

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

MINUTES

Attendance:

Council Members

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

Staff

Arlene Parker, Administrator-Treasurer
Ronna Lee Johnson, Clerk
Wray Wilson, Public Works Co-ordinator

Delegation

Arend Baumgarten; William Raynard, Driftwood Beach Park
Joyce Wilson, 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

Draft minutes of the August 14th Regular Council Meeting and the Public Meeting of August 14th, 2007, were circulated in the Council package.

MOTION #223/07

Moved by Versteeg

Seconded by Henhoeffler

THAT Howick Township Council hereby approves, as circulated, the minutes of the Regular Council Meeting held on August 14th, 2007, and the Public Meeting held August 14th, 2007 to consider a proposed amendment to the Zoning By-Law.

CARRIED

DELEGATIONS

Arend Baumgarten – Driftwood Beach Park Development

Mr. Baumgarten was in attendance to bring the new Council up to date and answer any questions about his proposal to expand development on his property to include a 60-unit year-round residential retirement village. Providing an enlarged air photo of the property, he pointed out the existing campground development, and the site of the proposed village, which when complete will significantly increase tax revenues to the Township.

Water and septic systems are already installed, and he is presently working with Union Gas to bring a line from Clifford, which will also be available to anyone along that route.

Planner Joyce Wilson noted that Mr. Baumgarten's application for Official Plan and Zoning By-Law amendments (submitted last year), which are required in order to permit year-round residential use in the Recreational area, has been on hold pending receipt of additional information including comments from the Ministry of Environment and Ministry of Natural Resources. In addition, with regard to the private water and septic systems, the Municipality and the developer are required to enter into a "Responsibility Agreement" that stipulates the municipality will assume responsibility for the systems in the event of any default on the part of the developer. Prior to entering into such an Agreement, the municipality must receive an Engineer's report and letter of compliance confirming that the systems have been properly constructed.

Mr. Baumgarten advised that, once the required studies are complete and details are finalized with respect to utilities, it is his hope to have 10 model units erected by late spring next year, adding that, if the plans for year-round residential use do not materialize, the units may be used for seasonal occupancy. Future plans for the site include a 9-hole golf course and a heliport.

Ms. Wilson briefly outlined the planning process from this point:

When the required studies and reports have been received, a second Public Meeting will be held to examine the information and ensure that concerns expressed at the first public meeting have been addressed. As well, the municipality must obtain the compliance audit for the water and septic systems.

Members of Council expressed their support of the planned development, Reeve Demaray thanked the gentlemen for the presentation, and the two delegates left the Council meeting at this time (7:25 pm).

In conclusion, PWC Wilson advised that it is necessary for Mr. Baumgarten to supply a good deal more information including a detailed development plan before the Official Plan and Zoning amendments can be approved. He also reiterated the importance of ensuring that the water and septic systems are well-engineered before the municipality enters into the required Responsibility Agreement.

COUNCILLOR'S ISSUES

Strategic Plan

Administrator-Treasurer Parker referred to information enclosed separately in the Council package relating to the strategic planning process, which had been forwarded by Joyce Wilson, Huron County Planner, and asked Ms. Wilson if she would briefly discuss the progress of the Plan.

Ms. Wilson noted that the table or chart included is the compilation of information gathered at previous meetings with Council and Staff, listing eight '*Key Areas*', the '*Goals*' identified for each of those areas, and the '*Objectives*' associated with each of the Goals. The next step in the process is to circulate this information to Council and staff, and with input from all, ultimately formulate the '*Action Plan*' for achieving the goals and objectives.

Ms. Parker advised that a general meeting of all staff is to be held in the near future, and the Strategic Plan information will be included on the agenda. Input from the staff meeting will then come to Council to assist in final determination of the '*Action Plan*'. Ms. Wilson added that County Planning staff would be happy to assist if necessary, but it is more appropriate that this step be completed as a local initiative.

Ms. Parker and PWC Wilson will, before next Council meeting, determine a date for the staff meeting, and thereafter, a date will be set for a meeting of Council to finalize the Action Plan. Reeve Demaray thanked Ms. Wilson for her assistance, and Ms. Wilson left the meeting at this time.

Housekeeping at Howick Community Centre

Councillor Henhoeffler reported a complaint from someone catering at the Howick Community Centre that a mouse and mouse droppings were found in the upstairs kitchen. The matter will be brought to the attention of the Facility Supervisor.

Horse Droppings on Village Streets

Councillor Henhoeffler advised that she has received further complaints about manure on the streets in Wroxeter.

During discussion it was noted that within the next week or two the bridge construction on County Road 87 at Wroxeter will be completed, and hopefully this will reduce the horse traffic through the village. The increased vehicular traffic in the village makes it much more difficult and dangerous for a Mennonite to stop his horse in order to clean up manure from the road. Clerk Johnson reported that she is awaiting a response from the Village Managers, who were asked to advise if they were in favour of having hitching rails and manure barrels placed in the village, and if so, to suggest an appropriate location for same.

The consensus was that once the Village Managers have responded, another letter will be sent to the Mennonite community advising of the decisions regarding hitching rails and manure barrels, and again requesting their co-operation in cleaning up manure from the village streets.

Damage at Brussels Pool

Reeve Demaray provided an update, reporting that the liner was temporarily patched for this season, but will need to be replaced next year at a cost of approximately \$10,000.00.

Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO)

Reeve Demaray read a letter from AMCTO describing the new Membership Service Recognition program and acknowledging Clerk Johnson’s 19 years of membership.

PUBLIC WORKS CO-ORDINATOR’S REPORT

The following report as at August 31st, 2007 was provided at the meeting:

ROADS

PAVING

The Murray Group plans on paving the area at the Public Works Yard this week and is scheduled to pave in Fordwich the week of September 10th to 14th.

GRASS/WEED CUTTING

The second round of cutting is now underway.

