

TOWNSHIP OF HOWICK
REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 18th, 2008 AT 7:00 P.M.
AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS

MINUTES

Attendance:

Council Members

Max Demaray, Reeve

Linda Henhoeffler, Councillor

Andrea Yungblut, Deputy Reeve

Art Versteeg, Councillor

Staff

Ronna Lee Johnson, Clerk

Wray Wilson, Public Works Co-ordinator

Mark Farinha, Treasurer/Tax Collector

Delegations

OPP Sgt. Dino Tsitomeneas; OPP Detachment Commander Dan Grant

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 November 4th was circulated in the Council package. Reeve Demaray advised of an error on page 8, 'Committee Reports', 'County of Huron', paragraph 2, which should read "... application for grant of \$1.2 million from Build Canada" (not Bell Canada).

MOTION #327/08

Moved by Yungblut

Seconded by Versteeg

THAT Howick Township Council hereby approves the minutes of the Regular Council Meeting held on November 4th, 2008, as amended.

CARRIED

DELEGATION

Ontario Provincial Police (OPP) - The Huron Group Municipal Policing Proposal

Reeve Demaray welcomed OPP Sgt. Dino Tsitomeneas and Goderich Detachment Commander Dan Grant, who were in attendance to answer questions about a proposal, requested by a group of 8 Huron municipalities, for providing policing services under a 'Huron Group Policing Contract'. (Copies of the proposal and costing estimates included in the Treasurer's Report for reference).

Sgt. Tsitomeneas provided an update on the status of the Huron Group proposal, noting that it is important to finalize the contract by December 15th, 2008 in order to obtain a cost-saving benefit in the current cost projections, which include the 2003 formula for estimating 'Other Direct Operating Expenses' (ODOE) (ODOE comprises about 15% of total cost estimate). After that date, the ODOE formula will be updated and these costs will increase significantly. While this proposal was constructed to include 8 Huron municipalities, if the number of participants changes the proposal will need to be revised and re-costed accordingly. Any municipality wishing to withdraw from participation in the Group and continue with non-contract policing service may do so, but ODOE costs would be at the increased 2008 formula rates. The option to form smaller contract groups is also a possibility.

With a contract, the Group is required (per *Police Services Act*) to form a Police Services Board. He explained the purpose and composition of such a Board, noting the size of Board required is determined by the population served – for a contract group with a population under 25,000, a 3-member Board would suffice. Although not all municipalities in the Group would have a

seat on the Board, they would still have opportunity for input. The cost of operating the Police Services Board is separate from and not included in the OPP's proposal estimates.

Sgt. Tsitomeneas noted that Howick currently receives policing services on a non-contract basis under *Section 5.1 of the Police Services Act* (which provides a basic standard of OPP service). With a contract, the Group determines the extent and range of services desired, and the OPP is responsible to fulfill the requirements. He pointed out that the contract is between the municipal group and the Ministry (Community Safety and Correctional Services) with OPP being the service provider. The Group must determine which municipality will be responsible for contract administration, and how policing costs will be apportioned. Costs for services are levied by one billing to the Group, and the Group must determine an equitable means of apportioning the costs to the municipal members (ie. based on usage, population, or assessment).

Reviewing the '*Costing Summary*' Sgt. Tsitomeneas pointed out that '*Salaries and Benefits*' estimates (comprising about 85% of total cost estimate) are calculated using the top wage rate for all staff, whereas costs are billed at actual staff pay rates (not all staff are at top pay rate). Wage increases for 2009 are projected to be about 3%, but that cost increase should be offset by the inflated estimates included in the Summary. He explained that costs for municipalities receiving non-contract policing services sometimes fluctuate dramatically due to the impact of "Provincial Services Usage" – when Officers are seconded from one jurisdiction to assist with a significant event in another (ie. Caledonia; Murders in Exeter area). In such instances, a municipality may be billed for extra services received, or credited for loss of service capability. Under contract, OPP are mandated to provide the contracted services and Provincial Service Usage is reciprocal, thus cost levels are more consistent.

Commander Grant explained that one advantage to the OPP for providing services under a group contract is the ability to determine staffing requirements and increase staffing levels to meet the policing needs of the Group. Over the long term, recorded usage experience of a larger, contract group could justify the need for added personnel.

