



**Corporation of the Municipality of South Huron**  
**Minutes for the Regular Council Meeting**

**Monday, June 18, 2018, 6:00 p.m.**  
**Council Chambers - Olde Town Hall**

Members Present:     Maureen Cole - Mayor  
                              Dave Frayne - Deputy Mayor  
                              Tom Tomes - Councillor - Ward 1  
                              Marissa Vaughan - Councillor - Ward 1  
                              Wayne DeLuca - Councillor - Ward 2  
                              Craig Hebert - Councillor - Ward 2  
                              Ted Oke - Councillor - Ward 3

Staff Present:         Dan Best, CAO  
                              Sandy Becker, Director of Financial Services  
                              Don Giberson, Director of Operations and Infrastructure  
                              Scott Currie, Communications and Strategic Initiatives Officer  
                              Sarah Smith, Huron County Planner  
                              Rebekah Msuya-Collison, Clerk  
                              Laurie Clapp, Administrative Assistant

1.     Meeting Called To Order

Mayor Cole called the meeting to order at 6:00 p.m.

2.     Public Meeting

**Motion:** 294-2018

**Moved:** D. Frayne

**Seconded:** T. Oke

**That South Huron Council adjourn at 6:02 p.m. for the purpose of a Public Meeting pursuant to the Planning Act for a proposed zoning amendment and Official Plan amendment.**

**Disposition: Carried**

3.     Amendments to the Agenda, as Distributed and Approved by Council

The agenda was amended as follows:

Addition of 8.4.4, 8.4.5, 8.4.6, 8.4.7, 8.4.8 - Staff Reports

Addition of 10.1 - Notice of Motion

Addition of 15.2, 15.3 - By-Laws

**Motion:** 295-2018

**Moved:** M. Vaughan

**Seconded:** T. Tomes

**That South Huron Council approves the Agenda as amended.**

**Disposition: Carried**

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

5.1 Drainage Act - Meeting to Consider the Engineer's Report

The purpose of this meeting is to discuss the technical aspects of the Neil Municipal Drain 2018 and the Carroll Municipal Drain 2018. Council entertains questions regarding the work proposed in the report and/or the total cost of the work. Petitioners are given an opportunity to withdraw their name from the petition and other owners that benefit from the drain are given an opportunity to add their name to the petition.

Chris Dietrich, Engineer, presented a summary of the reports to Council.

5.1.1 Neil Municipal Drain 2018

No withdrawal or addition was given to the Clerk by petitioners or benefiting owners.

5.1.2 Carroll Municipal Drain 2018

Engineer Dietrich advised that typical livestock provision is 48 hours' notice for pre-construction meeting but the landowner can be given more time if requested.

No withdrawal or addition was given to the Clerk by petitioners or benefiting owners.

**Motion:** 296-2018

**Moved:** W. DeLuca

**Seconded:** T. Tomes

**That South Huron Council receives the delegation as prepared and presented by Mr. Chris Dietrich, Engineer; and**

**That South Huron Council authorizes staff to initiate the tender process, if required, to be considered by Council following the Court of Revision for the new drainage systems known as:**

- **Neil Municipal Drain 2018**
- **Carroll Municipal Drain 2018.**

**Disposition: Carried**

5.2 Upper Thames River Conservation Authority - 2018 Budget Presentation

Ian Wilcox, General Manager with Tony Jackson, Board Representative present in the gallery presented the Environmental Targets Strategic plan.

**Motion:** 297-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council receives the delegation as presented from Upper Thames River Conservation Authority by Ian Wilcox, General Manager and Tony Jackson, Board Representative.**

**Disposition: Carried**

6. Minutes

6.1 Minutes of the Regular Council Meeting of June 4, 2018

**Motion:** 298-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That South Huron Council adopts the minutes of the Regular Council Meeting of June 4, 2018, as printed and circulated.**

**Disposition: Carried**

6.2 Minutes of the Public Meeting of June 4, 2018

**Motion:** 299-2018

**Moved:** W. DeLuca

**Seconded:** T. Oke

**That South Huron Council adopts the minutes of the Public Meeting of June 4, 2018, as printed and circulated.**

**Disposition: Carried**

6.3 Minutes of Committee of Adjustment of June 4, 2018

**Motion:** 300-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

**That South Huron Council adopts the minutes of the Committee of Adjustment Meeting of June 4, 2018, as printed and circulated.**

**Disposition: Carried**

6.4 Minutes of the Committee of the Whole Meeting of June 11, 2018

**Motion:** 301-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council adopts the minutes of the Committee of the Whole Meeting of June 11, 2018, as printed and circulated.**

