

**MINUTES OF THE TOWNSHIP OF NORTH HURON  
REGULAR COUNCIL MEETING**



**Date:** Monday, February 1, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

**MEMBERS PRESENT:** Reeve Neil Vincent  
Deputy Reeve James Campbell  
Councillor Ray Hallahan  
Councillor Bill Knott  
Councillor Yolanda Ritsema-Teeninga  
Councillor Trevor Seip  
Councillor Brock Vodden

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
Kelly Church, Director of Public Works  
David Sparling, Director of Fire and Emergency Services  
Richard Al, Manager of Employee and Business Services  
Laura Young, Planner

**OTHERS PRESENT:** Denny Scott, Citizen  
Ryan Drury, CKNX  
Joe Hallahan, Ken Hogg, Stu Holloway, Brent Mills, Shawn  
Bromley, Ann Hogg, Brenda Cathers, Jim Wickens, Reenie  
Alexander, Tom Inglis, Wayne Elston, Bob Pike, Greg  
Buchanan, Phil Beard, Thomas Beard, Patricia Weir, Aubrey  
Weir, Rob Hutchison, Marg Beard, Andy McBride, Brad  
Carther, Steve Hill, Richard Looser, Myron Shwadchuck

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 7:01 p.m.

**2. ACCEPT OR AMEND AGENDA**

**M76/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron; accept the Agenda for the February 1st, 2016 Council meeting; as amended to include Procedural By-law 18/2016, Item No. 12.3 on the Agenda; and remove Item 5.1 Invited Guest, Joyce Williamson - Retirement Recognition.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTERESTS**

- 3.1 T. Seip - Site plan Application for Wingham Health Clinic  
Reason: Member of Hospital Board

**4. APPROVAL OF PREVIOUS MINUTES**

- 4.1 Minutes of the Regular Council Meeting held January 19th, 2016

**M77/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron hereby adopt the minutes of the Regular Council Meeting held January 19th, 2016; as printed and circulated.*

**CARRIED**

**5. DEPUTATIONS/PETITIONS/INVITED GUESTS**

None in attendance.

**6. REPORTS**

- 6.1 Reeve's Report  
Emergency Services Training Centre has been approved as a Transport Canada Marine Training Facility.
- 6.2 County Council Report  
Huron County 2016 Budget currently at a 5.62% increase with further additions possible.  
There will be a County Budget meeting all day Thursday February 4th, 2016.
- 6.3 Clerks Department
- 6.3.1 Department Report

**M78/16**

**MOVED BY:** Y. Ritsema-Teeninga

**SECONDED BY:** R. Hallahan

*THAT The Council of the Township of North Huron hereby receive the February 1st, 2016 Report No. 6.3.1 of the Clerk's Department for information purposes.*

**CARRIED**

### 6.3.2 Site plan Application for Wingham Health Clinic

T. Seip declared a conflict on this item. (Reason: Member of Hospital Board)

#### **M79/16**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby recommend that the site plan application (131 John Street East, Wingham Ward, Township of North Huron) be approved with the following conditions and a site plan agreement be entered into:*

1. *This site plan approval applies to the site plan entitled "Project 21509 Wingham Health Clinic" prepared by V.G Architects (The Ventin Group Ltd.), dated December 23, 2015 and referred to as Plan A1.1;*
2. *This site plan approval also includes submitted drawings prepared by R.J Burnside & Associates Ltd, dated January 14, 2016, entitled:*
  - *Wingham Health Clinic Parking Lot Layout- Phases 1 &2, referred to as C101*
  - *Wingham Health Clinic Parking Lot Layout- Phase 3, referred to as C102*
  - *Wingham Health Clinic Lot Grading and Drainage Plan- Phase 1, referred to as C201*
  - *Wingham Health Clinic Lot Grading and Drainage Plan- Phase 2, referred to as C202*
  - *Wingham Health Clinic Lot Grading and Drainage Plan-Phase 3, referred to as C203*
  - *Wingham Health Clinic Stormwater Management Plan, referred to as C301*
3. *Installation or repair of any curbing or infrastructure works and facilities;*
4. *Providing and maintaining the site grading, drainage of surface waters and storm water management on the lands in accordance with Drawings C201, C202, C203, and C301, and the Engineer's specifications;*
5. *Submitted Burnside Drawings C101, C102, C201, C202 be modified to show changes and comments from the review by B.M Ross and Associates Limited;*
6. *All surfacing on the lands is to be complete;*

