

## Township of Howick Council Meeting Minutes March 21, 2017

**Present:** Reeve Art Versteeg  
Deputy Reeve Robert Clarkson  
Councillor Doug Harding  
Councillor Linda Henhoeffter  
Councillor Randy Scott  
Fire Chief/CEMC Shawn Edwards  
Treasurer/Tax Collector Jean Hughes  
Clerk Carol Watson

### 1. Call to Order

Reeve Versteeg called the meeting to order at 7 pm and welcomed everyone in attendance.

### 2. Public Meeting

A public meeting was held to review and consider proposed changes to the fee by-law related to building permit and inspection fees.

### 3. Acceptance of Agenda

Council agreed to amend the agenda to include By-law 18-2017, being a by-law respecting construction, demolition and change of use permits and inspections.

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Scott:  
Be it resolved that Council approve the agenda as amended. Carried. Resolution No. 83/17**

### 4. Declaration of Pecuniary Interest and the General Nature Thereof

No one declared a pecuniary interest at this time.

### 5. Delegation

Jim Rutledge, Co-chair/Secretary/Veterans, the Dutch – Canadians - Remember as One Committee and Patrick Nagle attended to share plans to honour surviving veterans and their families with a reception, parade and a Liberation of Holland concert. They extended an invitation to Council to the Liberation Memorial Park re-dedication being held in Goderich and requested support in the amount of \$760.00.

Reeve Versteeg thanked them for their presentation and advised that Council would make a decision later in the meeting.

### 6. Approval of Minutes

**Moved by Councillor Henhoeffter; Seconded by Councillor Harding:  
Be it resolved that Council approve the minutes of the March 7, 2017 Council meeting as presented. Carried. Resolution No. 84/17**

## **7. Kirk Livingston, Chief Building Official**

CBO Livingston presented report to Council-Building-2017-01 providing building activity information for Howick for February 2017 and provided a comparison of two other local municipalities' building activity.

CBO Livingston also presented report to Council-Building-2017-04 regarding the condition of the Fordwich Hall. Council discussed pros and cons of selling verses demolition of the facility. CBO Livingston further clarified what would be required for a change of use and what the Ministry of Environment would require for the Record of Site Condition.

**Moved by Councillor Harding; Seconded by Councillor Scott:  
Be it resolved that Council proceed with selling the Fordwich Community Hall by public tender as per Howick's Land Disposition Policy. Lost. Resolution No. 85/17**

Council further discussed the demolition of the Fordwich Community Hall.

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Henhoeffter:  
Be it resolved that Council approve the demolition of the Fordwich Community Hall as per recommendation received from the Fordwich Community Hall Board. Carried. Resolution No. 86/17**

Council again discussed salvaging the building and directed Public Works Coordinator Martin to prepare a report on the most cost effective method of demolition.

## **8. Staff Reports**

### **8.1 Fire Chief/CEMC Shawn Edwards**

Fire Chief Edwards presented a draft Minto Fire Agreement for Council's review and answered questions regarding the coverage area, whether Howick Fire Department also attends and motor vehicle collisions.

Treasurer Hughes advised that the Minto Fire Service Contract 2017 budget line may have to be altered.

**Moved by Councillor Scott; Seconded by Councillor Henhoeffter:  
Be it resolved that Council approve the Fire Services Agreement between the Township of Howick and the Town of Minto, as presented. Carried. Resolution No. 87/17**

### **8.2 Treasurer-Tax Collector Jean Hughes**

Treasurer Hughes presented report to Council-Finance-2017-05 including correspondence received from Huron County CAO in relation to fire services billing; the 2017 budget draft # 3 and the accounts payable.

Treasurer Hughes advised that Howick had the County of Huron tax rate information but were still waiting the 2017 Education tax rate. There had been some revisions to the former draft budget for reserve transfers, Road Department training costs and various recreation estimates. Increases had been made to the Transfer to Reserve for Fire.

The current municipal tax rate would increase 5% with the Overall Tax Rate resulting in a 3% increase for 2017 based on the current draft and the pending 2017 Education Tax Rate information. Reserves were up and would help offset future capital projects and the trending reduction in OMPF Funding and increasing policing costs.

Council inquired about donations. Reeve Versteeg asked if Council was satisfied with the 3<sup>rd</sup> draft of the 2017 budget.

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Harding:  
Be it resolved that Council approve the 2017 Budget as presented and direct staff to provide public notice of intent to pass by-law at the April 11, 2017 Council meeting. Carried. Resolution No. 88/17**

Deputy Reeve questioned the current balance amount in Howick's bank accounts. Council discussed the accounts payable listing and questioned the status of the Recreation Department tractor.

**Moved by Councillor Henhoeffter; Seconded by Deputy Reeve Clarkson:  
Be it resolved that the accounts payable and/or paid from February 22 to March 21, 2017 be approved. Carried. Resolution No. 89/17**

### **8.3 Clerk Carol Watson**

A report to Council-2017-05 recommending participation in Huron County's Tourism Sign Program was presented. Council discussed the cost and directed the Clerk to check out other suppliers.

A report to Council-2017-06 regarding a proposal for FileHold, an electronic document and records management system was presented. Council directed staff to schedule a presentation.

Reeve Versteeg advised that Council needs to make a decision regarding the delegation request from the Dutch – Canadians - Remember as One Committee

**Moved by Councillor Henhoeffter; Seconded by Deputy Reeve Clarkson:  
Be it resolved that Council approve a donation in the amount of \$760.00 to the Dutch – Canadians – Remember as One Committee for the Liberation Memorial Park re-dedication being held in Goderich May 13, 2017. Lost. Resolution No. 90/17**

### **9. Council Committee and Board Reports**

Minutes from the Wroxeter Hall Board meeting held March 9, 2017 were received.