In summary, Sgt. Tsitomeneas listed the following as benefits of contracting for services:

- Availability of enhanced services
- Municipal By-Law enforcement
- Eligibility for certain grant funding
- More consistent costs over the 5-year term

He noted that Howick's policing requirements have been fairly consistent over recent years, and costs relatively stable. A municipality may terminate participation in the Group after the 5-year term, or, it is his understanding that it may withdraw earlier by giving 1-year's notice.

Reeve Demaray thanked the Officers for answering Council's questions and clarifying the information in the proposal.

The Commander and Sergeant left the Council meeting at this time (7:50 pm).

COUNCILLORS' ISSUES

Complaints

Deputy Reeve Yungblut reported receiving the following complaints:

- Resident operating a dog kennel in the village

This issue is addressed in the Clerk's Report.

- Snow plow depositing snow in front of bank building in Fordwich

The Public Works Co-ordinator will investigate.

Wroxeter Christmas Parade

Reeve Demaray noted the parade will be held Saturday, November 29th and asked if the Township would submit an entry, such as was done last year with equipment from the Public Works Department. Council agreed to participate only if someone from Public Works is willing to donate his time to drive one of the machines. Mr. Wilson will ask for a volunteer.

Production of "What's Happening in Howick?"

Reeve Demaray spoke with Ms. Feldskov about how Howick Council might assist her with the production and distribution of the newsletter. After some discussion, it was decided that Ms. Feldskov be consulted about the various suggestions and options identified, to get her views as to what would be most beneficial to her.

ADDENDUM

Report on Ontario West Municipal Conference

Councillor Versteeg provided a written report of the Conference, which he attended on November 7th in London.

TREASURER'S REPORT

The following report was circulated in the Council package:

Policing Costs-OPP (Documentation attached)

The OPP has submitted their costs for the next 5 years. The Force also gave a presentation to Huron CAOs and Treasurers on Nov 5th, 2008. The Reeve and I attended this session and a copy of the presentation is attached.

If we sign a group agreement before Dec 15/08 our 5 year cost will be \$298K (\$24K or 9% higher than 2008). Costs are based on OPP 2003 Formula.

After Dec 15th the cost is \$318K (\$44K or 16% higher than 2008). Costs here are based on OPP 2008 Formula.

Howick's share is based on the 4.5% usage provided by the OPP. Future costs under both scenarios exclude potential credits for 2008 which will be available in March 2009. Past years credits were \$34K for 2007 and \$64K for 2006.

There are savings of \$20K annually if we sign a Huron Group contract before Dec 15th.

Considerations:

- There seems to be no contract with the OPP right now.
- A Police Board must be set up for Huron Group. Howick must share these costs which are presently unknown and thus not in the above numbers. Our expense would be higher than shown.
- Goderich will not be a part of the Group. They will have a separate contract.
- Contract must be signed by Dec 15th or the cost goes up - see formula sheet attached.
- Howick share based on usage (4.5%). Howick population and assessment proportion in Huron County is 7.4% and 5.5%. Cost sharing on these bases will be more expensive.
- CAOs and Treasurers to decide how costs will be shared. This process could be long and inconclusive.
- As Treasurer I will attend these meetings and advise Council of the outcome.
- We should consider having a separate contract with the OPP for \$298K per year. We can save money, avoid Police Board Costs, avoid debates about how costs will be shared.
- Without a contract we could have cost spikes due to increased investigative services.

Treasurer Farinha reviewed his cost analysis, showing proposed contract costing up to December 15th, 2008 (using the 2003 ODOE formula) compared to costs after that date. After considerable discussion of benefits and options, it was decided that Treasurer Farinha and Reeve Demaray will attend the next meeting of the Huron Group (being held tomorrow), to get further information to assist Council in reaching a decision at the next Council meeting.

Investments

Our cash in bank balances are as follows:

-2003	\$565,000
-2004	\$894,000
-2005	\$749,000
-2006	\$773,000
-2007	\$1,348,000
-2008	\$1,792,000

The Finance Department would like to place \$600,000 in a 1-year GIC with CIBC.