Quotations were received for the purchase of a roadside mower. Bids without tax were:

- Roberts Equipment – New Holland 615 - \$7,190.55
- Becker Equipment – Kuhn GMD 500 - **\$7,650.00**
- Midwestern Equipment – Vicon 217 - \$8,250.00
- McGavin Farm Equipment – New Holland 615 - \$8,697.00
 - Vicon 217 - \$8,397.00
 - Kuhn GMD 500 - \$8037.00
 - Lely 205 - \$8075.00
 - Kverneland 5420 - \$9,623.00

We have owned New Holland mowers before and although they were less expensive to purchase, they were very expensive to repair. Vicon mowers have worked well for us in the past. We have never operated a Kuhn mower but South-Bruce and Ashfield-Colbourne-Wawanosh are extremely happy with their operation. The Kuhn GMD 500 was purchased from Becker Equipment at the quoted price. We had budgeted \$13,500.00 for a boom type mower.

SNOW PLOW CONTRACTS

Our contracts with D’Arcey Sand and Gravel and with Bill Dickert expired at the end of March. Both these contractors are interested in plowing again this year. We are quite satisfied with the service received from D’Arcey and from Dickert.

Instead of calling tenders for plowing, I have asked them to give me a quote before September 18th, for the 2007- 2008 season. Those quotes would then be presented for acceptance by Council at the next meeting, if this is acceptable to Council. A change in the new contract will be that the Township will provide the fuel. This would eliminate the need for price adjustments based on fuel prices.

Mr. Wilson added that this was process followed two years ago, and the Procurement Policy provides for Council’s discretion in such instances. As has been experienced in the past, one problem with calling for public tenders and arbitrarily accepting the lowest bid often results in receiving the poorest service. In this instance, it is preferable to use good, reliable contractors. Council was in agreement with the proposal to accept quotes from the above contractors, and with the fuel arrangement.

TRUCK ROADEO

Ralph Metcalfe is to represent Huron County at the Provincial Truck Roadeo in Minden on September 12th. Would Council consider paying the expenses related to this event? This would consist of overnight accommodations (one night), meals and mileage.

MOTION #224/07	Moved by Scott	Seconded by Henhoeffler
THAT Howick Township Council hereby authorizes Public Works employee Ralph Metcalfe to attend and participate in the Provincial Truck Roadeo in Minden on September 12 th , 2007, and agrees to pay the costs of his attendance at this event.		
		CARRIED

Declaration of Pecuniary Interest

At this time Councillor Scott declared a pecuniary interest relative to the next item on the agenda, as he is an employee of the company involved.

HURON COUNTY EQUIPMENT AUCTION

At the last meeting, I advised Council of our intention to sell the Vicon Mower at this sale. Since then we have received an inquiry about purchasing the mower and an old on-way snow plow that is no longer used. A copy of the bid from Hyndman Transport is enclosed. Last year we received \$1,800.00 for the New Holland 615, but we had to pay 7% (\$126.00) commission and deliver the mower to Auburn. I would say the bid is a reasonable offer for both units.

MOTION #225/07**Moved by Yungblut****Seconded by Versteeg**

THAT Howick Township Council hereby authorizes the sale of one used Vicon Mower and one used one-way snow plow to Hyndman Transport (1972) Ltd. at the offered purchase price of \$2,000.00 plus any applicable taxes.

CARRIED**ROAD CROSSING**

The property owner would like permission to cross Toll Gate Line at Lot 15, Concession 7 with a tile drain. Mr. Kennedy has an outlet into a tile drainage system on the east side of the road. Typically authorization is granted in these circumstances subject to the owner assuming responsibility for the drain and assuming any liability arising from the installation.

MOTION #226/07**Moved by Henhoeffter****Seconded by Versteeg**

THAT Howick Township hereby gives permission to the owner of Lot 15, Concession 7, Township of Howick, to cross municipal sideroad 15 (Toll Gate Line) for the purpose of attaining outlet into a tile drainage system on the east side of the sideroad (Lot 16, Concession 7), AND THAT this authorization is subject to the owner of Lot 15, Concession 7 assuming all responsibility for the said drainage system and for any liability arising from the installation of same.

CARRIED**BUILDING**

Deputy Treasurer Weishar prepared the enclosed Report on building permit activity to the end of August, with a comparison to last year. The report shows 83 Building Permits issued, valued at \$8,307,600.00, with fees collected of \$35,155.96; 21 Septic System Permits valued at \$237,500., and fees of \$5,950.00; 2 Demolition Permits with fees of \$30.00.

DRAINAGE**COUNTY ROAD NO. 28 MUNICIPAL DRAIN**

A By-law to amend By-law 11-2007 is required. The final cost for this project, including allowances was \$76,740.35 which is \$1,459.65 below the Engineer's estimate. Engineer Bill Dietrich is preparing an amended schedule of assessments for the landowners. Invoices can then be sent to the landowners. (NOTE: See By-Law No. 32-2007)

JENSEN MUNICIPAL DRAIN

The tile replacement is complete on this drain but more work is required on the open drain. This will be completed after the owner of Lot 24, Concession 9 gets an underground hydro locate.

PLANNING AND DEVELOPMENT**AREND BAUMGARTEN - DRIFTWOOD BEACH PARK**

Mr. Baumgarten will be at the meeting along with Joyce Wilson, from the Planning Department, to bring Council up to date on his plans for development at Driftwood Beach. This process began with an application for an Official Plan Amendment and Zoning By-law Amendment in 2006. Copies of the Notice of Public Meeting and Joyce Wilson's Report from March of 2006 enclosed for information only. (NOTE: See 'Delegations' at beginning of meeting)

LANDFILL - NO REPORT**OTHER****LOT PRICES**

At the last meeting Council instructed staff to prepare a list of values of recently sold property to compare with lands currently owned by the Township. Deputy Treasurer Weishar prepared a report which will be provided to Council in closed session.

ADDENDUM**County Road 87 Bridge Construction**

Deputy Reeve Yungblut asked what will be done with the chunks of concrete that were removed during construction. PWC Wilson responded that he had discussed this with County personnel and advised them that they need to obtain clearance to dump the material.