- 7. *All snow is to be stored on the subject property as indicated on the Site Plan;*
- 8. *All exterior lighting is to be installed as indicated on the Site Plan and prevent glare on adjacent properties;*
- 9. *All trees that are removed are to be replaced to the satisfaction of the Township; and*
- 10. *Phased parking is to be completed as indicated on the Site Plan and in Burnside Drawings C101 and C102 and the temporary parking lot will be removed to the Township’s satisfaction.*

**CARRIED**

6.4 Finance Department

6.4.1 Bills and Accounts

Accounts Payable	January 28, 2016
General Account	\$194,346.84
Water Account	\$194.869.10
Sewer Account	\$25,631.10
General Internet/Pre-authorized	\$69,002.76
Water Internet/Pre-authorized	\$1,826.15
TOTAL	\$485,676.64

**M80/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron approve the Bills and Accounts in the amount of \$485,676.64 as of January 28th, 2016.*

**CARRIED**

6.5 Recreation and Facilities Department

6.5.1 Town Hall Theatre Committee Grant/Fund Applications

**M81/16**

**MOVED BY:** B. Knott

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron approve the applications for funding for the Town Hall Theatre Committee fundraising campaign to the Bruce Power's Community Investment & Sponsorship program for \$10,000.*

**CARRIED**

**M82/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron approve the application for funding from the Lucknow Kinsmen's Music in the Fields account for the amount of \$5,000.*

**CARRIED**

**M83/16**

**MOVED BY:** B. Knott

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron approve the application to the Libro Prosperity Fund for up to \$10,000 of funding.*

**CARRIED**

6.5.2 Town Hall Theatre Committee Funds for Fire Code Consulting

**M84/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT The Council of the Township of North Huron approve staff spending up to \$1,500 of funds in reserves, to hire Allan Avis Architects to provide a written recommendation on how to best meet the requirements for the fire code upgrades for the Town Hall Theatre. The funds in reserves have been fundraised for the Town Hall Theatre Renovation Project.*

**CARRIED**

6.6 Public Works Department

6.6.1 Department Report

**M85/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT The Council of the Township of North Huron hereby receive the Department Activity Report of the Public Works Department for information purposes.*

**CARRIED**

#### 6.6.2 Winter Maintenance of Sidewalks Policy

**M86/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron hereby receives the February 1st, 2016 Draft Winter Maintenance of Sidewalks Policy is received for information purposes.*

*AND FURTHER THAT Council approves the Draft Township Winter Maintenance of Sidewalks Policy as presented;*

*AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Township Winter Maintenance of Sidewalks Policy at the February 15th, 2016 Council meeting.*

**CARRIED**

#### 6.6.3 Winter Operations Plan

**M87/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron hereby receive the February 1st, 2016 Draft Winter Operations Plan report for information purposes;*

*AND FURTHER THAT Council approves the Draft Winter Operations Plan as presented;*

*AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Township Winter Operations Plan at the February 15th, 2016 Council meeting.*

**CARRIED**

#### 6.6.4 Minimum Maintenance Standard

**M88/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron hereby receive the February 1st, 2016 Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02 for information purposes;*

*AND FURTHER THAT Council approves the adoption of the Minimum Maintenance Standards for Municipal Highways within the Township of North Huron;*

*AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Minimum Maintenance Standards for Municipal Highways as outlined in the Ontario Regulation 239/02 at the February 15th, 2016 Council meeting.*

**CARRIED**

6.7 Utility Department

No Report.