This is close to the 2003 balance

\$600K represents 1/3 of our existing balance. \$600K is the amount of our credit line (ie. our hedge). The GIC will earn an effective 2.75% for the year. We now earn about 2.3 % p/a. Rates may decline further due to the credit "crisis". Over the 1-year period we will earn \$3K more in interest income. It is wise to maintain free cash for operations and the Fire Board situation. I will review the fixed investment position through 2009 and adjust to our benefit.

After discussion, including the current state of the economy and the impact on property assessment values, reduced government grant funding, possibility of reducing the OSIFA loan without penalty, and other investment options, it was the consensus that action be deferred to give the Treasurer an opportunity to further research and compare the options.

Receivable Amount Owing (Documentation attached)

A local retailer owes \$655 for Garbage Tags going back to May 2008. He ignores all requests for payment. A letter was hand delivered to him demanding payment by Friday.

Council Donations (Documentation attached)

In my past experience in Municipal Finance, it seems to me that organizations request donations annually and expect to receive same almost as a right. Ultimately, as time passes some of these organizations actually budget for donations as a matter of course. Without due

care, Municipalities can find themselves accommodating not only regulars but everyone else who feels an entitlement due to precedent.

Happily, Howick is not yet in this position. However many other Municipalities have found themselves in this quicksand. The Town of Orangeville requires a detailed questionnaire (as attached) be filled out by organizations looking for Council financial help.

Will Howick's Council consider using a similar questionnaire for future donations?

Council agreed that the concept is good, but the sample questionnaire is more detailed and complex than necessary. The Treasurer will revise and simplify the documents.

Library Deficit (Library Budget by account attached)

Huron County gives us \$4,500 in Grants toward Library Expenses (\$375 per month). Costs for 2008 amount to \$23,368. The shortfall of \$18,868 is covered by Township Tax Levy. Each \$10,000 affects the Levy by .87%. Library effect is thus 1.74%. It is unreasonable that the County pays just 19% of the cost of this facility. Howick's population as a % of the County's is 7.5%. Would Council consider asking the County for a Grant of 92.5% of annual expenses. This amounts to \$21,615 or \$17,115 more per year.

Although Council agreed that the stipend should be increased, it was pointed out that it is the municipality's responsibility to provide the facility, and the duty of the County Library is provision of library services (staff, shelving, books, equipment, etc.). Thus, the financing costs of the building cannot be assigned to the County. Council directed the Treasurer to contact the County Librarian for an explanation as to how the payment of \$4,500. was determined and if it might be increased.

Risk Mitigation for Township Volunteers

At the last Council meeting Councillor Scott raised the issue of Township liability for volunteers. The suggested procedure is:

- Approve a By-Law listing all the volunteers.
- Set up a mandatory training program in workplace safety for volunteers (First Aid, Workplace Safety, Propane Tanks, Confined Spaces etc)
- Volunteers not on the By-Law are not allowed to work on the premises.
- Volunteers who refuse to attend training courses should be struck from the Bylaw and not be allowed to work in any capacity on the premises
- Volunteers should not be directed to operate machinery or perform tasks for which they have not been fully trained. For example, a volunteer operating the concession booth should not operate the zamboni if the operator is absent.

Presently, we approve a By-Law every year. (Copy of By-Law for 2008 provided). However it should be noted that the BCC did not respond to our request for a list of volunteers and Board members. Township staff had been in contact with BCC since November 6, 2007 in this regard, without success. I understand that rather than delay the By-Law (passed June 2008), Township staff used the list from the old By-Law. This was better than nothing and Township staff discharged their responsibility as quickly and responsibly as they could. However, due to non-response from BCC, some of the names on By-Law may well be inaccurate.

Recently, a volunteer fell into a hole and was injured. To the best of my knowledge no formal report was filed with WSIB, neither have I seen anything submitted to the Township. Failure to file an injury report with WSIB results in a penalty. It also puts the Township at additional risk from undocumented accidents because a minor injury could lead to later major complications with attached major liabilities.