ADMINISTRATOR-TREASURER'S REPORT

The following reports were circulated in the Council package:

Fordwich Hall Water Quality – deferred from August 14th meeting

PURPOSE: To receive direction from Council regarding water treatment.

BACKGROUND/

HISTORY: A report was presented to Council on August 14th regarding the continuing problems with the Fordwich Hall water quality. The Hall Board has requested that Council authorize staff to purchase and install an ultraviolet water treatment unit. Council directed that a request for a plan to address operating costs vs revenues be sent to the Hall Board. I provided a Board member with the resolution from Council and the report to Council. I have not received a reply from the Board as yet.

Ms. Parker added that she has spoken with members of the Hall Board, who advised that the Board will be holding a Community meeting on September 11th to discuss fundraising initiatives, and will attempt to recover the deficit.

As well, another adverse water test from this location was reported last week.

RECOMMENDATION: That Council provide a grant to purchase and install a UV water Treatment system at the Fordwich Hall. Ms. Parker noted that there are unspent dollars in the 'Donations' account.

MOTION #227/07

Moved by Scott

Seconded by Yungblut

THAT Howick Township Council hereby authorizes the purchase and installation of an ultraviolet water treatment unit at the Fordwich Community Hall.

CARRIED

ADDENDUM

Wroxeter Hall Water Test

Following up on a reported adverse test at the Wroxeter Community Hall, Ms. Parker advised that an error had been made at the lab, and in fact the Wroxeter Hall water was okay.

Revision to Workplace Health and Safety Policy and Program

This report was deferred pending a meeting of the Health and Safety Committee.

ORGANIZATIONAL REVIEW

PURPOSE: Reeve Demaray and Deputy Reeve Yungblut requested that the proposals be brought forward to this meeting.

BACKGROUND/ Council passed a motion on March 6, 2007 to prepare an RFP for:

HISTORY: A review of workflows and workloads; recommendations for job descriptions; review of staff salaries and Council remuneration; recommendations on a performance review program. An RFP was issued March 13, 2007 for an Organizational Review. Three proposals were received; a summary is attached.

Upon my review of the RFP, I noted that a Pay Equity review was eliminated from the motion and the RFP. Our last Pay Equity Plan was approved in December 1998. In order to be compliant with this legislation, pay equity must be maintained. It is most efficient to complete this exercise simultaneously with the organizational review. Also, I would suggest a short training session with myself on maintaining the plan so we can keep it up to date ourselves. (I have some previous experience with Pay Equity.)

I spoke to the firm with the lowest price quoted. I asked if there would be any changes to their quote and if the quote for adding Pay Equity is still current. We talked about the methodology of the market check – I asked if there would be any cost increase to develop 7 to 10 appropriate comparators and they indicated there would be no increase. I also asked about their recommendations for council/staff involvement in the process. They indicated that there are a number of options that they would present.

I thought their suggestion that a committee be struck to work with the consultant would be effective. Perhaps the committee could be comprised of 1 or 2 Councillors and myself and/or Wray. Any information with respect to job descriptions, job changes could be reviewed with me and Wray and any information with respect to Wray's or my position could be reviewed directly with Council. The final report would be presented to Council by the consultant for approval.

It would be most effective to start the review asap so any recommendations on changes that Council decides to proceed with can be included in budget deliberations for 2008. If the timing is much later than a September start, it will be difficult to complete the draft budget within Council's timeframe. Any job changes that are suggested may require additional training and/or staff which should be included in the draft budget for next year.

CONCLUSION/ SUMMARY: It would be advantageous to move forward with a long term plan to address organization structures/concerns.

RECOMMENDATION: That Council authorize the selection of Ward & Uptigrove as the provider of an organization review and to start immediately. That Council have the consultant present options regarding council/staff involvement at the next Council meeting.

A good deal of discussion ensued examining the value, pro's and con's of conducting an organizational review. It was noted that workloads have changed significantly in recent years (due to government downloading). One of the objectives listed in the Strategic Plan currently being formulated is to have "happy staff" by ensuring that workloads are properly distributed and that staff are paid fairly. This review process would aid in achieving those objectives. Funding for the Organizational Review was included in this year's budget, but not for the additional cost of a Pay Equity review. Ms. Parker noted that Pay Equity enforcement is complaint driven and that fines are levied for non-compliance, and suggested that perhaps she could take training that would enable her to maintain our Pay Equity plan. She will obtain more information in this regard.

MOTION #228/07 **Moved by Yungblut** **Seconded by Versteeg**
 THAT Howick Township Council awards to Ward & Uptigrove Human Resources Solutions the contract to provide an Organizational Review service as outlined in their proposal submitted March 30, 2007.
CARRIED

SOFTWARE FOR PSAB

PURPOSE: To report to Council options for software and request authorization to purchase.

BACKGROUND/ HISTORY: We will need a software application to capture and manage the data associated with recording our capital assets. I have identified three options: USTI Asset Maintenance, OGRA Municipal Dataworks and Public Sector Digest CityWide Tangible Assets. Following is a table of features, benefits and costs.

	USTI Asset Mtce.	OGRA MDW	PSD - CityWide
Focus	Accounting	Engineering	Hybrid
How delivered	Acct'g suite module	Web based	Web based
Link to existing acct'g software	Module to existing suite	Unknown as yet	Yes
Track WIP	Can track WIP auto through A/P module	No	No
Automation of Calcs	No	Unknown as yet	Yes
Asset Mgmt ability?	No	Yes – very comprehensive	Some – condition reporting
Reports	Download to analyze	Unknown	Download to analyze
Flexible	No segment, component ability	No general assets; very complete infrastructure	Segments, components
Capture replacement costs	No	No	Yes
Attach documents/images	Yes	No	Yes
Valuation/lifecycle info	No	Some	Yes
User friendly	Same as acct'g pkg	Lots of input required	Straightforward
Support	Yes	Unknown	Included – user forum
Multiple users	Fee per license	Unknown – should be	Yes - unlimited
Cost – one time	\$1430.00	Unknown	\$3950.00
Cost – implementation	None	Unknown	\$6000 less \$1000 (pilot)valuation/accounting support & data import
Cost – annual	\$210	Unknown	\$1495

CONCLUSION/

SUMMARY: The MDW application is very comprehensive from an engineering standpoint – for roads, bridges, water, sewer & transit. The components for facilities, equipment, fleet, parks, rec not yet developed. There is much information that we don't know yet about this software including costs and support.