**Disposition: Carried**

7. Councillor Board and Committee Reports

7.1 Kirkton-Woodham Community Centre Board - Minutes of November 30, 2017

7.2 Kirkton-Woodham Community Centre Board - Motion brought forward from June 6, 2018 meeting

**Motion:** 302-2018

**Moved:** D. Frayne

**Seconded:** T. Oke

**That South Huron Council accept the recommendation of the Kirkton-Woodham Community Centre Board to approve Ken Toews as a member of the Board.**

**Disposition: Carried**

### 7.3 Communities in Bloom - Minutes of May 2, 2018

#### 7.3.1 Cathy Seip, Chair Correspondence

### 7.4 Community Hub/Recreation Project Steering Advisory Committee - Minutes of May 29, 2018

CAO Best responded to questions regarding the process and timeline for the hiring of the project manager and architect. The committee will make a recommendation and Council will make the final determination.

Councillor Hebert clarified to Council that correspondence 7.3.1 is not brought forward from the Communities in Bloom committee. Council discussed the correspondence and directed staff to send an acknowledgment letter.

Council discussed the process for advertising changes to requirements for Alcohol Risk Management Policy, if adopted.

**Motion:** 303-2018

**Moved:** T. Oke

**Seconded:** M. Vaughan

**That the minutes of the following committees and/or boards be received as presented to Council:**

- **Kirkton-Woodham Community Centre Board minutes of November 30, 2017;**
- **Communities in Bloom minutes of May 2, 2018; and**
- **Community Hub/Recreation Project Steering Advisory Committee minutes of May 29, 2018; and**

**That Correspondence item 7.3.1 be received.**

**Disposition: Carried**

## 8. Staff Reports

### 8.1 Planning

8.1.1 S. Smith, Huron County Planner - Consent (C34/2018) 1058481 Ontario Inc. (Cox)

**Motion:** 304-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council recommends to Huron County Council that Consent for file C34/2018 be granted with conditions as set out in the Planner's report dated June 8, 2018.**

**Disposition: Carried**

## 8.2 Financial Services

### 8.2.1 S. Becker, Director of Finance - FCM – Municipal Asset Management Program Grant

**Motion:** 305-2018

**Moved:** C. Hebert

**Seconded:** T. Oke

**That South Huron Council receives the report from S. Becker, Director of Finance re: FCM – Municipal Asset Management Program Grant dated June 18, 2018; and**

**That Council authorize Staff to prepare and apply for the Federation of Canadian Municipalities' Municipal Asset Management Program grant for Asset Management Program; and**

**That the Municipality commits to conduct the following activities: Identify and fill any data gaps within the core assets and undertake condition assessments for the linear infrastructure; and**

**That the Municipality commits \$200,000 as included in the 2018 budget toward the costs of this initiative.**

**Disposition: Carried**

## 8.3 Operations and Infrastructure

### 8.3.1 D. Giberson, Director of Operations and Infrastructure - Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line)

Council discussed deferral of the project and the development of an asset management plan for projects moving forward. Council discussed the tender and Director Giberson confirmed that the

shoulder will be part of the project but is not included in the tender as it was just for asphalt only. Council discussed the tendering process, including timing of release and competition for projects.

**Motion:** 306-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

**That South Huron Council receive the report from D. Giberson, Operations and Infrastructure Director re: Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line); and**

**That South Huron Council authorize 50% funding of the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line) with Township of Lucan Biddulph in the amount of \$329,091.56 including non-recoverable HST; and**

**That South Huron Council authorize the deferral of the Gregus Court Overlay and the Marlborough Street surface treatment projects and use savings realized from the Huron Street East Reconstruction Project to fund the budget shortfall for the joint Whalen Line Reconstruction Project.**

**Disposition: Carried**

- 8.3.2 D. Giberson, Director of Operations and Infrastructure - Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road)

**Motion:** 307-2018

**Moved:** W. DeLuca

**Seconded:** D. Frayne

**That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure re: Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road); and**

**That South Huron Council authorize 50% funding of the joint Line 17 Project (Hern Line to Rodgerville Road) with the Municipality of West Perth in the amount of \$85,812.12 plus HST.**

**Disposition: Carried**

8.3.3 D. Giberson, Director of Operations and Infrastructure - Water Meter Testing Policy

Council discussed the policy and confirmed that owners are considered the customers for rental properties. Council determined that the Water Meter Testing Policy is an operational policy and not a governance policy. Council directed staff to send a response to the correspondence received from Clayton and Jane Hefley at the June 4, 2018 Regular Council meeting and include a copy of this report.

