

The Corporation of the Town of Plympton-Wyoming
Regular Council Meeting

Date: Wednesday, December 14, 2011
Time: 8:00 a.m.
Location: Plympton-Wyoming Council Chambers
546 Niagara St., Wyoming, Ont.

Council Members Present: Lonny Napper, Mayor
Don Nelson, Deputy Mayor
Ben Dekker
Netty McEwen
Ron Schenk
Bob Woolvett
Muriel Wright

Staff Members Present: Kyle Pratt, Chief Administrative Officer (C.A.O.)
Caroline DeSchutter, Clerk

Call to Order

At 8:00 a.m., Mayor Lonny Napper called the meeting to order.

C.A.O. Kyle Pratt introduced to Council the municipality's new Director of Public Works & Engineering, David Fielding, who was present in the Council Chambers for the Council meeting.

Declaration of Pecuniary Interest

No declaration was made by any one member of Council at this time. Mayor Napper requested Council members to make the appropriate declaration if necessary throughout the business of the meeting.

Adoption of Council Meeting Minutes

Motion #1 – Moved by Don Nelson, Seconded by Netty McEwen that the minutes of the Regular Council Meeting of November 30, 2011 be approved as printed and distributed. **Motion Carried.**

Motion #2 – Moved by Ben Dekker, Seconded by Muriel Wright that the minutes of the Regular Planning Meeting of November 28, 2011 be approved as printed and distributed. **Motion Carried.**

Motion #3 – Moved by Bob Woolvett, Seconded by Ben Dekker that the minutes of the Regular Planning Meeting (Closed Session) of November 28, 2011 be approved as printed and distributed. **Motion Carried.**

Business Arising from Previous Meetings

Request for Portions of Kerrigan Road Closures

The Clerk confirmed that no response had been received to date from the parties interested in the requested closure of the portion of Kerrigan Road north of London Line. She also confirmed that an appraisal was currently being completed on the surveyed portion of Kerrigan Road south of

Confederation Line in response to a separate request made by interested parties in that particular portion.

Development of New Website

With reference to the email distributed as requested to Council providing Council members access to the proposed new website, comments made included the following:

- provide improved linkage to area Parks & Recreation programs, and to County of Lambton's website for Trails and Parks services
- was confirmed that the old website would be rendered inactive upon implementation of the new one, anticipated to be early in the new year
- was felt that the Home Page needed some improved graphics for aesthetic appeal

2012 Budget

Reference was made to the email distributed to Council and staff by the C.A.O. regarding preparation plans for the 2012 Budget, which established a deadline date of February 15th, 2012 for all Departments to have Operating and Capital Budgets submitted to the Treasurer. C.A.O. Kyle Pratt clarified that he had requested a ten-year Capital Forecast from each of the Departments as well.

No other business arising from previous meetings was addressed by Council or staff at this time.

Public Works Department

Public Works Superintendent Stan Calow joined Council to address Public Works business. Reference was made to the Memo included in Council's Agenda, and the following motion was approved:

Motion #4 – *Moved by Ben Dekker, Seconded by Muriel Wright that Council endorse the recommendation made by staff, that Council accepts the lowest bid submitted by Beaver Brook Tree Service in the amount of \$47,000.00 plus HST for the Tree Removal Tender.* **Motion Carried.**

Reference was also made at this time to a handout provided to Council, being correspondence from the County Public Works Department, regarding the Signal Warrant Review at County Road 21 (Broadway Street) and Niagara Street in Wyoming. Having been referred to the County in response to a request made by Council, it was confirmed that traffic counts recorded at the said intersection did not warrant criteria for traffic signal lights.

Other topics discussed with Council included the following:

- guard rails being installed at Bonnie Doone bridge area temporarily for the winter months; further restoration measures at this site to be readdressed next spring

No further inquiries were made by Council at this time. Mr. Calow and Mr. Fielding remained at the Council meeting, and were both asked to join Council in the subsequent Closed Meeting Session.

Closed Meeting Session – 8:25 a.m.

Motion #5 – *Moved by Netty McEwen, Seconded by Ron Schenk that Council move into a Closed Meeting Session for the purpose of discussion regarding Personal Matters about an Identifiable Individual.*

Motion Carried.

