

**MUNICIPALITY OF HURON EAST COUNCIL MEETING MINUTES****HELD IN THE COUNCIL CHAMBERS, SEAFORTH, ONTARIO****TUESDAY, JULY 8<sup>th</sup>, 2014 – 7:08 P.M.**

**Members Present:** Mayor Bernie MacLellan, Deputy Mayor Joseph Steffler  
Councillors David Blaney, Frank Stretton, Alvin McLellan,  
Dianne Diehl, Allison Dekroon, Andrew Flowers, Robert Fisher,  
Nathan Marshall, Larry McGrath and Les Falconer

**Members Absent:** nil

**Staff Present:** CAO/Clerk, Brad Knight  
Public Works Coordinator, Barry Mills  
Executive Assistant, Janice Andrews

**CALL TO ORDER**

Mayor MacLellan called the meeting to order at 7:08 p.m.

**DISCLOSURE OF ELECTED OFFICIALS – PECUNIARY INTEREST****DEPUTATIONS**

Maureen Agar, Secretary for the Huron East/Seaforth Community Development Trust, attended before Council to hear the discussion and answer any questions on the improvements to the Victoria Park Bandshell, Seaforth Ward.

Jack McIlwain attended before Council to hear the discussion and answer any questions concerning the request to increase the tonnage condition for the pit located at parts Lots 32 and 33, Concession 6, McKillop Ward.

Martha VanDieten, Jennifer VanDieten, Garrett VanDieten, Mark VanDieten and Derek VanDieten attended the meeting to hear the discussion on the proposed zoning by-law amendment on Lot 32, Part of East Part Lot 33, Concession 2, McKillop Ward.

Felix Albrecht, Dale Smith, Matt Duncan and Hugh and Joanne Crawford were in attendance to hear the discussion on the Baillie Municipal Drain 2014 Report being presented by Dietrich Engineering Limited.

**7:30 p.m. Dr. John Lewis – University of Waterloo – Age Friendly Community Planning**

Dr. John Lewis, Associate Professor, University of Waterloo; Meghan Young, BES, Candidate for MA, University of Waterloo and Rachel Martin, Research Assistant, University of Waterloo attended before Council to provide an overview of the Age-Friendly Community Planning project proposed for the Municipality of Huron East. A powerpoint presentation was made to Council outlining the Age-Friendly Community (AFC) process. There are four steps of the AFC process as follows:

1. Defining Local Principles
2. Custom Needs Assessments
3. Developing an Action Plan
4. Implementation and Evaluation

The University of Waterloo requested a Memorandum of Understanding between the University and the Municipality be entered into to accomplish the following:

1. Establish a Huron East Age-Friendly Community Task Force consisting of staff from the Municipality, UW researchers and Huron East residents.
2. Establish and jointly agree to a Terms of Reference for the Task Force's governance, activities, frequency, duration, and location of meetings, and communication responsibilities.
3. Task Force members from the Municipality will assist UW researchers with background research.

**Moved** by Robert Fisher and seconded by Joseph Steffler:  
That Council of the Corporation of the Municipality of Huron East enter into a  
Memorandum of Understanding with the University of Waterloo to develop an  
Age-Friendly Community (AFC). Carried.

MOU – AFC  
University of  
Waterloo

**7:45 p.m. Councillor Allison Dekroon – Seaforth Community Ramp Project**

Councillor Allison Dekroon made a presentation to Council on the benefits of temporary ramps for businesses through a program called Stopgap.ca. The ramp project would provide free, deployable entry ramps to businesses with single stepped storefronts that present accessibility issues. Use of the ramp would be the sole responsibility of the business owner and deployed only when required. Council were supportive of the plan however concern was expressed with potential liability issues. Council requested that information on the ramp project be forwarded to the Huron County Accessibility Committee for review and comments

**Moved** by Robert Fisher and seconded by Nathan Marshall:  
That Huron East Council endorse the Seaforth Community Ramp Project through StopGap.ca. Carried.

Endorse  
StopGap.Ca  
Seaforth

8:00 p.m. Dietrich Engineering Limited – Drainage Reports

O'Reilly Municipal Drain 2014

Bill Dietrich, P. Eng., of Dietrich Engineering Limited, attended before Council to review the O'Reilly Municipal Drain 2014 Report, serving parts of Lots 12 to 14, Concession 2 and parts of Lots 12 to 14, Concession 3, McKillop Ward. Mr. Dietrich gave a summary of his report and answered questions of Council. The total estimated cost of the O'Reilly Municipal Drain 2014 is \$88,000.

