

MUNICIPALITY OF HURON EAST COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS, SEAFORTH, ONTARIO
TUESDAY, OCTOBER 15th, 2019 – 7:00 P.M.

Members Present: Deputy Mayor Robert Fisher,
 Councillors Alvin McLellan, Dianne Diehl, John Lowe, Zoey Onn,
 Brenda Dalton, Gloria Wilbee, Ray Chartrand
 and Joe Steffler

Members Absent: Mayor Bernie MacLellan and Councillor Larry McGrath

Staff Present: CAO/Clerk, Brad Knight
 Finance Manager-Treasurer/Deputy Clerk, Paula Michiels
 Public Works Coordinator, Barry Mills
 Economic Development Officer, Jan Hawley

Others Present:

Joe Terpstra and Miriam Terpstra were in attendance concerning the Site Plan Control Agreement on property they own at Lot 25, Concession 11, except Part 1, Plan 22R-4481, Grey Ward.

Gordon and Dale Ann Finch owners of Part Lot 8, Concession 7 Grey Ward and Nathan and Kelsey Prior the applicants of consent application C72/19 on Part Lot 8, Concession 7, Grey Ward, attended to hear the discussion and answer any questions of Council regarding the application.

CALL TO ORDER & MAYOR'S REMARKS

CAO/Clerk called the meeting to order at 7:00 p.m. Due to the absence of the Mayor, Deputy Mayor Robert Fisher assumed the Chair.

CONFIRMATION OF THE AGENDA

Moved by Ray Chartrand and seconded by Brenda Dalton: Adopt Agenda
 That the Agenda for the Regular Meeting of Council dated October 15th, 2019
 be adopted as circulated. Carried.

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

Moved by Joe Steffler and seconded by Gloria Wilbee: Meeting Minutes
 That Council of the Municipality of Huron East approve the following Council
 Meeting Minutes as printed and circulated:
 a) Regular Meeting – October 1st, 2019
Carried.

PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

ACCOUNTS PAYABLE

Moved by Brenda Dalton and seconded by John Lowe: Accounts Payable
 That the accounts payable in the amount of \$4,119,750.98 be approved for
 payment. Carried.

REPORTS & RECOMMENDATIONS OF MUNICIPAL OFFICERS

Finance Manager-Treasurer/Deputy Clerk – Year-to-Date Financial Statements

The September 30th, 2019 year-to-date Financial Statement was received by Council. Finance Manager-Treasurer/Deputy Clerk Paula Michiels reviewed the statement in detail.

Finance Manager-Treasurer/Deputy Clerk – RFP Website Re-design and Updates

Finance Manager-Treasurer/Deputy Clerk Paula Michiels reviewed her report on the Request for Proposals for the redesign and update of the municipal website. Proposals were received and opened on September 27th, 2019 in the presence of Finance Manager Paula Michiels, Economic Development Officer Jan Hawley, Payroll/Utility Clerk Sherrie Oliver and Councillor Dianne Diehl. Three proposals were received and based on the proposal evaluations and the demo/presentations, the evaluation team

recommended the eSolutions Group Limited proposal in the amount of \$29,325. She noted there are several value added options the evaluation team may include that will be determined during the analysis and consultation phase of the project. She noted the proposed go live launch date is estimated at May 29th, 2020. Council were also advised the costs of the project will be funded from the Ontario Small and Rural Municipalities – Modernization funding received in March 2019.

Moved by Ray Chartrand and seconded by Dianne Diehl: Accept Proposal
That The Municipality of Huron East accept the eSolutions Group Limited eSolutions
proposal for the re-design and update of the Municipal website in the amount of Website
\$29,325 plus \$4,200/annually for web hosting and applicable HST. Carried. re-design/update

Finance Manager-Treasurer/Deputy Clerk – EFT Processing – Accounts Payable

Finance Manager-Treasurer/Deputy Clerk Paula Michiels reviewed her report concerning the option to process payments to vendors through Electronic Funds Transfer payments. Council were advised that the CIBC has strongly recommended that the Municipality move to EFT payments noting the highest rate of fraud is still being realized through the mail and the issuance of paper cheques. It is estimated that with an estimated EFT uptake of approximately 70% the Municipality could save \$900 annually on postage alone along with associated cost savings of envelopes, paper cheque stock and staff time

Moved by Brenda Dalton and seconded by Joe Steffler: EFT's
That the Municipality of Huron East offer the option to process payments to Vendors
vendors through EFT's effective January 1st, 2020. Carried. Payments

Moved by Gloria Wilbee and seconded by Joe Steffler: Reports of
That Huron East Council receive the following Reports of Municipal Officers as Municipal
presented: Officers

(1) Finance Manager-Treasurer/Deputy Clerk

Carried.

