

The Corporation of the Township of Lucan Biddulph Council Minutes

Present: Mayor C. Burghardt-Jesson, Deputy Mayor D. Manders, Councillors D. Regan and A. Westman

Absent: Councillor P. Mastorakos

Also Present: R. Reymer-CAO/Clerk, P. Smith-Parks & Recreation Manager, T. Merner-Deputy Clerk, K. Langendyk-Treasurer, T. Loyens-Deputy Treasurer, L. deBoer-Economic Development Officer

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 5:45 pm.

Declaration of Pecuniary Interest & Nature Thereof

None.

1/ In-Camera Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council adjourn to Committee of the Whole in camera at 5:45 pm in regards to a potential sale of a lot at the Township Industrial Park Subdivision with R. Reymer and T. Merner remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Regan

Seconded by D. Manders

Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 5:54 p.m.

CARRIED

3/ Direction from In-Camera Session

Moved by D. Manders

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph accepts the Offer to Purchase as presented with regards to Part Lot 25, Conc. 4, being Part 2 on 33R-20465 as well as the Offer to Purchase as presented for Part Lot 25, Conc. 4, being Part 2 on 33R-20206, both of which are part of Phase 1 of the Industrial Park and further that the Mayor and Clerk be authorized to execute same subject to such modifications or amendments deemed appropriate by the Chief Administrative Officer, in his discretion.

CARRIED

4/ Land Division Committee of Adjustments Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council adjourn to Committee of the Land Division/Committee of Adjustments at 6:00 pm.

CARRIED

Regular Council Meeting re-convened at 6:26 pm.

Delegations

Christene Scrimgeour, Scrimgeour & Company

Christene Scrimgeour attended and presented the Draft Consolidated Financial Statements for the year ended Dec 31/2018. The 2017 and 2018 statements were compared, along with the statement of financial position (balance sheet) and accounts receivable. C. Scrimgeour stated that the financial statements presented are positive, there was a general surplus and any excess revenue was transferred to building reserves.

Mayor C. Burghardt-Jesson asked C. Scrimgeour if there were any concerns/suggestions that council and staff should be made aware of. She advised that security deposits that have accumulated over the years could be cleaned up, payroll and overtime should be monitored by department managers and now that a full-time treasurer is in place, job tasks could be delegated accordingly.

Councillor D. Manders commented that with continued growth comes the additional need for services and we need to be mindful of that and prepare accordingly.

5/ Draft Consolidated Financial Statements

Moved by A. Westman

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph accepts the draft financial statements as presented on August 13, 2019.

CARRIED

Sandra Neubauer, President and Steve McIntyre, Executive of Lucan Irish Six Junior Hockey

Sandra Neubauer and Steve McIntyre attended to give a presentation about the Lucan Irish Six Junior Hockey team explaining who they are and the benefits they bring to kids and our community. They shared some of the team's success stories as well as the challenges they are currently experiencing. Mrs. Neubauer discussed the financial costs of running the team and advised that unfortunately they do not have a major contributing sponsor. She further advised that while they are not looking for a hand out from the township they are hoping that a partnership could be formed wherein ideas and suggestions could be made to help solve some of the challenges they are facing.

R. Reymer suggested that a meeting be set up between the Junior C executive and Paul Smith to discuss the controlled access problems during game times as well as preferred ice rate fees.

Mayor C. Burghardt-Jesson commented on the success of great events that took place last year and hopes to see that momentum continue and build. She thanked Sandra and Steve for attending and wished them well with the upcoming season.

6/ Minutes

Moved by D. Regan

Seconded by D. Manders

That the special meeting minutes of June 27, 2019 and July 11, 2019; in-camera minutes of June 18, 2019 and July 9, 2019 and regular council minutes of July 9, 2019 be approved as circulated.

CARRIED

Communications Reports

R. Reymer discussed a letter received from a resident regarding the grass cutting that took place around the storm water management pond in the Ridge Crossing subdivision. He advised that Geoff Cade from the ABCA will attend for a site visit with Paul Smith to determine the area of grass that can be maintained. P. Smith advised that it is unfortunate that trees got damaged. Staff was trying to address concerns received for maintenance along the walkway, as well as promote growth for trees that were being suffocated by surrounding weeds and brush.

Paul Martien commented on where the grass was cut and asked why it was done? P. Smith

advised complaints were received regarding the over grown grass and weeds surrounding the walk-way.

Mayor C. Burghardt-Jesson advised we can't go back however can learn from this and receive proper direction for maintenance of the area going forward.

Rob Elliott advised when he purchased property on Walnut Grove Place which backs onto this conservation area, he understood it was controlled by the Ausable Bayfield Conservation Authority and questions why it is now being referred to as a recreational area. Mayor C. Burghardt-Jesson advised it is Township property and was never controlled by ABCA.

R. Reymer advised that no further maintenance will take place until the site visit with ABCA has taken place and direction is given.

L deBoer commented on the OMAFRA RED program and advised that we are currently looking into what we can apply for; however, we do not have a community improvement plan in place therefore are limited in what we can do. M. Bancroft advised a community improvement plan is a way for municipalities to promote downtown revitalization with money available to facilitate.

R. Reymer commented on the letter received from Municipality of South Huron regarding a climate change adaptation study and advised we will reply that we are happy to participate.

R. Reymer discussed the letter received from BM Ross regarding moving forward to accommodate Lucan growth. The letter identifies the proposal from BM Ross Engineers to act as project managers for the expansion of the sewage treatment plant. R. Reymer advised that time is of the essence and he is looking for some direction from council as to whether they are looking for proposals from multiple engineer firms or would prefer to move forward with BM Ross. Mayor C. Burghardt-Jesson commented that while she understands the process of writing and receiving proposals from other engineer firms will take some time, she would prefer to have an estimate of costs from BM Ross.

7/ Sewage Treatment Plant expansion – Project Manager

Moved by D. Regan

Seconded by D. Manders

Resolved that the council of the Township of Lucan Biddulph directs staff to obtain an estimate of costs from BM Ross to act as project managers for the expansion of the sewage treatment plant project.

CARRIED

R. Reymer commented on the letter from BM Ross regarding development charges study. He noted our current development charges bylaw expires in April 2020 therefore a study will need to be undertaken which includes a public review process. R. Reymer further noted that new development charges take effect immediately following the passing of the bylaw.

Councillor D. Regan commented on the resolution included from Town of Halton Hills regarding reducing litter and waste in our communities. He noted that he doesn't see this issue getting any better and we need to be more pro-active at reducing waste and litter.

8/ "Reducing Litter and Waste in our Communities"

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph supports the resolution passed by The Town of Halton Hills regarding reducing litter and waste in our communities.

CARRIED

Committee Reports

CEDC

L. deBoer advised that a 2nd strategic plan review meeting took place and another will take

place at the end of September. They are currently working at identifying needs.

ABCA and UTRCA

A Westman advised that both ABCA and UTRCA only met once this summer. Discussion took place regarding shoreline management project and budget. A. Westman further advised that the shoreline is eroding approximately ½ a metre each year which is substantial in the long term.

Staff Reports

Deputy Clerk

T. Merner reviewed her report regarding animal control options for cats. The report outlined numerous options for council to consider. Discussion took place regarding feral cats and questions as to how we would enforce our bylaw should feral cats be the issue/concern of residents. Mayor C. Burghardt-Jesson encouraged council to give this topic some thought and report any suggestions they may have at the next meeting.

T. Merner reviewed her report regarding the procurement policy. She noted this policy is a draft at this time and should council have any suggestions regarding the policy to please email her prior to the next council meeting at which time adoption of the policy will be brought forward.

CAO/Clerk

R. Reymer advised that a new public works manager has been hired. Jeff Little, former public works manager for Township of Adelaide-Metcalf will be starting here on September 3, 2019.

R. Reymer advised that the public works laborer position has been filled and Andrew Christie started yesterday.

R. Reymer advised we are still awaiting official word from Hydro One regarding the Prince George Hydro design plan and further information will be relayed once received.

R. Reymer advised council that three regular crosswalks in town require re-painting. He provided options including regular paint, enhanced plastic as well as the option of doing a red and white crosswalk. He noted that while the plastic is more expensive the longevity of the product makes up for the cost. Deputy Mayor D. Manders noted he is concerned that red and white may be a distraction. R. Reymer further noted that we will need to look into flashing arm signals at that crosswalk location as the current lights do not stand out as well during daylight hours.

Building

R. Reymer reviewed the building permit report submitted by Chief Building Official, Arnie Marsman. He noted that compared to previous years the first half of 2019 saw the largest number of new housing starts with 58 new construction permits. A. Marsman predicted that the final phase of the Ridge Crossing development will be complete this year and Olde Clover Village development will continue strong.

R. Reymer reviewed the report submitted by Arnie Marsman regarding the approval of an electronic building permit application processes. He added having this program in place will save builders time as well as significant staff time. R. Reymer noted the cost of the program is \$13,000.00 however these funds could come from the one-time efficiency funding received earlier this year.

Finance

K. Langendyk advised the daycare loan was approved and a debenture bylaw is enclosed for passing. She also noted that final 2019 property tax bills have been sent out.

Planning

M. Bancroft reviewed his report regarding the lands situated on Nicolson Street and Miller Drive in the Phase 2 development of Ridge Crossing subdivision. He advised the purpose of the report is to accommodate a request for site plan approval, amend an existing subdivision agreement and allow for extension of Miller Drive; all to facilitate residential development in the form of townhouses. Phase 1 will be comprised of 52 two-storey units and Phase 2 proposes 44 two-storey units. M. Bancroft advised that all bylaws required to implement the request are included herein, however the agreements are draft at this time until legal counsel has provided final approval.

M. Bancroft reviewed his report regarding lands situated on the west side of Olde Clover Drive north of Richmond Street. He advised the purpose of the report is to complete an amendment to a subdivision agreement as well as a part lot control bylaw to facilitate the residential development in the form of 10 building lots for Block 30 on Plan 33M-759. Mayor C. Burghardt-Jesson asked if approval has been received from the Ministry of Transportation and M. Bancroft advised each lot will require a permit issued through MTO however a blanket permit for the 10 lots is possible.

M. Bancroft reviewed his report regarding a redline amendment to the draft plans of subdivision for Phase 4 of Olde Clover Village. M. Bancroft advised that Phase 4 comprises the balance of the lands for the Olde Clover Village development and this redline amendment would increase the total number of single detached lots from 76 to 80. M. Bancroft advised a public consultation process is not necessary given the minimal change to the plan. Mayor C. Burghardt-Jesson asked if approval has been received from the Ministry of Transportation (MTO). M. Bancroft confirmed that a permit will be required by MTO to allow the construction of each dwelling and likely, a blanket permit would apply for all 10 lots if constructed by the same builder.

M. Bancroft advised that a zoning bylaw amendment is included to implement the zoning change applied for through application ZBA-1-2019 (Martens). He further noted that a meeting has been scheduled with the Ministry of Transportation to discuss the building restriction that they requested for the balance of the farmland. M. Bancroft noted the MTO is trying to protect their road network from any further entrances however this restriction is unfortunate for future owners of the property. Mayor C. Burghardt-Jesson asked what happens if the discussions with MMAH and MTO are successful and M. Bancroft advised the zoning change can be reversed.

Public Works

R. Reymer reviewed the report prepared by Julie Overholt regarding the Biddulph-Blanshard fire hall parking lot and Beech Street paving tender. R. Reymer advised that a revision to the tender price submitted was made due to the quantity of asphalt required. He further noted that Lavis Contracting Co. Ltd submitted the lowest quote.

Parks & Recreation

P. Smith reviewed his report regarding the Boys and Girls club programming. He noted that our master recreation plan reflected a need for this type of programming. He further noted that should council approve the request, an update will be given 6 weeks after the start of the program.

P. Smith provided an updated regarding the feasibility study and advised 12 interviews have been completed to date with 12 more scheduled. He further noted the Mr. Boy is hoping to have a report available to council in the fall.

Economic Development

L. deBoer reviewed her report regarding the Kraft Hockeyville trip to Renous, New Brunswick. She noted that it is tradition the previous winner attends the celebration of the next winning community to hand over the trophy and that Kraft Hockeyville will pay for flight and car rental expenses, however accommodations are not covered. A \$1,000 budget for accommodations and expenses was requested for Mayor C. Burghardt-Jesson, P. Smith and L. deBoer to attend the event.

Councillor's Comments

Deputy Mayor D. Manders advised he received a request to have the grass cut down at the storm water retention pond off of Saintsbury Line. P. Smith advised he reached out to the developer earlier this year and will follow up with the request.

Councillor A. Westman advised the Granton Firemans breakfast is Sunday August 18th and this particular breakfast is donation only.

Mayor C. Burghardt-Jesson passed on a message from Councillor P. Mastorakos who was unable to attend. P. Mastorakos advised he has received many compliments in regards to the great work Bryan Smith and Marty Van Pret have done with the gardens and flowers in our community.

9/ Accounts Paid

Moved by A. Westman

Seconded by D. Manders

Resolved that the council of the Township of Lucan Biddulph approve the accounts as listed below, as paid:

May 2019	\$ 591,576.82
June 2019	<u>\$1,324,783.60</u>
	\$1,916,360.42

CARRIED

10/ MAP Unit 2

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph authorize Tina Merner to enroll in Unit 2 of the Municipal Administration Program offered through AMCTO for the Fall 2019 term at a registration cost of \$446.35 (including HST).

CARRIED

11/ MAFP UNIT 1

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph authorize Kathryn Langendyk and Rhonda Freiter to enroll in Unit 1 of the Municipal Accounting and Finance Program offered through AMCTO for the Fall 2019 term at a registration cost of \$446.35 (including HST) per person.

CARRIED

12/ Electronic Building Permit Application Process

Moved by D. Manders

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph authorize staff to enter into an agreement with Evolta for the initiation of an electronic building permit system at an annual cost of \$13,000.00

CARRIED

13/ Biddulph Blanshard Fire Hall parking lot and Beech Street paving

Moved by A. Westman

Seconded by D. Regan

Resolved that the Township of Lucan Biddulph authorizes staff to accept the tender from Lavis Contracting Co. Limited in the amount of \$107,793.53 including HST for the supply of hot mix asphalt for the paving of the Biddulph Blanshard Fire Hall parking lot and Beech Street from Duchess Avenue to Market Street.

CARRIED

14/ Boys and Girls Club program

Moved by D. Manders

Seconded by D. Regan

That the Council for the Township of Lucan Biddulph authorize staff to provide recreational space at the Lucan Memorial Community Centre to the Boys and Girls Club with full knowledge that rental fees will be based on registration with a maximum potential of \$50/hr., \$10 short of the current \$60/hr fee. After each block of sessions staff will review attendance and viability of the programming with the Boys and Girls club coordinator.

CARRIED

15/ Kraft Hockeyville Renous, New Brunswick

Moved by A. Westman

Seconded by D. Regan

Resolved that the council of the Township of Lucan Biddulph authorize Cathy Burghardt-Jesson, Lisa deBoer and Paul Smith to attend the 2019 Kraft Hockeyville event in Renous, NB from September 16th to September 19th and further that \$1,000.00 be allocated from the Kraft Hockeyville funds for the purposes of booking accommodations and miscellaneous expenses.

CARRIED

16/ By-Laws

Moved by A. Westman

Seconded by D. Manders

That if no one cares to speak to these By-laws on their First, Second and Third Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, read a Third time and Passed, that they be numbered:

- 37-2019 Debenture Bylaw (daycare loan)
- 38-2019 Ridge Crossing site plan approval (townhouse development)
- 39-2019 Execution of Amending Agreement – 2219260 Ontario Inc. (Ridge Crossing Phase 2)
- 40-2019 Dedication Bylaw (Blocks 105, 106, 107 and 108 Ridge Crossing)
- 41-2019 Part Lot Control Exemption Bylaw (Block 30 Olde Clover Village)
- 42-2019 Execution of Agreement (Van Engelen Temporary Use)
- 43-2019 Execution of Amending Agreement – Olde Clover Village
- 44-2019 Confirming Bylaw
- 203-2019 (ZBA-6-2019 Van Engelen Temporary Use)
- 204-2019 (ZBA-3-2019 2219260 Ontario Inc. - Ridge Crossing)
- 205-2019 (ZBA-1-2019 Martens)

CARRIED

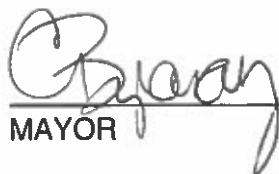
17/ Adjournment

Moved by D. Regan

Seconded A. Westman

Resolved that the Council meeting be adjourned at 9:46 p.m.

CARRIED


MAYOR


CLERK