The USTI module is an add-in to our financial software. It is adequate for the accounting function – it has no asset management functionality. It is designed to capture assets as they are purchased – it does not work very well for calculating historical costs and does not capture replacement costs. It is less flexible regarding how asset information can be classified – no ability to segment assets or record components. It doesn't seem to handle additions, disposals and writedowns. However, it is the least expensive option.

The CityWide application was developed for municipalities and PSAB compliance. It is a hybrid of the accounting functions of USTI and the engineering functions of MDW. The valuation / lifecycle portion is the most comprehensive of the three and it records replacement cost. The software accommodates additions, disposals and writedowns and records reserves. The Public Sector Digest has taken a project management approach; there is an implementation fee which includes valuation and accounting support as well as a user forum. Thiis could save some research time by utilizing others' practices and knowledge. We can participate in a pilot project (second round) where we will gain from sharing the experience with 6-10 others in the pilot. Although the upfront costs are the most expensive, the annual fees are reasonable.

RECOMMENDATION: That Council authorize the Reeve and me to sign the Project agreement to participate in the CityWide pilot project and to purchase the CityWide software application.

Administrator-Treasurer Parker answered additional questions to clarify the features and capabilities of each of the systems. It was suggested that Howick's capital assets data should be relatively uncomplicated, and that perhaps we could start with the less expensive system, and if necessary, upgrade to the more sophisticated system in the future.

MOTION #229/07	Moved by Scott	Seconded by Yungblut	
THAT Howick Township Council authorizes the Administrator-Treasurer to purchase the USTI Asset Management Maintenance package with the necessary Excel upload package.			CARRIED

JEPP PROJECT 2007-08

PURPOSE: To receive direction from Council regarding an application for JEPP funding.

BACKGROUND/

HISTORY: Applications for JEPP funding will be accepted until Nov 7, 2007. The funding decision will be made in April 2008.

We require an emergency generator for our Emergency Evacuation Centre, which is Howick Community Centre. We would purchase a mobile generator which could be transported to other locations when required. We need an electrician to do load testing to determine the appropriate size of generator. A generator is estimated at approximately \$27,000.00, installed. JEPP provides funding to a maximum of \$10,000 for generators.

ALTERNATIVES: There are other items we could request funding for, such as communications equipment, but a generator would be the priority.

FINANCIAL IMPLICATIONS: The cost of a generator in excess of the \$10,000 maximum funding would have to be funded from our own budget. The amount could be between \$17,000 and \$22,000. Once we input the application, we would be pretty well committed to proceeding with the project in 2008.

CONCLUSION/

SUMMARY: An emergency generator at our EEC is needed.

RECOMMENDATION: That Council approve submitting an application for JEPP funding for a mobile generator.

Ensuing discussion focused on the benefits of having a mobile unit in the Township, including the risk management aspect of ensuring that there is an adequately equipped emergency evacuation centre. Ms. Parker learned in discussion with the area Emergency Management Field Officer that multiple JEPP applications may be submitted, and his suggestion was to

submit one application for assistance with installation of wiring to accommodate a generator at both arena facilities, and another for the generator unit.

Council members agreed and instructed Ms. Parker to submit the applications.

CAPITAL PROJECTS

PURPOSE: To update Council on capital projects and request reallocation of funds.

**BACKGROUND/
HISTORY:** Three capital projects concerning the Howick Community Centre were approved in the 2007 budget. They are: purchase of an ice resurfacer, a compressor and to complete drainage work on the property.

Purchase ice resurfacer	\$54,000
Purchase & install compressor	35,000
Drainage work	<u>5,500</u>
Total	\$94,500

The drainage work totaled \$7,018.40 = \$1,518.40 over budget. (Budget number estimate only.)

Brad prepared and issued an RFQ for the purchase of the compressor. The quote from Black & McDonald was accepted in the amount of \$19,466.00 - \$15,534.00 less than budget. (Some parts from existing compressor are being reused.) However, we don't know if there will be additional costs once the old compressor is removed.

Brad has advised that used ice resurfacers are difficult to source and that a new ice resurfacer would be preferred. The estimated price of new is \$70,000.00. We would like to apply any unspent budget money from this years' capital projects to the reserve for a new ice resurfacer, without going over this years' approved capital budget.

ALTERNATIVES: We could apply any unspent capital dollars as a surplus to the 2008 capital budget.

**FINANCIAL
IMPLICATIONS:** The capital spending will be matched to the approved capital budget either through addition to the reserve or through a surplus carry forward.

**CONCLUSION/
SUMMARY:** The accumulated reserve for an ice resurfacer is very close to the price of a new resurfacer; a new resurfacer might be the only option based on the scarcity of used machines.

RECOMMENDATION: That Council approve applying any unspent capital dollars at year end to the reserve for an ice resurfacer.

MOTION #230/07	Moved by Versteeg	Seconded by Yungblut
THAT Howick Township Council authorizes the Administrator-Treasurer to reallocate any unspent 2007 recreation capital dollars toward the purchase of an ice resurfacer.		
		CARRIED

It was noted that efforts should continue in an attempt to locate a suitable used machine.

FINANCIAL INFORMATION FORMAT

PURPOSE: To receive feedback and direction regarding format for monthly financial reports.

**BACKGROUND/
HISTORY:** I circulated a sample format for monthly reports to Council. Can Council give me some ideas as to a preferred format, amount of detail etc?

**CONCLUSION/
SUMMARY:** A user-friendly financial report will help guide Council in their decision making.

RECOMMENDATION: n/a

Council members were in agreement that the sample format as presented was suitable.

