MINUTES OF THE TOWNSHIP OF NORTH HURON
REGULAR COUNCIL MEETING

Date: Monday, July 15, 2019
Time: 6:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT:  Reeve Bernie Bailey
                    Deputy Reeve Trevor Seip
                    Councillor Kevin Falconer
                    Councillor Paul Heffer
                    Councillor Ric McBurney
                    Councillor Chris Palmer
                    Councillor Anita van Hittersum

STAFF PRESENT:     Dwayne Evans, CAO/Deputy Clerk
                    Donna White, Director of Finance
                    Sean McGhee, Director of Public Works
                    Kirk Livingston, CBO/Property Standards/Zoning
                    Marty Bedard, Fire Chief
                    Vicky Luttenberger, Director of Recreation and Community Services
                    Carson Lamb, Clerk

OTHERS PRESENT:    Rachael King, Gil Garratt, Elli Cohen

1. CALL TO ORDER
Reeve Bailey called the meeting to order at 6:00 p.m.

2. CONFIRMATION OF THE AGENDA
M334/19
MOVED BY: P. Heffer
SECONDED BY: C. Palmer
THAT the Council of the Township of North Huron; accept the Agenda for the July 15, 2019 Council Meeting; as presented.
CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST
None disclosed.

4. PUBLIC COMMENT (Opportunity for members of the public to speak to an item of business on the agenda, two minutes per person)
5. **CONSENT AGENDA**

Councillor Palmer inquired into whether there could be notifications put on the agenda as a consent item when the 20-day appeal period for a minor variance lapses with no appeals or whether it can be sent through an email.

**M335/19**

**MOVED BY:** K. Falconer  
**SECONDED BY:** R. McBurney

*THAT the Council of the Township of North Huron hereby adopts Consent Items 5.1.1. to 5.1.3.;*  
*AND FURTHER THAT the Council of the Township of North Huron hereby receives Consent Items 5.1.4. to 5.3.4. for information.*

**CARRIED**

5.1 Minutes  
5.1.1 Minutes of the Regular Meeting of Council held July 2, 2019  
5.1.2 Minutes of the Committee of Adjustment Meeting held July 2, 2019  
5.1.3 Minutes of the Special Meeting of Council held July 5, 2019  
5.1.4 Minutes of the County of Huron Council Meeting held June 19, 2019  
5.1.5 Minutes of the Economic Development Committee Meeting held June 13, 2019

5.2 Reports  
5.2.1 Bills and Accounts  
5.2.2 NH - Building Activity Report May and June 2019  
5.2.3 Property Standards Bylaw Enforcement May and June 2019  
5.2.4 Finance - June 2019 Year to Date Report  
5.2.5 OPS 2019-28 Public Works Activity Report - June 2019

5.3 Correspondence  
5.3.1 Municipality of Morris-Turnberry Notice of Zoning By-law Amendment  
5.3.2 Citizen Letter Regarding the Howson Bridge/Dam  
5.3.3 Ministry of Municipal Affairs and Housing - Letter Regarding Funding under National Disaster Mitigation Program  
5.3.4 Letter from Morris-Turnberry - Sign Request for Construction on Bridge on B-Line Road

6. **PUBLIC MEETINGS/HEARINGS AND DELEGATIONS** - None

7. **REPORTS**
7.1 Clerks Department

7.1.1 North Huron Heat Stress Policy

Carson Lamb, Clerk explained that through discussions with the Ministry of Labour it was determined that North Huron does not have a heat stress policy for outdoor workers that outlines specific humidex related responses and the responsibility of monitoring the humidex by Supervisors and Department Heads.

Lamb commented that the policy in front of Council has been established based on Ministry of Labour standards as well as best practices from neighbouring municipalities. Lamb highlighted the fact that on page 3 of the proposed policy there is a chart specifically outlining the responses by the Township and explained that this chart was taken directly from the Ministry of Labour.

Deputy Reeve Seip inquired into the implementation process of this policy and asked how the Department Head responses would occur and be documented given the fact that most of the outdoor employees are not immediately supervised.

Sean McGhee, Director of Public Works explained that it would be the Lead Hand’s duty to carry out these responsibilities and commented that Lead Hands are already required to monitor the temperature and document it as part of their day-to-day scheduling so this would just be putting the current practice into a policy.

