

TOWNSHIP OF HOWICK
REGULAR COUNCIL MEETING
TUESDAY, MARCH 4TH, 2007 AT 7:00 P.M.
AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS

MINUTES

Attendance:

Council Members

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

Andrea Yungblut, Deputy Reeve
Randy Scott, Councillor

Staff

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

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 draft of Minutes of the February 19th, 2008 Regular Council Meeting was circulated in the Council package.

MOTION #054/08

Moved by Yungblut

Seconded by Scott

THAT Howick Township Council hereby approves the minutes of the Regular Council Meeting held on February 19th, 2008, as circulated.

CARRIED

COUNCILLOR'S ISSUES

OGRA/ROMA Conference

Councillor Versteeg's written report on his attendance at the conference was circulated in the Council package. Mr. Versteeg attended workshops on "*Minimum Maintenance Standards*", "*Public Art in Our Communities*", and "*Workplace Safety and Insurance*".

Abandoned Cemetery, Wroxeter

Reeve Demaray expressed concern about an abandoned cemetery lot in the Village of Wroxeter. Since all abandoned cemeteries are the responsibility of the Township, he asked Council if the original boundaries of the lot should be delineated, fenced and the property maintained by the Township. It was the consensus of Council members that the property be left as is.

RECREATION/FACILITIES SUPERVISOR'S REPORT

Supervisor Bruce Skillen's written report was provided in the Council package. As well, he addressed the following matters during presentation of his report:

- The new gas monitor (brought to meeting) is now in use at the Howick Community Centre and the Landfill Site. Arena and Landfill staff have been trained in its proper use. Data recorded on the monitor can be downloaded to the computer for compilation of reports.
- The defibrillator has arrived at the Community Centre, and 11 people (6 from Belmore) attended the training course. The training must be updated annually, the cost of which will be paid for by the government for the first few years. Thereafter, provision will need to be made in the budget to pay the cost of training.

- Jim Nelemans will be holding a ‘Smart Serve’ training course at the Belmore Arena on Monday, March 10th, and there are 20 spaces available. It was suggested that the Howick Community Centre Bartender be contacted to see if his certification is current since this training must be updated every 5 years.

Report – Items to be discussed

Community Complex Items:

1. What are the plans for replacement of the ice machine?

Mr. Skillen noted that so far the Olympia ice machine is working fairly well, but it is over 30 years old. He added that newer models have features that enable staff to make a much better ice surface. Funding set aside in last year’s budget for purchase of an ice machine was diverted to pay for the unexpected replacement of the chiller.

This will be taken into consideration during budget discussions, and Mr. Skillen was instructed to investigate pricing on an appropriate unit.

2. Is safety netting for the stands side of the ice surface approved for installation?

Council agreed that installation of netting should be undertaken as a ‘risk management’ action, and Mr. Skillen was asked to obtain price quotes for provision and installation.

3. Are there plans to replace any tables and chairs for the auditorium?

Mr. Skillen advised that there are approximately 30 tables and 270 chairs in the auditorium. Council directed Mr. Skillen to get price quotes on tables and chairs.

Mr. Skillen added that, at present, the tables and chairs are “stored” in the coat room and that proper storage is needed upstairs. Other work needed in the auditorium includes repairs around the windows, janitorial storage, and enclosure of the bar area.

4. What is the agreement with Lacrosse regarding the usage of the Food Booth?

Minutes of the Council meeting attended by a delegation from the Lacrosse organization were retrieved for reference. Former Recreation/Facilities Supervisor Watt’s letter to the lacrosse representative advised that the “*floor rental charge is \$42.80 per hour*”, and referring to the concession booth he suggested that “*we may be open to the possibility of renting it out to your organization*”. Mr. Watt clarified that he offered that suggestion as a possible fundraising venture (in lieu of a rental rate reduction) but that he had not worked out the details of how that might be done. Council granted a reduction of the rental fee to \$32.00 per hour for summer use of the arena floor, and it was noted that “*further consideration will be given to the booth proposal*”. During further discussion about allowing the organization use of the food booth, concerns were expressed about safety and liability issues regarding proper operation and maintenance of equipment, safe food handling, and access control. It was generally conceded that it would not be feasible to allow access to the booth, and that the rental reduction was a sufficient concession.

Pool Items:

1. What is the status of the pool renovations?

PWC Wilson advised that he has received the updated specifications, which is a very lengthy document, and has not had sufficient time to give it a comprehensive review before calling for tenders. He hopes to have this done in the near future.

2. The ad will soon be appearing in the papers for the hiring of summer pool staff. Should pool staff wages be changed for this season?