CORRESPONDENCE

Moved by Gloria Wilbee and seconded by John Lowe: Endorse
That Council of the Municipality of Huron East endorse the report and AMO Report
recommendations of the Association of Municipalities of Ontario on joint and Joint/Several
several liability entitled "A Reasonable Balance: Addressing growing municipal Liability
liability and insurance costs." to be submitted to the Minister of the Attorney
General for consideration. Carried.

UNFINISHED BUSINESS

MUNICIPAL DRAINS

PLANNING

Moved by John Lowe and seconded by Zoey Onn: No Objection
Council of the Municipality of Huron East acknowledge the report of Huron County Consent B67/19
Senior Planner Denise Van Amersfoort dated October 10th, 2019 and has no Gingerich/Rapien
objection to the severance application C67/18 of Keith Gingerich and David Rapien
on Lots 75 and 76, Plan 192 and Part of Mary Street, Brussels Ward, provided the
following conditions are met:

- i) that \$500 be paid to the Municipality as cash-in-lieu of parkland
- ii) that the severed and retained lands be rezoned to the appropriate zone to the satisfaction of the Municipality
- iii) that the detached shed on the severed lands be removed to the satisfaction of the Municipality.

Carried.

Move by Ray Chartrand and seconded by Alvin McLellan: Acknowledge
That Council of the Municipality of Huron East acknowledge the report of Planners Report
Huron County Senior Planner Denise Van Amersfoort dated October 10th, 2019 and C70/109
has no objection to the severance application C70/19 of Ed and Marianne Van Esbroeck Van Esbroeck
on Lot 2, Concession 1, LRS, Tuckersmith Ward, subject to the conditions as per the
resolution of Council dated October 1st, 2019. Carried.

Moved by Alvin McLellan and seconded by Dianne Diehl:
That Council of the Municipality of Huron East acknowledge the report of Senior Planner Denise Van Amersfoort dated October 10th, 2019 and has no objection to the severance application C72/19 of Gord and Dale Finch on Part Lot 8, Concession 7, Grey Ward, provided the following conditions are met:

No Objection
C72/19
Gord & Dale
Finch

- i) that the severed land merge on title with the abutting property to the west described as Part Lot 8, Concession 7, Part 1 of RP 22R-6020, Grey Ward
- ii) that Section 65 of the *Drainage Act* be addressed to the satisfaction of the Municipality.

Carried.

Site Plan Control Agreement – Miriam Terpstra
Lot 25, Concession 11, Except Part 1, Plan 22R-4481 Grey Ward

CAO/Clerk Brad Knight reviewed his report to council concerning By-Law 73-2019 to enter into a Site Plan Agreement on Lot 25, Concession 11, except Part 1, Plan 22R-4481, Grey Ward. He noted that Council had initially defeated a by-law to zone the subject property to allow a banquet barn, but the applicants has successfully appealed Council's decision and as a result Council had passed By-law 32-2019 which noted that the property would be subject to site plan control. The CAO reviewed several clauses in the site plan agreement that addressed some of the unique operating features of the proposed banquet barn facilities.

Senior Planner Denise Van Amersfoort attended before Council to review her report concerning the site plan control agreement for the banquet barn facility. She noted that municipal and planning staff had met on site with the Terpstras and their planning consultants to finalize many of the safety features of the site to ensure compliance with the Ontario Building Code. She noted that the applicant had retained the services of a landscape architect to provide drawings and notes regarding steps, railings and overall landscaping of the site. It was also noted because of safety that several features of the site were removed from the site plan control area such as the waterfalls and areas abutting electric fences.

Councillor McLellan raised concerns about the adequacy of the laneway to the facility to accommodate emergency vehicles if guests inadvertently parked along the laneway rather than the designated parking areas. Miriam Terpstra indicated that they intend to have security present for such events and that parking will be controlled by security personnel

The CAO indicated that the site plan control by-law would be considered later in the meeting

COUNCIL REPORTS

Notice of Motions

Brussels MVCA Park – Playground Equipment

Councillor Zoey Onn provided an update on the replacement of playground equipment at the Brussels MVCA park by the Brussels Leo Club. Councillor Onn advised the Leo Club has been fundraising to cover the cost of the new equipment and a copy of the quotation from Blue Imp in the amount of \$22,383 plus HST for playground equipment was provided to Council. This matter was discussed by the Administration Committee at their meeting on September 24th, 2019.

