

TOWNSHIP OF HOWICK
REGULAR COUNCIL MEETING
TUESDAY, MAY 20TH, 2008 AT 7:00 P.M.
AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS

MINUTES

Attendance:

Council Members

Max Demaray, Reeve	Andrea Yungblut, Deputy Reeve
Linda Henhoeffler, Councillor	Randy Scott, Councillor
Art Versteeg, Councillor	

Staff

Mark Farinha, Treasurer/Tax Collector	Wray Wilson, Public Works Co-ordinator
Brenda Weishar, Deputy Treasurer	Bruce Skillen, Recreation/Facilities Supervisor
Michele Bennett, Administrative Assistant	

Other

Alan Reed, BDO Dunwoody Chartered Accountants & Consultants
Elaine Bohnert, BDO Dunwoody Chartered Accountants & Consultants
Peter King, Fordwich Village Management; & Fordwich Park

CALL TO ORDER

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

DELEGATION OF DUTIES

Michele Bennett, Administrative Assistant has been delegated to perform the duties of Clerk, as described in the *Ontario Municipal Act, Section 228(1)(a)-(b)*.

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 the Minutes of the May 6th, 2008 Regular Council Meeting was circulated in the Council package.

MOTION #147/08	Moved by Scott	Seconded by Versteeg
THAT Howick Township Council hereby approves the minutes of the Regular Council Meeting held on May 6th, 2008, as circulated.		
		CARRIED

A draft of the Minutes of the May 13th, 2008 Special Council Meeting was circulated in the Council package.

MOTION #148/08	Moved by Versteeg	Seconded by Scott
THAT Howick Township Council hereby approves the minutes of the Special Council Meeting held on May 13th, 2008, as circulated.		
		CARRIED

A draft of the Minutes of the May 15th, 2008 Special Council Meeting was circulated in the Council package.

MOTION #149/08	Moved by Versteeg	Seconded by Henhoeffler
THAT Howick Township Council hereby approves the minutes of the Special Council Meeting held on May 15 th , 2008, as circulated.		
		CARRIED

DELEGATIONS

Alan Reed & Elaine Bohnert, BDO Dunwoody, Municipal Auditor

Mr. Reed began with a review of the Auditor's Report, stating an Audit was conducted and completed. Consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Township of Howick as at December 31, 2007 and the results of its financial activities and changes in financial position for the year then ended in accordance with Canadian generally accepted accounting principals.

Mr. Reed provided copies of his "Overview of 2007 Financial Statements for Presentation to Council", and reviewed the overview in conjunction with the draft financial statements, covering the following details:

- Consolidated Statement of Financial Position (including assets, liabilities, reserves)
- Consolidated Statement of Financial Activities
- Schedule of Current Fund Operations
- Schedule of Capital Fund Operations
- Statement of Trust Funds (Cemeteries)
- Notes to Financial Statements

In "Other Matters", he noted that as part of the audit, accounting systems and procedures are reviewed, and deficiencies or recommendations are reported to management. Matters of a serious nature would be reported directly to Council. For 2007, some minor issues were discussed with the Deputy Treasurer.

Mr. Reed expressed thanks to the Deputy Treasurer and staff for their assistance and co-operation during the audit process.

Mr. Reed then responded to questions, noting that:

- With regards to the Reciprocal Insurance Exchange during the year ended December 31, 2007, no assessment of costs was made.
- Mr. Reed noted no significant change in the 2007 audit from the 2006.

MOTION #150/08

Moved by Henhoeffler

Seconded by Yungblut

THAT Howick Township Council hereby receives and accepts the Financial Statements of the Corporation of the Township of Howick for the year 2007, as prepared by the Corporation's Auditor BDO Dunwoody and presented at this meeting by Alan Reed, CA. CARRIED

Reeve Demaray thanked Mr. Reed and Ms. Bohnert for their presentation. Mr. Reed and Ms. Bohnert left the meeting at 7:20.

Peter King, Fordwich Village Management & Fordwich Park Board

Business Directory Sign

Fordwich Village Management would like to put a business directory sign on the corner of Old Mill Street and Mary Street in Fordwich, showing people where to find local business and to assist in the promotion of products and services. Mr. King presented Council with a copy of what the proposed sign would look like. Mr. King asked if Council would be interested in placing a sign on the business directory.

Councillor Scott inquired as to who is responsible for upkeep. Mr. King explained that the Fordwich Village Management would look after the upkeep including the roof over the sign.