BCC must operate with due regard to Council Approved Policies, accepted business practices and in compliance with the law. Risk can be identified and policies and procedures put in place to mitigate same. However if present practices persist, risk is not reduced but increased. In addition to the Township being exposed to legal liability, it is also possible for Council and volunteer Board members to be personally, financially liable. This personal liability could be exercised either directly (as a personal lawsuit) or indirectly as a lever to extract a greater settlement from the Township in the event of an issue

I am asking Council to require BCC Board to plan and implement good business practices and provide all necessary safety training and education thus reducing or eliminating the risk of personal injury and the risk of potential heavy legal liability.

Since Council's representative on the Belmore Community Centre Board (Councillor Scott) was absent, Council agreed that he should be apprised of this information, and then further discussion of these matters undertaken with the Chairman of the Board.

Financial Statements & Records (BCC)

We have received these for the period January to October, 2008. Staff thanks Council Members for their help with this. However, the information is incomplete. The Deputy Treasurer has spent the last two days trying to organize the information provided.

Quotes for Annual Audit (Documentation attached)

Only 3 firms responded to our request for a quote. Copies of these were distributed to Council members. The attached analysis indicates Vodden Seebach Bender provided the lowest quote at \$93,900 for the 5 year period or an average of \$18,780 per year all inclusive. We provided \$31,000 in the 2008 Budget in anticipation of BDO Dunwoody continuing to be our auditor. The quote from Vodden Seebach Bender represents a \$12,000 saving per annum or 1% of the tax levy. Staff recommends the audit contract be awarded to Vodden Seebach Bender for a 5-year term. Treasurer Farinha added that this Firm has also handled the transition from BDO for other Huron municipalities without difficulty.

MOTION #328/08	Moved by Versteeg	Seconded by Yungblut
THAT Howick Township Council hereby accepts the submitted bid from the firm of Vodden Bender Seebach to provide accounting and audit services to the Township for a term of five years at the quoted price of \$93,900.00 (plus applicable taxes).		
		CARRIED

CIBC Credit Line Renewal (Documentation attached)

This needs to be renewed every year and a By-Law is passed every January. The agreement for the upcoming year has been returned to the Bank for modification and better terms.

ADDENDUM

Provincial Grant Received

Treasurer Farinha reported that the Infrastructure funding of about \$330,000. has been received and transferred to reserves for future designation.

PUBLIC WORKS CO-ORDINATOR'S REPORT

The following report as at November 14th was circulated in the Council package:

ROADS

PUBLIC WORKS STAFF OPERATIONS

- Malcolm Line is complete except for some touch up in the spring
- Fall grading operations continues but is difficult because the wet weather
- Plow equipment on all units

911 INTERSECTION SIGNS

We have noticed a significant increase in the number of intersections signs that have been stolen. Last week 9 signs had to be replaced. The cost was over \$600.00 plus labour.

BUILDING - NO REPORT

DRAINAGE - NO REPORT

PLANNING AND DEVELOPMENT - NO REPORT

LANDFILL

STEWARDSHIP ONTARIO

We received a cheque for \$826.95 from Stewardship Ontario. Mr. Wilson speculated that this funding may be reduced in future due to the diversion of LCBO containers, which are now refundable.

CORRESPONDENCE (Information only)

- AORS Training Program (Mr. Wilson noted that the training programs are improved, and more are offered locally, but have become more expensive).
- R.J. Burnside – Andy McBride's Retirement
- MOE – Correspondence regarding the 2007 Annual Report, Howick Landfill Site

CLERKS REPORT

The following report as at November 14th and copies of supporting information were circulated in the Council package:

Emergency Management

Morris-Turnberry – Evacuation Shelter at Belmore Community Centre

Councillor Scott will be contacted to determine if the Belmore Community Centre Board approved Morris-Turnberry's request to use that facility as an evacuation shelter.

ADDENDA

Emergency Management Program Committee Meeting

Clerk Johnson advised that due to a conflict, as a result of recent scheduling of a meeting with the *Huron Group* regarding the Policing Contract, the Program Committee meeting scheduled for Nov. 19th will need to be re-scheduled. It will be held on Friday, December 5th at 9:00 am.

Morris-Turnberry Emergency Exercise

An invitation has been extended to attend Morris-Turnberry’s exercise being held on Nov. 28th.

MOTION #329/08 **Moved by Yungblut** **Seconded by Versteeg**
THAT Howick Township Council hereby authorizes the attendance of the following at the Morris-Turnberry Emergency Management Training Exercise on Nov. 28th and agrees to pay the cost of attendance at this session: Reeve Demaray; Clerk Johnson. CARRIED

Emergency Information Officer Training

Clerk Johnson advised that while reviewing and updating the Township’s Emergency Plan, it was noted that the Treasurer is named in the Plan as the “Media Co-ordinator”, and as such he would benefit from the upcoming training course.

MOTION #330/08 **Moved by Yungblut** **Seconded by Versteeg**
THAT Howick Township Council hereby authorizes the attendance of Treasurer Farinha at the *Emergency Information Officer* training session in Clinton on November 27th, and agrees to pay the \$15.00 registration and any other costs associated with his attendance at this event. CARRIED

Animal Control

A recent complaint regarding operation of a dog kennel in one of the villages has prompted discussion about restricting the number of dogs an owner would be allowed to have in the residential areas. Although we did not issue a kennel licence to the dog owners, the present by-law does not restrict the number of dogs they may have (copy of by-law attached). The Clerk was instructed to research other municipal by-laws for similar provisions.

Planning Matters

1. Claire Dodds is on the Agenda for the December 16th Council meeting to give her report on research findings regarding lot creation and surplus severances in agricultural areas.
2. Joyce Wilson will also attend the December 16th meeting to review any last minute items concerning the Official Plan / Zoning By-Law in preparation for the Public Meeting on Dec. 18th.
3. Cindy Fisher, Senior Planner, has sent a copy of a book for our archives entitled “*Historic Streetscapes of Huron County*” written and illustrated by a former Huron County Planner (see copy of letter attached: Book available for viewing).

CORRESPONDENCE Requiring Council Action

1. **Huron County Clerk, Barbara Leamen** – Invitation to Clerk and Council to attend the Warden’s Election, Inaugural Session of Council and reception on Dec. 3rd at 1:00 pm.

MOTION #331/08 **Moved by Versteeg** **Seconded by Henhoeffter**
THAT Howick Township Council hereby authorizes the attendance of the following at the County of Huron Warden’s Election, Inaugural Session of Council, and Reception being held in Goderich at 1:00 pm on Wednesday, December 3rd, 2008, and agrees to pay the costs associated with attendance at this event: Treasurer Farinha: Deputy Reeve Yungblut. CARRIED

2. **Coalition for Huron Injury Prevention (CHIP)** – invitation to Clerk and Council to attend a community stakeholder meeting on Nov. 27th at the Health Unit Clinton to discuss an action plan for initiatives to prevent injuries and deaths. RSVP requested by Nov. 21st.

MOTION #332/08 **Moved by Versteeg** **Seconded by Yungblut**
THAT Howick Township Council hereby authorizes the attendance of the following at the Community meeting of the *Coalition for Huron Injury Prevention (CHIP)* being held in Clinton on Thursday, November 27th at 6:30 pm, and agrees to pay the costs associated with attendance at this meeting: Reeve Demaray; Clerk Johnson. CARRIED

3. **Dayna Lambier, Howick Central School** – Complaint regarding 2 incidents at Howick Community Centre - while sitting in her car she was approached by a Council member asking if she “had a problem”. Ms. Lambier is requesting Council’s permission to park her vehicle at the arena during her lunch break.

Councillor Henhoeffler (who lives across the road from the arena) apologized for the misunderstanding that occurred as a result of her questioning Ms. Lambier as to why she was sitting in the parking lot. She advised that she has written a letter of apology to Ms. Lambier. The incident was discussed with Mr. Skillen, Recreation/Facilities Supervisor, who has confirmed that he has no problem with Ms. Lambier’s use of the parking lot.

The Clerk was instructed to send a letter of response to Ms. Lambier.

ADDENDUM

Ontario Good Roads Association

Report of the Nominating Committee for the Annual Meeting in February, 2009. Any further nominations must be received no later than December 19th, 2008.