6.8 Fire Department of North Huron

6.8.1 Development of a Business Plan for the ESTC

**M89/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT The Council of the Township of North Huron hereby hire a consultant to review ESTC operations, budget and operating structure and subsequently develop a business plan for the ESTC.*

**CARRIED**

6.9 CAO

6.9.1 Howson Dam - Response to Committee Delegation & Correspondence

**M90/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron hereby accepts the Report of the CAO dated January 27th, 2016 regarding the Howson Dam Report for information purposes;*

*AND FURTHER THAT, in consideration of the provisions of the Township's Committee Appointment Policy the request from the Howson Dam Committee to be appointed as a Committee of Council is hereby denied.*

**CARRIED**

6.9.2 Draft Procedural By-law

**M91/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to include the requirement to hold a meeting in Blyth and East Wawanosh once per year.*

**CARRIED**

**M92/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to include the requirement to audio/video record closed meetings.*

**CARRIED**

**M93/16**

**MOVED BY:** B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to insert a new item 17.2,*

*17.2 The Clerk of the Reeve, may refuse a delegation request at their discretion if the matter is deemed to be routine of administrative in nature and can be referred to staff for quick resolution; the matter is not within the jurisdiction or normal realm of council business; the request is repetitive, vexatious or frivolous in nature; or any other reason deemed appropriate under the circumstances. The Clerk or Reeve may defer a delegation to subsequent agenda if the timing is deemed more appropriate, at their discretion. In all cases above, the decision of the Reeve shall be final. The Clerk shall notify Council in writing of any person who has requested to be a delegation but has been denied the right to be listed on the agenda.*

*AND FURTHER THAT the number of the remaining clauses be cascaded accordingly.*

**CARRIED**



**M94/16**

**MOVED BY:** B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to include a clause requiring that by-laws will undergo only a first and second reading at their initial presentation followed by a third and final reading at a subsequent meeting; with the exception of those by-laws related to planning and zoning matters or being of a routine nature.*

**CARRIED**

**M95/16**

**MOVED BY:** B. Vodden

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to replace Item 5.2 (d) 4. Service of Invocation performed by clergy to be chosen by the Reeve; with Inspirational message delivered by a speaker chosen by the Reeve.*

**DEFEATED**

**M96/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to include the requirement to hold at minimum one (1) town hall style public meeting per year.*

**CARRIED**

**M97/16**

**MOVED BY:** B. Knott

**SECONDED BY:** B. Vodden

*THAT The Council of the Township of North Huron directs the Clerk to amend the draft procedural by-law to include language restricting the use of audio and/or video recording devices, other than that which the Township operates, during Council meetings.*

**CARRIED**

**7. UNFINISHED BUSINESS**

None for consideration.

**8. NEW BUSINESS**

**8.1 Source Water Protection Stewardship**

**M98/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron hereby receive the Source Water Protection Stewardship correspondence for information purposes.*

**CARRIED**

**9. COUNCIL INFORMATION (Council may bring forward information for discussion)**

None for consideration.

**10. CORRESPONDENCE (available at Clerk's Office)**

**10.1 AMO Communications**

- AMO Policy Update - 2016 Pre-Budget Submission
- Registration Open for the 2016 AMO Annual Conference
- AMO Policy Update - Federal Minister Starts to Frame Infrastructure Investments
- AMO Watch File - January 21, 2016
- LAS Energy Finance Workshops
- AMO's Heads of Council Leadership Training
- AMO Watch File - January 28, 2016

**10.2 Ministry of Municipal Affairs and Housing Survey on Procurement Practices**

**10.3 Rural Response For Healthy Children**

**M100/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron agree that the correspondence be ordered, read and filed.*

**CARRIED**

**11. COMMITTEE REPORTS**

**11.1 Health & Safety Committee**

Minutes November 26, 2015 Meeting

**11.2 North Huron Police Services Board**

Minutes December 1, 2015 Meeting

11.3 Wingham & Area Health Professionals Recruitment Committee  
Financial and 2016 Budget Documents

11.4 East Wawanosh 150th Anniversary Committee  
Minutes November 25, 2015 Meeting

**M101/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron agree that the Committee Reports be received for information.*

