700.	\$23,366.67
14 Septic System Permits	\$ 137,500.	\$ 4,000.00
1 Demolition Permit	\$ 8,000.	\$ 30.00

**DRAINAGE** - NO REPORT

**PLANNING AND DEVELOPMENT**

**SPECIAL MEETING – December 18, 2008 @ 7:00 p.m.**

Council instructed that coffee, tea, cookies or doughnuts be available for after the meeting

**LANDFILL**

**E-WASTE**

Public works staff took another load of E-waste to Stratford this week. Mr. Wilson advised that the contractor is now charging to accept the electronic waste, and this load cost \$900.00. The Township's landfill fee schedule does not include a charge for e-waste at this time, which is a matter to be discussed when the Fee Schedule is next revised.

**OTHER**

**SWIMMING POOL PROJECT**

Work on the pool is at a standstill until spring unless we get a break in the weather.

**CORRESPONDENCE**

- Partners in Community Building – Correspondence from Gary Davidson regarding the Atton property in Wroxeter. This came in late on Friday. Staff did not have an opportunity to review this before including it in the Report to Council.
- Seasons Greetings and a notice from John McKercher Construction Ltd. Mr. McKercher has accepted employment elsewhere, but he advises that his company will continue to operate.

**CLERKS REPORT**

The following report as at December 12th and copies of supporting information were circulated in the Council package:

**Pay Equity Plan**

Enclosed for information is correspondence from Consultant Carrie Sharpin of Ward & Uptigrove HR Solutions advising that the requisite appeal period for the Pay Equity Plan has elapsed, and a "final posting" notice must be circulated to all staff on December 22<sup>nd</sup> for a further 30-day period.

**Annual Consumer Price Index (CPI) Wage Adjustment**

Enclosed is a copy of the CPI report for the period ending September 2008 for discussion and consideration. A resolution is required to update the 2008 pay grid to reflect a cost-of-living increase effective January 1, 2009.

**MOTION #363/08****Moved by Yungblut****Seconded by Scott**

THAT Howick Township Council hereby authorizes and directs the Treasurer to adjust the 2008 Pay Grid to incorporate a Consumer Price Index increase of 3.7% effective January 1, 2009. CARRIED

**Annual Performance Evaluations**

Under the new Organization Chart, it is Council's responsibility to conduct Performance Evaluations for the Senior Management positions – Clerk; Treasurer; Public Works Co-ordinator and Recreation/ Facilities Supervisor. A Committee of Council could be appointed to deal with this matter. The consensus was that the Reeve and Deputy Reeve would conduct the evaluations.

**2009 Council Meeting and Public/Statutory Holiday Schedules**

Attached are proposed schedules for Council's discussion. A resolution is required to approve and adopt the schedules.

**MOTION #364/08****Moved by Henhoeffter****Seconded by Scott**

THAT Howick Township Council hereby adopts the following "Schedule of Regular Council Meetings for the year 2009":

JANUARY 6<sup>th</sup> & JANUARY 20<sup>th</sup>  
 FEBRUARY 3<sup>rd</sup> & FEBRUARY 17<sup>th</sup>  
 MARCH 3<sup>rd</sup> & MARCH 17<sup>th</sup>  
 APRIL 7<sup>th</sup> & APRIL 21<sup>st</sup>  
 MAY 5<sup>th</sup> & MAY 19<sup>th</sup>  
 JUNE 2<sup>nd</sup> & JUNE 16<sup>th</sup>  
 JULY 14<sup>th</sup>  
 AUGUST 11<sup>th</sup>  
 SEPTEMBER 1<sup>st</sup> & SEPTEMBER 15<sup>th</sup>  
 OCTOBER 6<sup>th</sup> & OCTOBER 20<sup>th</sup>  
 NOVEMBER 3<sup>rd</sup> & NOVEMBER 17<sup>th</sup>  
 DECEMBER 1<sup>st</sup> & DECEMBER 15<sup>th</sup>

