

**Minutes of the Meeting of the Council of the Municipality of Highlands East held on
December 12, 2016 9:00 a.m. in the Council Chambers, Wilberforce, Ontario.**

Members Present:

Reeve, Dave Burton
Deputy Reeve Suzanne Partridge
Councillor Cam McKenzie Ward 1
Councillor Cecil Ryall Ward 3
Councillor Joan Barton Ward 4

Staff Present:

CAO/Treasurer, Shannon Hunter
Clerk, Irene Cook
Roads Superintendent, Earl Covert
Fire Chief, Bill Wingrove
Chief Building Official, Laurie Devolin
Property and Parks Supervisor, Jim Alden
Environmental Supervisor, Glen Covert

Attendance:

Mark Arike The Highlander

Delegations

President Russell Ruddock, Gooderham Century Gun Club
Heather Inwood-Montrose, Chief Executive Officer, CCNH Wellness Hub
Vicki Woolfrey, Source Water Protection Specialist Crowe Valley Conservation

Disclosure of Pecuniary Interest and general nature thereof:

- The Reeve called the meeting to order.
- The meeting commenced at 9:00 a.m.
- A quorum was present.
- He reminded Council of the Disclosure of Pecuniary Interest as noted on the agenda.

Disclosure of Pecuniary Interest and general nature thereof:

Suzanne Partridge declared pecuniary interest on cheque #15854.

Adopt Agenda

2016-416

Moved by: Cec Ryall

Seconded by: Cam McKenzie

BE IT RESOLVED THAT the agenda for the Council meeting be adopted as circulated.

Carried.

Approval of Minutes

2016-417

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT the Council for the Municipality of Highlands East approves the minutes of the regular meeting on November 14, 2016 and November 28, 2016.

Carried.

**Minutes of the Meeting of the Council of the Municipality of Highlands East held on
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DELEGATIONS:

President Russell Ruddock, Gooderham Century Gun Club made a presentation to Council regarding their existing lease (20 year) agreement with the Township of Glamorgan which expires on July 31, 2017. He has been involved with the gun club for the past twelve years. The property is located at the landfill site located on McColl's Road in Gooderham. He requested that Council consider renewing their lease.

Heather Inwood-Montrose, Chief Executive Officer, CCNH Wellness Hub made a presentation to Council regarding TROUT Transportation. Community Care North Hastings is still providing many services (meals on wheels, "are you ok" calls, heritage shop, Coe Hill thrift store, and foot fix). They have received grant funding through Ontario Sport and Recreation Communities Fund and they intend to offer chair yoga, aqua fit, and square dance in communities from Coe Hill to Whitney. TROUT transportation is struggling and the depletion of funding of other municipalities is impacting their ability to maintain the level of services people currently depend upon. The Municipality of Highlands East has been very supportive of TROUT in the past and she requested Council's continued financial support.

Vicki Woolfrey, Source Water Protection Specialist Crowe Valley Conservation addressed Council regarding Source Water Protection and policy implementation update in Cardiff and Dyno Estates. Source Water Protection is mandated by the Clean Water Act and put into place a process to protect municipal drinking water (area around well). Previous science studies determined the vulnerable areas and policies were created to set out how to protect the source water. Policies have been developed and put in place for the 100 metre area around the well (immediate vulnerable area), two year time of travel and five year time of travel. They have conducted one on one consultation with individuals and have education and outreach products available.

Departmental Reports

**Building Department – Monthly Operations Report
2016-418**

Moved by: Cec Ryall

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives the Building Department Monthly Operations Report as information only, as submitted by the Chief Building Official.

Carried.

**By-law Department – Monthly Operations Report
2016-419**

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council receives the monthly operations report as information only, as submitted by the By-Law Enforcement Officer.

Carried.

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Roads Department – Monthly Operations Report

2016-420

Moved by: Suzanne Partridge

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives this report, December Operations Report, as submitted by the Roads Superintendent.

Carried.

Gooderham Century Gun Club – lease renewal

2016-421

Moved by: Suzanne Partridge

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council agrees in principle to the renewal of a lease agreement for hunt club (non-transferable). All expenses incurred to be paid by the Gooderham Century Gun Club.

Carried.

Environment Department – Monthly Operations Report

2016-422

Moved by: Joan Barton

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives the Monthly Operations Report as information only, as submitted by the Environmental Supervisor.

Carried.

Landfill Holiday Hours

2016-423

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT the Landfill Sites for the Municipality of Highlands East will be closed Sunday, December 25th, 2016, Monday, December 26, 2016 and Sunday, January 1, 2017.

Carried.