**Moved** by Allison Dekroon and seconded by Andrew Flowers:  
That Council of the Municipality of Huron East accept the engineers' report on the O'Reilly Municipal Drain 2014 and designate it as By-Law 46-2014 and the Court of Revision be set for Tuesday, August 5<sup>th</sup>, 2014 at 7:00 p.m. Carried.

Accept Report  
O'Reilly  
Municipal Drain

**Moved** by Allison Dekroon and seconded by Andrew Flowers:  
That Council of the Municipality of Huron East authorize Dietrich Engineering Limited to proceed to call for tenders on the O'Reilly Municipal Drain 2014 with tenders to close on Friday, August 15<sup>th</sup>, 2014 at 12:00 noon. Carried.

Call for Tenders  
O'Reilly  
Municipal Drain

Baillie Municipal Drain 2014

Chris and Bill Dietrich of Dietrich Engineering Limited, attended before Council to review the Baillie Municipal Drain 2014 Report, serving parts of Lots 32 to 35, Concession 13; parts of Lots 33 to 35, Concession 14; parts of Lots 33 to 35, Concession 15 and parts of Lots 34 and 35, Concession 16, Grey Ward. A summary of the report was given and several questions from Council were answered questions of Council. The total estimated cost of the Baillie Municipal Drain 2014 is \$158,500.

Dale Smith, assessed owner on the Baillie Municipal Drain, attended before Council and questioned the type of berm to be used and if the new location of the drain would prevent water from following the natural water course that was being abandoned. Mr. Smith questioned why he was assessed on the drain as the relocation was entirely on lot 34, concession 15. Bill Dietrich advised the existing drain will be filled in with clay and topsoil and he ditch banks on the newly constructed channel shall be protected with stone rip-rap protection and geotextile filter material. It was also noted the new ditch will have an increased capacity. Mr. Dietrich also noted the cost of the drain relocation had been assessed entirely to lot 34, concession 15 (Cajan Farms) but that a new culvert located on lot 34, concession 16 (G Crawford) had been assessed in part to Mr. Crawford and the balance to the upstream landowners.

Joanne Crawford, assessed owner on the Baillie Municipal Drain, attended before Council expressing concern with the proposed relocation of the drain would adversely affect their drain which was presently outletting into the existing drain. Bill Dietrich indicated that the new drain would not affect their drain.

Mr. Smith questioned why two meetings had been already been held and that many of the assessed owners were only notified of the proposal when the Report was circulated. Mr. Dietrich advised that the on-site and information meetings were held with the property owner as he was paying the total costs of the relocation and it was only during the survey work when Mr. Crawford requested the culvert be replaced that the upstream owners were then involved through outlet assessment for the culvert.

CAO/Clerk Brad Knight advised that a Court of Revision will be held for the Baillie Municipal Drain and some of the concerns could be brought forward and discussed further at that time.

**Moved** by Alvin McLellan and seconded by Dianne Diehl:  
That Council of the Municipality of Huron East accept the engineers' report on the Baillie Municipal Drain 2014 and designate it as By-Law 45-2014 and the Court of Revision be set for Tuesday, August 5<sup>th</sup>, 2014 at 7:00 p.m. Carried.

Accept Report  
Baillie  
Municipal Drain

**Moved** by Alvin McLellan and seconded by Dianne Diehl:  
That Council of the Municipality of Huron East authorize Dietrich Engineering Limited to proceed to call for tenders on the Baillie Municipal Drain 2014 with tenders to close on Friday, August 15<sup>th</sup>, 2014 at 12:00 noon. Carried.

Call for Tenders  
Baillie  
Municipal Drain

**COUNCILLORS ISSUES**

**MINUTES OF THE PREVIOUS MEETING**

*Moved* by David Blaney and seconded by Alvin McLellan: Meeting Minutes  
That Council of the Municipality of Huron East approve the following  
Council Meeting Minutes as printed and circulated.

- a) Regular Meeting – June 17<sup>th</sup>, 2014 Carried.