Mr. Skillen will check into the pay rates for pool staff in surrounding municipalities and bring his recommendations to a future Council meeting.

Training:

1. Are there plans to send staff to Guelph for any of the O.R.F.A. professional development programs the week of April 27 – May 2?

MOTION #055/08 **Moved by Henhoeffter** **Seconded by Yungblut**
 THAT Howick Township Council hereby authorizes the Recreation/Facilities Supervisor to register the 4 Arena Attendants for the ORFA “Refrigeration Plan Room Entry” course at Guelph, and agrees to pay the registration fee of \$170.00 for each and any other costs associated with their attendance at this course. CARRIED

MOTION #056/08 **Moved by Yungblut** **Seconded by Versteeg**
 THAT Howick Township Council hereby authorizes the Recreation/Facilities Supervisor to register for the ORFA “Risk Management” course in Guelph, and agrees to pay the registration fee of \$680.00 and any other costs associated with his attendance at this course. CARRIED

Other Items:

Recreation Guide Booklet

(Administrative Assistant) Michele and I are planning to create a recreation guide booklet for Howick Township. We believe this would help keep people informed as to the programs and facilities we offer with the intent that we could increase participation and therefore usage of our facilities. Your thoughts on this would be greatly appreciated. Council agreed that this would be a beneficial venture.

Visual Staff Identification

Mr. Skillen advised that he would like to have something for staff at the facility to wear that readily identifies them as staff, such as a smock, vest or jacket.

PUBLIC WORKS CO-ORDINATOR’S REPORT

The following report as at February 29, 2008 was circulated in the Council package:

ROADS

SNOW PLOWING COSTS

The following table is a comparison in hours between the 2007 and 2008 seasons for the hired equipment.

Operator/ Owner	Dec 2006	Dec 2007	Jan 2007	Jan 2008	February 2007	February 2008
D’Arcey	34	96	68.5	81.5	112.5	81.5
Dickert	50.5	77	87.5	70.5	139	80
Metcalfe	12	24.8	19	27	79.75	43.5
Total Hours	96.5	197.8	175	179	331.25	205

Total from December 1st, 2006 to February 28th, 2007 was 602.75 hours
Total from December 1st, 2007 to February 29th, 2008 was 581.85 hours

Mr. Wilson added that the above hours are for hired contractors only, and that hours for Township equipment would be somewhat higher since a significant amount of ice blading has been required this winter.

GRAVEL RESURFACING

I would like to call tenders for 32,500 tonnes of maintenance gravel for 2008. Approximately 32,000 tonnes of gravel will be applied on the North side of Harriston road this year. 500 tonnes is for a small stockpile. Tenders will close on March 25th at 4:00 p.m. and will be opened at the Council meeting that night. Mr. Wilson noted that a change has been made in the division of coverage areas from an east-west split to a north-south split with County Highway 87 being the dividing line. This eliminates a potentially dangerous situation where vehicles travelling east/west on a packed gravel road suddenly come upon freshly spread loose gravel. Mr. Wilson also advised that he is hoping to secure a demonstration of a pulverizing machine which lifts and re-lays a gravel surface, similar to those that resurface an asphalt road.

MOTION #057/08 **Moved by Versteeg** **Seconded by Scott**
 THAT Howick Township Council hereby authorizes and directs the Public Works Co-ordinator to call tenders for the supplying, hauling and application of approximately 32,000 tonnes of gravel for Township roads, and for the supply of approximately 500 tonnes of stockpile gravel. **CARRIED**

GOUGH ROAD BRIDGE

I would like to permission to call tenders on the reconstruction of the Gough Road Bridge. Tenders would close on March 25th at 4:00 p.m. and will be opened at the Council meeting that night. This work was in the budget for last year but when the tender was advertised no contractors were available. The money budgeted for the work last year was transferred into a reserve account. The consulting engineer advised that the tender should allow some latitude on a completion date to give bidders a broader time frame within which the job may be undertaken.

MOTION #058/08 **Moved by Henhoeffler** **Seconded by Scott**
 THAT Howick Township Council hereby authorizes and directs the Public Works Co-ordinator to call tenders for the Gough Road Bridge reconstruction project. **CARRIED**

MUNICIPAL DATAWORKS

Ontario Good Roads Association is providing training sessions on this program. I would like permission for two Public Works Staff to be registered for the training in London, April 3rd. Information is attached.

