

THE TOWNSHIP OF NORTH HURON
COUNCIL AGENDA



Date: Monday, May 15, 2017
Time: 7:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

Pages

1.	CALL TO ORDER	
2.	CONFIRMATION OF THE AGENDA	
	<i>THAT the Council of the Township of North Huron; accept the Agenda for the May 15, 2017 Council Meeting; as presented.</i>	
3.	DISCLOSURE OF PECUNIARY INTEREST	
4.	CONSENT AGENDA	
	<i>THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1. to 4.1.2;</i>	
	<i>AND FURTHER THAT all other Consent Items be received for information.</i>	
4.1	Minutes	
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6.	REPORTS	
6.1	Clerks Department	
6.1.1	Election 2018 - Internet and Telephone Voting Provider	61
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services/Deputy Clerk titled, Election 2018 – Internet and Telephone Voting Provider, for information purposes;</i>	
	<i>AND FURTHER THAT Council authorizes the Manager of Employee and Business Services/Deputy Clerk to engage Simply Voting Inc. for the provision of internet and telephone voting services to be provided for the 2018 Municipal and School Board Election at the quoted cost of \$2.01 per eligible elector plus HST and applicable fees related to the printing and mailing of notification letters based on postage costs at that time;</i>	
	<i>AND FURTHER THAT the Clerk is instructed to prepare a by-law for the June 5th, 2017 Council Meeting to enter into an agreement with Simply Voting Inc.</i>	
6.2	Finance Department	
6.2.1	Havelock-Belmont-Methuen Resolution	74
	<i>THAT the Council of the Township of North Huron hereby supports the resolution from the Township of Havelock-Belmont-Methuen regarding Legislative Changes impacting Tax Registrations and Tax Sales</i>	
	<i>AND FURTHER THAT a letter of support be sent to the Minister of Municipal Affairs.</i>	
6.2.2	2017 Wingham BIA Budget	77
	<i>THAT the Council of the Township of North Huron hereby adopts the 2017 Wingham BIA Budget Report as presented by the Director of Finance;</i>	
	<i>AND FURTHER THAT the Council of the Township of North Huron adopts the 2017 Wingham BIA Budget in the amount of \$27,000.00 which will be included in the 2017 Final Tax Billing.</i>	
6.3	Recreation and Facilities Department	
6.3.1	Wingham Town Hall Theatre Operations	79
	<i>THAT the Council of the Township of North Huron hereby approve the proposed Town Hall Theatre Rental Terms, Conditions and Contract, and Schedule A of this document for the rental fees;</i>	
	<i>AND FURTHER THAT staff are directed to include these approved rates and fees into the North Huron Rates and Fees By-Law at the next update opportunity for this by-law.</i>	
6.4	Public Works / Utilities Department	
6.5	Fire Department of North Huron	
6.6	Building Department	

6.7	CAO	
6.7.1	Terms of Reference - Musical Muskrat Festival Committee	98
	<i>THAT the Council of North Huron approve the Terms of Reference for the Musical Muskrat Festival Planning Committee as presented by the Economic Development Officer.</i>	
6.7.2	Wingham Wayfinding Signage	109
	<i>THAT the Council of the Township of North Huron hereby accept the quote from Cox signs for \$7,606.90 + HST (\$8595.80) to proceed with the supply and installation of wayfinding signs on Josephine Street in Wingham.</i>	
7.	CORRESPONDENCE	
7.1	Municipality of Morris-Turnberry Fire Prevention Agreement	129
7.2	Alzheimer Society of Huron County request to hold Tag Day fundraiser in North Huron	130
	<i>THAT the Council of the Township of North Huron hereby supports the Alzheimer Society of Huron County Annual Tag Day Fundraiser on June 2nd and June 3rd, 2017 in the Township of North Huron.</i>	
8.	COUNCIL REPORTS	
8.1	REEVE ACTIVITY REPORT	
8.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
8.3	REQUESTS BY MEMBERS	
8.3.1	Councillor Seip - Aquatics Programs	
9.	NOTICE OF MOTION	
10.	BY-LAWS	
10.1	By-law 16-2017	131
	Being a by-law to provide for a drainage works in the Township of North Huron, in the County of Huron; Jackson and Schultz Municipal Drains 2017.	
	<i>THAT By-law No. 16-2017; being a by-law to provide for a drainage works in the Township of North Huron, in the County of Huron; Jackson and Schultz Municipal Drains 2017; be read a third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.</i>	
11.	ANNOUNCEMENTS	
12.	OTHER BUSINESS	

13. CLOSED SESSION AND REPORTING OUT

THAT the Council of the Township of North Huron hereby proceeds at ... pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- Personal matters about an identifiable individual, including municipal or local board employees (Landfill Rental Agreement);*
- Personal matters about an identifiable individual, including municipal or local board employees (Tax write-off);*
- Personal matters about an identifiable individual, including municipal or local board employees (Committee of Council);*
- Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel);*
- Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel);*
- Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel).*

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at ... pm.