**ACCOUNTS PAYABLE****REPORTS & RECOMMENDATIONS OF MUNICIPAL OFFICERS****Chief Building Official – Report**

A report to council summarizing zoning and tax certificates as well as building permits was received.

**Public Works Coordinator – Street Sweeper RFP**

A Request for Proposal was issued for a new or used street sweeper and two proposals were received before Noon on June 20<sup>th</sup>, 2014 and opened by Councillor McGrath, Finance Manager-Treasurer/Deputy Clerk Paula Michiels and Public Works Coordinator Barry Mills.

Proposal 1 – Joe Johnson Equipment – 2014/15 New Elgin Broom Badger Mechanical Sweeper as specified \$186,725.00 plus taxes

Proposal 2 – Joe Johnson Equipment – 2013 Used Leased Return Elgin Broom Badger Mechanical Sweeper with approximately 900 hours as specified \$156,877.00 plus taxes

*Moved* by Joseph Steffler and seconded by Frank Stretton: Accept Tender  
That Council of the Municipality of Huron East accept the proposal of Joe Johnson Joe Johnson Equ.  
Equipment Inc. in the amount of \$186,725.00 plus applicable taxes for a new 2014 Street Sweeper  
Broom Badger Mechanical Street Sweeper. Carried.

**Public Works Coordinator – HE-07-2014 – Door Replacement -Tuckersmith Public Works Building**

The following tenders were received before Noon on July 4<sup>th</sup>, 2014 and opened by Deputy Mayor Steffler, CAO/Clerk Brad Knight, Building & Property Maintenance Coordinator John Hill and Public Works Coordinator Barry Mills.

W & H Smith Construction	\$27,400
Players General Contractors	28,059
VandenHeuvel Structures	26,475

*Moved* by Les Falconer and seconded by Larry McGrath: Accept Tender  
That Council of the Municipality of Huron East accept the quotation of VandenHeuvel VandenHeuvel  
Structures Ltd. in the amount of \$26,475.00 plus applicable taxes for HE-07-2014 to Overhead Doors  
remove and replace five overhead doors and three man doors at the Tuckersmith Ward Tuckersmith  
public works building on Front Road. Carried.

**Public Works Coordinator – LED Street Light Upgrade**

Public Works Coordinator Barry Mills reviewed his report to Council outlining the feasibility of upgrading the Municipality's existing street light system to LED technology. It was noted that decorative lighting be considered on the Main Streets rather than the standard fixtures. Deputy Mayor Joseph Steffler also requested the RFP to include itemized list lamps per individual service area.

*Moved* by David Blaney and seconded by Nathan Marshall: Issue RFP  
That Council of the Municipality of Huron East authorize staff to issue a Request LED Street  
for Proposal to the following three qualified Energy Managers for a complete Lighting Upgrade  
turnkey LED street lighting upgrade.

- i) Realterm Energy (LAS)  
ii) ERTH Holdings Inc.  
iii) Lighting Design Inc. (LED Roadway Lighting) Carried.

**CAO/Clerk – Energy Conservation & Demand Management Plan**

CAO/Clerk Brad Knight reviewed his report to Council concerning the requirement of Ontario Regulation 397/11 and the preparation of an Energy Conservation and Demand Management Plan that must be made available by July 1<sup>st</sup>, 2014. Council was provided with a copy of the Municipality of Huron East Energy Conservation and Demand Management Plan 2014 – 2019.

**Moved** by Dianne Diehl and seconded by Andrew Flowers: Approve Energy Conservation & Demand Management Plan  
That Council of the Municipality of Huron East approve the Energy Conservation and Demand Management Plan for the period 2014 – 2019 and direct staff to submit the Plan to the Ministry of Energy and post the Plan on the Huron East website. Carried. Plan

#### CAO/Clerk – Update on Wind Projects

CAO/Clerk Brad Knight reviewed his information report to Council providing an update on the status of the Varna Wind project and the St. Columban Wind project.

**Moved** by Alvin McLellan and seconded by Allison Dekroon: Receive Reports  
That Council of the Municipality of Huron East receive the following reports of municipal officers as presented:

- a) Chief Building Official
- b) Public Works Coordinator
- c) CAO/Clerk

Carried.