MOTION #059/08 **Moved by Henhoeffer** **Seconded by Scott**
THAT Howick Township Council hereby authorizes the attendance of two Public Works Employees at the OGRA Municipal DataWorks Asset Management Training being held in London on April 3rd, 2008, and agrees to pay the registration fee of \$75.00 for each and any other costs associated with attendance at this training session. CARRIED

OGRA/ROMA CONFERENCE

Mr. Wilson presented a written report outlining the sessions he attended at the conference, including: Opening Session; 5-year Review of Minimum Maintenance Standards; Bridges; Association of Ontario Road Supervisors (AORS) Annual Meeting; Municipal Drains - Gains and Pains of Drains Explained; Ministers Forum; Michael J. Smithers Question Box Panel; Plenary Sessions; Trade Show.

BUILDING

YEAR-TO-DATE REPORT

Deputy Treasurer Brenda prepared the attached Report up to February 25th indicating Building Activity to date and a comparison to 2007.

PROPOSED BUILDING CODE AMENDMENTS

The Ministry is considering changes to the Building Code that would require fire sprinklers in certain buildings, implement re-inspection of existing on-site sewage systems and change or expand the requirements for area septic beds. Information is attached.

The Grey-Bruce Chapter of Building Officials will be commenting, with input from all members, on the proposed changes.

DRAINAGE

BRANCH "D", BOLTON MUNICIPAL DRAIN

A copy of the minutes of the site meeting is attached. I was expecting a Petition to be filed for Council to consider but it has not arrived.

DRAINAGE GRANT APPLICATION

The application for maintenance and the cost of employing a Drainage Superintendent was filed with the Ministry last week. (Information only)

PLANNING AND DEVELOPMENT - NO REPORT

LANDFILL

GAS MONITOR

Wilbert Freeman, Perry White, Doug Chapman and I along with 3 Recreational Staff received training on the gas monitor two weeks ago. The unit is now in use at the landfill and the arena.

TREASURY REPORT

Deputy Treasurer Weishar provided the following report circulated in the Council package:

2008 Financial Reports

Financial Reports for the date ending January 31st 2008 are included for the General Accounts and for the Howick Community Centre.

Health Information

Our representative from Mosey and Mosey (Sunlife Benefits) has sent information that may be of interest to everyone:

- A Doctor Search Service for anyone having difficulty finding a family Doctor - we are also going to post this information on our Web Site
- Public Health Body Bulletin, Earth Hour, and Nutrition Month - these items have all been share by the Grey Bruce Public Health Unit to our group.

Summer Student – Funding Application

The Application for Student funding was sent to Service Canada this week.

the County of Huron, and other lower-tier municipalities in Huron. Deputy Treasurer Weishar spoke with him about how he might assist Howick. (NB. See Treasury Report)

AMCTO Training Session – Vital Statistics

AMCTO is offering a one-day workshop (see information attached) about Vital Statistics data (births, deaths, marriage), the closest session being held on May 14th at the Town of Blue Mountains. The registration fee is \$189.00 (GST included) May I have authorization to attend?

MOTION #060/08

Moved by Yungblut

Seconded by Scott

THAT Howick Township Council hereby authorizes the attendance of Clerk Johnson at the AMCTO 'Vital Statistics' training workshop being presented in the Town of Blue Mountains on May 14th, 2008, and agrees to pay the registration fee of \$189.00 (GST Included) and any other costs associated with attendance at this training session.

CARRIED

Closed Session Items

- Organizational Review: NB - please bring binders and "Action Plan" forms
- Minutes of the closed session held February 19th
- By-Law Enforcement Officer's Report

CORRESPONDENCE Requiring Council Action

1. **Toronto Mayor David Miller** – Inviting participation in "Earth Hour" on March 29th when lights will be turned off from 8:00 pm to 9:00 pm. As requested, enclosed is further information about what we can do to participate in this event. Howick Township is registered as an interested municipality, which means they will be sending us more information about the event.

Council instructed that the information be posted on the Township website to inform residents of the event.

2. **Paul Dulmage, Mayor, Town of Carleton Place** – seeking input on how municipalities can ensure that the Provincial government follows through on promises to increase OMPF grants.
Noted and discussed. Action: File
3. **Goderich Signal Star 'Focus' Publication** – asking for participation (sponsorship) in a special publication about 'Canadian Agriculture Safety Week' March 12-28. RSVP Mar.10th.
Noted and discussed. Action: File
4. **RJ Burnside Client Appreciation Night** – RSVP is requested by March 19th. Please advise if you plan to attend, and if you will be curling.

ADDENDA

5. **Barbara Leamen, County Clerk** – invitation to Clerk and Council to attend the April 2nd County Council Session. RSVP requested by April 2nd. Reeve Demaray added that the local MP and MPP will be attending this session.

Councillors Scott and Versteeg declared their intention to attend.