Councillor Palmer commented that if a policy is required then so be it but that common sense needs to prevail.

M336/19

MOVED BY: A. van Hittersum
SECONDED BY: R. McBurney

THAT the Council of the Township of North Huron hereby receive the report of the Clerk, dated July 15, 2019 regarding a North Huron Heat Stress Policy for information purposes;

AND FURTHER THAT, Council deems the signing of a by-law adopting this Policy to be a time sensitive matter and approves an exception to Section 19.1 of the Procedural by-law to allow By-law 73-2019 to be passed at the July 15, 2019 Council Meeting.

AND FURTHER THAT, staff be directed to implement the Policy forthwith.

CARRIED

7.1.2 Amendments to the Committee Appointment By-law
Carson Lamb, Clerk commented that the purpose of the report before Council was two-fold. Lamb explained that the first purpose of the report was to present a by-law appointing all members to the North Huron Museum Committee in an open session of Council for the public, as set out as a requirement in the Museum Committee Terms of Reference.

Lamb provided an explanation of the process that was used to appoint the Museum Committee and commented that Council appointed Betty Lou Cull, Brock Vodden, and Joan van der Meer as public representatives and Doug Kuyvenhoven, Bill Farnell, Verna Steffler, David Wall, and Dixie Lee Arbuckle as organizational representatives to the Committee.

Lamb explained that the second part of the report was to increase the clarity of who has been appointed to North Huron Committees by adopting the appointments that were previously made through resolution of Council into the same by-law as well. Lamb commented that the Council appointments to the Cross Border Servicing Agreements Committee, the Water Protection Steering Committee, and the Sustainable Huron Committee should be captured in the by-law.

M337/19
MOVED BY: T. Seip
SECONDED BY: A. van Hittersum

THAT the Council of the Township of North Huron hereby receive the report of the Clerk dated July 15, 2019, regarding Amendments to the Committee Appointment By-law, for information purposes;

AND FURTHER THAT Schedule A to By-law No. 25-2019; being a By-law to amend and appoint persons, including council members to various boards, committees, and associations for the term 2018-2022, be amended by By-law 71-2019 to reflect the appointments to the North Huron Museum Committee, the Cross Border Servicing Agreements Committee, the Water Protection Steering Committee, and the Sustainable Huron Committee.

CARRIED

7.2 Finance Department - No Reports

7.3 Recreation and Community Services

7.3.1 Wingham Trailer Park

Vicky Luttenberger, Director of Recreation and Community Services explained that the report before Council was for information purposes in response to questions that arose during Council orientation.

Luttenberger explained that the report provides history of the past and current operations of the Wingham Trailer Park and the Township’s
involvement, as well as identifies previous concerns and options for Council to consider in a future discussion.

M338/19
MOVED BY: C. Palmer
SECONDED BY: R. McBurney

THAT the Council of the Township of North Huron hereby receive the report from the Director of Recreation and Community Services, dated July 15, 2019, for informational purposes.

CARRIED

7.3.2 Request received from the Wingham Terry Fox Run Organizing Committee

Vicky Luttenberger, Director of Recreation and Community Services explained that the Terry Fox Run is one of the special events in North Huron that is held annually and commented that the Organizing Committee for the Wingham Terry Fox Run has requested the use of the picnic shelter in Lions Park as a staging area for the event being held on September 15th.

Luttenberger explained that in the Terry Fox Run Policy, all goods and services related to the Run must be donated and because of this, the organizers are asking that the rental fee for the use of the Lions Picnic Shelter be waived.

Luttenberger commented that this request meets the criteria set out in the Township's donation and fee waiving policy.

M339/19
MOVED BY: A. van Hittersum
SECONDED BY: P. Heffer

THAT the Council of the Township of North Huron hereby approves the request from the Wingham Terry Fox Run Organizing Committee and waives the rental fee for use of the Lions Picnic Shelter in Wingham on Sunday, September 15, 2019.

CARRIED

7.4 Public Works and Facilities

7.4.1 OPS 2019-29 Moncrief Road Reconstruction Project

Sean McGhee, Director of Public Works explained that during the 2019 budgeting process decisions were made to do hard surfacing on Moncrief Road. McGhee explained that in the process of preparing the road for this project, it was discovered that the road in very thin and varies in width.