MEETING REQUESTS

PURPOSE: To request decisions from Council on meeting requests.

**BACKGROUND/
HISTORY:** ONE Funds is a municipal pooled investment program operated by Local Authority Services (AMO) and CHUMS (MFOA.) An information session is being held Monday, September 24th in London at 9:00 a.m. I will be attending – would Council like to attend?

The Warden's Economic Development Task Force meeting will be held on Friday, Sept. 28th at the Health Unit in Clinton at 9:30 a.m. Huron Economic Development Matters is on the agenda. Would Council like to attend?

FINANCIAL

IMPLICATIONS: There is no cost for these sessions.

CONCLUSION/ SUMMARY:

Council and staff attendance at both these meetings would be beneficial.

RECOMMENDATION: That Council authorize a councillor to attend these meetings.

MOTION #321/07

Moved by Scott

Seconded by Yungblut

THAT Howick Township Council hereby authorizes the following to attend the Local Authority Services (LAS) "Meet and Greet" Information Session about 'ONE Funds' municipal investment program being held in London on Monday, September 24th, 2007, and agrees to pay the costs of attendance at this function: Arlene Parker CARRIED

MOTION #323/07

Moved by Versteeg

Seconded by Scott

THAT Howick Township Council hereby authorizes the following to attend the Huron County "Warden's Economic Development Task Force" meeting to be held on Friday, September 28, 2007 in Clinton, and agrees to pay the costs of attendance at this function: Arlene Parker CARRIED

POOL RENOVATION PROJECT – ONGOING PROGRAM

PURPOSE: To gain Council's approval to conduct additional activities to fundraise and raise awareness of pool project.

**BACKGROUND/
HISTORY:** The presentation from The Ontario Trillium Foundation on August 15th went very well. We had a great photo and article in the Wingham Advance Times. We would like to arrange a similar event for the Grand Re-Opening of the pool in July 2008. We would also like to commence a fundraising project in early 2008 to: raise funds to purchase 'extras' such as new lockers, furniture etc., to generate interest in our summer swimming programs and to raise awareness on the health and social benefits of community swimming. We will bring an update to Council when we choose a format for the fundraiser.

FINANCIAL

IMPLICATIONS: We will update Council when costs estimations are complete.

**CONCLUSION/
SUMMARY:** Ongoing promotion of our project will generate interest and awareness of our swimming programs.

RECOMMENDATION: That Council authorize staff to design a fundraising project and the grand re-opening event for the pool renovation project and to submit the final plan to Council for approval.

MOTION #233/07

Moved by Henhoeffler

Seconded by Yungblut

THAT Howick Township Council hereby instructs that staff develop a Howick Community Pool fundraising project plan and a Grand Re-opening event, and that plans for both be submitted to Howick Council for approval. CARRIED

RESOLUTION: TOWN OF KINGSVILLE – BILL 221

PURPOSE: This report provides information on Bill 221.

**BACKGROUND/
HISTORY:** At the August 15th Council meeting, information was requested on the Town of Kingsville's request to support their resolution regarding Bill 221.

INFORMATION: Bill 221 amends the *Workplace Safety and Insurance Act, 1997* with respect to full time firefighters. Prior to Bill 221, firefighter (and survivor) cancer claims were processed on a case-by-case adjudication approach except for brain cancer and lymphoid leukemia. Firefighter associations requested that these claims be adjudicated on a "presumptive" basis. That is, that unless the contrary is shown, the disease is presumed to be an injury arising out of and in the course of the worker's employment as a firefighter. Bill 221 describes timing issues and states that a regulation will describe the diseases that will be covered by the Act. Section 15.1 (1) specifically describes injury to the heart will be covered – if the injury occurs in the circumstances described by the regulation.

Municipalities did not agree with the presumptive approach. Some are self-insured employers and were concerned with the potential cost implications. AMO contended that many firefighter cancer claims were allowed under the previous approach. WSIB data showed that brain, bladder, nasal and non-Hodgkin's lymphoma had over an 80% allowance rate, while leukemia and kidney were 75% and 71%.

Bill 221 states that the Lieutenant Governor may make regulations which defines "firefighter" and "fire investigator" and prescribing classes of firefighters or fire investigators to which the amendments to the *Act* will apply.

The Town of Kingsville's resolution requests the Province to ensure that volunteer and part-time firefighters are treated the same as fulltime firefighters in the *Act*. At present, there are five other provinces in Canada with presumptive legislation, with varying approaches. B.C., Manitoba and Nova Scotia cover part-time and volunteer firefighters in their legislation. Nova Scotia's legislation states that presumption applies to part-time firefighters provided they participate in 20% of all fire department activities. Attached: Resolution from the Town of Kingsville

Administrator-Treasurer Parker also directed Council's attention to information in AMO 'Alert' No. 07/044 (see 'Correspondence') which also addresses this issue.

After reviewing the above information, Council instructed that the resolution from the Town of Kingsville be noted and filed.

INFORMATION ITEMS

PURPOSE: To update Council on general information items.

- Tax notices were mailed August 23rd. Brenda did a fantastic job ensuring the entire process went smoothly. Michele worked with Brenda for two days on the project.
- We are planning to have an all-staff meeting in September.
- I will be attending the annual meeting and training session at the Municipal Finance Officers Association on September 19-21.
- I have been researching L.E.D. or alternative systems for streetlighting. There is information available on traffic lights, but little on street lighting. The City of Welland is doing a pilot project on modifying streetlighting with L.E.D.; I will continue to follow up and share information as it becomes available.
- Paul Nichol and Scott Tousaw were emailed (the contacts for the Huron Economic Development Matters program) to set up at meeting to determine if our suggested projects would meet the program criteria. They have not replied as yet.

CLERKS REPORT

The Clerk's report as at August 31st and copies of related information were circulated in the Council package:

Howick Agricultural Society (HAS) 'Facility Use Agreement'

Draft Minutes of the August 13th meeting with representatives of the Howick Agricultural Society were provided to Council at the August 14th meeting.