Motion #6 (8:50 a.m.) – Moved by Muriel Wright, Seconded by Ben Dekker that the Closed Meeting Session be adjourned. **Motion Carried.**

Subsequent to discussion and review held in Closed Session, the following motions were approved by Council:

Motion #7 – Moved by Ron Schenk, Seconded by Netty McEwen that Council endorses Staff Recommendation made to enter into an Agreement with the Ontario Clean Water Agency for Overall Responsible Operator Service for the Town of Plympton-Wyoming Water Distribution Systems. **Motion Carried.**

Motion #8 – Moved by Bob Woolvett, Seconded by Muriel Wright that Council endorse Staff Recommendation made regarding the Offer of Employment to be made for the position of Full-Time Operator in the Public Works Department. **Motion Carried.**

Motion #9 – Moved by Ron Schenk, Seconded by Don Nelson that Council approve the Works Code Addendum for Non-Union Employees in the attached form, which addresses banked time, sick time and vacation time. **Motion Carried.**

Accounts

Motion #10 – Moved by Bob Woolvett, Seconded by Muriel Wright that the Accounts as listed in the attached form be approved by the Plympton-Wyoming Council for payment:

- a) Town of Plympton-Wyoming
 - Council Paylist
 - Drainage Superintendent
 - General Paylist
 - Public Works Paylist
- b) Spriet Associates
 - Bonnie Doone Bridge Invoice
- c) Vicki Kyle, Backup Animal Control Officer
 - November 8-18, 2011 Invoice

Motion Carried.

Staff Reports

With reference to the Staff Reports as presented, the following motions were approved by Council:

Motion #11 – Moved by Ben Dekker, Seconded by Muriel Wright that Council approve the recommendation from the Wyoming Fire Committee, recommending that Armstrong Construction, being the lowest tender at \$29,042.00, be awarded the installation of steel roofing at the Wyoming Fire Hall. **Motion Carried.**

Motion #12 – Moved by Netty McEwen, Seconded by Bob Woolvett that Council approve the Community Policing Committee's recommendation made to install larger green school signs on Confederation Line, both east and west directions to attempt to slow down the traffic flow coming into Wyoming. **Motion Carried.**

Councillor Woolvett confirmed that the OPP had been asked for a written report to confirm their response to inquiries made for recommendations to reduce the speed of traffic entering the Wyoming area, and that it had not been received to date. Pursuant to further discussion held amongst Council, the following motion was approved:

Motion #13 – *Moved by Don Nelson, Seconded by Ben Dekker that staff be directed to process the creation of a Community Safety Zone on Confederation Line from the easterly to the westerly limits of the former Wyoming area.* **Motion Carried.**

Treasurer Norma Roddick-Preece joined Council for discussion regarding her Staff Memos as presented. The memo regarding “Employee Assistance Program” was deferred, pending the provision of additional information from the Treasurer as requested by Council, and the memo regarding “Procurement Policy Amendment” was deferred to approval in By-laws at this meeting, following an explanation to Council of the various changes. Alterations to those changes were made by Council pursuant to the discussion held. Staff confirmed that the Drainage Superintendent and the municipality’s drainage consulting engineer would be advised of the new policies, to ensure that they were being adhered to with municipal drainage projects. C.A.O. Kyle Pratt confirmed that Department Heads and Council members would be trained to facilitate implementation of the new Procurement By-law policies.

Motion #14 – *Moved by Ron Schenk, Seconded by Don Nelson that Council acknowledge “Staff Reports” as listed in the attached form not otherwise addressed in resolution form by Council:*

- a) Carol Hoskin
 - Report – Installation of Steel Roof at Wyoming Fire Hall
 - Report – Community Policing Committee Recommendation
- b) Norma Roddick-Preece
 - Report – Employee Assistance Program
 - Report – Procurement Policy Amendment
- c) Stan Calow
 - Report – Tree Removal Tender

Motion Carried.

Councillors’ Reports

Motion #15 – *Moved by Bob Woolvett, Seconded by Ben Dekker that the Councillors’ Reports as listed in the attached form be noted as received by the Plympton-Wyoming Council, and filed accordingly:*

- a) Lonny Napper
 - News Release – “Reliable to the Rescue” Historic Print Available
 - News Release – Council Highlights
 - News Release – Former Physician Dr. J. Telford Biehn Becomes a Permanent Part of New Art Gallery
 - News Release – Upcoming Public Meetings to Discuss Lambton’s Official Plan Review

Motion Carried.