6. **Huron County Municipal Officers Association** – Agenda and invitation to Council members and municipal officials to attend the Annual Meeting on Friday, April 11th at the Brussels, Morris, Grey Community Centre. The Annual Membership Fee of \$50.00 and the Annual Meeting Registration fee of \$20.00 per person, are payable by March 31st. A resolution is required to authorize payment of the Membership and registrations.

MOTION #061/08

Moved by Yungblut

Seconded by Versteeg

THAT Howick Township Council hereby authorizes payment of the Annual Membership fee of \$50.00 to the Huron County Municipal Officers' Association (HCMOA) for the year 2008, AND FURTHER THAT Howick Council authorizes the following Council members/staff to attend the 2008 Annual Meeting of the HCMOA being held in Brussels on April 11th, 2008, and agrees to pay the registration fee of \$20.00 each and any other costs associated with their attendance at this event: Reeve Demaray; Councillors Henhoeffter and Versteeg.

CARRIED

MUNICIPAL RESOLUTIONS

1. **Amherstburg, Town of** – requesting the Provincial government to provide necessary funding for costs of lead testing for municipal drinking water. Noted and discussed. Action: File
2. **Milton, Town of** – recommending the following to the Minister of Natural Resources to effect improvement of rehabilitation of aggregate pits/quarries:
 - Review the role of security deposits for pit rehabilitation.

- Re-instate security deposits.
 - Review the roles of OSSGA and TOARC regarding rehabilitation and security deposits, and determine if the roles are in the public good and effective for promoting rehabilitation. Noted and discussed. Action: File
3. **Newmarket, Town of** – requesting that the Premier of Ontario take action to eliminate the misuse of disabled parking permits and spaces. Noted and discussed. Action: File
7. **Niagara Region** – calling on the Federal government to amend Bill C-22 to provide Ontarians with a fair share of seats in the House of Commons. Noted and discussed. Action: File
8. **Woodstock, City of** – requesting the Province of Ontario to eliminate tax capping and replace it with an equitable system based on current values assessment.

MOTION #062/08 **Moved by Yungblut** **Seconded by Versteeg**
 THAT Howick Township Council received and discussed at this meeting the resolution from the City of Woodstock requesting the Province of Ontario to eliminate tax capping and replace it with an equitable system based on current values assessment, and Howick Council hereby resolves to SUPPORT the resolution from the City of Woodstock. CARRIED

PRESENTATION OF ACCOUNTS

The listing of Accounts Payable for March 4th, 2008 was circulated in the Council package.

MOTION #063/08 **Moved by Scott** **Seconded by Henhoeffer**
 THAT Howick Township Council hereby authorizes payment of accounts in the amount of **\$104,277.80** under date March 4th, 2008 as cheques #6716 to #6764 inclusive, as presented and discussed at the Regular Council meeting held March 4, 2008. CARRIED

BY-LAWS - none

COMMITTEE REPORTS

Belmore Community Centre Board - next meeting March 17th

County of Huron - next meeting of County Council March 5th

Reeve Demaray reported that:

- He attended a meeting last week in Seaforth. During discussions regarding provincial grants all agreed and conveyed the message that the grants should be given to municipalities equitably and unconditionally.
- He attended a meeting last Friday at the Huron County Health Unit, which was an orientation for new staff and committee.
- He attended the Huron Federation of Agriculture “Member of Parliament” meeting last Saturday in Clinton. Farm commodity groups are lobbying to have produce labeled “Product of Canada”.

Huron County Farm and Home Safety – next meeting March 13th

Minutes of the February 7th meeting were circulated in the Council package.

Maitland Valley Conservation Authority (MVCA)

The following information was included in the Council package:

- Report of Directors Attendance at Authority Meetings for 2007
- Chairman’s letter outlining 2008 Priorities, Budget and Levy Request

Each Council member also received a copy of the ‘*Conservation Update*’ February 2008 containing the following information:

- MVCA Mission statement and Key Facts about Conservation Authorities
- 2007 MVCA Accomplishments and 2008 MVCA Priorities
- Draft 2008 Budget Summary and Levy Schedule

Councillor Versteeg pointed out that the increase in Howick’s levy is reflective of Howick’s increase in assessment.

Road Watch Huron

ADDENDA

- Draft Minutes of the February 20th Road Watch meeting
- Copy of the Road Watch Huron “Evaluation Findings” report

Councillor Henhoeffler touched briefly on the Evaluation Report, noting that the Drop Box program has not been effective, with poor public participation and a negative public image. As a result, that program component will be excluded, and Road Watch will focus on education and awareness of road safety. With the limited budget available it is necessary to identify and focus on a target audience (ie. youth, seniors, etc).

At the next meeting, to be held in April, the Committee will study the direction they wish to pursue. Howick Council members were asked to review the Evaluation Report and bring input and suggestions to the next Council meeting to assist the Committee in their deliberations.

Saugeen Valley Conservation Authority (SVCA)

The following information was included in the Council package:

- Report (Feb. 24, 2008) from Director Carl Zettel regarding budget deliberations
- Copy of resolution to be presented to Minister of Natural Resources at the OGRA/ROMA conference regarding funding shortfalls for Conservation Authorities
- Copy of letter to County of Bruce Planning Department in response to an application for Zoning By-Law Amendment {Sitler – Municipality of South Bruce (Culross)}

Source Water Protection (SWP)

The following information was circulated in the Council package:

Ausable Bayfield Maitland Valley – response from Cathie Brown regarding March 6th ‘Terms of Reference’ meeting, noting that there may be information presented that was not discussed at the Municipal Working Group meeting.

Saugeen, Grey Sauble, Northern Bruce Peninsula – Minutes of SPC Meeting #1, Nov. 27th

Wheels Away - next meeting March 12th

Wingham Area Fire Board

A copy of a sample Joint Fire Agreement was provided in the Council package.

It was noted that the sample Agreement is suited for purchasing fire protection from another municipality, and would not be appropriate for the needs of a joint board.

ADDENDA - The following were provided at the Council Meeting:

- Information (dated February 29, 2008) from Fire Protection Advisor James Zimmerman in response to questions concerning the Wingham Area Fire Board relative to a joint agreement, and organizational changes and enhanced training within the fire department for succession planning purposes.
- A revised 2008 Draft Budget, with a request that Council review the information and advise the Treasurer of any comments prior to the next Board meeting.

It was noted that the only change from previous budget information received at the last Council meeting was incorporation of the 2007 surplus to offset expenses. No comments or changes to the draft budget were proposed.

CLOSED SESSION

MOTION #064/08

Moved by Scott

Seconded by Versteeg

THAT Howick Township Council at this time (9:33 pm) closes this portion of the March 4th, 2008 Regular Council meeting in accordance with the *Municipal Act, 2001, Section 239 (2) (b), (d), (e)* to deal with employee matters, employee negotiations, and/or litigation matters. **CARRIED**

Matters Discussed in Closed Session

- Minutes of February 19th, 2008 Closed Session (approved by Resolution #065/08)
- Organizational Review
- By-Law Enforcement

MOTION #066/08

Moved by Henhoeffler

Seconded by Versteeg

THAT Howick Township Council now re-opens the March 4th, 2008 Regular Council meeting to the public at this time (9:43 pm). **CARRIED**

CORRESPONDENCE FOR INFORMATION ONLY

a) Association of Municipalities of Ontario (AMO)

- i. Alert #08-006 – Federal Liberals promise infrastructure money
- ii. Alert #08-007 – Province reviewing over 450 applications for MIII funding
- iii. Alert #08-008 – Premier announces additional MIII funding
- iv. Alert #08-009 – Federal Budget makes Gas Tax permanent
- v. AMO / LAS – Electricity newsflash Spring 2008

- b) **Paul Steckle, MP** - update 'Your Future - Your Choice'
- c) **Ministry of Community Safety & Correctional Services**
 - i. Acknowledging Howick's completion of 2007 Emergency Management program
 - ii. Instructions for completing program for 2008
- d) **Federation of Canadian Municipalities** – Gas Tax transfer permanent
- e) **Ontario Ombudsman** – directing Province to change laws to prevent legal aid fiascos.
- f) **Western Ontario Wardens' Caucus** – update re. Farm Tax Rebate issue.
- g) **Association of Municipalities of Ontario (AMCTO)** – Legislative Updates Feb. 20, 27
- h) **Huron Tourism (HTA)**
 - i. Invitation to HTA Meeting and Stewardship presentation March 5th, 7:00 pm at Goderich Museum
 - ii. Agenda for March 5th meeting and Minutes of December 6, 2007 meeting
 - iii. Huron Tourism News – Feb.-March, 2008

The above correspondence was noted. Action: File

ADJOURNMENT

MOTION #067/08 **Moved by Henhoeffter** **Seconded by Yungblut**
 THAT Howick Township Council now adjourns the March 4th, 2008 Regular Meeting of Howick Township Council at 11:20 p.m., with Council to meet again at the Special Meeting scheduled for March 11th, 2008 at 7:00 p.m., or at the call of the Chair. CARRIED

REEVE

CLERK