**CARRIED**

**12. BY-LAWS**

12.1 By-law No. 15-2016; Being a by-law to provide for Interim Tax Levies

**M102/16**

**MOVED BY:** T. Seip

**SECONDED BY:** J. Campbell

*THAT By-law No. 15-2016; being a by-law to provide for Interim Tax Levies; be introduced, read a first and second time.*

**CARRIED**

**M103/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law 15-2016; being a by-law to provide for Interim Tax Levies; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

12.2 By-law 16-2016; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Site Plan Control Agreement

**M104/16**

**MOVED BY:** B. Knott

**SECONDED BY:** B. Vodden

*THAT By-law No. 16-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Site Plan Control Agreement; be introduced, read a first and second time.*

**CARRIED**

**M105/16**

**MOVED BY:** Y. Ritsema-Teeninga

**SECONDED BY:** J. Campbell

*THAT By-law No. 16-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Site Plan Control Agreement; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.3 By-law No. 18-2016; Being a by-law to establish a Policy to Govern the Calling, Place and Proceedings of the Council & Committees of the Township of North Huron and to provide Public Notice of Meetings

**M106/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT By-law 18-2016; being a by-law to establish a Policy to Govern the Calling, Place and Proceedings of the Council & Committees of the Township of North Huron and to provide Public Notice of Meetings; be introduced, read a first and second time.*

**CARRIED**

**M107/16**

**MOVED BY:** B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT By-law 18-2016; being a by-law to establish a Policy to Govern the Calling, Place and Proceedings of the Council & Committees of the Township of North Huron and to provide Public Notice of Meetings; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

**13. COUNCIL REPORTS & INQUIRIES**

Councillor Ritsema-Teeninga reported that a fundraising concert was held on January 31 in support of the Town Hall Theatre Renovation Project. \$4470 was raised at the event.

Councillor Ritsema-Teeninga reported that the Wingham BIA Annual General Meeting. Will take place at the Wingham Knights of Columbus Hall on February 25th 2016 and that there will be an awards ceremony during the AGM.

Councillor Ritsema-Teeninga asked staff if it would be possible to make the Customer Feedback section of the municipal website more visible.

Councillor Knott requested staff to investigate whether or not it would be possible to receive payments online for dog tag licenses.

Councillor Seip commented on the correspondence received from Junction Place residents in the January 18th, 2016 Council Meeting package.

**M108/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron hereby directs the Director of Finance to send a letter in response to the questions raised by Junction Place residents.*

**CARRIED**

**14. PUBLIC GALLERY QUESTIONS**

Questions and/or comments regarding the following agenda items were expressed from the public gallery:

- Procedural By-law
- Winter Maintenance of Sidewalks Policy
- Recording of closed sessions
- Delegation requests
- Council meeting livestream
- Howson Dam
- Town hall style meetings
- ESTC business plan

**15. IN CAMERA SESSION**

**M109/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT The Council of the Township of North Huron do hereby proceed at 9:13 PM to an In Camera Session (Closed to the Public) to discuss the following:*

- *Personal matters about an identifiable individual, including municipal or local board employees (Organizational Structure Review);*
- *Personal matters about an identifiable individual, including municipal or local board employees (ESTC Staffing).*

**CARRIED**

**M110/16**

**MOVED BY:** T. Seip

**SECONDED BY:** R. Hallahan

*THAT The Council of the Township of North Huron agree to proceed to the Regular Council meeting at 10:58 PM;*

*AND FURTHER THAT Direction given to staff in the in camera session is hereby approved.*

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**M111/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Vodden

*THAT By-law 17-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M112/16**

**MOVED BY:** B. Knott

**SECONDED BY:** T. Seip

*THAT By-law No. 17-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**17. NEXT MEETING**

Monday, February 8th, 2016 eSCRIBE Training and Budget Meeting #1 at 6:30 PM in the North Huron Council Chambers

Wednesday, February 10th, 2016 Budget Meeting #2 at 7:00 PM in the North Huron Council Chambers

Tuesday, February 16th, 2016 Regular Council Meeting at 7:00 PM in the North Huron Council Chambers

**18. ADJOURNMENT**

**M113/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT The Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 11:01 PM*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk