

**Minutes of the Meeting of the Council of the Municipality of Highlands East held on
January 9, 2017 9:00 a.m. in the Council Chambers, Wilberforce, Ontario.**

Members Present:

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
Chief Building Official, Laurie Devolin

Regrets: Reeve Dave Burton

Attendance:

Angelica Ingram Haliburton Echo
Mark Arike The Highlander

Disclosure of Pecuniary Interest and general nature thereof:

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

Disclosure of Pecuniary Interest and general nature thereof:

None declared.

Adopt Agenda

2017-01

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

2017-02

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 December 12, 2016.

Carried.

Departmental Reports

Building Department – Monthly Operations Report

2017-03

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council receives the monthly operations report as information only, as submitted by the Chief Building Official.

Carried.

By-law Department – Monthly Operations Report

2017-04

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives the Monthly Operations Report as information only, as submitted by the By-Law Enforcement Officer

Carried.

Fire Department – Monthly Operations Report

2017-05

Moved by: Cec Ryall

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives the monthly operations report as information only, as submitted by the Fire Chief.

Carried.

Fire – VFIS insurance

2017-06

Moved by: Cec Ryall

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives this report as submitted by the Fire Chief and;

FURTHER THAT Council approves the renewal of VFIS Insurance for firefighters from McDougall Insurance in the amount of \$5,553.36.

Carried.

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**Volunteer Fire Department
2017-07**

Moved by: Joan Barton
Seconded by: Cec Ryall

BE IT RESOLVED THAT Council receives this report as submitted by the Fire Chief and;

FURTHER THAT Council appoints the following recruits:

- Jarek Denie to station #3
- Stuart Gourley to station 4

Carried.

**Municipal Forest Fire Management Agreement (MNRF)
2017-08**

Moved by: Cam McKenzie
Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives this report as submitted by the Fire Chief and;

FURTHER THAT Council approves By-law 2017-03 undertaking a 5 year agreement with the crown and authorizing the Reeve and Clerk to sign the agreement.

Carried.

**Roads Department – Tandem Truck
2017-09**

Moved by: Joan Barton
Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council receives this report, Tandem Truck with Snowplow Equipment-Tender Results, from the Roads Superintendent for information purposes,

AND FURTHER THAT Council for the Municipality of Highlands East accepts the tender for the 2018 Tandem Axle Truck with Spreader/Dump Body and Snow Plow Equipment from Winslow Gerolamy Motors Ltd. in the amount of \$229,807 plus applicable taxes.

Carried.

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Property Department – Monthly Operations Report

2017-10

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT Council receives the January 9, 2017 Operation Report, as information only, as submitted by the Property Supervisor.

Carried.

Administration Department

Approval of Accounts

2017-11

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT General Accounts in the amount of 1,777,932.20 be approved.

Carried.

Medical Centre – Lease

2017-12

Moved by: Joan Barton

Seconded by: Cam McKenzie

THAT Council receives this report, Dr. Khodadad Dadelahi Lease Agreement as submitted by the CAO/Treasurer;

AND FURTHER THAT Council authorizes a lease agreement between the Municipality of Highlands East and Dr. Khodadad Dadelahi for use of the Demised Area at the Medical Centre for a dental office;

AND FURTHER THAT the Deputy Reeve and Clerk are authorized to sign all documentation on behalf of the Municipality.

Carried.

Organizational Chart

2017-13

Moved by: Cec Ryall

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council pass a by-law adopting the Highlands East Organizational Chart.

Carried.

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Performance Management Program

2017-14

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council pass the appropriate bylaw at the end of the meeting.

Carried.

McCrea Road – survey on road allowance

2017-15

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT the survey on McCrea Road to finish the road allowance and subsequent recommendations be referred to the Trails Committee.

Carried.

Support Postal Banking

2017-16

Moved by: Joan Barton

Seconded by: Cam McKenzie

BE IT RESOLVED THAT Council supports the resolution from the Town of Richmond Hill and their request to the Federal Government to review the Banking Act to allow postal banking at Canada Post.

Carried.

2018 Municipal Elections – Vote Methods

2017-17

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council directs that the 2018 municipal elections be conducted by vote by mail and optical scan (as done in 2014 municipal elections).

Carried.

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Shoreline Road Allowance – By-law

2017-18

Moved by: Cam McKenzie

Seconded by: Cec Ryall

BE IT RESOLVED THAT Council receives this report, Shore Road Allowance – By-laws to stop up, close and convey, as submitted by the Clerk for information and;

FURTHER THAT Council accepts the recommendations in this report and that by-laws to stop up, close and convey the original shore road allowances be enacted at this meeting.