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J. Garbutt Agreement

2016-424

Moved by: Cec Ryall

Seconded by: Joan Barton

BE IT RESOLVED THAT a contract between the Municipality of Highlands East and J. Garbutt Enterprises for household garbage pick-up and recyclables for 265 locations in Cardiff and area be entered into in the amount of \$38,169.96 per year plus HST, from January 1, 2017 to December 31, 2017, and further that the Reeve and Clerk be authorized to sign same on behalf of the municipality.

Carried.

Property Department – Monthly Operations Report

2016-425

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council receives the December 12, 2016 Operations Report as information only, as submitted by the Property Supervisor.

Carried.

Fire Department – Monthly Operations Report

2016-426

Moved by: Cam McKenzie

Seconded by: Suzanne Partridge

BE IT RESOLVED THAT Council receives the Monthly Operations Report as information only, as submitted by the Fire Chief.

Carried.

Volunteer Fire Department

2016-427

Moved by: Suzanne Partridge

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives this report as submitted by the Fire Chief and; **FURTHER THAT** Council removes the following fire fighter:

- Adam Manella from station #3

Carried.

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Administration Department**

Approval of Accounts

2016-428

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT General Accounts in the amount of \$929,953.10 be approved.

Carried.

Private Road Maintenance Grant Policy

2016-429

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT Council will defer passing the appropriate by-law for Private Road Maintenance Grant Policy.

Carried.

Application for Write-off of Uncollectible Taxes

2016-430

Moved by: Suzanne Partridge

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives this report and that the 2016 municipal portion of taxes for the listed properties are written off as per Sections 357 & 358 of the Municipal Act, 2001,c.25.

Carried.

Surplus Lands – shoreline road allowance

2016-431

Moved by: Joan Barton

Seconded by: Cam McKenzie

BE IT RESOLVED THAT the following application for the Closure and Conveyance of Shoreline Road Allowances be declared surplus lands by Council and that the application be approved in principle and be forwarded to Bishop and Rogers for processing:

- **Baker, Gary, Aubrey;** Conc. 7, Pt. Lot 21, Blk 10, Blk 11, geographic Township of Cardiff (Paudash Lake) Roll No. 4601 101 000 69000 0000 & 4601 101 000 68900 0000

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- **Baker Penelope;** Conc. 7, Pt. Lot 21, Blk 10, geographic Township of Cardiff (Paudash Lake) Roll No. 4601 101 000 697000 0000 0000
- **Grosberg, Ted;** Conc. 15, Lot 33, geographic Township of Glamorgan (Tamarack Lake) Roll No. 4601 901 000 31700 0000
- **Martin, Stephen;** Conc. 12, Lot 34 RP Plan 19R 63 Part 2, geographic Township of Glamorgan (Little glamor Lake) Roll No. 4601 902 000 74700 0000

Carried.

**RZA Rezoning Application (Old Wilberforce Library)
2016-432**

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives the report dated November 24, 2016 regarding the proposed ZBA – Former Wilberforce Public Library from Municipal Planning Services; AND FURTHER Council accepts the recommendations in the report and that the application be declared complete and directs the Clerk to schedule a public meeting.

Carried.

**By-laws
2016-433**

Moved by: Joan Barton

Seconded by: Suzanne Partridge

BE IT RESOLVED THAT By-laws Nos:

- 2016-102 Being a By-law to amend By-law No. 2016-41 being a by-law to authorize an agreement between the Corporation of the Municipality of Highlands East and United Way Simcoe County for funding for eligible projects of the Corporation of the Municipality of Highlands East and to approve the expenditure of funds on said eligible projects.
- 2016-103 Being a borrowing by-law for 2017.
- 2016-104 Being a by-law to write-off uncollectible taxes.
- 2016- 105 Being a By-law to authorize an Agreement between J. Garbutt Enterprises and the Corporation of the Municipality of Highlands East

be read a first, second and third time, passed and signed and the Corporate Seal attached.

Carried.

Minutes of the Meeting of the Council of the Municipality of Highlands East held on December 12, 2016 9:00 a.m. in the Council Chambers, Wilberforce, Ontario.

Minutes of Public Meeting (under Section 17 of the Planning Act, R.S.O. 1990, cp. 13 as amended) held on December 12, 2016 at 11:00 a.m. in the Council Chambers, Wilberforce in the Municipality of Highlands East.

Members Present:

Reeve Dave Burton
Deputy Reeve Suzanne Partridge
Councillor Cam McKenzie Ward 1
Councillor Cecil Ryall Ward 3
Councillor Joan Barton Ward 4

Staff Present:

CAO/Treasurer, Shannon Hunter
Clerk, Irene Cook

Attendance:

Chris Jones, Municipal Planning Services Ltd.
Roger Williams
Carrol Williams
Vicki Woolfrey
Paul O'Leary
Helen LeBlanc
John Lawton
Bill Clark
Garth Clark

Open Public Meeting

2016-434

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT this scheduled Public meeting held under Section 17 of the Planning Act, R.S.O. 1990, C.P. 13 as amended, be declared open. This scheduled public meeting is being held to inform the public of the Municipality's intent to implement provisions of the approved Trent Source Protection Plan.

The Trent Source Protection Plan establishes new land use policies in the Highlands East Official Plan to ensure that all municipal drinking water sources within the Municipality are recognized in accordance with the Source Protection Plan. The proposed amendment will apply to two wellhead protection areas, which are located in Cardiff Village and Dyno Estates. The amendment will establish land use restrictions and development policies in accordance with the Trent Source Protection Plan.

Carried.

Minutes of the Meeting of the Council of the Municipality of Highlands East held on December 12, 2016 9:00 a.m. in the Council Chambers, Wilberforce, Ontario.

Public notice for the meeting was given as follows: November 18, 2016 - first class prepaid mail to all persons & bodies as per Planning Act, notice posted in Bancroft This Week, The Highlander, The Echo for the week of November 21st, 2016. As of 4:30 p.m. December 9th, 2016 there were a total of one written submissions:

- *e-mail dated November 28th, 2016 from Debbie Dombroskie requesting information as to how to obtain a notice to construct a house and install a septic system on her property.*

Mr. Chris Jones addressed Council regarding the proposed amendment to the Official Plan. The purpose of the public meeting is held under the planning act which sets out the criteria for public meeting.

Chris provided an overview of the amendment and the intermigration of the Trent Source Water Protection Plan into the Official Plan. The meeting is to provide an opportunity for the public to better understand the proposed amendment to the Official Plan.

The purpose is to protect existing and future sources of drinking water. The plan identifies vulnerable areas, drinking water threats, establishes measures, policies and protocols to prevent the contamination of drinking water. Regulations made under the Clean Water Act requires a Risk Management Official to monitor and report on the measures taken to ensure safe drinking water. The Trent Source Water Protection Plan effects municipal drinking water systems located in the Cardiff Townsite and Dyno Estates. The official plan amendment will identify that the above two areas are subject to Source Water Protection, provides definitions, development policies to address division of land, bulk water extraction and uses requiring significant water usage and private sewage systems.

There have been 21 land use activities that have been identified as “threats” i.e. waste disposal systems, manure, fertilizer, pesticides, salt and snow storage, fuel, organic solvents, de-icing chemicals, etc. The purpose of the OPA2 is to implements aspects of the Source Protection Plan as it relates to local jurisdiction, identify Wellhead Protection Areas (WHPS) in our Official Plan, identify and restrict land use activities that pose a threat to lands in these features.

Mr. Jones provided council with an overview of a couple of scenarios for individuals that fall within the protected area and the steps they would have to take to move ahead with their project.

The draft OPA2 has been prepared and the County of Haliburton is aware of the OPA, notice of public meeting was circulated, public meeting held today, and the final stage is to adopt the OPA2 in February 2017.

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The Clerk then asked if there was anyone in the audience that would like to speak to the matter. The Clerk requested that they clearly state their name for the purpose of record keeping. The following individuals addressed Council:

Paul O’Leary questioned why all the five houses shown on this document were mailed a notice. He felt that this amendment should not apply to those five houses in Cardiff.

Vicki Woolfrey answered Mr. O’Leary’s question and mentioned that they would need to obtain a notice from Crowe Valley when they are applying for a building or planning permit.

John Lawton asked if they were automatically flagged.

Mr. Jones replied that the Chief Building Official will identify the property and if required will advise the applicant to consult with Crowe Valley first.

Paul O’Leary asked why all of the houses that back onto the creek are identified on the map.

Vicki Woolfrey replied that the area was included in the risk management system. Chris Jones stated that the Source Protection Plan is already in place and we are getting our documents (i.e. Official Plan) up to date. Vicki Woolfrey stated that “science” delineated the area and geologists determined how the water is flowing into the ground water. The model that they ran determined the five year movement for source water protection purposes.

Bill Clark asked how you came up with the model plan and stated that his property is next to Dyno Estates. There is low draw of water at the well head (according to geologist - 100 m circle takes in the 25 year flow). He asked if this was an educated guess and if the computer came up with this model. He stated that most of his property will have restrictions put on it.

Vicki Woolfrey replied that consultants developed what they determined as the two year model and that you would have to call them as to why this area included. She also said that there is a higher vulnerability based on well drillers report (type of water/maybe lack of available data) so the consultants utilize a cautionary approach and came up with what would be the largest estimate of area because lack of data. This report came from the Trent report. Even 25 years still could have an impact on municipal water as to what you propose to do.

Bill Clark stated that wetlands are on his property because of culverts and now he is faced with even more restrictions.

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Vicki Woolfrey mentioned that assessment reports are updated by consultants/technical experts every five years. Chris Jones mentioned that there are different protection areas in different areas. Chris mentioned that we have two other sections in our Official Plan that identifies existing landfills, closed landfills and abandoned mines (information obtained from the Ministry of Environment and Ministry of Northern Mines). These areas are identified in our Official Plan (circle representing 500 metre from boundary of property) that is considered a “frozen area” for development but not everything in this 500 metre area needs to be restricted. There are 100 abandoned mine sites that have had to be documented and restrictions placed on it.

Paul O’Leary asked why public meeting now and not before (i.e. 2006).

Vicki Woolfrey answered that they went to every door and gave notice/or mailed notice to residents in the Cardiff Townsite and Dyno Estates. Public consultation was done back in 2010 (i.e. open houses, b’que, and notices were sent out, etc.). The consultation process is prescribed by the Clean Water Act.

Bill Clark asked, “so we can have a septic system but every five years we will have to have it re-inspected”?

Vicki Woolfrey stated that this requirement is already in the Building Code and that mandatory septic inspection have previously been done and the cost was absorbed by the Municipality at that time.

Garth Clark stated that 40% of the area identified is on his property. He said that there is a huge rock on the ridge and ground water running down it won’t effect that well. He questioned if there was any hard science on it. He then proceeded with issue as related to his property back in 1975 and claims was caused by the Road Superintendent. Reeve Dave Burton intervened and advised Mr. Clark that this was not the appropriate place to discuss this subject and not on the agenda for discussion today.

Chris Jones stated that the next step is for Council to pass the by-law to adopt the official plan amendment and suggested to those attending to monitor the municipal website as to when it will be placed on the agenda.

Mr. O’Leary asked why they should monitor website if we telling them that the requirements are already in place.

Chris Jones clarified that this is already identified in the Clean Water Act.

Mr. O’Leary stated the Cardiff water is the best water ever.

John Lawton asked if there was any construction going around this area.

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His reply was that there is an upcoming project for replacing the service lines in Cardiff.

**Adjourned Public Meeting
2016-435**

Moved by: Joan Barton

Second by: Cam McKenzie

BE IT RESOLVED THAT this Public meeting be adjourned and Council meeting be reconvened.

Carried.

*The Public Meeting was adjourned at **11:40 a.m.***

Reeve, Dave Burton

Clerk, Irene S. Cook

Unapproved minutes of council meeting

**Minutes of the Meeting of the Council of the Municipality of Highlands East held on
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County OP update

2016-436

Moved by: Suzanne Partridge

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives this report as submitted by Chris Jones, MCIP, RPP, Municipal Planning Services Ltd. and;

FURTHER THAT the Clerk be directed to advise the County of Haliburton that Council for the Municipality of Highlands East requests that the rural settlement areas of Tory Hill and Highland Grove be identified in the County Official Plan.

Carried.

Advisory Committees of Council

- **Department Reports were submitted, reviewed and filed for future reference.**
- **Advisory Committee Reports were submitted, reviewed and filed for future reference.**

Amend agenda

2016-437

Moved by: Suzanne Partridge

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council amends the agenda to add a closed session to the meeting.

Closed Session

2016-438

Moved by: Cam McKenzie

Seconded by: Suzanne Partridge

BE IT RESOLVED THAT THIS COUNCIL moves into Closed Session in order to discuss a matter pertaining to:

- a proposed or pending acquisition of land for municipal or local board purposes;
- personal matters about an identifiable individual, including municipal local board employees;

Carried.

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Arise from Closed Session

2016-439

Moved by: Suzanne Partridge

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council arise from the closed session to report.

Carried.

ARISE AND REPORT FROM CLOSED SESSION

Bancroft Family Health Team – municipal property

2016-440

Moved by: Joan Barton

Seconded by: Suzanne Partridge

BE IT RESOLVED THAT Council accepts the proposal from the Bancroft Family Health Team for three month trial period for provision of a physician to attend Wilberforce Medical Clinic (once a month) with confirmation of clinic dates.

Carried.

Accept Employee Resignation

2016-441

Moved by: Cec Ryall

Seconded by: Joan Barton

BE IT RESOLVED THAT Council accepts with regret the resignation of Curtis Tighe.

Carried.

Confirm Proceeding of Meeting

2016-442

Moved by: Joan Barton

Seconded by: Suzanne Partridge

BE IT RESOLVED THAT By-law No. 2016-106 being a by-law to confirm the proceedings of council at its regular meeting of December 12, 2016, be read a first, second and third time, passed, signed and sealed with the Corporate Seal.

Carried.

**Minutes of the Meeting of the Council of the Municipality of Highlands East held on
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Adjournment

2016-443

Moved by: Suzanne Partridge

Seconded by: Joan Barton

BE IT RESOLVED THAT this Council meeting be adjourned.

Carried.

The meeting adjourned at **12:30 p.m.**

Reeve, Dave Burton

Clerk, Irene S. Cook

Unapproved minutes of council meeting