Subsequent to that meeting, Clerk Johnson received a telephone call asking that clause 2 of the Agreement be changed to state that the Agricultural Society would continue to have use of the facility until noon on Monday following the Fair, but agrees to have the ice surface vacated by 10:00 pm on Saturday. This is necessary because they are considering holding a church service in the auditorium on Sunday morning, the tractor pull is held on Sunday, and the midway operates on Sunday.

Following last Council meeting, the matter was discussed with Recreation/Facilities Supervisor Watt. He noted that the Optimist Club uses the auditorium on Saturday evening, so clean-up would be required if it is to be used Sunday morning. He and his staff will be involved in ice-making duties and will not be available for cleaning and setting up the auditorium for use on Sunday. H.A.S. President Scherpenzeel advised verbally that if the Society does decide to use the auditorium Sunday morning, they would look after cleaning and setting up as needed. Clause #9 of the Facility Use Agreement states that "*Cleaning of the facility following the Fall Fair event will be a joint responsibility of the Township and the Society ...*". For clarification, it is suggested that this clause be expanded to include the following stipulations:

- That the Agricultural Society will provide two helpers to assist Arena staff with clean up of the arena floor after all Fall Fair exhibits, structures and equipment have been removed from the floor following the Fall Fair on Saturday evening (Mr. Watt noted that this has been the practice in the past).
- That if the Society requires the use of any part of the facility **after** 10:00 pm on the Saturday of the Fall Fair, any necessary preparation, cleaning, set up, etc. will be the responsibility of the Agricultural Society.

This will ensure that each party is aware of their duties and responsibilities. In order to expedite the process, the Facility Use Agreement has been modified to reflect the above-noted changes (as attached). If this meets with the approval of Council, the amended Agreement will be forwarded to the Agricultural Society for their consideration.

MOTION #234/07

Moved by Scott

Seconded by Versteeg

THAT Howick Township Council hereby authorizes the following additions to Clause 9 of the "Facility Use Agreement" between the Township of Howick and the Howick Agricultural Society:

- That the Agricultural Society will provide two helpers to assist Arena staff with clean up of the arena floor after all Fall Fair exhibits, structures and equipment have been removed from the floor following the Fall Fair on Saturday evening (Mr. Watt noted that this has been the practice in the past).
- That if the Society requires the use of any part of the facility **after** 10:00 pm on the Saturday of the Fall Fair, any necessary preparation, cleaning, set up, etc. will be the responsibility of the Agricultural Society.

AND THAT the revised Agreement be forwarded to the designated representatives of the Howick Agricultural Society for their information and approval.

CARRIED

Request for Council Package

This office has received a request that extra Council information packages be provided for the use of members of the public who attend a Council meeting. Since this request would have financial, staff time and other implications (ie. some material in the package is provided solely to aid Council in their deliberations, may contain personal information, and is not intended to be publicized), it was decided at the last meeting that this matter should be discussed by the full Council.

Reeve Demaray advised that, while at the AMO conference, he discussed this issue with a Ministry of Municipal Affairs representative. It was his opinion that the information package is intended for Council members only. Council has the discretion to agree to the request, but should attach a cost to the service. During further discussion, it was determined that since there would be no way of knowing if, when, or how many packages would be required, and that producing the packages is costly and time-consuming, the service will not be provided.

Emergency Management

Administrator-Treasurer Parker and Clerk Johnson attended the meeting of the Huron County Emergency Management Committee held in Clinton on August 28th. A copy is enclosed of draft Minutes of that meeting.

As a reminder, also enclosed is the checklist of requirements for achieving annual compliance with the *Essential Level Emergency Management Program*. Several items on the list still need to be completed before the year end, including training for our new CEMC, conducting a practical exercise to test the Emergency Plan, and a training session for the Community Control Group and staff.

Ms. Parker has arranged with the area EMO Field Officer to present a training session for the Control Group and staff, this to be held here at the office on Thursday, November 8th beginning at 9:00 am. The session will be approximately 4 hours. The Annual Program Review will be conducted at the same time.

As a public education initiative, the County Committee is looking at putting out an Emergency Management two-year (2008-2009) calendar next year, modeled on one done by Dufferin

County. It will contain practical emergency management information for residents, and will have pictures from the local municipalities in Huron. Information on the back and cover will be exclusive to each individual municipality. Depending on the number ordered, the cost will be approximately \$1.00 each. The Committee needs to know if Howick will participate, how many calendars we will need, and asks that we provide some local pictures.

After some discussion, Council agreed that it would be more beneficial to direct the expenditure of those dollars to upgrading the Township web-site to include Emergency Management information and direct links to Emergency Management Ontario. This venue would provide Howick residents with a permanent source of local information about emergency management.

Local Authority Services (LAS) Investigator Program

Earlier this year, Council discussed the issue of appointing an Investigator to deal with citizen complaints of a municipal Council's non-compliance with rules about closed meetings. At that time it was Council's opinion that appointing an investigator would be unnecessary.

Information is enclosed about the new LAS program and process for closed meeting investigations. Included is a list of "Frequently Asked Questions" explaining why and how municipalities should appoint an investigator and the costs involved, along with charts outlining the sign-up / renewal process and the investigation request process. Also available is a copy of the presentation given at this year's AMO conference, and a sample Service Agreement.

After some discussion, Council members concurred that they do not wish to pay a retainer fee for an unnecessary service, and will default to appointment of the Provincial Ombudsman should the need arise.

Municipal Fire Protection Information Survey (MFIPS) Update

Mr. O'Halloran of the Fire Marshall's office, Chief Gaunt, and I, met here last week to compile documents and information. Chief Gaunt supplied some statistical data on fire injuries, deaths, property dollar loss, etc. but more detail is required. Mr. O'Halloran will add this information to his "profile" of Howick, and when all available data has been received and input, he will provide an assessment of Howick's compliance with the required Municipal Fire Protection Program, and make recommendations for improvement. It is a work in progress.