MUNICIPAL RESOLUTIONS - none

Closed Session Items

- Minutes of the closed session held November 4th, 2008
- By-Law Enforcement Officer’s Report
- Personnel matter
- Legal matter

PRESENTATION OF ACCOUNTS

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

MOTION #333/08

Moved by Henhoeffler

Seconded by Yungblut

THAT Howick Township Council hereby authorizes payment of accounts in the amount of **\$79,049.15** under date November 18, 2008 as cheques #7479 to #7534 inclusive, as presented and discussed at the Regular Council meeting held November 18th, 2008.

CARRIED

BY-LAWS - None

COMMITTEE REPORTS

Belmore Community Centre Board - No report

Coalition for Huron Injury Prevention (CHIP)

Councillor Henhoeffler reported that the electronic speed monitor sign is out in the County, recently sited in Blyth, and coming to Howick November 20th and 21st.

County of Huron

Reeve Demaray reported:

- Attended Committee of the Whole meeting held today
- Two candidates are vying for the Warden’s seat – Election will be held December 3rd.
- The County is offering to “partner” with lower tier municipalities to erect signage at municipal boundaries throughout the County.

Huron County Farm and Home Safety

Councillor Versteeg reported he was please to have the opportunity to attend the regional conference in Mount Elgin, where presentations included:

- Farming industry now regulated by Ministry of Labour
- Fire Safety education directed at Seniors

Mr. Versteeg noted with interest that the Mount Elgin Firefighters presenting the Fire Safety information are farmers, as are most of the members of their Fire Department.

Maitland Valley Conservation Authority (MVCA) - next meeting November 19th

Councillor Versteeg reported that MVCA anticipates a levy increase of 11% for 2009, mainly to accommodate the wage adjustments.

Saugeen Valley Conservation Authority (SVCA) - No report

MVCA Source Water Protection (SWP)

Deputy Reeve Yungblut’s written report of the November 13th Committee Meeting was circulated in the Council package.

SVCA Source Water Protection (SWP) - No report

Wheels Away - no report

Wingham Area Fire Board

Reeve Demaray and Deputy Reeve Yungblut reported:

- The aerial truck has serious mechanical problems
- An “Employer Appreciation” Open House (for employers of firefighters) is being planned for April 9, 2009
- Only one quote was returned in response to requests for quotes for appraising the assets of the Fire Board. A proper *Request for Proposal* is to be drafted and sent out, and quotes will be reviewed at the next Board meeting on Dec. 10th.
- Representatives felt they did not receive any further information when they attended the North Huron Fire Services meeting. Historical financial data was provided, but no cost projections for future plans. An Organization Chart outlining proposed North Huron Fire Services was also provided, which did not include the Gorrie satellite fire station.
- North Huron is demanding written responses from participating municipalities by December 31st declaring what their intentions are regarding the Fire Board.
- Morris-Turnberry would like to meet again with Howick Council for further discussion, and will be setting a meeting date as soon as possible.

CLOSED SESSION

MOTION #334/08	Moved by Henhoeffler	Seconded by Yungblut
THAT Howick Township Council at this time (10:52 pm) closes this portion of the Nov. 18 th , 2008 Regular Council meeting in accordance with the <i>Municipal Act, 2001, Section 239 (2)(a), (b), (c), (d), (e)</i> to deal with personal, employee, and legal matters.		
CARRIED		

Matters Discussed in Closed Session

- Minutes of November 4th, 2008 Closed Session (approved by Resolution #335/08)
- By-Law Enforcement Officer’s Report
- Personnel Matters
- Legal Matter

MOTION #336/08	Moved by Versteeg	Seconded by Yungblut
THAT Howick Township Council hereby moves to extend the November 18th, 2008 Regular Council Meeting beyond the curfew time of 11:00 pm in order to complete the business on the agenda.		
CARRIED		

MOTION #337/08	Moved by Henhoeffler	Seconded by Versteeg
THAT Howick Township Council now re-opens the Nov. 18th, 2008 Regular Council meeting to the public at this time (11:19 pm).		
CARRIED		