Minutes from the Howick Community Centre Advisory Committee meeting held February 13, 2017 were received.

Minutes from the Howick Economic Development Committee meeting held March 14, 2017 were received.

Minutes from the Coalition for Huron Injury Prevention meeting held February 8, 2017 were received.

Council discussed membership of the Howick Community Centre Advisory Committee and alternates attending meeting in members' absence.

Staff advised that committee members are appointed by by-law and Council agreed that alternatives do not have voting privileges.

**Moved by Councillor Henhoeffter; Seconded by Councillor Scott:**

**Be it resolved that Council receive the minutes from the Council Committees and Boards included in the March 21, 2017 agenda. Carried. Resolution No. 91/17**

## **10. Correspondence**

Correspondence received from Huron Council inviting attendance to Huron County Municipal Officers' Association Annual meeting April 21, 2017 was discussed.

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Henhoeffter:**

**Be it resolved that Council approve the attendance of Reeve Versteeg, Deputy Reeve Clarkson, Councillors Harding and Henhoeffter, Treasurer Hughes, Public Works Coordinator Martin and Clerk Watson at the Huron County Municipal Officers' Association Annual Meeting being held on April 21, 2017 in Seaforth; and further, pay the registration fee of \$30 for each person attending and all other associated costs and the \$50 2017 municipal membership fee. Carried.**

**Resolution No. 92/17**

Correspondence received from Huron County Farm and Home Safety Association requesting a donation was noted and filed.

Correspondence received from Saugeen Conservation including their 2017 levy assessment was noted and filed.

Correspondence received from Maitland Valley Conservation Authority including their 2017 general levy was noted and filed.

Correspondence received from Municipal Property Assessment Corporation regarding their 2017 municipal stakeholder research and assessing properties in proximity to industrial wind turbines were noted and filed.

Correspondence received from the Ministry of Education outlining impacts of pupil accommodation reviews was noted and filed.

Correspondence received from the Ministry of Agriculture, Food and Rural Affairs announcing that applications were now being accepted for the 2017 Premier's Award for Agri-Food Innovation Excellence program was noted and filed.

Correspondence received from the Association of Municipalities Ontario providing highlights of Bill 68 – modernizing municipal legislation was noted and filed.

## **11. Members Privilege – Good News & Celebrations**

Councillor Scott advised that Belmore received a cheque in the amount of \$10,000 from the Municipality of South Bruce in relation to the deep geologic repository study.

## **12. By-laws and Motions**

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Harding:**

**Be it resolved that Council have no objection to the 2017 Belmore Homecoming Committee making application to the LCBO for a Special Occasion Permit to have a bar at the main ball diamond at the Belmore Community Centre on June 23-25, 2017 in conjunction with the 2017 Belmore Homecoming; and further, proclaim the event of municipal significance. Carried. Resolution No. 93/17**

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Henhoeffter:**

**Be it resolved that Council have no objection to the Fordwich Community Parks Association making application to the LCBO for a Special Occasion Permit to have a bar at the Fordwich Ball Park on May 26-28, 2017 in conjunction with the Men's Slow Pitch Tournament; and further, proclaim the event of municipal significance. Carried. Resolution No. 94/17**

**Moved by Councillor Harding; Seconded by Councillor Scott:**

**Be it resolved that Council approve the Howick Optimist request for the net revenue share from the annual Men's Rec Year End Hockey Tournament fundraising event being held March 24 and 25, 2017. Carried. Resolution No. 95/17**

Council asked Fire Chief Edwards for his opinion on the shared CEMC.

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Henhoeffter:**

**Be it resolved that Council endorses the concept of each municipality appointing the same Community Emergency Management Coordinator (CEMC) to provide emergency management planning services, in accordance with the requirements of the Emergency Management and Civil Protection Act and its regulations;**

**And further, that the County of Huron budget for the salary and benefits and basic office equipment for the position starting in January 2017;**

**And further, that the County of Huron provide "permanent" office space for the CEMC position;**

**And further, that the Township of Howick will provide "as needed" office space for the CEMC in Howick Township;**

**And further, that each member municipality and the County appoint by by-law the CEMC at the first official Council meeting following the CEMC's selection;**

**And further, that the municipal CAO's meet at least once annually with the County CAO to review input on the CEMC's performance in each municipality;**

**And further, that the CEMC begin to meet with each Council and commence an assessment of each municipalities' emergency preparedness;**

**And further, that the CEMC ensures that the requirements for compliance contained within the Emergency Management and Civil Protection Act are achieved and completed within the annual timeframes required for each municipality and the County. Carried. Resolution No. 96/17**

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Henhoeffter:**

**Be it resolved that Council give first, second and third and final reading to By-law No. 17-2017; being a by-law to establish an Occupational Health and Safety Policy and Program for the Corporation of the Township of Howick. Carried. Resolution No. 97/17**

**Moved by Councillor Scott; Seconded by Deputy Reeve Clarkson:**

**Be it resolved that Council give first, second and third and final reading to By-law No.18-2017; being a by-law to amend Scheduled "D" to By-law No. 19-2005, being a by-law respecting construction, demolition and change of use permits and inspections. Carried. Resolution No. 98/17**

**Moved by Councillor Harding; Seconded by Councillor Scott:**

**Be it resolved that Council give first, second and third and final reading to By-law No.19-2017; being a by-law to confirm the actions of Council at their March 21, 2017 Council meeting. Carried. Resolution No. 99/17**

### **13. Adjournment**

**Moved by Deputy Reeve Clarkson; Seconded by Councillor Scott:**

**Be it resolved that Council adjourn the Council meeting at 8:58 pm. Carried. Resolution No. 100/17**

---

Reeve Art Versteeg

---

Clerk Carol Watson