Closed Session

- Minutes of the closed session held August 14th, 2007 were provided for Council's perusal.
- Land disposition matters will be dealt with in closed session.

CORRESPONDENCE Requiring Council Action

1. **Canadian Union of Public Employees** – requesting that Council proclaim October 24th as "Child Care Worker & Early Education Childhood Educator Appreciation Day".
Noted and discussed. Action: File.
2. **Huron United Way** – advising of "Mayors Dinner and Silent Auction" fundraiser being held Wed., Nov. 21st in Goderich. Municipalities are asked to provide 1-2 items for the auction. Open to all. Tickets \$50.00 each. Reeve and spouse will receive complimentary tickets. Reeve Demaray acknowledged his intention to participate in this event. Attendance is discretionary, and the invitation is open to all.

MOTION #235/07	Moved by Versteeg	Seconded by Henhoeffer
THAT Howick Township Council hereby authorizes that a set of "Lines of Howick" history books be donated to the Huron United Way "Mayors Dinner and Silent Auction" being held Wed., November 21 st , 2007 in Goderich.		
		CARRIED

3. **Huron Planning & Development** – requesting updated information for the 2008 Huron Travel Guide.
Information pertinent to Howick Township was reviewed and the following additions were suggested:

	Beau & Chickadee Restaurant, Belmore
	Fordwich Diner
	Wroxey's Restaurant, Wroxeter

 Changes required:

	The Big Scoop, Wroxeter – no longer in business
	New address for Coulter's Corners
4. **Saugeen-Grey Sauble Source Protection** – proposed municipal groupings (per information provided at last Council Meeting) have been approved. Municipalities in each grouping must meet and decide upon nominations for a representative on the Source Protection Committee. List of nominations must be submitted by October 19th.
NOTE: Refer to next item.

5. **Municipality of South Bruce** – nominating South Bruce Councillor Les Nichols to represent the municipalities in Group 3 of the Saugeen-Grey Sauble Source Protection Region, and seeking support of the nomination. Also, requesting input from the Group 3 municipalities regarding the nomination process, and offering to host a meeting, if necessary.
The Clerk was instructed to respond to South Bruce advising that while Howick Council supports their nomination, it would be prudent to await further nominations from within Group 3. Howick Council does not see a need for a meeting of the Group 3 municipalities.
6. **Ontario 9-1-1 Advisory Board** – information about Board and request for donation.
Noted and discussed. Action: File
7. **Ministry of Municipal Affairs and Housing** – preliminary information about the 2007 Ontario Southwest Municipal Conference to be held November 9th in London. Attached is a listing of topics, but detailed information has not yet been posted. Registration is \$141.51. The Clerk was instructed to bring this back to Council when more detailed information is available.

MUNICIPAL RESOLUTIONS

1. **Tyendinaga, Township of** – requesting that negotiations in the aboriginal Land Claim known as the Culbertson tract, between the Mohawks of Quinte Bay and the Federal Government, be stayed until the Township of Tyendinaga is granted a place at the negotiating table, and until the Provincial government comes to the table to protect municipal interests.
Noted and discussed. Action: File
2. **West Grey, Municipality of** – requesting amendment of Section 36(8) of the Building Code Act, 1992 to provide a time limit of two years (instead of one year) from the date of discovery, for commencing legal proceedings where buildings or structures have been erected without a permit.

MOTION #236/07 **Moved by Scott** **Seconded by Yungblut**
 THAT Howick Township Council received and discussed at this meeting the resolution from the Municipality of West Grey requesting amendment of Section 36(8) of the Building Code Act, 1992 to provide a time limit of two years (instead of one year) from the date of discovery, for commencing legal proceedings where buildings or structures have been erected without a permit, and Howick Council hereby resolves to SUPPORT the resolution from the Municipality of West Grey.
CARRIED

PRESENTATION OF ACCOUNTS

The listing of Accounts Payable for September 4th was circulated in the Council package.

At this time Councillor Scott declared a conflict of pecuniary interest regarding account #6112 as he is an employee of the company to which payment is directed.

MOTION #237/07 **Moved by Versteeg** **Seconded by Henhoeffter**
 THAT Howick Township Council hereby authorizes payment of accounts in the amount of **\$87,582.34** under date September 4, 2007 as cheques #6099 to #6137 inclusive, as presented and discussed at the Regular Council meeting held September 4th, 2007.
CARRIED

BY-LAWS

By-Law No. 31-2007 – To Rescind By-Law No. 30-2007 (Tile Drainage Rating)

MOTION #213/07 **Moved by Versteeg** **Seconded by Scott**
 THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 31-2007, being a By-Law to rescind By-Law No. 30-2007, Tile Drainage Rating by-law.
CARRIED

By-Law No. 32–2007 – To Amend By-Law No. 11-2007 (County Road 28 Municipal Drain

MOTION #239/07 **Moved by Henhoeffter** **Seconded by Scott**
 THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 32-2007, being a by-law to amend By-Law No. 11-2007 (The County Road No. 28 Municipal Drain 2007 Drainage By-Law) to provide for raising a lesser amount than provided.
CARRIED

COMMITTEE REPORTS

Belmore Community Centre Board

Councillor Scott reported from the August 20th meeting of the Board:

- Ice rental rate for 2007-2008 season is \$90.00 per hour.
- The new condenser now installed (Cost \$32,955.00; Bell Canada Grant \$25,000.)
- An Engineer was engaged to assess the existing concrete stand, and it was declared acceptable to use to mount the condenser. This saved about \$20,000.
- New flooring is almost completed. The booth and another small room have not been done.
- Saugeen-Maitland Hockey approached Belmore about the availability of early ice time. They will use 18-20 hours per week. Belmore will be putting ice in October 1st.
- It is increasingly difficult for renters to get OPP to attend alcohol-licenced functions as required by the Municipal Alcohol Policy.

It was suggested that this matter be discussed with the OPP since it was their recommendation that this provision be included in the Policy.