Personnel Matter – Treasurer to Regular Staff

MOTION #338/08	Moved by Yungblut	Seconded by Versteeg
THAT Howick Township Council accepts the report of Reeve Demaray and Deputy Reeve Yungblut regarding Treasurer Farinha’s successful completion of the six-month probationary term of employment and favourable performance evaluation, and hereby confirms and authorizes that he be awarded the status of regular, full-time employee at the salary rate indicated on the 2008 Pay Grid at Step 8.		
CARRIED		

CORRESPONDENCE FOR INFORMATION ONLY (Copies included)

- Association of Municipalities of Ontario (AMO)**
 - Alert No.08/51 – Seeking comment on *Paper on Poverty Reduction*
 - FYI No.08/016 – 2007 Federal Funding Annual Expenditure Report (on line at www.amo.on.ca)
 - AMO/LAS FYI No.08/006 – Seeking volunteer municipal staff to join “Advisory Group” for Energy Management Benchmarking Project
 - AMO/LAS – Schedule of Town Hall Sessions to Inform about LAS programs and services
- Ministry of Education** – seeking nominations for *Premier’s Awards for Teaching Excellence*
- Ministry of Municipal Affairs & Housing / Finance / Energy & Infrastructure** – Allocation of *Investing in Ontario Act* capital grants, and criteria for use and reporting thereof.
- Ministry of Health** – processing Health Card applications in Listowel Dec. 11th & 17th
- Ontario Hospital Association** – seminar *Preparing Your Business of Public Health Risks*

- f) **Frank Cowan Company** – News & Views bulletin, Fall 2008
- g) **Town & Country Support Services** – information about services provided
- h) **R.J. Burnside & Associates** – announcing retirement of Andy McBride on Dec. 31st. 2008
- i) **Fordwich & Community Parks Assoc.** – Christmas Dinner & Dance Dec. 13th at H.C.C.

CORRESPONDENCE forwarded via E-Mail (Nov. 3 - 14) (No copies attached)

1. **Association of Municipalities of Ontario (AMO)**
 - FYI No. 08/015 – *Celebrate Ontario* funding available to communities for festivals & events
 - FYI No. 08/017 – Canadian Sport Tourism Alliance workshops ‘*Partnering to Compete*’
 - Alert No.08/052 – Information from Federation of Canadian Municipalities (FCM) re. Court rulings concerning Federal Payments In Lieu of Taxes to municipalities
2. **Ministry of Municipal Affairs & Housing**
 - Copy of letters to municipality re. *Investing in Ontario Act*
3. **Partnerships for Health** – Nov. 2008 Bulletin, Vol. 1 Issue 4
4. **Health Force Ontario** – e-mail Bulletin
5. **Infrastructure News** – Nov. 2008 e-mail Bulletin
6. **Ontario Backflow Prevention Assoc.** – 2008 Annual Conference, Concord ON, Nov. 12th
7. **211 Central East Ontario** – 211 Service expands to Muskoka
8. **Ontario Property & Environmental Rights Alliance** – Endangered Species vs Municipal Drains
9. **Huron Business Development Corp**
 - Better Business Seminar “*Beyond a Logo*” Nov. 13th in Seaforth
10. **Huron Tourism**
 - ‘*Christmas in the Country*’ Studio Tour Nov. 8th & 9th in Howick and area
 - Huron Historical Society - invitation to Nov. 20th dinner & meeting – Speaker Narcisse Cantin
 - Christmas in Bayfield 2008 – Schedule of events
 - Huron Planning & Development Department moving to Assessment Office on Nov. 18th
 - Beechwood Pottery (east of Seaforth) 33rd Annual Christmas Show and Sale Nov. 15th & 16th
 - Bayfield Optimist Club ‘*Homes for the Holiday*’ tour Nov. 15th & 16th
 - Woodley’s Country Shop in Howick ‘*Customer Appreciation Sale*’ Nov. 21, 22, 23

The above correspondence was noted. Action: File

ADJOURNMENT

MOTION #339/08 **Moved by Henhoeffler** **Seconded by Versteeg**
 THAT Howick Township Council now adjourns the November 18th, 2008 Regular Meeting of Howick Township Council at 11:22 p.m., with Council to meet again at the Regular Council Meeting scheduled for Tuesday, December 2nd, 2008 at 7:00 p.m., or at the call of the Chair. CARRIED

 REEVE

 CLERK