THAT the Council of the Township of North Huron hereby confirm the direction given to staff, in Closed Session.

- 13.1 Landfill Rental Agreement
- 13.2 Tax write-off
- 13.3 Committee of Council
- 13.4 Administration Personnel
- 13.5 Administration Personnel
- 13.6 Administration Personnel

14. CONFIRMATORY BY-LAW

- 14.1 By-law No. 44-2017, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron. 133

THAT By-law 44-2017; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

15. ADJOURNMENT

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at pm.

MINUTES OF THE TOWNSHIP OF NORTH HURON
REGULAR COUNCIL MEETING



Date: Monday, May 1, 2017
Time: 7:01 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Reeve Neil Vincent
Deputy Reeve James Campbell
Councillor Ray Hallahan
Councillor Yolanda Ritsema-Teeninga
Councillor Trevor Seip
Councillor Brock Vodden
Councillor Bill Knott

STAFF PRESENT: Sharon Chambers, CAO
Kathy Adams, Director of Corporate Services / Clerk
Donna White, Director of Finance
Pat Newson, Director of Recreation and Facilities
Jeff Molenhuis, Director of Public Works
Kirk Livingston, CBO/Property Standards/Zoning
Richard Al, Manager of Employee and Business Services
Laura Young, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen
Kelsey Dunbar, Advance Times
Adam Bell, CKNX
Jason Coultres, Joan Vincent, Dan Bailey, Mike McDonald,
Michelle McDonald, Jeff Josling, Robert Wheeler, Melinda
Wheeler, Ken De Vries, Robb Fitch, Kelsey Long

1. CALL TO ORDER

Reeve Vincent called the meeting to order at 7:01 pm.

2. CONFIRMATION OF THE AGENDA

M213/17

MOVED BY: J. Campbell

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron; accept the Agenda for the May 1, 2017 Council Meeting; as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

4. CONSENT AGENDA

M214/17

MOVED BY: B. Vodden

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.3;

AND FURTHER THAT all other Consent Items be received for information.

CARRIED

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held April 18, 2017

4.1.2 Minutes of the Court of Revision held April 18, 2017

4.1.3 Minutes of the Budget Meeting held April 24, 2017

4.1.4 Minutes of the North Huron Police Services Board Meeting held March 21, 2017

4.1.7 Minutes of the Musical Muskrat Festival Meeting held April 17, 2017

4.1.5 Minutes of the Wingham BIA Executive Meeting held March 30, 2017

4.1.6 Minutes of the Blyth BIA Meeting held April 5, 2017

4.1.8 Minutes of the Musical Muskrat Festival Meeting held April 18, 2017

4.1.9 Minutes of the East Wawanosh 150th Anniversary Committee Meeting held March 7, 2017

4.1.10 Minutes of the East Wawanosh 150th Anniversary Committee Meeting held April 4, 2017

4.1.11 Minutes of the Wingham Town Hall Theatre Committee Meeting held April 19, 2017

4.2 Reports

4.2.1 Bills and Accounts

4.2.2 Clerk's Department Report 05-01-17 (Department Update)

4.2.3 Public Works Report 05-01-17 (Department Update)

4.2.4 Economic Development Report 05-01-17 (Department Update)

4.3 Correspondence

4.3.1 OPP Calls for Service (CFS) Billing Summary Report - January to March 2017

4.3.2 Westario Power - Notice of Chair & Vice Chair

5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

5.1 Committee of Adjustment Hearing

File A01-2017 Minor Variance Application

Plan 451 Lot 12, Wingham Ward, North Huron (449 Carling Terrace)

Applicant/Owners: Ken and Shelly De Vries

M215/17

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby adjourns the Regular Council meeting at 7:02 pm. to enter a Committee of Adjustment Hearing.

CARRIED

M216/17

MOVED BY: T. Seip

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron reconvene the Regular Council meeting at 7:14 pm.

CARRIED

M217/17**MOVED BY:** T. Seip**SECONDED BY:** R. Hallahan

THAT the Council of the Township of North Huron hereby accept the recommendation of the Committee of Adjustment; that the Minor Variance A01-2017 as it applies to Plan 451 Lot 12, Wingham Ward, North Huron (449 Carling Terrace) Applicant/Owners: Ken and Shelly De Vries; be approved with the following conditions:

- 1. The pool be located within the footprint contained on the sketch that accompanied the application;*
- 2. The pool maintains a distance of 1 metre from the fence;*
- 3. The fence is either removed to the satisfaction of the Chief Building Official or an Encroachment Agreement is entered into with the Township of North Huron; and*
- 4. The variance approval is valid for a period of 18 months from the date of the Committee's decision.*

CARRIED**5.2 Musical Muskrat Festival - Update on 2017 Event**

Robert Wheeler and Melinda Wheeler presented an update on the events and activities planned for the 2017 Musical Muskrat Festival. The festival will be taking place at Riverside Park in Wingham on June 9, 10, and 11 2017.

M218/17**MOVED BY:** T. Seip**SECONDED BY:** B. Vodden

THAT the Council of the Township of North Huron hereby receives the Musical Muskrat Festival 2017 Update for information purposes; AND FURTHER THAT Council authorizes an exemption to Noise Control By-law 20-2009, extending the Noise By-law from 11:00 p.m. to 1:00 a.m. on the dates of June 9 and 10, 2017; AND FURTHER THAT a Terms of Reference for the Musical Muskrat Festival Committee be presented to Council for consideration prior to the event.

CARRIED

Mr. Wheeler and Ms. Wheeler were thanked and departed.

5.3 Director of Finance - 2017 Budget

Director of Finance, Donna White reviewed the budget process, provided highlights of the 2017 Budget and requested that Council adopt the 2017 Budget as presented.

M219/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby receives the 2017 Budget Report from the Director of Finance, and that Council considers the passing of By-law No. 37-2017 to adopt the budget and tax rates which is included in the By-law section of the agenda package;

AND FURTHER that Council approves an exception to Section 19.1 of the Procedural By-law to allow the By-law to be passed at the May 1, 2017 Council Meeting;

AND FURTHER THAT the Reeve and Clerk be authorized to sign By-law No. 37-2017.

CARRIED

6. REPORTS

6.1 Clerks Department

6.2 Finance Department

6.3 Recreation and Facilities Department

6.3.1 Huron Pioneer Threshers Log Cabin Veranda

M220/17

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby approve the proposed veranda project for the Threshers Log Cabin, and direct the Clerk to prepare an authorizing by-law to adopt an Agreement to approve the Huron Pioneer Threshers and Hobby Association Inc. to build a veranda around the Log Cabin located at the Blyth Campground;

AND FURTHER THAT the project may proceed once the Agreement is adopted, and the terms of the Agreement are met by the Huron Pioneer Threshers and Hobby Association Inc. including but not limited to: insurance, building permit, and health and safety.

CARRIED

6.4 Public Works / Utilities Department

6.4.1 2017 Surface Treatment Award

M221/17

MOVED BY: R. Hallahan

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby accepts the report of the Director of Public Works titled 2017 Surface Treatment Award, for information purposes;

AND FURTHER THAT Council awards the 2017 tender for Supply and Application of Surface Treatment to Cornell Construction Inc. in an amount of \$454,947.89 including HST, with the North Huron portion being \$87,489.98 including HST;

AND FURTHER THAT that Council approves an exception to Section 19.1 of the Procedural By-law to allow the By-law to be passed at the May 1, 2017 Council Meeting.

CARRIED

6.4.2 Curbside Collection Second Survey Results and Recommendation

M222/17

MOVED BY: B. Vodden

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby directs the Director of Public Works to formalize contract terms with Waste Management of Canada Corporation for Option A-A Weekly both (urban) and Bi-weekly both (rural) as well as Option D Recycling Bins at the Landfill and report back to Council with the formal contract for execution.

CARRIED

6.5 Fire Department of North Huron

6.6 Building Department

6.6.1 Building By-law and Consolidated Fees

M223/17

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby accepts the By-law respecting Construction, Demolition, and Change of Use Permits and Consolidated Fees and Charges Report for information purposes;

AND FURTHER THAT the Council of the Township of North Huron desires to repeal By-law 19-2015 to enact a new By-law respecting Construction, Demolition and Change of Use Permits and Inspections for the issuance of permits and related matters;

AND FURTHER THAT the Council of the Township of North Huron desires to amend By-law 09-2017 to include the establishment of Schedule "C" Fee Schedule into the annual Consolidated Fees and Charges By-law;

AND FURTHER THAT the Council of the Township of North Huron approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 38, 2017 and By-law No. 39, 2017 to be passed at the May 1, 2017 Council Meeting;

AND FURTHER THAT the Reeve and Clerk be authorized to sign By-law No. 38 and By-law No. 39, 2017.

CARRIED

6.7 CAO

CAO Sharon Chambers provided a verbal update on status of the Township solicitor's comments regarding wording of the draft extension of the A2A Development Agreement.

7. CORRESPONDENCE

7.1 Minister of Seniors Affairs - 2017 Seniors' Month Proclamation

M224/17

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby proclaims June 2017 as Seniors' Month.

CARRIED

- 7.2 Township of Adjala-Tosorontio Resolution - Request to waive taxes on Canadian flags and Canada 150 Anniversary flags

M225/17

MOVED BY: R. Hallahan

SECONDED BY: B. Vodden

*THAT the Council of the Township of North Huron hereby support the resolution passed by the Township of Adjala-Tosorontio at their April 10, 2017 Council meeting requesting that in recognition of Canada's 150th birthday, the federal and provincial governments be requested to waive applicable taxes on the purchase of a Canadian flag or Canada 150 Anniversary flag for the year 2017;
AND FURTHER THAT this motion be forwarded to the Prime Minister of Canada and the Premier of Ontario.*

CARRIED

- 7.3 Lewis Flowers - Request for Street Light

M226/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby directs the Director of Public Works to prepare a report regarding the request from Allan Dickson for the installation of a streetlight at 135 Frances Street in Wingham.

CARRIED

8. COUNCIL REPORTS

8.1 REEVE ACTIVITY REPORT

Reeve Vincent reported being quite busy due to undergoing surgery recently.

8.2 COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)

Councillor Seip congratulated the Building Bridges to Our Future Committee on a successful gala event held April 29, 2017. It was noted that the committee is approximately \$30,000 away from their fundraising goal to complete the playground at Maitland River Elementary School.

Councillor Ritsema-Teeninga reported that the Wingham Town Hall Theatre grand opening is scheduled to take place on May 28, 2017, with Phil Mann acting as MC. Tickets are available at the Gift Chest in Wingham.

Councillor Ritsema-Teeninga reported that the Alice Munro Festival is scheduled to take place on June 2, 3, and 4, 2017. It was noted that the theme this year is Alice goes to the movies.

8.3 REQUESTS BY MEMBERS

Councillor Seip requested that Council further discuss proposed By-law No. 36-2017.

Discussion took place regarding proposed By-law No. 36-2017 and a motion was made to defer consideration of the proposed By-law to allow time to receive input from the public.

M227/17

MOVED BY: J. Campbell

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby defer consideration of By-law No. 36-2017 to a future Council Meeting to allow sufficient time to hold a Public Meeting and receive feedback regarding the proposed By-law;

AND FURTHER THAT a Public Meeting be scheduled to consider By-law No. 36-2017.

CARRIED

9. NOTICE OF MOTION

10. BY-LAWS

10.1 By-law No. 36-2017

Being a by-law to prohibit and regulate the discharge of guns or firearms.

Consideration of By-law No. 36-2017 was deferred by Resolution M227/17.

10.2 By-law No. 37-2017

Being a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest.

M228/17

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

By-law No. 37-2017; being a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law Book.

CARRIED

10.3 By-law No. 38-2017

Being a by-law to Amend Schedule "C" to By-law No. 9-2017; being a by-law to Establish Fees and Charges for the Township of North Huron.

M229/17

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT By-law No. 38-2017; being a by-law to Amend Schedule "C" to By-law No. 9-2017; being a by-law to Establish Fees and Charges for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law Book.

CARRIED

10.4 By-law No. 39-2017

Being a by-law respecting Construction, Demolition and Change of Use Permits and Inspections.

M230/17

MOVED BY: J. Campbell

SECONDED BY: R. Hallahan

THAT By-law No. 39-2017; being a by-law respecting Construction, Demolition and Change of Use Permits and Inspections; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.5 By-law No. 40-2017

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Binding Letter of Engagement - Design, Upgrade and Transfer Agreement between The Corporation of the Township of North Huron and RealTerm Energy Corp. for the proposed upgrade of existing street lighting system to LED luminaries.

M231/17**MOVED BY:** R. Hallahan**SECONDED BY:** B. Vodden

THAT By-law No. 40-2017; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Binding Letter of Engagement - Design, Upgrade and Transfer Agreement between The Corporation of the Township of North Huron and RealTerm Energy Corp. for the proposed upgrade of existing street lighting system to LED luminaries; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law Book.

CARRIED

10.6 By-law No. 41-2017

Being a by-law to authorize the signing of a Cross Border Servicing Agreement between the Corporation of the Township of North Huron and the Municipality of Morris-Turnberry.

M232/17**MOVED BY:** Y. Ritsema-Teeninga**SECONDED BY:** T. Seip

By-law No. 41-2017; being a by-law to authorize the signing of a Cross Border Servicing Agreement between the Corporation of the Township of North Huron and the Municipality of Morris-Turnberry; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law Book.

CARRIED

10.7 By-law No. 42-2017

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between the Corporation of the Township of North Huron and Cornell Construction Ltd. for the Supply and Application of Surface Treatment.

M233/17

MOVED BY: R. Hallahan

SECONDED BY: T. Seip

THAT By-law No. 42-2017; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between the Corporation of the Township of North Huron and Cornell Construction Ltd. for the Supply and Application of Surface Treatment; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law Book.

CARRIED

11. ANNOUNCEMENTS

Councillor Seip read aloud an article from the Huron Culture Awards which recognized Brock and Janice Vodden on their work preserving the history of Blyth.

Reeve Vincent announced that the Grand Re-opening of the Blyth Memorial Hall is scheduled for May 19, 2017.

Councillor Vodden reported recently touring the renovated Memorial Hall and noted that the renovations are coming along well and the result is impressive.

Director of Recreation and Facilities, Pat Newson added that the May 19, 2017 Grand Re-opening event of the Memorial Hall will provide the public a chance to see various behind the scenes areas of the building.

12. OTHER BUSINESS

13. CLOSED SESSION AND REPORTING OUT**M234/17****MOVED BY:** R. Hallahan**SECONDED BY:** T. Seip

THAT the Council of the Township of North Huron hereby proceeds at 8:46 pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- A proposed or pending acquisition or disposal of land by the municipality or local board (Wingham Property);*
- A proposed or pending acquisition or disposal of land by the municipality or local board (Blyth Property);*
- Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel).*

CARRIED**M235/17****MOVED BY:** T. Seip**SECONDED BY:** B. Vodden

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:32 pm.

CARRIED**M236/17****MOVED BY:** B. Knott**SECONDED BY:** R. Hallahan

THAT the Council of the Township of North Huron hereby confirm the direction given to staff, in Closed Session.

CARRIED**14. CONFIRMATORY BY-LAW**

- 14.1 By-law No. 43-2017, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

M237/17**MOVED BY:** R. Hallahan**SECONDED BY:** T. Seip

THAT By-law 43-2017; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

15. ADJOURNMENT

M238/17

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:33 pm.

CARRIED

Neil Vincent, Reeve

Kathy Adams, Clerk

MINUTES OF THE TOWNSHIP OF NORTH HURON
COMMITTEE OF ADJUSTMENT



Date: Monday, May 1, 2017
Time: 7:03 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Reeve Neil Vincent
Deputy Reeve James Campbell
Councillor Ray Hallahan
Councillor Yolanda Ritsema-Teeninga
Councillor Trevor Seip
Councillor Brock Vodden
Councillor Bill Knott

STAFF PRESENT: Sharon Chambers, CAO
Kathy Adams, Director of Corporate Services / Clerk
Donna White, Director of Finance
Pat Newson, Director of Recreation and Facilities
Jeff Molenhuis, Director of Public Works
Kirk Livingston, CBO/Property Standards/Zoning
Richard Al, Manager of Employee and Business Services
Laura Young, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen
Kelsey Dunbar, Advance Times
Adam Bell, CKNX
Jason Coultres, Joan Vincent, Dan Bailey, Mike McDonald,
Jeff Josling, Robert Wheeler, Melinda Wheeler,
Ken De Vries, Robb Fitch, Kelsey Long

1. Call to Order

Reeve Vincent called the meeting to order at 7:03 pm.

2. Disclosure of Pecuniary Interest

None disclosed.

3. Accept of Amend Agenda

COA04/17

MOVED BY: B. Knott

SECONDED BY: J. Campbell

THAT the Committee of Adjustment hereby accepts the agenda for the May 1, 2017 hearing as presented.

CARRIED

4. Committee of Adjustment – Authority

The Council of the Corporation of the Township of North Huron enacted By-law No. 2-2013 authorizing the appointment of the full Council to form the Committee of Adjustment.

Hence, it is by the authority of By-law No. 2-2013 and The Planning Act, R.S.O. 1990, as amended, that his Committee of Adjustment shall perform its responsibilities.

5. Appoint Secretary-Treasurer

The Council of the Corporation of the Township of North Huron hereby enacts the By-law authorizing the appointment of the Clerk as Committee of Adjustment Secretary-Treasurer.

6. Statement of Precedent

“That any decision reached by this Committee tonight cannot be used to set a precedent.”

7. New Business

File A01-2017 Minor Variance Application
Plan 451 Lot 12, Wingham Ward, North Huron (449 Carling Terrace)
Applicant/Owners: Ken and Shelly De Vries

7.1 Purpose and Description

The purpose of this application is to seek relief from Zoning By-law 82-2008 for the Township of North Huron. The subject property is designated Residential in the North Huron Official Plan and zoned R1-3- Residential Low Density Special Zone in the North Huron Zoning By-law.

The applicant is proposing to construct an above-ground swimming pool on their lot. The provisions set out in the North Huron Zoning By-law General Provisions for an accessory structure state that an accessory structure is to be located in the rear or interior side yard of a property and shall not be located closer to a street than the setback for the main building. This application is requesting a variance for the exterior side yard applicable to the setback from the street for the main building. In the R1 Zone, the exterior side yard setback is a minimum of 6 metres (19 feet 6 inches) from the street. The proposed Minor Variance seeks relief for 5.7 metres for the exterior yard setback required to satisfy Section 3.3.4 of the General Provisions for Accessory Structures section of the Zoning By-law, as the applicant proposes to construct the pool at a setback of 0.3 metres (1 foot) from the exterior side lot line.

7.2 Comments of the Huron County Planner

Laura Young, Huron County Planner presented details regarding the Minor Variance Application.

7.3 Comments of the Applicant and/or Agent

No comments were received.

7.4 Comments of Others

North Huron staff and commenting agencies were circulated with information on this application. Comments received from North Huron Public Works identified that the location of the existing fence is on Township property and for the fence to remain, an Encroachment Agreement is required to be entered into between the applicant and the Township. An Agreement is a recommended condition of this report. Comments received from the Risk Management Official determined that there are no apparent land use activities associated with threats to source water protection or prohibited uses. No comments were received from the public circulated on this application; comments may arise at the public meeting.

7.5 Committee of Adjustment Members' Questions and/or Comments

No comments were received.

7.6 Recommendation of the Huron County Planning & Development Department

Approval (with conditions) is recommended as outlined in the report from Laura Young, Huron County Planner.

7.7 Recommendation to Council from the Committee of Adjustment

	A. Effect of Public Comments on Decision of Council	B. Effect of Agency Comments on Decision of Council (e.g. Planning, Public Works, Health Unit)
1. Council agrees with effects of input as contained in the planning report	Council concurs with the planning report regarding the effect of public and agency comments on the decision.	Council concurs with the planning report regarding the effect of public and agency comments on the decision.
2. No comments received	No public comments were received on this application so there was no effect on the decision.	No agency comments were received on this application so there was no effect on the decision.
3. Supportive comments received	Public comments were received in support of the application, the effect of which resulted in a decision to approve the application.	Agency comments were received in support of the application, the effect of which resulted in a decision to approve the application.
4. Concerns raised were addressed through conditions to approval or changes to mapping or text amendment	Public comments were received on the issue(s) of _____. The comments were address through (conditions to approval/changes to the mapping or text of the amendment).	Comments were received from agencies on the issue(s) of _____. The comments were address through (conditions to approval/changes to the mapping or text of the amendment).
5. Concerns raised did not influence the decision	Public comments were received on the issue(s) of _____. Comments were thoroughly considered but the effect did not influence the decision of Council to (approve/deny) the application.	Comments were received from agencies identifying the issue(s) of _____. Comments were thoroughly considered but the effect did not influence the decision of Council to (approve/deny) the application.

6. Concerns raised did influence the decision	Public comments were received on the issue(s) of _____, the effect of which influenced the decision of Council to (approve/deny) the application.	Comments were received from agencies identifying the issue(s) of _____. Comments were thoroughly considered but the effect did not influence the decision of Council to (approve/deny) the application.
7. Comments received in support and opposition to the application	Options from above 1A/3A/4A/5A/6A	Options from above 1B/3B/4B/5B/6B
8. Other	Additional wording deemed appropriate by Council	Additional wording deemed appropriate by Council

Council selected option 4A and 4B from the chart.