Moved by Brenda Dalton and seconded by John Lowe:
That Council accept the recommendation from the Administration Committee to cover the costs of playground equipment being installed at the Brussels MVCA park by the Brussels Leo Club and further that Huron East contribute \$1,000 towards the project from the Parkland Reserve fund with the balance to be set up as a receivable from the Leo Club. Carried.

Playground
Equipment
Brussels
MVCA Park
Parkland
Reserves

Value Assigned – Sale of Municipal Road Allowances – Policy 1.15

CAO/Clerk Brad Knight advised the amount charged for the sale of municipal road allowances currently is \$7,500/acre. This rate had been increased from \$3,200 to \$7,500 per acre in 2011. It was noted that the price of farmland had increased significantly since 2011 and the Administration Committee at their meeting on September 24th, 2019 discussed this matter and recommended an increase from \$7,500/acre to \$10,000/acre effective January 1st, 2020.

Moved by Gloria Wilbee and seconded by Zoey Onn:
That Council accept the recommendation from the Administration Committee to increase the value assigned to the sale of municipal road allowance to \$10,000 per acre effective January 1st, 2020 and that staff be directed to make the necessary changes to Administration Policy 1.15. Carried.

Value
Assigned
Sale of
Municipal
Rd. Allowances

Revised Employee Long Service Recognition Policy and Employee Handbook

CAO/Clerk Brad Knight advised updates to the Employee Handbook had been discussed by the Personnel Committee at their meeting on September 24th, 2019. The Committee recommended a revised employee long service policy and revised Employee Handbook be presented to Council for approval.

Moved by Joseph Steffler and seconded by Alvin McLellan:
That Council accept the recommendation from the Personnel Committee to adopt a revised employee long service recognition policy and a revised Employee Handbook. Carried.

Revised
Long Service
Recognition &
Employee
Handbook

Large Item Waste Pickup

Councillor John Lowe requested that a large item waste pickup be considered at a future meeting of the Administration Committee.

Ethel Annual Harvest Supper

Councillor Alvin McLellan advised the Ethel Annual Harvest Supper is being held on Sunday, October 27th, 2019 and tickets are available.

INFORMATION ITEMS

Moved by Dianne Diehl and seconded by Alvin McLellan:
That Huron East Council receive the following Board and Committee meeting minutes as submitted:

Board/Committee
Meeting Minutes

- (1) Seaforth & District Community Centres Management Committee – September 12th, 2019
 - (2) Vanastra Recreation Centre/Day Care Committee – October 7th, 2019
 - (3) Huron East Administration Committee – September 24th, 2019
 - (4) Huron East Personnel Committee – September 30th and October 3rd, 2019
 - (5) Huron East/Brussels Community Development Trust – September 12th, 2019
- Carried.

OTHER BUSINESS

BY-LAWS

Moved by John Lowe and seconded by Zoey Onn:
BE IT HEREBY RESOLVED that leave be given to introduce By-Laws 73, 74 and 75 for 2019.

Introduce
By-Laws

By-Law 73-2019 – Authorize Agreement – Site Plan Control – Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Miriam Terpstra

By-Law 74-2019 – Temporary Road Closures – Seaforth and Brussels Wards, Remembrance Day Service Parades

By-Law 75-2019 – Confirm Council Proceedings

Carried.

Moved by Dianne Diehl and seconded by Brenda Dalton:
BE IT HEREBY RESOLVED that By-Law 73 for 2019, a by-law to authorize a Site Plan Control Agreement on Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Miriam Terpstra, be given first, second, third and final readings and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Site Plan
Control
Agreement
Terpstra

Moved by Brenda Dalton and seconded by Joseph Steffler:
BE IT HEREBY RESOLVED that By-Law 74 for 2019, a by-law to temporarily stop up portions of streets in Seaforth and Brussels Wards to accommodate Remembrance Day Services, be given first, second, third and final readings and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Temporary
Road Closures
Remembrance
Day Services

CLOSED SESSION AND REPORTING OUT

CONFIRMATORY BY-LAW

Moved by Ray Chartrand and seconded by Alvin McLellan:
BE IT HEREBY RESOLVED that By-Law 75 for 2019, a by-law to confirm the proceedings of Council, be given first, second, third and final readings and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto.
Carried.

Confirm
Proceedings

ADJOURNMENT

Moved by Gloria Wilbee and seconded by Zoey Onn:
The time now being 8:53 p.m.
That the meeting do adjourn until November 5th, 2019 at 7:00 p.m. Carried.

Adjournment

Robert Fisher, Deputy Mayor

Brad Knight, CAO/Clerk