McGhee explained that there was concern from staff that a significant amount of money would be put into a road that is not guaranteed to be durable. McGhee explained that the recommendation instead is to redirect
the funds to repair the road to make it more durable for hard surfacing in the future.

McGhee explained that the Township has the skillset and resources to be the project manager for this job and that it can be managed in-house. McGhee explained that it would be eligible for OCIF funds as well.

Councillor Palmer inquired into whether it would be a good idea to also have an inventory of the base lines for other roads in North Huron. McGhee commented that this is definitely something that needs to be looked at in the future.

Councillor van Hittersum commented that there needs to be a way to determine the condition of the other roads for future years. McGhee clarified that this project would provide the Township with confidence that the roadwork would last.

Deputy Reeve Seip commented that the Township needs to do things the right way with no shortcuts so that it is not problematic in the future. Seip commented that this process of doing things right will make the overall process cyclical for future years. Seip discussed the importance of planning better for the future.

Councillor Falconer inquired into whether there are any other stretches of road in East Wawanosh that would be ready for the tar and chip that was going to occur on Moncrief Road. McGhee commented that the project is designed to be able to advance the road work as a whole so that it continues to connect and flow and is not patch work.

Councillor Palmer commented that he believes the people in East Wawanosh would be understanding of the fact that this work needs to be completed as overall it will lead to a more durable road for the future.

Reeve Bailey commented that because of staff identifying this issue, the Township is better off since tar and chip is not being put down just to be dug up in the next year.

**M340/19**
**MOVED BY:** R. McBurney  
**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated July 15, 2019 regarding changes to the Moncrief Road Reconstruction Project for information;*

*AND FURTHER, THAT Council authorize the funds identified in the 2019 Capital Budget for the Rural Roads Surface Treatment Program to be applied towards the rebuilding of the road base on Moncrief Road.*

*CARRIED*
7.5 Fire Department

7.5.1 2019-07-15 - FDNH Activity Report - Jan - June 2019

Marty Bedard, Fire Chief commented that over the past five years the average incident calls for the fire department is 172. Bedard stated that the Township is on pace for a similar number at 186 calls.

Bedard commented that he is requesting authorization from Council for the report to be shared with Morris-Turnberry, Central Huron and Ashfield-Colborne-Wawanosh.

Councillor Falconer inquired into whether the mutual aid numbers are just for outgoing coverage. Bedard confirmed that it was just for outgoing.

Councillor Falconer explained that he was interested in incoming mutual aid numbers as well and asked whether that could be shared. Bedard commented this could be emailed to all Council members.

M341/19
MOVED BY: P. Heffer
SECONDED BY: A. van Hittersum

THAT the Council of the Township of North Huron hereby accepts this Activity report from the Fire Chief of North Huron for information purposes;

AND FURTHER THAT Council authorize the Fire Chief to share this activity report and year-to-date fire department financial information with the Municipalities of Morris-Turnberry and Central Huron and the Township of Ashfield-Colborne-Wawanosh.

CARRIED

7.6 Building Department

7.6.1 Clean Yards By-law Amendment Report

Kirk Livingston, Chief Building Official explained that this report is being brought forward to reduce some grey area in the clean yards by-law. The amendment would add 4 words in section 3.55 and was recommended by the Township Solicitor. Livingston explained that this amendment would eliminate any potential misinterpretation.

M342/19
MOVED BY: T. Seip
SECONDED BY: P. Heffer

THAT the Council of the Township of North Huron hereby receives the report of the Chief Building Official, dated July 15, 2019 regarding an amendment to Clean Yards By-law 60-2019 for information purposes;
AND FURTHER, THAT Council deems it necessary to adopt By-law 72-2019 being a by-law to amend the Clean Yards Bylaw 60-2019;

AND FURTHER, THAT Council deems the amendment to the Clean Yards By-law 60-2019 to be time sensitive and grants an exception to Section 19.1 of the Township’s Procedural By-law to allow By-law 72-2019 to be adopted at the July 15, 2019 Council meeting.

CARRIED

7.7 Childcare Department

7.7.1 Maitland River Lease Agreement

Dwayne Evans, CAO explained that the Township has an agreement with the Avon Maitland District School Board for the use of space for the Township's before and after school program.