The sign will face Patrick St. on an angle so that it can be seen when you are traveling both ways on Patrick St. Village Management will complete a retaining wall. Each individual sign is approximately 15 x 23 inches on which to place your sign number, name, logo, street address, phone number etc. The cost to each business is the placement of name and logo on the sign. Fordwich Village Management will put the finished sign on the advertising board.

No decision was made by Council at this time and could be reconsidered at a later date.

Fordwich Parks Board

Mr. Peter King presented Council with a detailed financial outlook of expenses and projected income for Minor Baseball. Currently 4 teams are registered and 2 T-Ball teams. Currently needed are diamond upgrades, stone dust for diamonds, equipment for all teams, balls, bats, catcher’s masks, chest protectors, shin pads, First Aid Kits, instant cold packs, scorekeeping books, uniforms, lining cost and umpiring costs. These expenses do not include playoffs.

Total startup cost for 2008 is approximately \$7743.84. Projected income is approximately \$4800.00 thus leaving a shortfall of \$2943.84. Mr. King is asking for a donation from the township to keep Minor Ball going. It is a great way to keep children active and healthy. Mr. King has received donations from other ball teams and the Howick Optimist Club. Other forms of fundraising are underway including a community garage sale.

Mr. King noted expenses are for the park and the main diamond. Mr. King has inquired about quotes to redo fence, player’s benches and uniforms. Efforts to generate additional funds are made through the rental of the park pavilion.

Mr. King expressed the children participating are coming from all areas. It is very important to keep this park and ball team operational.

Council asked Mr. King the amount of donation in which he was requesting. Mr. King noted that any donation would be helpful and appreciated.

Reeve Demaray thanked Mr. King for the information provided. A decision will be considered at a later date once Council has had an opportunity to review the 2008 Budget which is scheduled for Tuesday May 27th.

Mr. King thanked Council and left the meeting at 7:40.

COUNCILLOR’S ISSUES

Howick Optimist Club-Bike Rodeo

Councillor Versteeg wished to discuss further the request from the Howick Optimist Club.

At the regular Council meeting of April 1st, 2008, Tim Wylie along with another member of the Optimist Club discussed with Council the rental rates charged for their use of the Howick Community Centre and request that Council grant the Optimist Club special rental rates for events such as the annual Lottery/Dance, Recreational Hockey Tournament and annual Bike Rodeo.

Councillor Versteeg suggested perhaps a donation be given with regards to the Howick Optimist Bike Rodeo.

The Howick Optimist Bike Rodeo should be considered as a preventative safety venue much like fire safety and internet safety. Councillor Versteeg requested Council to consider a donation towards the bike rodeo.

Council agreed with Councillor Versteeg. A donation will be given to the Howick Optimist Club Bike Rodeo.

MOTION #151/08	Moved by Versteeg	Seconded by Scott
THAT Howick Township Council hereby donates \$150.00 to the Howick Optimist Club to sponsor their annual Bike Rodeo		CARRIED

RECREATION/FACILITIES SUPERVISOR’S REPORT

Aquatic Staff Step Increase

Mr. Skillen, Recreation/Facilities Supervisor recommended a one step increase for the 2008 aquatics staff from their 2007 position.

Head Guard-	Step 5	2 new 1 st year Guards-	Step 2
Assistant Head Guard-	Step 4	2, 1 st year LIT’s-	Minimum Wage
2 experienced Guards-	Step 4		

Council agreed with Mr. Skillen’s recommendation.

MOTION #152/08	Moved by Scott	Seconded by Yungblut
<p>THAT Howick Township Council hereby authorizes the Recreation/Facilities Supervisor to employ the following persons to staff the Howick Community Swimming Pool for the 2008 season, at the indicated rates of pay on the 2008 Seasonal Staff Pay Grid:</p>		
<p>Ansley Edgar, Head Guard – Step 5 Caitlin Edgar, Assistant Head Guard – Step 4 Jenna Strong, Lifeguard/Instructor – Step 4 Mitch Shaw, Lifeguard/Instructor – Step 4</p>	<p>Stephanie Watson, 1st Year Lifeguard/Instructor – Step 2 Graham Scholl, 1st Year Lifeguard/Instructor – Step 2 Ivory Van Veen, 1st year Lifeguard-in-training – Min. Wage Matt Kerr, 1st Year Lifeguard-in-training – Min. Wage</p>	
<p>CARRIED</p>		

Aquatic Staff Swimsuits

Mr. Skillen, Recreation/Facilities Supervisor has also recommended that all pool staff should be provided with a swimsuit embossed with the lifeguard logo and an appropriate sun cover up. The budget would allow for this extra cost and Howick Lifeguards need to be easily identifiable as stated under Section 17 of the Public Pools Regulation. This should be a one time purchase per staff member due to the fact that we have a short pool season. Returning staff would be expected to keep the swimsuit from one season to the next. After discussion, Council agreed to this request stating the importance of public safety.