Carried.

RZA NADEAU, Maureen and Gilles Rezoning Application

2017-19

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT the rezoning application from Maureen and Gilles Nadeau to rezone lands described as Conc. 13, Part Lot 16, Parts 4 & 5, Plan 19R-9271, geographic Township of Glamorgan be received by Council and declared complete and that a public meeting be scheduled.

Carried.

By-laws

2017-20

Moved by: Joan Barton

Seconded by: Cam McKenzie

BE IT RESOLVED THAT By-laws Nos:

- 2017-01 Being a By-law to amend By-law No. 2005-29, as amended, the Zoning By-law for the Municipality of Highlands East with respect to lands legally described as all of PIN 39227 0204 and Part 14, Plan 19R-9851, which is located in Part of Lot 11, Concession 5, in the geographic Township of Glamorgan, now in the Municipality of Highlands East.
Applicant: Keith and Irene Wheeler Roll No. 4601 901 000 57500 0000
- 2017-02 Being a By-law to authorize a Lease Agreement between Dr. Khodadad Dadelahi and the Corporation of the Municipality of Highlands East (Wilberforce Medical Centre)
- 2017-03 Being a By-law to authorize a Municipal Forest Fire Management Agreement between Her Majesty the Queen in the right of Ontario as represented by the

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Minister of Natural Resources and Forestry (MNR) and the Corporation of the Municipality of Highlands East

- 2017-04 Being a By-law for Shoreline Road Allowance for lands in front of Lot 26, Conc. 6, geographic Township of Glamorgan (Pine Lake) Applicant: SULTAN, Kaniz
- 2017-05 Being a by-law to adopt a Performance Management Program
- 2017-06 Being a by-law to appoint a Deputy CAO/Treasurer
- 2017-07 Being a by-law to adopt an Employee Organizational Chart for the Municipality of Highlands East

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

Carried.

Closed Session

2017-21

Moved by: Cam McKenzie

Seconded by: Cec Ryall

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

- 239 (2) b) personal matters about an identifiable individual, including municipal local board employees Environment Department and Administration

Carried.

Arise from Closed Session

2017-22

Moved by: Cec Ryall

Seconded by: Cam McKenzie

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

Carried.

ARISE AND REPORT FROM CLOSED SESSION

NO REPORT

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Minutes of Public Meeting (under Section 34 of the Planning Act, R.S.O. 1990, cp. 13 as amended) held on January 9, 2017 at 10:30 a.m. in the Council Chambers, Wilberforce in the Municipality of Highlands East.

Members Present:

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

Regrets: Reeve, Dave Burton

Attendance:

Chris Jones Municipal Planning Services
Angelica Ingram Haliburton Echo

**Open Public Meeting
2017-23**

Moved by: Cam McKenzie
Seconded by: Cec Ryall

BE IT RESOLVED THAT this scheduled Public meeting be declared open to discuss the following applications made under Section 34 of the Planning Act, R.S.O. 1990, cp.13 as amended, as follows:

1. Applicant: PETRIC, Peter and Patricia

Purpose: The purpose of the proposed by-law amendment is to amend the Restricted Area (Zoning) By-Law No. 2005-29 as amended to lands located in Part Lot 32, Concession 8 (Glamorgan) with frontage on Billings Lake. The application, if approved, would permit the construction of a detached garage/workshop with a ground floor area of 148.64 square metres (1,600 square feet), whereas Section 3.1 of the Comprehensive Zoning By-law limits the floor area of a detached accessory building to 70 square metres (753 square feet) in shoreline residential zones.

The proposed zoning by-law amendment, if approved, would rezone the subject lands to a Limited Service Residential Exception (LSR-67) Zone.

File No. RZ-09-2016 Roll No. 4601 902 000 54000 0000

2. Applicant: Municipality of Highlands East

Purpose: The purpose of the proposed by-law amendment is to amend the Restricted Area (Zoning) By-Law No. 2005-29 as amended to lands located in Part Lot 33, Concession 16 (Monmouth) located at 2307 Loop Road. The application, if approved, would permit the former public library to be utilized by an outfitter business. No new building or building expansion is proposed. The former library was declared to be surplus by Council Resolution 2014-05 to facilitate sale and re-use.

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The proposed zoning by-law amendment, if approved, would rezone the subject lands to a General Commercial One Exception (CG1-3) Zone, which would permit the proposed use, recognize the location of the existing building and exempt the business from the parking requirements for the proposed commercial use.

File No. RZ-10-2016 Roll No. 4601 602 000 41500 0000

Carried.

File No. RZ-09-2016 Roll No. 4601 902 000 54000 0000 Applicant: Peter and Patricia Petric

Attendance:

Peter Petric
Wayne Quibell
Steve Blackburn

Mr. Petric was in attendance at the public meeting. Notice was provided on November 29th, 2016 – by first class prepaid mail to all persons & bodies as per Planning Act and notice posted November 29th, 2016 on site. As of 4:30 p.m. January 6, 2017 there were a total of one written submission as follows:

Letter received December 19, 2016 from Keith H. Sjogren objecting to size of the proposed structure. Mr. Sjogren believes the proposed development will significantly alter the general environment and will not be in the best interests of the community as a whole. The building of an accessory structure of 1600 sq. ft. is both unnecessary and totally out of keeping with the other properties and will damage the environment as well as potentially damage the value of the properties close by.

Mr. Petric addressed Council regarding his application for rezoning. He explained that he would like to construct a storage shed with a ground floor area of 93 m². There is no place on the property that would meet the required setbacks. He hired an architect who looked over the property and provided him with the most suitable location for the garage. The garage would store his pickup truck, tractor and snow blower. He will be retiring this spring and will be living here permanently. He needs a storage building large enough to store everything and wants to have only one storage structure instead of several.

Wayne Quibell (builder) stated that the structure is far enough back from the road and they can always put in tree berms, etc. if needed and are willing to address any concerns. The property is large enough and the storage building will be at the back of the lot. The building is one storey and will be used for storage and all other setbacks are met.

Chris Jones, Municipal Planner stated that he has seen the site. The property is a larger shoreline lot. The building will be set back at the furthest spot (not visible from the lake) and the draft by-law provides site specific standards that provides five specific rights (maximum lot

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coverage, maximum size of building, setback and setback from private road) and will not be connected to water/sewer. Mr. Petric could construct two 753 sq. ft. storage but proposes to build only one.

Steve Blackburn addressed Council and he stated that the notice that he received indicated that this would be a garage and that is a concern.

File No. RZ-10-2016 Roll No. 4601 602 000 41500 0000 Applicant: Highlands East
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Attendance:

Chris Jones, Municipal Planning Services Ltd.
Hilda Clark

Public notice for the meeting was given as follows: December 14th, 2016 - first class prepaid mail

to all persons & bodies as per Planning Act, notice posted December 14th, 2016 on site. As of 4:30 p.m. January 6, 2017 there were no written submissions.

Chris Jones, Municipal Planning Services addressed Council regarding the zoning amendment. The property is municipal land that has been declared surplus and been on the market and we have a purchaser that wishes to use building as an outfitter's business office, etc. The property is currently zoned institutional and would require an amendment to change the use to general commercial.

A draft by-law was provided to the purchaser that proposed site specific zone category for the business, recreational outfitter use, lot frontage as existing, maximum floor area as is and maximum parking as one. The size of lot/frontage, etc. doesn't comply with minimum standards and the by-law will recognize existing building. The purchaser would like to have more permitted uses and he wanted to address Council about the proposed use. The lot is very small and of 8,500 parcels of land located in Highlands East this parcel is among 50 of the smallest, uses a holding tank and well. There would be feasibility issues to allow full use in commercial but there is some areas where we can add a few more uses and he would prepare a draft and provide to Council.

Hilda Clark addressed Council and stated that she is very supportive of the business proposed. She has three interests in the property, i.e. church, Heritage Guild/Red Cross and her own building. The Red Cross building is owned by the Municipality and several times throughout the Red Cross will meet and there are a lot of cars parked there and they use this property for parking as well. There is not much property, nor parking here. Additional parking is available at the church and school during the summer months.

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Chris Jones thought that the parking on the lot would be ½ on private land and ½ on the road. There would be only room to park up to two to three vehicles comfortably.

**Adjourned Public Meeting
2017-24**

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 **11:05 a.m.***

Deputy Reeve

Clerk

Unapproved minutes of council meeting

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

Confirm Proceeding of Meeting

2017-25

Moved by: Joan Barton

Seconded by: Cec Ryall

BE IT RESOLVED THAT By-law No. 2017-08 being a by-law to confirm the proceedings of council at its regular meeting of January 9, 2017, be read a first, second and third time, passed, signed and sealed with the Corporate Seal.

Carried.

Adjournment

2017-26

Moved by: Cam McKenzie

Seconded by: Joan Barton

BE IT RESOLVED THAT this Council meeting be adjourned.

Carried.

The meeting adjourned at **11:06 a.m.**

Deputy Reeve

Clerk