Mayor Napper also made Council aware of a fundraiser being held on January 29th in the new year, which he was chairing for the local branch of the Alzheimer’s Society.

Committee Meeting Minutes and Reports

Motion #16 – Moved by Muriel Wright, Seconded by Bob Woolvett that the Town of Plympton-Wyoming Council authorize the Town staff representative at the Lambton Area Water Supply System (LAWSS) Meeting voting rights in the absence of the town's elected voting member. **Motion Carried.**

Motion #17 – Moved by Ron Schenk, Seconded by Netty McEwen that the Committee Meeting Minutes and Reports as listed in the attached form be noted as received by the Plympton-Wyoming Council:

- a) LAWSS
 - Motion – Voting Rights
- b) Lambton Shores Fire Board
 - Agenda – December 1, 2011
 - Minutes – August 18, 2011

Motion Carried.

By-laws

Prior to Council's approval of By-law Number 91 in the Agenda, the Treasurer was asked to join Council to explain the funding of the subject purchase of 6745 Camlachie Road, which was provided and further discussed by Council. Staff was directed to include full breakdown for the initial capital costs and subsequent renovation costs in the 2012 Budget documents.

Motion #18 – Moved by Muriel Wright, Seconded by Bob Woolvett that By-law Number 91 of 2011, being a by-law to facilitate debentures for purchase of 6745 Camlachie Road be taken as read a first, second and third time, finally approved, and the Mayor and Clerk/Deputy Clerk authorized to sign the said by-law accordingly. **Motion Carried.**

Motion #19 – Moved by Netty McEwen, Seconded by Ron Schenk that By-law Number 92 of 2011, being the Colborne Street Drain Collection By-law, be taken as read a first, second and third time, finally approved, and the Mayor and Clerk/Deputy Clerk authorized to sign the said by-law accordingly. **Motion Carried.**

Motion #20 – Moved by Ron Schenk, Seconded by Don Nelson that By-law Number 93 of 2011, being a by-law to update the Procurement By-law, be taken as read a first, second and third time, finally approved, and the Mayor and Clerk/Deputy Clerk authorized to sign the said by-law accordingly. **Motion Carried.**

Motion #21 – Moved by Don Nelson, Seconded by Netty McEwen that By-law Number 94 of 2011, being a by-law to update the Emergency Response Plan for the Town of Plympton-Wyoming be taken as read a first, second and third time, finally approved, and the Mayor and Clerk/Deputy Clerk authorized to sign the said by-law accordingly. **Motion Carried.**

C.A.O. Kyle Pratt advised Council that the draft for an updated Building Permit Bylaw would be presented to Council at a subsequent Council meeting, noting that notice of the consideration had to be posted publicly in advance of the meeting.

Correspondence – Action-Required Items

Motion #22 – Moved by Muriel Wright, Seconded by Ben Dekker that Council endorse the resolution in the attached form from the Municipality of the Township of Muskoka Lakes regarding Municipal

Planning Authority for Renewable Energy Projects, and that the proper parties be notified accordingly.

Motion Carried.

Motion #23 – *Moved by Bob Woolvett, Seconded by Muriel Wright that Correspondence relating to “Action-Required Items” as listed in the attached form, not otherwise addressed by resolution, be noted as received by the Plympton-Wyoming Council, and filed accordingly:*

- a) Central Lambton Family Health Team
 - Letter of Financial Support (*referred to 2012 Budget*)
- b) Sarnia-Lambton Taskforce
 - Email – Financial Support (*referred to 2012 Budget*)
- c) AMO
 - Hotel Guest Room Booking Policy for August 2012
- d) Resolution(s)
 - Township of Muskoka – Municipal Planning Authority for Renewable Energy Projects
- e) Ministry of Citizenship and Immigration
 - 2012 Volunteer Service Awards Program
- f) AMCTO
 - 2012-2013 Ontario Municipal Internship Program
- g) OGRA
 - Delegation Request Form (*Deadline January 20, 2012*)
 - 2012 Municipal Roads Technologies Workshop
 - 2012 ROMA/OGRA Combined Conference Preliminary Program

Motion Carried.