Evans commented that the lease has to be renewed and reviewed on an annual basis because the rooms that are made available to the Township vary from year-to-year.

Evans explained that there is no cost to the Township for this but that the lease needs to be renewed for North Huron to continue to use the AMDSB space to run the program.

M343/19

MOVED BY: P. Heffer
SECONDED BY: R. McBurney

THAT the Council of the Township of North Huron hereby receives the report of the Manager of Children’s Services, dated, July 4, 2019 regarding renewal of the Lease Agreement with the Avon Maitland District School Board;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law adopting the lease agreement at the August 12, 2019 Council meeting.

CARRIED

7.8 CAO

7.8.1 CAO Review Committee

Dwayne Evans, CAO explained that North Huron conducts annual performance reviews for all staff and that the CAO review needs to be conducted by Council as the CAO is the only direct employee of Council.

Evans explained that the review is required to be adopted by September and that historically it has been the Reeve, Deputy Reeve and another member of Council comprising the Committee.

Councillor van Hittersum commented that it should be the Reeve, Deputy Reeve and another member of Council.
Councillor Palmer put his name forward to be on the Committee.

**M344/19**
**MOVED BY:** A. van Hittersum  
**SECONDED BY:** R. McBurney

*THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated July 15, 2019 regarding the appointment of a CAO Review Committee;*

*AND FURTHER, THAT Council appoints Reeve Bernie Bailey, Deputy Reeve Trevor Seip, and Councillor Chris Palmer to sit as members on the CAO Review Committee.*

**CARRIED**

**7.8.2 Lease Agreement with Blyth Festival for Memorial Hall**

Dwayne Evans, CAO explained that Council was previously informed about the pending disbandment of 14/19 and that the Blyth Festival was interested in taking over the lease agreement. Evans explained that termination of the lease with 14/19 has occurred and that a new lease with the Blyth Festival was brought forward for Council's consideration.

Evans explained that the agreement has been reviewed by the Township Solicitor.

Evans provided a description of the changes that occurred to the lease with the Blyth Festival in comparison to the previous lease agreement that was held with 14/19.

**M345/19**
**MOVED BY:** K. Falconer  
**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated July 15, 2019 regarding a lease agreement between the Blyth Centre for the Arts (the “Festival”) and the Township of North Huron for the Blyth Memorial Hall;*

*AND FURTHER, THAT Council adopts By-law 74-2019, being a new lease agreement between the Township of North Huron and the Blyth Centre for the Arts (the ‘Festival’).*

**CARRIED**

**8. CORRESPONDENCE**

**8.1 Alzheimer Society of Huron County - Request for Permission to Conduct a Road Toll Fundraiser**
Carson Lamb, Clerk explained that a letter was received from the Alzheimer Society of Huron County requesting permission to conduct a road toll in Wingham in front of the Centre for Employment and Learning Office, and in Blyth in front of the Blyth Christian Reformed Church on Friday, September 20, 2019 from 3:30pm to 6:30pm.

Lamb explained that in 2018 the previous Council authorized permission of this event with the conditions that the Alzheimer Society provide the Township with proof of liability insurance and that the County and appropriate Emergency services be advised of the event.

Deputy Reeve Seip commented that it needs to be clarified that it is the Alzheimer Society of Huron County that is responsible for contacting the County and the required Emergency Services and that it is not up to the Township.

M346/19
MOVED BY: P. Heffer
SECONDED BY: C. Palmer

THAT the Council of the Township of North Huron hereby approve the request from the Alzheimer Society of Huron County to conduct a road toll fundraiser on Friday, September 20, 2019 from 3:30p.m. to 6:30p.m. to raise awareness and funds to support the Alzheimer Society; with set up at two locations on Highway 4 in Wingham in front of the Centre for Employment & Learning Office, and in Blyth in front of the Blyth Christian Reformed Church;

AND FURTHER THAT The Alzheimer Society of Huron County provide the Township of North Huron with proof of liability insurance;

AND FURTHER THAT the County and the appropriate Emergency Services be advised of this event by the Alzheimer Society.

CARRIED

9. COUNCIL REPORTS

9.1 REEVE ACTIVITY REPORT

Reeve Bailey commented that the agreements held with other municipalities are starting to be looked at by himself and staff. Bailey commented that he has also had a meeting with Huron County staff regarding the airport.