**Motion:** 308-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan

**That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure re: Water Meter Testing Policy.**

**Disposition: Carried**

8.4 Administration

8.4.1 S. Currie, Communications and Strategic Initiatives Officer - Municipality of South Huron Communication Policy

Council discussed the South Huron Communication Policy and Strategy document in detail. Communications and Strategic Initiatives Officer Currie advised that there will be minor amendments to the policy header.

**Motion:** 309-2018

**Moved:** T. Oke

**Seconded:** D. Frayne

**That South Huron Council receives the report from S. Currie, Communications and Strategic Initiatives Officer entitled “Municipality of South Huron Communication Policy,” and,**

**That South Huron Council approve the Communication Policy as amended.**



**Disposition: Carried**

8.4.2 R. Msuya-Collison, Clerk - 2018 Restricted Acts of Council ("Lame Duck" period)

**Motion:** 310-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan

**That South Huron Council receives the report by R. Msuya-Collison, Clerk re: 2018 Delegation of Powers during "Lame Duck" Council for information; and**

**That Council authorizes the Clerk to prepare the necessary by-law prior to Nomination Day (July 27, 2018), delegating authority from July 27, 2018 to December 3, 2018 as outlined:**

**a) The appointment or removal from office of any officer of the municipality;**

**b) The hiring or dismissal of any employee of the municipality;**

**c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;**

**d) Making any expenditure or incurring any other liability which exceeds \$50,000; and**

**e) That the CAO will report to Council if the delegation of authority is exercised under the proposed by-law; and**

**Further that the by-law shall come into force and effect only in the event that less than 75% percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Election as determined by the Clerk.**

**Disposition: Carried**

8.4.3 R. Msuya-Collison, Clerk - Appoint Members to Court of Revision

**Motion:** 311-2018

**Moved:** D. Frayne

**Seconded:** C. Hebert

**That South Huron Council receives the report from R. Msuya-Collison, Clerk re: Appoint Members to Court of Revision for the Carroll Municipal Drain 2018 and the Neil Municipal Drain 2018; and**

**That South Huron Council hereby appoints the following members to the Court of Revision for above Municipal Drains to be held on July 16, 2018 at 5:00 p.m., prior to the regularly scheduled Council meeting:**

- **Councillor Tomes**
- **Councillor Hebert**
- **Councillor DeLuca**

**That Councillor Tomes be appointed Chair.**

**Disposition: Carried**

#### **8.4.4 D. Best, Chief Administrative Officer - Special Events Policy**

CAO Best presented the revised draft Special Events policy and advised modification may be needed depending on adoption of a municipal alcohol risk management policy. Mr. Best will make adjustments on policy header including annual review as this is a new policy. He advised that the municipal insurer reviewed the indemnification clause and suggested obtaining a Certificate of Insurance rather than full policy

**Motion: 312-2018**

**Moved: T. Oke**

**Seconded: C. Hebert**

**That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the Special Events Policy be received; and**

**That Council approve the Special Events Policy as amended; and**

**That the necessary by-law be forwarded to Council for the required three readings; and**

**That Schedule “B” of By-Law 34-2015 be amended to include the following administration fees for Special Events:**

- **Administration Fee (non-refundable and cannot be waived) \$50**
- **Moderate Event (50-99) \$50**
- **Major Event (over 1,000) \$500**

**Disposition: Carried**

8.4.5 D. Best, Chief Administrative Officer - Municipal Alcohol Risk Management Policy

Council reviewed the recommended changes to the draft policy. CAO Best advised that there will be additional amendments to policy header information, if approved.

**Motion:** 313-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the Alcohol Risk Management Policy be received; and**

**That Council approve the Alcohol Risk Management Policy as amended; and**

**That the necessary by-law be forwarded to Council for the required three readings.**

**Disposition: Carried**

8.4.6 D. Best, Chief Administrative Officer - Revised Parking By-Law

Council discussed the draft Parking By-Law in detail. CAO Best noted that the final document will be modified including mapping and formalizing accessibility parking in policy. CAO Best requested Council input on other areas of municipality and he will bring amended by-law to council at the July 16 meeting.

**Motion:** 314-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the proposed Parking By-Law be received for information purposes.**

**Disposition: Carried**

## 8.4.7 D. Best, Chief Administrative Officer - Main Street Revitalization Update

Councillor DeLuca commented that greening of the downtown is not currently added as a priority. Council discussed historic core, facades, improvements, public consultation, standards and parameters. CAO Best advised Council that the funds must be spent within two years.