MOTION #153/08	Moved by Scott	Seconded by Henhoeffer
<p>THAT Howick Township Council hereby authorizes the purchase of one swimsuit and one sun cover attire for each of the Howick Swimming Pool staff.</p>		
<p>CARRIED</p>		

Gorrie Pool

The Gorrie Pool opening has been completed as of today May 20th. The opening went well but unfortunately the heat pump is not working. Rintoul’s Pools & Spas in going to take a look at the unit and have it assessed. Hopefully this is a minor issue. Mr. Skillen will provide an update.

Auditorium Interior Windows

Mr. Skillen requested direction from Council with regards the Auditorium interior windows. The windows are in need of repair. Mr. Skillen has received one quote at this time. Council directed Mr. Skillen to follow the procurement policy. Further quotes are needed.

CPR & 1st Aid Training

Mr. Skillen and Ms. Bennett, Administrative Assistant informed Council that CPR and 1st aid training is scheduled to take place in June with hopes to include WHIMIS.

O.R.F.A.

Mr. Skillen attended the O.R.F.A. training course on Building Management. Topics covered included budgeting, building codes, roofing, painting and air quality. Mr. Skillen thanked Council for the opportunity to improve his knowledge and skills.

Lacrosse

Mr. Skillen noted that Lacrosse at the arena is going very well.

PUBLIC WORKS CO-ORDINATOR’S REPORT – No Report

OTHER

ADDENDA

The owner of a property in Gorrie requests permission to excavate across Albert Street North in Gorrie in order to install a hydro service connection.

Mr. Wilson, Public Works Co-ordinator needs to take a look at the property before a decision can be made.

TREASURY REPORT

The following report was circulated in the Council package:

Draft Financial Statements

Copies of the Draft Financial Statements from BDO were enclosed in Council packages.

Financial Reports

Financial reports for period ending April 30th, 2008 were enclosed in Council packages for the Howick Community Centre, Howick Pool and General.

Tax Week

Taxes are due on Friday May 23rd.

Mark Farinha

Mr. Mark Farinha started his new position as Treasurer today May 20th. Brenda Weishar, Deputy Treasurer has prepared/provided a significant amount of information for Mr. Farinha’s review. Deputy Treasurer Weishar welcomed Mr. Farinah to Howick Township.

2008 Dog Tags

416 dog tags have been sold to date and 8 Kennel Licences, generating revenues of \$9175.00. An expense of approximately \$1000.00 is spent to provide tags therefore generating a significant income.

2008 Budget

The Deputy Treasurer asked if Council had any questions with regards to the 2008 Budget.

Councillor Scott inquired as to why an extra surplus is evident at this time. Deputy Treasurer Weishar stated some projects are still incomplete. Policing costs still need to be considered along with the completion of the organizational review and new Fire Truck purchase.

Further discussion regarding the 2008 Budget is scheduled for Tuesday May 27, 2008.

CLERKS REPORT

The following report as at May 16th and copies of related information were circulated in the Council package:

Treasurer-Tax Collector

By-Law No. 10-2008 is enclosed to appoint Mr. Mark Farinha to the position of Treasurer-Tax Collector, and to authorize the Reeve and the Clerk to enter into an Employment Agreement with Mr. Farinha.

Completion of Probationary Term

Recreation/Facilities Supervisor Bruce Skillen has completed his 6-month probationary term of employment, and his performance evaluation was completed by Reeve Demaray and Deputy Treasurer Weishar. It is recommended that Mr. Skillen be appointed to Regular Staff by a resolution of Council.

MOTION #154/08	Moved by Scott	Seconded by Yungblut
THAT Howick Township Council hereby authorizes the appointment of Bruce Skillen to regular full-time staff in the position of Recreation/Facilities Supervisor effective May 12, 2008.		
CARRIED		

Fire Protection and Prevention

The “Public Education” initiative – mailing of information brochures – has been completed, and a letter sent (see copy attached) to Mr. O’Halloran, Office of the Fire Marshall. I am hopeful that this will now bring us into “compliance”. Although the Wingham Area Fire Board purchased the flyers for us (see invoice attached), I felt it would be appropriate for us to pay a portion of the cost for the flyers that went to the Minto coverage area, and this would also identify and verify, to the satisfaction of Mr. O’Halloran, the cost directly associated with the Minto coverage area. Request Council approve this expenditure by resolution.

MOTION #155/08	Moved by Yungblut	Seconded by Scott
THAT Howick Township Council authorizes payment to the Wingham Area Fire Board a portion of the cost of Fire Safety Pamphlets purchased for coverage area, said portion to be 20% of the total invoice of \$1238.71 in the amount of \$247.74.		
CARRIED		

Sale of Land

Subsequent to Council’s acceptance of an offer to purchase a Township-owned residential lot on McLaughlin Street in Wroxeter, By-Law No. 11-2008 has been prepared to authorize the conveyance of the parcel. The By-Law and required documentation will be forwarded to the Solicitor with instructions to proceed with the transaction.

PSAB 3150 – Agreement with KPMG

Mr. Betik from KPMG has provided an Agreement for providing ‘Project Management and Facilitation’ services to the Township relative to implementation of PSAB 3150 ‘Tangible Capital Assets’ requirements. By-Law No. 12-2008 has been prepared to authorize entering into the Agreement.

Closed Session Items

- Minutes of the closed session held May 6, 2008
- Organizational Review - Pay Grids (By-Law No. 08-2008 to adopt Pay Grids enclosed)

CORRESPONDENCE Requiring Council Action

1. **Association of Municipalities of Ontario (AMO)**
 - Alert No. 08/022 – Province Solar Task Force seeking input on solar hot water systems
 - FYI No. 08/006 – request for expressions of interest in participating in Blue Box Recycling Training implementation.
2. **Minister Responsible for Seniors** – requesting proclamation of June as Seniors’ Month

MOTION #156/08	Moved by Scott	Seconded by Yungblut
THAT Howick Township Council hereby proclaims the month of June, 2008 Seniors Month in the Township of Howick and encourages all citizens to recognize and celebrate the accomplishments of our Seniors.		
		CARRIED

3. **Huron County Planning**
 - a. Community Matters Conference – additional information enclosed –
Registration deadline is May 21st

MOTION #157/08	Moved by Versteeg	Seconded by Henhoeffler
THAT Howick Township Council authorizes the following to attend the “Community Matters” conference being held at the BMG Community Centre in Brussels on May 28 & 29 th , 2008, and agrees to pay the fee of \$50.00 per person/per table, and any other costs associated with attendance at this event: Councillor Randy Scott to attend Wednesday May 28, 2008.		

RESOLUTIONS

Sudbury Mine, Mill & Smelter – C.A.W. Local 598 – requesting the Provincial government to amend the Ontario Health and Safety Act to include a personal safety clause that would offer protection from emotional or psychological harm as well as physical harm in the workplace.

PRESENTATION OF ACCOUNTS

The listing of Accounts Payable for May 20th, 2008 was circulated in the Council package.

MOTION #158/08	Moved by Versteeg	Seconded by Yungblut
THAT Howick Township Council hereby authorizes payment of accounts in the amount of \$68,594.27 under date May 20th, 2008 as cheques #6934 to #6974 inclusive, as presented and discussed at the Regular Council meeting held May 20th, 2008.		
		CARRIED

BY-LAWS

By-Law No. 08-2008 – Establish Pay Rates for Permanent Staff

MOTION #159/08	Moved by Versteeg	Seconded by Scott
THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 08-2008, being a by-law to establish rates of pay for the permanent full-time and part-time employees of the Township of Howick for the year 2008.		
CARRIED		

By-Law No. 10-2008 – Appoint Treasurer-Tax Collector

MOTION #160/08	Moved by Scott	Seconded by Yungblut
THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 10-2008, being a by-law to appoint a Treasurer-Tax Collector for the Township of Howick.		
CARRIED		

By-Law No. 11-2008 – Sale of Land

MOTION #161/08	Moved by Versteeg	Seconded by Henhoeffter
THAT Howick Township Council gives first, second and third and final reading to By-Law No.11-2008, being a by-law to authorize the conveyance of land owned by the Corporation (Part Lots 65 & 66, Plan 318, Village of Wroxeter).		
CARRIED		

By-Law No. 12-2008 – Agreement with KPMG (PSAB 3150)

MOTION #162/08	Moved by Henhoeffter	Seconded by Versteeg
THAT Howick Township Council gives first, second and third and final reading to By-Law No.12-2008, being a by-law to authorize entering into an Agreement with KPMG Chartered Accounts to provide services to assist with implementation of PSAB 3150, Tangible Capital Assets.		
CARRIED		

COMMITTEE REPORTS

Belmore Community Centre Board - no report

County of Huron - next meeting June 4th

County Council met today.

A new Heart & Stroke Centre in Seaforth is under construction.

Huron County Farm and Home Safety

- More safety signs are being purchased and placed on higher traffic paved roads in areas of the County.

Maitland Valley Conservation Authority (MVCA) - no report

Road Watch Huron

- Meeting held on May 14th
- Focusing on two areas of concern; Speeding and ATV Safety. Two committees have been formed. Councillor Henhoeffter reported for the Speeding committee.
- In partnership with the O.P.P., an electronic speeding sign will be placed in Howick Township in June with hopes to deter speeding, street racing and traffic offences in Huron County.
- Road watch is responsible for this sign and placement.

Saugeen Valley Conservation Authority (SVCA) - No report

MVCA Source Water Protection (SWP)

Deputy Reeve Yungblut's report from May 9th Municipal Subcommittee Meeting enclosed in Council package.

Wheels Away - next meeting May 22nd

Wingham Area Fire Board - enclosed in Council package

- Minutes of the Wednesday March 12th, 2008
- May 14th Accounts Payable
- Chief's Report March & April
- Financial Report to March 31st
- Misc. information from Teeswater & Mildmay

CLOSED SESSION

MOTION #163/08	Moved by Scott	Seconded by Yungblut
THAT Howick Township Council at this time (9:10 pm) closes this portion of the May 20th, 2008 Regular Council meeting in accordance with the <i>Municipal Act, 2001, Section 239 (2)(a), (b), (c), (d), (e)</i> to deal with employee matters, employee negotiations.		
CARRIED		

Matters Discussed in Closed Session

- Minutes of May 6th, 2008 Closed Session (approved by Resolution #164/08)
- Minutes of May 15th 2008 Closed Session (approved by Resolution #165/08)
- Organizational Review-Pay Grids

MOTION #166/08	Moved by Scott	Seconded by Yungblut
THAT Howick Township Council now re-opens the May 20th, 2008 Regular Council meeting to the public at this time (9:15 pm).		
CARRIED		

CORRESPONDENCE FOR INFORMATION ONLY

- a) **Premier of Ontario** – response to our Resolution supporting Parks & Recreation Ontario
- b) **Ministry of Community Safety & Correctional Services** – reminder of obligation to complete mandatory emergency management program for 2008.
- c) **Ministry of Transportation** – copy of letter to Morris-Turnberry regarding Gas Tax Funds
- d) **Municipal Property Assessment Corp** – reduced Education tax rate for commercial / industrial new construction
- e) **Ontario Power Generation** – Semi-annual performance report (available, not included)
- f) **Huron County Health Unit** – Huron County Beach information

CORRESPONDENCE forwarded via E-Mail (May 7 - 16) (No copies attached)

Huron Business Development Corp – Better Business Seminar “Do They See What You See”

Huron Tourism Association

- Goderich Co-op Gallery – Jerry McDonnell photography: *Studies in Black and White*
- Alert from Travel Industry – US Customs can inspect and seize laptop computers
- HTA Evening at Huron Country Playhouse – Reception and “My Fair Lady”: June 11th
- Goderich Little Theatre – 60th Anniversary reunion May 30-Jun 1 includes Show & Dinner

The above correspondence was noted. Action: File

ADJOURNMENT

MOTION #167/08	Moved by Versteeg	Seconded by Henhoeffter
THAT Howick Township Council now adjourns the May 20th, 2008 Regular Meeting of Howick Township Council at 9:25 p.m., with Council to meet again at the Special Council Meeting scheduled for May 27 th , 2008 at 7:00 p.m., or at the call of the Chair.		
CARRIED		

REEVE

CLERK