### CORRESPONDENCE

#### Victoria Park – Bandshell

Maureen Agar, Secretary of the Huron East/Seaforth Community Development Trust, advised that the Trust has discussed the possibility of refurbishing the bandshell and improvements to Victoria Park in Seaforth Ward. The Trust has requested support of the Municipality in taking the lead in improvements of the park. It was noted with the support of the Trust along with donations received, the Park could be utilized more by the community. Council were agreeable to the Trust developing and implementing a plan for Victoria Park and the Bandshell. Council also requested a plan be provided to the Municipality for the projects involving the donations that have been received.

**Moved** by Robert Fisher and seconded by Nathan Marshall: HE/SCDT  
WHEREAS the Huron East/Seaforth Community Development Trust has expressed a desire to coordinate and make improvements to Victoria Park (Seaforth Ward); Seaforth  
AND WHEREAS the Municipality of Huron East currently performs routine Bandshell  
maintenance to the park (grass cutting) and the provisions of hydro to the bandshell; Improvements  
NOW THEREFORE be it resolved that the Council of the Municipality of Huron East is agreeable to the request of the Huron East/Seaforth Community Development Trust to assume responsibility for additional park and bandshell improvements beyond the current level of service provided by the Municipality. Carried.

**Moved** by Allison Dekroon and seconded by Andrew Flowers: No Objection  
That Council of the Municipality of Huron East have no objection to the request of McLlwain Const.  
Wm. L. Bradshaw, P.Eng. on behalf of John H. McLlwain Construction Ltd., to Increase Tonnage  
increase the amount of material that can be removed from the Pit located at Part Removed from Pit  
Lots 32 and 33, Concession 6, McKillop Ward from 200,000 tonnes to 300,000 tonnes per annum. Carried.

**Moved** by Larry McGrath and seconded by Les Falconer: Receive/File  
That Huron East Council receive and file correspondence from Tammbrey Graham Animal Crossing  
requesting animal crossing signs be installed at the Tile Road and Hensall Road Sign request  
intersection. Carried.

### UNFINISHED BUSINESS

#### NEW BUSINESS

#### Summer Council Meeting Schedule

The upcoming Council meeting schedule was discussed and in order to accommodate the Association of Municipalities of Ontario Conference on August 17<sup>th</sup> to 20<sup>th</sup> and the Brussels Fall Fair on September 16<sup>th</sup>, the following meeting dates have been confirmed for August and September.

- Tuesday, August 5<sup>th</sup>
- Tuesday, September 2<sup>nd</sup>
- Thursday, September 18<sup>th</sup>

#### Councillor Alvin McLellan – Property Standards in Brussels

Councillor McLellan inquired if the property standards complaints had been received for several properties along the detour routes in Brussels. CAO/Clerk Brad Knight advised that the By-law Enforcement Officer had received complaints about several properties.

CAO/Clerk – Queen’s Hotel

CAO/Clerk Brad Knight advised Seaforth Fire Department had responded to a call at the Queens Hotel roof on fire Sunday, July 6<sup>th</sup> at 11:40 pm. The building was unoccupied and had sustained heavy damage. He advised that the owner is currently out of the Country but that a limited amount of contact had been made with him. Given the existing condition of the building, the Municipality had obtained an opinion from an Engineer and the Chief Building Official had, on July 8<sup>th</sup>, 2014 issued an Order to Remedy and Unsafe Building with a deadline of July 18<sup>th</sup>, 2014. A perimeter fence had been installed around the property by the Municipality to protect the public.

MUNICIPAL DRAINS

**Moved** by Allison Dekroon and seconded by Andrew Flowers:  
That Huron East Council accept the Petition for Drainage Works by Owners on the Wilfred Municipal Drain on Lot 32, Concession 14, McKillop Ward and appoint Dietrich Engineering Limited, Consulting Engineers, to prepare a report 30 days after notification to the Conservation Authority. Carried.

Accept Petition  
Drainage Works  
Wilfred Municipal  
Drain

**Moved** by Andrew Flowers and seconded by Allison Dekroon:  
That Huron East Council accept the Petition for Drainage Works by Owners on the Kirkby Municipal Drain on Lots 27, 28 and 29, Concession 11 and Lots 28 and 29, Concession 12, McKillop Ward and appoint Dietrich Engineering Limited, Consulting Engineers, to prepare a report 30 days after notification to the Conservation Authority. Carried.

Accept Petition  
Drainage Works  
Kirkby Municipal  
Drain

TILE DRAINAGEFINANCIAL REPORTPLANNINGINFORMATION ITEMS

**Moved** by Nathan Marshall and seconded by Frank Stretton:  
That Huron East Council receive the following Board and Committee Meeting Minutes as submitted:

Board/Committee  
Meeting Minutes

- 1) Brussels Morris & Grey Board of Recreation Management Committee – June 11<sup>th</sup>, 2014
- 2) Huron East Joint Health and Safety Committee – June 12<sup>th</sup>, 2014
- 3) Vanastra Recreation Centre Committee – June 25<sup>th</sup>, 2014
- 4) Winthrop Community Centre Committee – May 28<sup>th</sup>, 2014

Carried.

CLOSED SESSIONBY-LAWS

**Moved** by David Blaney and seconded by Alvin McLellan:  
BE IT HEREBY RESOLVED that leave be given to introduce  
By-Law No. 43, 44, 45, 46 and 47 for 2014.

Introduce  
By-Laws

By-Law 43-2014 – Zoning Amendment – Lot 32, Part Lot 33, Concession 2,  
McKillop Ward, VanDieten Dairy Farms Inc.

By-Law 44-2014 – Nolan Municipal Drain 2013 – Actual Costs

By-Law 45-2014 – Baillie Municipal Drain 2014 (1<sup>st</sup> and 2<sup>nd</sup> readings)

By-Law 46-2014 – O’Reilly Municipal Drain 2014 (1<sup>st</sup> and 2<sup>nd</sup> readings)

By-Law 47-2014 – Confirm Council Proceedings

Carried

**Moved** by Nathan Marshall and seconded by Les Falconer:  
WHEREAS Council of the Municipality of Huron East has held a public meeting pursuant to Section 34 (12) of the Planning Act, 1990, with respect to a proposed zoning by-law 43-2014;  
AND WHEREAS certain changes have been made to the proposed by-law after holding of the public meeting;  
NOW, THEREFORE the Council of the Municipality of Huron East RESOLVES that, pursuant to Section 34 (17) of the Planning Act, 1990, the changes were of such a nature that no further notice is to be given in respect to the proposed by-law. Carried.

No Further  
Notice  
Zoning By-Law  
43-2014

**Moved** by Andrew Flowers and seconded by Allison Dekroon:  
BE IT HEREBY RESOLVED that By-Law 43 for 2014, a by-law to amend the zoning on Lot 32, Part Lot 33, Concession 2, McKillop Ward, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Rezoning  
Lot 32, Pt. 33  
Con. 2, McKillop  
VanDieten Farms

**Moved** by Dianne Diehl and seconded by Allison Dekroon:  
BE IT HEREBY RESOLVED that By-Law 44 for 2014, a by-law to provide for the actual costs of the Nolan Municipal Drain 2013, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Actual Costs  
Nolan Municipal  
Drain

**Moved** by Alvin McLellan and seconded by Dianne Diehl:  
BE IT HEREBY RESOLVED that By-Law 45 for 2014, a by-law to provide for construction of the Baillie Municipal Drain 2014, be given first and second readings. Carried.

Baillie Municipal  
Drain  
1<sup>st</sup> & 2<sup>nd</sup> readings

**Moved** by Andrew Flowers and seconded by Alvin McLellan:  
BE IT HEREBY RESOLVED that By-Law 46 for 2014, a by-law to provide for the construction of the O'Reilly Municipal Drain 2014, be given first and second readings. Carried.

O'Reilly  
Municipal Drain  
1<sup>st</sup> & 2<sup>nd</sup> readings

**Moved** by Allison Dekroon and seconded by Larry McGrath:  
BE IT HEREBY RESOLVED that By-Law 47 for 2014, a by-law to confirm the proceedings of Council, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Confirm  
Proceedings  
of Council

## **ADJOURNMENT**

**Moved** by Robert Fisher and seconded by Nathan Marshall:  
The time now being 11:10 p.m.  
That the meeting do now adjourn until July 22<sup>nd</sup>, 2014 at 7:00 p.m. Carried.

Adjournment

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Bernie MacLellan, Mayor

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Brad Knight, CAO/Clerk