**Motion:** 315-2018

**Moved:** W. DeLuca

**Seconded:** C. Hebert

**That the memo from D. Best, Chief Administrative Officer dated June 11, 2018 regarding the Main Street Revitalization Initiative be received; and**

**That Council authorize the following projects to be approved as part of the Main Street Revitalization in Exeter as follows:**

- **Accessibility improvements for access to local businesses**
- **Streetscaping and landscape improvements including banners, lighting and greening initiatives.**
- **Wayfinding signage**

**Disposition: Carried**

## 8.4.8 D. Best, Chief Administrative Officer - Engagement Policy

Council deferred Engagement Policy to next meeting.

9. Deferred Business

## 9.1 North Huron Invitation to Municipal Night - Blyth Festival

Deputy Mayor Frayne accepted the tickets and the Clerk was directed to coordinate with North Huron.

## 9.2 Huron County Health Unit Request

Council discussed the Health Unit request in detail.

**Motion:** 317-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That South Huron Council accept the Huron County Health Unit request as follows:**

- **that South Huron accept a large disposal kiosk from the Huron County Health Unit to place on Municipal Property for the safe disposal of sharps; and**
- **that South Huron secure an ongoing contract with a provider for the disposal of hazardous sharps.**

**Amendment**

**Motion:** 318-2018

**Moved:** W. DeLuca

**Seconded:** T. Oke

**That South Huron Council defer Resolution 317-2018 to the July 16, 2018 Regular Council meeting.**

**Disposition: Carried**

Council directed Administration provide a report on costs, possible locations for placement of disposal kiosk that includes input from other communities and OHS risk assessment on needle stick injuries.

## 10. Notices of Motion

### 10.1 Notice of Motion

**Motion:** 319-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

**Be it resolved that correspondence be sent to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford by the Mayor on behalf of Council congratulating the Premier Designate on his recent election and offering an open invitation to the Premier Designate to visit the Municipality of South Huron; and**

**That correspondence be sent to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford by the Mayor on behalf of**

**Council advocating to the Premier Designate that our MPP Lisa Thompson based on her strong commitment to rural Ontario be strongly considered for the Minister of Agriculture Food and Rural Affairs portfolio; and**

**That a copy be forwarded to all municipalities in the Huron-Bruce riding asking to support our motion and forwarding the same to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford.**

**Disposition: Carried**

**Amendment**

**Motion: 320-2018**

**Moved: T. Oke**

**Seconded: W. DeLuca**

**That South Huron Council suspend the rules and consider Notice of Motion 10.1 at this meeting.**

**Disposition: Carried**

Deputy Mayor Frayne noted the time at 8:56 p.m.

**Motion: 321-2018**

**Moved: D. Frayne**

**Seconded: C. Hebert**

**That South Huron Council proceed beyond the hour of curfew.**

**Disposition: Carried**

**11. Mayor & Councillor Comments and Announcements**

Deputy Mayor Frayne advised he will attend Civic Night on Thursday at the Huron Country Playhouse.

Councillor Vaughan inquired when the most recent draft of the comprehensive Zoning By-Law will be on the municipal website. Councillor Vaughan advised she will be attending Thursday at the Huron County Playhouse. She updated Council on the FCM conference sessions and commented that much of the conference focused on building sustainable municipalities for the future.

Councillor Hebert read paragraph 19 - Mayor and Councillor Comments and Announcements of the South Huron Procedural By-law.

Councillor Oke commented on the official opening of Jessica's house and congratulated the committee.

Councillor DeLuca noted that a common thread of the FCM conference was infrastructure money. He spoke about the greening up of Frederickton downtown, study tours, rural and remote infrastructure challenges and by-law enforcement.

Mayor Cole advised that she is meeting July 5<sup>th</sup> with local health care providers to help facilitate a Health Business Fair. She advised of upcoming FCM board of director meetings September 11<sup>th</sup> to 14<sup>th</sup> in Nova Scotia and November 20<sup>th</sup> to 23<sup>th</sup> in Ottawa.

Mayor Cole mentioned the Huron Park Fire Department barbeque and attendance at the Natural Heritage Plan Open House, Jessica's House opening, Legion breakfast, Hospital Board annual meeting and that she will be attending Civic Night.