County of Huron

Reeve Demaray reported:

- County Council meets tomorrow
- AMO Conference in Ottawa:
 - attended workshops on Fair Property Taxation; Fair Funding for Municipalities
 - attended Parliament on Tuesday
 - President Bush in Ottawa ("Three Amigos" Conference) – city crowded, lots of security
 - Spoke with 2 Agriculture Society Presidents – they confirm that it is not difficult to change the date of a Fall Fair.

Huron County Farm & Home Safety Association

Correspondence from the Association President advises of an upcoming project to provide "Caution – Slow Moving" signs for paved municipal roads. Councillor Versteeg clarified that the Association pays for the signs, but installation is the responsibility of the municipality. PWC Wilson will determine if there are locations in Howick that require these signs.

Maitland Valley Conservation Authority (MVCA)

Minutes of the Board of Directors Meeting #7/07 were circulated in the Council package. Councillor Versteeg reported that he was unable to attend the August Board meeting, but he did attend a meeting on August 21st at the Findlay property in Fordwich when MVCA and Department of Fisheries and Oceans representatives met with Mr. Findlay to discuss the pond on the property. The pond was created when the natural stream was dammed by blocking the culvert which is installed under the County Road. This improper interference with the water course will be corrected when the County Road is reconstructed. Options were discussed with Mr. Findlay at that time.

Road Watch Huron

Draft minutes of the July 11th, 2007 meeting were circulated in the Council package.

Saugeen Valley Conservation Authority

Source Water Protection

Deputy Reeve Yungblut reported that Larry Brown of Exeter has been named Chair of the Source Protection Committee.

Wheels Away

Councillor Scott reported from the August 22nd meeting:

- The Board is currently reviewing the drivers' wages and benefits
- Considering expanding service to anyone age 55+ to travel anywhere
- A fundraising Spaghetti Dinner will be held on September 26th in Wingham

Wingham Area Fire Board - next meeting September 12th

Extend Past Curfew

MOTION #240/07

Moved by Scott

Seconded by Versteeg

THAT Howick Township Council extends the time of the September 4th, 2007 regular meeting beyond the 11:00 pm curfew in order to deal with the balance of agenda items.

CARRIED

CLOSED SESSION

MOTION #218/07

Moved by Versteeg

Seconded by Henhoeffer

THAT Howick Township Council at this time (11:05 pm) closes this portion of the Sept. 4th, 2007 Regular Council Meeting in accordance with the *Municipal Act, 2001, Section 239 (2)(a), (b), (c), (d), (e)* to deal with employee matters, employee negotiations, litigation matters, and/or land acquisition or land disposition.

CARRIED

Matters discussed in Closed Session:

- **Minutes of Closed Meeting:**
Minutes of the August 14th closed session were provided for Council's review.
Minutes were approved by Resolution #242/07.
- **Potential Sale of Land.**
- **Employee Evaluation.**

MOTION #243/07

Moved by Versteeg

Seconded by Yungblut

THAT Howick Township Council now re-opens the Sept. 4th, 2007 Regular Council Meeting to the public at this time (11:35 pm).

CARRIED

CORRESPONDENCE FOR INFORMATION ONLY (copies attached)

- a. **Association of Municipalities of Ontario (AMO)**
 - i. 'Alert' No. 07/044 – Report on August 2007 Board Meeting.
 - ii. 'Alert' No. 07/045 – *Ontario Works Act and Ontario Disability Support Program* Regulations amended to upload costs of drug benefits.
 - iii. 'Alert' No. 07/046 – AMO seeking volunteers to participate in standards development under the *Accessibility for Ontarians with Disabilities Act*.
 - iv. 'FYI' No. 07/017 – AMO releases report "*Beyond Bricks and Mortar: Important Considerations in the Future of Social Housing in Ontario*".
- b. **Industry Canada** – New Procedures for Installing Radiocommunication and Broadcasting Antenna Systems
- c. **Ministry of Agriculture, Food and Rural Affairs** – *Premier's Award for Agri-food Innovation Excellence* program information and application/nomination guidebook.
- d. **Ministry of Children and Youth Services** – New Ontario Child Benefit.
- e. **Ministry of Municipal Affairs & Housing** – Province launches new housing program *Rental Opportunity for Ontario Families (ROOF)* to assist low-income families.
- f. **Ontario Heritage Trust** – Inviting nominations for the *2007 Young Heritage Leaders* program award.
- g. **Play Works Partnership** – inviting participation in the '*Youth Friendly Community Recognition Program*'.
- h. **Paul Steckle, MP** – information letter "*Respecting Canadian Farmers*"
- i. **Trillium Foundation** – August 2007 Newsletter.
- j. **Huron Tourism Association**
 - i. Huron Tourism Member – insurance information for seasonal businesses.
 - ii. Huron Tourism Association
 - Agenda for September 5th meeting
 - Minutes of June 7th meeting
 - Huron Tourism News, August – September
- k. **Cards of Thanks** - Nicholson family - donation in memory of Keith
- Ray and Jackie Gowdy - 50th Anniversary certificate

ADDENDA

- l. **AMO 'Alert' No. 07/047** – new 'Ontario Small Waterworks Assistance Program' (OSWAP) now accepting expressions of interest from systems needing operating and capital assistance.
- m. **AMO 'FYI' No. 07/018**
 - i. Ministry of Health providing 5% funding growth for mandatory public health programs.
 - ii. Ministry to conduct review of long term care staffing and standards.
- n. **Township of North Huron / Blyth Festival** – invitation to attend "Civic Night 2007" at the Blyth Theatre on Friday, September 14th, 2007 for "The Ballad of Stompin' Tom"

ADJOURNMENT

MOTION #244/07

Moved by Henhoeffer

Seconded by Versteeg

THAT Howick Township Council now adjourns the September 4th, 2007 Regular Meeting of Howick Township Council at 11:36 p.m., with Council to meet again at the Regular Meeting scheduled for September 18th, 2007 at 7:00 p.m., or at the call of the Chair.

CARRIED

REEVE

CLERK