In response to the C.A.O.’s request, Council discussed the various topics for attempted scheduling of meetings with Provincial officials at the upcoming Good Roads Convention, which included the following:

- Acquisition of Ontario Trillium Funding for the Wyoming-Reeces Corners Trail Project
- Reconstruction of Egremont Road Waterline
- Replacement of dated iron ductile waterlines in Plympton lakefront area
- Windmill Setback Perimeters
- Recovery of Costs for Ash Borer Tree Losses and Cleanup

Staff was asked to assemble the necessary background information, and attempt the scheduling of meetings accordingly.

Correspondence – Recommended Reading & Routine Approval/Information Items

Motion #24 - *Moved by Bob Woolvett, Seconded by Ben Dekker that Correspondence relating to “Recommended Reading” and “Routine Approval and Information Items” not otherwise addressed by resolution, be noted as received by the Plympton-Wyoming Council, and filed accordingly.*

Motion Carried.

New Business

Accessibility Legislative Requirements

Reference was made to a handout presented by the Clerk, which provided to Council an update regarding the status of compliance with Provincial Accessibility requirements in the municipality.

C.A.O. Kyle Pratt advised Council regarding new requirements for the provision of accessibility to municipal emergency plans and public safety information for all residents, as well as the need for training of staff to fulfill the Accessibility requirements.

New Business – Members of Council & Staff

Ron Schenk

In response to Councillor Schenk's request, the following motion was presented for consideration by Council:

Motion #25 – *Moved by Ron Schenk, Seconded by Don Nelson that a By-law be drafted and assessed to ensure that the Municipality of Plympton-Wyoming is protected from any future costs resulting from the decommissioning and dismantling of wind turbines after their effective life span. The owner of the wind turbine is to post a security or bond for \$500,000.00 per turbine, payable to the Town of Plympton-Wyoming before a building permit is issued. This is to ensure that the decommissioning and removal is completed to the satisfaction of the Town; the security or bond to be returned after the Town deems the removal complete.*

Councillor Schenk requested that Council's vote be a recorded one. Pursuant to the Procedural By-law, the vote was taken by draw, and recorded as follows: Bob Woolvett – in favour; Ben Dekker - in favour; Lonny Napper – in favour; Don Nelson – in favour; Ron Schenk – in favour, Netty McEwen – in favour, Muriel Wright – in favour. ***Motion Carried Unanimously.***

No additional New Business was addressed by Council or Staff members at this time. Mayor Napper extended best wishes to all for the upcoming Christmas and New Year's season. At this time (11:15 a.m.), Mayor Napper made his exit from the meeting due to personal commitments, and Deputy Mayor Nelson assumed the role as chairperson of the meeting.

Delegation – 11:15 a.m.

Jeff Coleman, Regional Manager, Frank Cowan Company Limited

Re: 2012 Municipal Insurance Program, Town of Plympton-Wyoming

At this time, Mr. Coleman joined Council for his annual presentation and review with Council of the municipality's renewal of municipal insurance coverage. Reference was made to the 2012 Report distributed to Council members with their Agenda package. Mr. Coleman summarized contents of the Report, and addressed any inquiries presented by Council and staff.

Subsequent to the discussion held, the following motion was approved by Council:

Motion #26 – *Moved by Ben Dekker, Seconded by Muriel Wright that the 2011 Municipal Insurance Program for Plympton-Wyoming as presented by Cowan/Frank Cowan Company for renewal fees in the amount of \$223,540, be approved by Council.* ***Motion Carried.***

Deputy Mayor Nelson thanked Mr. Coleman for meeting with Council, following which Mr. Coleman made his exit from the Council Chambers, and Council proceeded with adjournment of the meeting.

Approval of Confirming By-law

Motion #27 – *Moved by Bob Woolvett, Seconded by Muriel Wright that By-law Number 96 of 2011,*

being the Confirming By-law for the Regular Council Meeting of December 14, 2011, be taken as read a first, second and third time, finally approved, and the Mayor and Clerk/Deputy Clerk authorized to sign the said by-law accordingly.

Motion Carried.

Meeting Adjournment

Motion #28 - Moved by Netty McEwen, Seconded by Ron Schenk that the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on January 11, 2012, commencing at 9:15 a.m.

Motion Carried.

The meeting was adjourned at 11:45 a.m.

Clerk

Mayor