## 12. Communications

12.1 Ontario Provincial Police - OPP Municipal Policing Latest Initiatives

12.2 Huron County - Request for Support - Municipalities for Climate Change Staff Grant

12.3 Huron County Distribution Centre - Thank You

**Motion:** 322-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council receive communication items not otherwise dealt with.**

**Disposition: Carried**

## 13. Closed Session

## 14. Report From Closed Session

## 15. By-Laws

15.1 By-Law No. 28-2018 - Khiva Municipal Drain

**Motion:** 323-2018

**Moved:** T. Tomes

**Seconded:** M. Vaughan

**That the South Huron Council gives third and final reading to By-Law #28-2018, being a by-law to provide for the Khiva Municipal Drain 2018 in the Municipality of South Huron.**

**Disposition: Carried**

15.2 By-Law No. 52-2018 - Special Events By-Law

**Motion:** 324-2018

**Moved:** T. Oke

**Seconded:** M. Vaughan

**That the South Huron Council gives first, second and third and final reading to By-Law 52-2018, being a by-law to Regulate and Govern the Holding of Special Events in the Municipality of South Huron, and to Establish a License System for Special Events, as amended.**

**Disposition: Carried**

15.3 By-Law No. 53-2018 - Municipal Alcohol Risk Management Policy

**Motion:** 325-2018

**Moved:** M. Vaughan

**Seconded:** W. DeLuca

**That the South Huron Council gives first, second and third and final reading to By-Law 53-2018, being a by-law to establish a Municipal Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron.**

**Disposition: Carried**

15.4 By-Law No. 57-2018 - Agreement - Water Sewer Charges for Two Units

**Motion:** 326-2018

**Moved:** T. Tomes

**Seconded:** D. Frayne



**That South Huron Council gives first, second and third and final reading to By-Law #57-2018, being a By-Law to authorize an Agreement with Chasen Bridge and Amanda Bridge in the Municipality of South Huron**

**Disposition: Carried**

15.5 By-Law No. 58-2018 - Brinke Rezoning By-Law

**Motion:** 327-2018

**Moved:** T. Oke

**Seconded:** T. Tomes

**That the South Huron Council gives first, second and third and final reading to By-Law #58-2018, being a by-law to amend By-Law #13-84, being the Zoning By-Law for the former Township of Usborne for lands known as Part Lot 20, South East Boundary, Usborne Ward, Municipality of South Huron.**

**Disposition: Carried**

15.6 By-Law No.59-2018 - Appoint Building Inspector - Jeff Bibby

**Motion:** 328-2018

**Moved:** C. Hebert

**Seconded:** D. Frayne

**That the South Huron Council gives first, second and third and final reading to By-Law #59-2018 being a by-law to appoint a Building Inspector, Jeff Bibby for the Corporation of the Municipality of South Huron.**

**Disposition: Carried**

15.7 By-Law No. 60-2018 - Neil Municipal Drain 2018

**Motion:** 329-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan

**That the South Huron Council gives first and second reading to By-Law #60-2018, being a by-law to provide for the Neil Municipal Drain 2018 in the Municipality of South Huron.**

**Disposition: Carried**

15.8 By-Law No. 61-2018 - Carroll Municipal Drain 2018

**Motion:** 330-2018

**Moved:** M. Vaughan

**Seconded:** T. Tomes

**That the South Huron Council gives first and second reading to By-Law #61-2018, being a by-law to provide for the Carroll Municipal Drain 2018 in the Municipality of South Huron.**

**Disposition: Carried**

15.9 By-Law No. 62-2018 - Lame Duck Delegation of Authority

**Motion:** 331-2018

**Moved:** C. Hebert

**Seconded:** D. Frayne

**That the South Huron Council gives first, second and third and final reading to By-Law #62-2018, being a by-law to Delegate Authority to the Chief Administrative Officer for Certain Acts During a “Lame Duck” Period for the Corporation of the Municipality of South Huron.**

**Disposition: Carried**

16. Confirming By-Law

16.1 By-Law No. 63-2018 – Confirming By-Law

**Motion:** 332-2018

**Moved:** M. Vaughan

**Seconded:** T. Oke

**That the South Huron Council gives first, second and third and final reading to By-Law #63-2018, being a by-law to confirm matters addressed at the June 18, 2018 Council meeting.**

**Disposition: Carried**

17. Adjournment

**Motion:** 333-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council hereby adjourns at 9:27 p.m., to meet again on July 3, 2018 at 6:00 p.m. or at the Call of the Chair.**

**Disposition: Carried**

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Maureen Cole, Mayor

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Rebekah Msuya-Collison, Clerk