Bailey commented that the Economic Development Committee is moving forward with ideas for future funding for vacant buildings on the main streets of both Blyth and Wingham.

Reeve Bailey commented that the Blyth Theatre is putting on Municipal Night this Thursday.
9.2 COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)

Councillor McBurney explained that he attended a CHIP meeting and inquired into whether the Committee was a Committee of County Council. Reeve Bailey commented that he would look into this matter at County Council.

9.3 COMMENTS BY MEMBERS

Deputy Reeve Seip commented that he would not be able to attend the reception beforehand for Municipal Night on Thursday but explained that he would be in attendance for the play.

10. NOTICE OF MOTION - None

11. OTHER BUSINESS

11.1 Motion - Reeve Bailey

M347/19
MOVED BY: K. Falconer
SECONDED BY: A. van Hittersum

THAT Council direct staff to prepare a report regarding potential locations in the Blyth area for the Huron County Administration building.

CARRIED

12. BY-LAWS

12.1 By-law No. 71-2019

Being a by-law to amend Committee appointment by-law No. 25-2019.

M348/19
MOVED BY: R. McBurney
SECONDED BY: A. van Hittersum

THAT By-law No. 71-2019; being a by-law to amend By-law No. 25-2019, and appoint persons, including Council Members to various boards, committees and associations for the term 2018-2022; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.

CARRIED

12.2 By-law No. 72-2019

Being a by-law to amend Clean Yards by-law No. 60-2019.

M349/19
MOVED BY: K. Falconer
SECONDED BY: P. Heffer
THAT By-law No. 72-2019; being a by-law to amend By-law No. 60-2019, being a by-law respecting litter, yard waste and property maintenance for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.

CARRIED

12.3 By-law No. 73-2019

Being a by-law to adopt a heat stress policy for the Township of North Huron.

M350/19
MOVED BY: R. McBurney
SECONDED BY: P. Heffer

THAT By-law No. 73-2019; being a by-law to adopt a heat stress policy for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.

CARRIED

12.4 By-law No. 74-2019

Being a by-law to enter into an agreement with the Blyth Centre for the Arts.

M351/19
MOVED BY: A. van Hittersum
SECONDED BY: C. Palmer

THAT By-law No. 74-2019; being a by-law to enter into an agreement between the Township of North Huron and the Blyth Centre for the Arts; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.

CARRIED

13. ANNOUNCEMENTS

Next Regular Council Meeting will be held on Monday, August 12, 2019 in the North Huron Council Chambers - note there is only one Regular Meeting of Council in August.

Next North Huron Economic Development Committee Meeting will be held on Thursday, August 8, 2019 at 8:00 a.m. in the North Huron Council Chambers.

Next Howson Bridge/Dam Committee Meeting will be held on Wednesday, July 17, 2019 at 4:00 p.m. in the North Huron Council Chambers.
14. CLOSED SESSION AND REPORTING OUT

Dwayne Evans, CAO commented that in closed session Council considered a report regarding a potential residential development in Blyth on municipally owned lands.

M352/19
MOVED BY: C. Palmer
SECONDED BY: P. Heffer

THAT the Council of the Township of North Huron hereby proceeds at 7:00pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- A proposed or pending acquisition or disposition of land by the municipality or local board; a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (potential residential development in Blyth)

CARRIED

M353/19
MOVED BY: K. Falconer
SECONDED BY: P. Heffer

THAT the Council of the Township of North Huron hereby authorize staff to meet with the Blyth Lions Club regarding a possible residential development in Blyth;

AND FURTHER THAT staff report back on the next steps to permit a potential residential development in Blyth.

CARRIED

15. CONFIRMATORY BY-LAW

15.1 By-law No. 75-2019, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

M354/19
MOVED BY: T. Seip
SECONDED BY: A. van Hittersum

THAT By-law 75-2019; being a by-law to confirm the July 15, 2019 actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED
16. ADJOURNMENT

M355/19
MOVED BY: T. Seip
SECONDED BY: K. Falconer

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 7:39pm.

CARRIED

________________________________________
Bernie Bailey, Reeve

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Carson Lamb, Clerk