CARRIED

**MOTION #365/08****Moved by Henhoeffter****Seconded by Versteeg**

THAT Howick Township Council hereby adopts the following "Schedule of Statutory/Public Holidays When the Howick Municipal Office Will Be Closed" for the year 2009:

Thursday, JANUARY 1 <sup>st</sup> , 2009	NEW YEAR'S DAY
Monday, FEBRUARY 16 <sup>th</sup> , 2009	FAMILY DAY
Friday, APRIL 10 <sup>th</sup> , 2009	GOOD FRIDAY
Monday, APRIL 13 <sup>th</sup> , 2009	EASTER MONDAY
Monday, MAY 18 <sup>th</sup> , 2009	VICTORIA DAY
Wednesday, JULY 1 <sup>st</sup> , 2009	CANADA DAY
Monday, AUGUST 3 <sup>rd</sup> , 2009	CIVIC HOLIDAY
Monday, SEPTEMBER 7 <sup>th</sup> , 2009	LABOUR DAY
Monday, OCTOBER 12 <sup>th</sup> , 2009	THANKSGIVING DAY
Wednesday, NOVEMBER 11 <sup>th</sup> , 2009	REMEMBRANCE DAY
Friday, DECEMBER 25 <sup>th</sup> , 2009	CHRISTMAS DAY
Monday, DECEMBER 28 <sup>th</sup> , 2009	BOXING DAY
Friday, JANUARY 1 <sup>st</sup> , 2010	NEW YEAR'S DAY

CARRIED

**2009 Council Appointments to Boards & Committees**

A resolution is required to designate and appoint Council representatives to the following local boards and committees:

Belmore Community Centre	Source Water Protection Committee
Coalition for Huron Injury Prevention (CHIP)	Source Water Protection Working Group
Huron County Farm & Home Safety Assoc.	Wheels Away North Huron Transit
Maitland Valley Conservation Authority	Wingham Area Fire Board

**MOTION #366/08****Moved by Yungblut****Seconded by Scott**

THAT Howick Township Council hereby appoints representatives to serve on the following Boards and Committees for the year 2009:

Belmore Community Centre - Randy Scott  
 Coalition for Huron Injury Prevention (CHIP) - Linda Henhoeffter  
 Huron County Farm & Home Safety Assoc. - Art Versteeg  
 Maitland Valley Conservation Authority - Art Versteeg  
 Source Water Protection Committee - Andrea Yungblut  
 Source Water Protection Working Group - Wray Wilson  
 Wheels Away North Huron Transit - Randy Scott  
 Wingham Area Fire Board - Max Demaray, Andrea Yungblut

CARRIED

## **Emergency Management**

- a) **Emergency Management Program Committee** – attached is a copy of Minutes of the December 5<sup>th</sup> meeting of the Program Committee.
- b) **'Flood Emergency Plan'** – a draft of the Flood Emergency Plan is enclosed for Council's review. If the contents are acceptable, this addendum to the Township's "Emergency Plan" could be adopted by resolution.
- c) **Emergency Exercise** – reminder that the Emergency "Flood" exercise will be held on Monday, December 15<sup>th</sup> at 1:00 pm.
- d) **Compliance Requirements – Essential Level** – as of the date of this report, two components of the program remain to be completed. The 'annual exercise' will occur on Monday. The 'public education' initiative is a work in progress. We now have an "*Emergency Management*" tab on the Township web-site, with the Emergency Plan, Flood Plan, and links to Huron County Emergency Management and Emergency Management Ontario. With that done, I believe we have now fulfilled the requirements, and Council may authorize submission of the "Statement of Completion" to EMO.

### **MOTION #367/08**

**Moved by Henhoeffer**

**Seconded by Yungblut**

THAT Howick Township Council hereby verifies completion of the requisite components of the Emergency Management Ontario "*Municipal Essential Level Maintenance Program*" for the year 2008, and hereby authorizes the Reeve and the Community Emergency Management Co-ordinator (CEMC) to sign the Form C-2-08 "*Annual Emergency Management Program Statement of Completion*". CARRIED

## **2009 Dog Tag Sales**

Further to earlier discussion about restricting the number of dogs per household in residential areas, a survey of other by-laws in Huron County shows 2 municipalities that specifically restrict numbers (3 or 4), and 2 that charge an extra fee for additional dogs. It would be best to incorporate any changes and have the amended Animal Control By-Law ready for consideration at the next Council meeting (Jan. 6<sup>th</sup>) in time for sale of the 2009 Dog Licences. We offered 2008 Dog Tags and Kennel Licences at a reduced fee from Jan. 1<sup>st</sup> to Feb. 29<sup>th</sup>. A resolution is required if Council wishes to do the same in 2009.

### **MOTION #368/08**

**Moved by Scott**

**Seconded by Versteeg**

THAT Howick Township Council hereby authorizes the sale of 2009 Dog Tags and Kennel licences at reduced fees listed herein during the period January 1<sup>st</sup> – February 28<sup>th</sup>, 2009 inclusive, with fees to return to full rates as specified in the current *Fees and Charges By-Law* thereafter:

2009 Dog Tags                      Reduced Fee - \$20.00 (Regular rate \$30.00)

2009 Kennel Licence              Reduced Fee - \$75.00 (Regular rate \$100.00)

CARRIED

## **CORRESPONDENCE Requiring Council Action**

**Middlesex-London Health Unit** – invitation to attend "Risk Management" workshop on Thurs. Jan. 15<sup>th</sup> in London. The presentation addresses general municipal risk as well as a focus on Emergency Management. There is no registration fee.

### **MOTION #369/08**

**Moved by Versteeg**

**Seconded by Henhoeffer**

THAT Howick Township Council hereby authorizes the attendance of the following at the Middlesex-London Health Unit "Risk Management" workshop being held in London on Thurs., Jan. 15<sup>th</sup>, 2009, and agrees to pay the expenses associated with their attendance at this workshop: Reeve Demaray, Councillor Scott, Treasurer Farinha. CARRIED

## **ADDENDUM**

**AMO 2009 Conference** - Westin Hotel will open reservations Monday, January 5<sup>th</sup> at 8:00 am. A non-refundable cancellation fee will be implemented. If anyone is planning to attend, we will need to be on the phone at 8:00 am on Jan. 5<sup>th</sup> in hopes of getting a room at the Conference hotel. Reeve Demaray may attend on behalf of the County, and Councillor Versteeg will advise of his decision at a later date.

## **MUNICIPAL RESOLUTIONS**

1. **Oshawa, City of** – seeking municipal support of their resolution supporting recommendations of the "*Investing in Health and Active Ontarians through Recreation and Parks Infrastructure*" report from Parks and Recreation Ontario.      Noted & discussed. Action: File

2. **South Stormont, Township of** – expressing concern regarding delegation of authority, accountability and transparency of OSPCA Inspectors, and requesting the Provincial government to review and amend the powers granted to OSPCA Inspectors through Bill 50.

Noted & discussed. Action: File

**Closed Session Items**

- Minutes of the closed session held December 2nd, 2008
- Treasurer's Report – Employee Evaluations and Compensation

**PRESENTATION OF ACCOUNTS**

The listing of Accounts Payable for December 16, 2008 was circulated in the Council package.

<b>MOTION #370/08</b>	<b>Moved by Scott</b>	<b>Seconded by Henhoeffer</b>
THAT Howick Township Council hereby authorizes payment of accounts in the amount of <b>\$453,138.14</b> under date December 16, 2008 as cheques #7638 to #7680 inclusive, as presented and discussed at the Regular Council meeting held December 16, 2008.		
		<b>CARRIED</b>

**BY-LAWS**

**By-Law No. 26-2008 – To Assume a Highway (Mary Street, Village of Fordwich)**

<b>MOTION #371/08</b>	<b>Moved by Versteeg</b>	<b>Seconded by Scott</b>
THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 26-2008, being a by-law to assume certain highways in the Township of Howick (Part of Mary Street, Village of Fordwich).		
		<b>CARRIED</b>

**By-Law No. 27-2008 – To Confirm Council Proceedings**

Passage of this by-law to be deferred until after the Special Meeting December 18<sup>th</sup>, 2008

**COMMITTEE REPORTS**

**Belmore Community Centre Board**

Councillor Scott reported from the December 15th Board Meeting:

- The Board is not interested in purchasing the facility from the Township
- The matter of the aged outstanding receivable accounts was discussed, and it was agreed that the situation is unacceptable. It was discovered that, in one case, rental charges were not paid because an invoice had not been sent out for the account.
- The Board discussed remedies, and will now require that a listing of accounts receivable be provided at each Board meeting.
- The Treasurer will be directed to submit accounts to the Township in accordance with the policies.

Treasurer Farinha thanked Councillor Scott for his assistance in getting these issues resolved.

- The Georgian Bay technician has set up the alarm system
- The snow removal contractor has provided a copy of his insurance
- The Board needs a copy of the CSSA certificate for the compressors
- Two doors need to be replaced with fire proof doors
- Hydro costs: Oct. - \$5,600.00+; Nov. - \$5,700.00+
- Furnace fuel for October was \$3,320.00.

**Coalition for Huron Injury Prevention (CHIP)**

Minutes of the November 27<sup>th</sup> meeting were circulated in the Council package.

Councillor Henhoeffer reported from the December 10th meeting:

- The Committee is compiling an information package to present to County Council, and will be meeting next week to work on it.
- The next meeting will be January 14<sup>th</sup>, 2009

**County of Huron**

Reeve Demaray reported:

- Today was day 2 meeting of the Committee of the Whole
- Labour disputes were a topic of discussion
- Today was the first meeting of the new Library Board, which is comprised of 7 municipal members and 6 Provincial appointees.
- Samples of Municipal signage were provided.
- The County is aiming for a 0% budget increase. A draft budget will be presented Jan. 9<sup>th</sup>.
- The Public Meeting in Wingham for the County Official Plan was not well attended – the 30 people attending included 6 County Planners and 6 County Council members.

- Discussion will take place in January about reducing the size of County Council. The changes must be decided by the end of 2009.
- Some municipalities will be removing their ward system before the next election.

**Huron County Farm and Home Safety** - no report

**Maitland Valley Conservation Authority (MVCA)** - next meeting December 17<sup>th</sup>

**Saugeen Valley Conservation Authority (SVCA)** - no report

**MVCA Source Water Protection (SWP)** - next meeting in January, 2009

**SVCA Source Water Protection (SWP)** - no report

**Wheels Away** - next meeting in January, 2009

**Wingham Area Fire Board**

Copies of the following were circulated in the Council package:

- Minutes of November 12<sup>th</sup> Board meeting
- Correspondence – Request for Appraisal of Assets
- Appraisal proposal from American Appraisal

**ADDENDUM**

Council received copies of the Minutes of the meeting with Morris-Turnberry Council held on December 8<sup>th</sup>, and an agenda for another meeting scheduled for December 22<sup>nd</sup>.

Reeve Demaray and Deputy Reeve Yungblut reported:

- Council met with the Howick Firefighters recently for discussion about the situation with the Fire Board. Howick is fortunate to have such an excellent crew of firefighters.
- Wingham has requested an answer in writing by December 31<sup>st</sup> regarding our decision about the Fire Board.
- Only 1 appraisal quote was received. One response noted that the time frame was too short to be able to provide a proposal. It was agreed that one quote was not sufficient, and an attempt should be made to obtain at least one more. Notice will be sent out to the Appraisal firms advising that the Board has extended the timeline and again inviting them to submit a quote.
- Chief Gaunt has advised of some health and safety issues at the Gorrie Fire Station:
  - Stairs not secure
  - Ceiling fans need cages
  - Fire extinguishers needed
- The SCUBA refill station (Wingham Fire Hall) needs to be replaced. This should be included in next year's budget.

Discussion turned to dealing with the matter of North Huron's withdrawal from the Fire Agreement and what future direction Howick should pursue. Deputy Reeve Yungblut presented the following resolution in light of the recent decision by North Huron:

**MOTION #372/08                      Moved by Yungblut                      Seconded by Scott**

THAT the Township of Howick pursue the option of creating our own Howick Fire Department to supply fire service to the Township of Howick beginning January 1, 2010. The municipalities of North Huron and Morris-Turnberry are to be notified in writing of our decision before December 31, 2008. We also request that the municipality of North Huron pay out Howick Township's share of the Wingham and Area Fire Board assets in the form of equipment and cash, following the appraisal of the assets by two independent appraisers, as set out in the Wingham and Area Fire Board Agreement. We will work with the Ontario Fire Marshall's Office to ensure that Howick Township continues to meet the requirements of the FPPA and provide the same level of fire service to the citizens of this community.

Discussion of the motion ensued. Councillor Henhoeffler felt strongly that before any decision is made, Council should hold a public meeting to consult with Howick residents. It was generally agreed that, at this point in the process, it is Council that must make a decision (regarding a response to North Huron).

**Extend Meeting Beyond Curfew**

**MOTION #373/08                      Moved by Scott                      Seconded by Yungblut**

THAT Howick Township Council hereby moves to extend the December 16th, 2008 Regular Council Meeting beyond the curfew time of 11:00 pm in order to complete the business on the agenda.

CARRIED

**Wingham Area Fire Board - Continued**

During further discussion, the feasibility of various options was examined:

- a) Howick and Morris-Turnberry, as the remaining participants of the Fire Agreement, could continue to operate the as a Fire Board, acquiring ownership of the assets (per terms of the Agreement), and carry on operation of the fire department, selling services to North Huron;
- b) Dissolve the Fire Agreement totally;
- c) Purchase service from North Huron;
- d) Establish an independent fire department in Howick.

Considering the following, it was generally agreed that option (a) would not be practical:

- that North Huron would not purchase services since they have stated they wish to have full control of their own fire department, and
- projections of immediate and future costs for the two municipalities to continue the Fire Board and operate the fire department, and
- the assumption that the Wingham firefighters would choose to work for North Huron and not continue in the employ of the Fire Board.

Questions left unanswered include what North Huron plans to do with the Gorrie Fire Station, and what North Huron would charge to sell services to us.

Treasurer Farinha provided an estimated Cash Flow Summary projecting Howick's share of revenue (and/or equipment) realized from the disposition of the Board's assets, and the costs of establishing and operating a fire department in Howick, which could result in a net added tax levy of about \$38,000. annually. Sale of service to other municipalities was not included.

It was noted that the Fire Agreement includes provisions for a participant to withdraw, but does not address the possibility of complete termination of the Agreement. All agreed that termination of the Agreement will require amicable negotiations with North Huron and Morris-Turnberry.

It was decided that, at this point, we lack sufficient information to determine what is the best course of action for providing fire services in the future. Since the Wingham Area Fire Agreement will continue through 2009, there will be time to research options and costs more thoroughly. This will be further discussed with Morris-Turnberry at the upcoming meeting.

After further consideration, Deputy Reeve Yungblut agreed to withdraw her resolution, and Council worked to draft a motion that conveys intent to mutually terminate the Fire Agreement.

**MOTION #374/08**                      **Moved by Versteeg**                      **Seconded by Henhoeffter**  
 WHEREAS the Township of North Huron has declared intention to withdraw from the Wingham Area Fire Agreement,  
 AND WHEREAS the said Agreement is silent on the matter of the complete dissolution of the Agreement,  
 NOW THEREFORE Council of the Township of Howick hereby resolves to enter into negotiations with the participants of the Agreement to mutually dissolve the Wingham Area Fire Agreement effective December 31, 2009, and equitably divide the assets of the Fire Board in accordance with the provisions of the Agreement. CARRIED

This information will be discussed with Morris-Turnberry at the December 22<sup>nd</sup> meeting prior to being sent to the Wingham Area Fire Board. The Clerk was instructed to contact the Morris-Turnberry Clerk to clarify the location of that meeting, as Council was under the impression that the next meeting was to be held here in Howick.

**CLOSED SESSION**

**MOTION #375/08**                      **Moved by Henhoeffter**                      **Seconded by Scott**  
 THAT Howick Township Council at this time (12:10 am) closes this portion of the Dec. 16, 2008 Regular Council meeting in accordance with the *Municipal Act, 2001, Section 239 (2)(a), (b), (c), (d), (e)* to deal with personal and legal matters. CARRIED

**Matters Discussed in Closed Session**

- Minutes of December 2nd, 2008 Closed Session (approved by Resolution #376/08)
- By-Law Enforcement Officer's Report
- Personnel Matters:      Performance Evaluations and Compensation

**MOTION #377/08**                      **Moved by Versteeg**                      **Seconded by Henhoeffter**  
 THAT Howick Township Council now re-opens the Dec. 16<sup>th</sup>, 2008 Regular Council meeting to the public at this time (12:25 am). CARRIED

## Approval of Remuneration

**MOTION #378/08****Moved by Scott****Seconded by Yungblut**

THAT Howick Township Council hereby accepts the Treasurer's report concerning the Performance Evaluation for the Deputy Treasurer, and authorizes and directs that the Deputy Treasurer's remuneration effective January 1, 2009 be at Step 5 on the 2008 Pay Grid. CARRIED

**MOTION #379/08****Moved by Yungblut****Seconded by Versteeg**

THAT Howick Township Council hereby accepts the Treasurer's report concerning the Performance Evaluation for the Administrative Assistant, and authorizes and directs that the Administrative Assistant's remuneration effective January 1, 2009 be at Step 6 on the 2008 Pay Grid. CARRIED

## CORRESPONDENCE FOR INFORMATION ONLY (Copies included)

- a) **Ministry of Municipal Affairs & Housing** – 2008 Municipal Performance Measurement Program (MPMP) reporting definitions and criteria.
- b) **Ministry of Tourism** – Tourism Investment brochure
- c) **Canadian Red Cross** – concluding involvement in "On Board" Pleasure Craft Operator Card program December 31<sup>st</sup>, 2008
- d) **Municipality of North Perth** – letter from Mayor and Council announcing resignation of CAO Mark Urbanski. Information to be directed to CAO Assistant Kate Docker.

## CORRESPONDENCE forwarded via E-Mail (Dec. 1-12) (No copies attached)

1. **Association of Municipalities of Ontario (AMO)**
  - Alert No.08/060 – Review period for Accessibility 'Information and Communications Standard' extended to February 6<sup>th</sup>, 2009.
  - Alert No. 08/061 – AMO releases "Putting Out the Welcome Mat: Why Immigration Matters to Ontario Municipalities"
    - a. OGRA/ROMA – 2009 Conference and Companion Program information
2. **Canadian Food Inspection Agency** – Emerald Ash Borer found in city of Pickering
3. **Steve Bower, Ministry of Natural Resources** – Public meeting re. Emerald Ash Borer to be held on Dec. 16<sup>th</sup> at Pine Lake Campground Recreation Hall near Bayfield.
4. **Ministry of Health & Long Term Care** – Emergency Preparedness Planner, Nov. 2008 Newsletter
5. **thehealthline e-bulletin** – Dec. 10, 2008
6. **College of Physicians & Surgeons on Ontario** – "Noteworthy" newsletter, Issue #3, Dec. 2008
7. **County of Huron** – Media Release: Ken Oke, Mayor of South Huron, elected Warden for 2009
8. **Huron Business Development Corp**
  - Better Business Seminar "The Bottom Line with Lobb" Dec. 3<sup>rd</sup> in Clinton
  - *Small Business Success* Newsletter, Nov. 2008

The above correspondence was noted. Action: File

## ADJOURNMENT

**MOTION #380/08****Moved by Henhoeffler****Seconded by Versteeg**

THAT Howick Township Council now adjourns the December 16th, 2008 Regular Meeting of Howick Township Council at 12:27 am, with Council to meet again at the Special Council Meeting scheduled for Thursday, December 18th, 2008 at 7:00 p.m., or at the call of the Chair. CARRIED

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REEVE

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CLERK