COA05/17

MOVED BY: B. Knott

SECONDED BY: Y. Ritsema-Teeninga

THAT the Committee of Adjustment hereby recommends to North Huron Council that the Minor Variance A01-2017 as it applies to Plan 451 Lot 12, Wingham Ward, North Huron (449 Carling Terrace), Applicant/Owners: Ken and Shelly De Vries; be approved with the following conditions:

- 1. The pool be located within the footprint contained on the sketch that accompanied the application;*
- 2. The pool maintains a distance of 1 metre from the fence;*
- 3. The fence is either removed to the satisfaction of the Chief Building Official or an Encroachment Agreement is entered into with the Township of North Huron; and*
- 4. The variance approval is valid for a period of 18 months from the date of the Committee’s decision.*

CARRIED

8. Ruling of the Committee of Adjustment

Minor Variance Procedure Following Public Meeting

The Secretary-Treasurer sends within 10 days a certified copy of the decision indicating the last day of Appealing to the Ontario Municipal Board (OMB) to:

- (a) The Applicant.
- (b) The Minister of Municipal Affairs & Housing, if requested.
- (c) Each person who appeared in person or by counsel at the Hearing and who filed with the Secretary-Treasurer a written request for Notice of the Decision.

IF NO APPEAL LODGED:

After the 20 day objection period has expired and no Appeal has been lodged, the decision of the Committee of Adjustment is final and binding. The Secretary-Treasurer shall notify the applicant.

IF A NOTICE OF APPEAL IS LODGED:

If within 20 days of the Committee of Adjustment making a decision, an Appeal is lodged with the Secretary-Treasurer outlining the reasons for such an Appeal and said Appeal is accompanied by the required fee of \$300.00, the Committee of Adjustment no longer retains jurisdiction over the application.

If a proper Appeal is lodged the Secretary-Treasurer is required to provide proper Notice to the Ontario Municipal Board (OMB).

9. Adjournment

COA06/17

MOVED BY: B. Vodden

SECONDED BY: Y. Ritsema-Teeninga

THAT there being no further business before the Committee of Adjustment, the Public Hearing be hereby Adjourned at 7:13 pm.

CARRIED

Neil Vincent, Reeve

Kathy Adams, Clerk

Musical Muskrat Meeting April 26/17

Present: Melinda Wheeler (Recording) Chair, Bob Wheeler – Chair, Connie Goodall (North Huron), Bruce Stainton

Regrets: Pam Tiffin, Julie Kirkby, Angela MacPherson, Ashley Schnurr

Meeting called to order at 8:05pm

Review of the boat race schedule (Bruce Stainton)

Cardboard Boat Races: Registration will run from 10-10:30.

M series will race from 11:30-12:30

X series will build from 10:30-12:30 and then race at 12:30

4 prizes needed for the M series and 2 for the X series

Changing to 2 pieces of cardboard, we will provide them.

Muskrat Sign: Royal Homes has offered to build a muskrat sign to be placed at the end of Park Drive(?) to direct people to the festival. Following up on the design options.

Duck Races: Lions have agreed to sponsor the license for the duck races

Review of presentation for Council – Bob and Melinda will be attending Council meeting on May 1st in order to give an update of events etc.

To be done:

Site map for inflatables

locate panel

Health Unit Application for food

Next meeting Thursday May 4, 7pm

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 044067 Date 05/01/2017 Amount 723.00				
004485 BEREAVEMENT AUTHORITY OF ONTAF	1-1-2017	05/01/2017	CEMETERY LICENCE	723.00
			Invoice Count 1 Total	723.00
Cheque 044068 Date 05/05/2017 Amount 23.63				
004643 BRANDEN BRIDGES	1	05/05/2017	MAY 4 PAYROLL	23.63
			Invoice Count 1 Total	23.63
Cheque 044069 Date 05/11/2017 Amount 148.71				
002978 ALCOHOL COUNTERMEASURE SYSTEI	1067555	04/20/2017	POLICE- ALCOHOL REF SOLL	148.71
			Invoice Count 1 Total	148.71
Cheque 044070 Date 05/11/2017 Amount 664.44				
004297 ATHLETICA SPORT SYSTEMS	307657	04/26/2017	ARENA W- LIFT GATE REPAIF	664.44
			Invoice Count 1 Total	664.44
Cheque 044071 Date 05/11/2017 Amount 125.00				
004099 BODMIN LTD C/O DAVID RANKINE	060517-01	05/06/2017	FITNESS- YOGA MUSIC	125.00
			Invoice Count 1 Total	125.00
Cheque 044072 Date 05/11/2017 Amount 673.47				
000110 CANADA STEEL	171204	03/02/2017	P/W- ANGLE IRON- SIGNS	519.12
000110 CANADA STEEL	171328	03/07/2017	P/W- HOLLOW STRUCTURAL	39.32
000110 CANADA STEEL	171329	03/07/2017	P/W- ANGLE IRON, FLAT BAR	115.03
			Invoice Count 3 Total	673.47
Cheque 044073 Date 05/11/2017 Amount 20.00				
004640 CAREY MURRAY	441915	05/02/2017	REC REFUND- OVERPAYMEN	20.00
			Invoice Count 1 Total	20.00
Cheque 044074 Date 05/11/2017 Amount 300.00				
003278 COLLEGE OF EARLY CHILDHOOD EDU	13937- 2017	04/19/2017	DAY CARE- MEMBERSHIP 20	150.00
003278 COLLEGE OF EARLY CHILDHOOD EDU	27255-2017	05/01/2017	DAY CARE- MEMBERSHIP RE	150.00
			Invoice Count 2 Total	300.00
Cheque 044075 Date 05/11/2017 Amount 158.60				
004010 DAWN MACLEOD	441911	05/02/2017	REC REFUND- LEFT PROGRA	158.60
			Invoice Count 1 Total	158.60
Cheque 044076 Date 05/11/2017 Amount 1,471.59				
000885 DEAN'S VALU-MART	641-8472	04/21/2017	DAY CARE- FOOD SUPPLIES	353.58
000885 DEAN'S VALU-MART	641-6115	04/24/2017	DAY CARE-FOOD SUPPLIES	132.80
000885 DEAN'S VALU-MART	641-8871	04/24/2017	BA-MR-FOOD SUPPLIES	139.00
000885 DEAN'S VALU-MART	641-0981	04/27/2017	DAY CARE- FOOD SUPPLIES	393.62
000885 DEAN'S VALU-MART	642-9415	04/27/2017	REC ADMIN- FOOD SUPPLIES	128.77
000885 DEAN'S VALU-MART	641-0179	05/01/2017	BA-MR- FOOD SUPPLIES	132.83

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000885 DEAN'S VALU-MART	641-7234	05/01/2017	BA-SH- FOOD SUPPLIES	190.99
		Invoice Count	7 Total	1,471.59
Cheque 044077 Date 05/11/2017 Amount 358.46				
003077 DELL CANADA INC	1012940770	04/26/2017	P/W- E-PORT PLUS	172.88
003077 DELL CANADA INC	1012940771	04/26/2017	P/W- DOCKING SPACER FOR	13.55
003077 DELL CANADA INC	1012950308	04/27/2017	POLICE- MONITOR	172.03
		Invoice Count	3 Total	358.46
Cheque 044078 Date 05/11/2017 Amount 58.76				
004642 FRED MEIER, SR	441914	05/02/2017	REC REFUND- XMAS CREDIT	58.76
		Invoice Count	1 Total	58.76
Cheque 044079 Date 05/11/2017 Amount 66.35				
001590 G & K SERVICES CANADA INC.	6518669906	05/05/2017	ESTC- MATS	66.35
		Invoice Count	1 Total	66.35
Cheque 044080 Date 05/11/2017 Amount 58.51				
000281 HURON BAY COOPERATIVE INC	55758	04/03/2017	P/W-TRAILER- CHAIN	12.32
000281 HURON BAY COOPERATIVE INC	56105	04/11/2017	P/W- TRAILER- CHAIN, CLEVI	46.19
		Invoice Count	2 Total	58.51
Cheque 044081 Date 05/11/2017 Amount 361.60				
004645 JAMES WALLACE BLACKSMITH	694	04/17/2017	MEM HALL - QUILT HANGERS	361.60
		Invoice Count	1 Total	361.60
Cheque 044082 Date 05/11/2017 Amount 20.00				
002564 KEYSTONE USERS GROUP	5-16-2017	05/02/2017	ADMIN- KEYSTONE MEETING	20.00
		Invoice Count	1 Total	20.00
Cheque 044083 Date 05/11/2017 Amount 150.00				
001997 LARRY MEYER	5-8-2017	05/08/2017	PHONE- REC ADMIN	150.00
		Invoice Count	1 Total	150.00
Cheque 044084 Date 05/11/2017 Amount 29.25				
004500 MCBURNEY FUNERAL HOME	5-9-2017	05/09/2017	HST FOR REFUND OF GREEN	29.25
		Invoice Count	1 Total	29.25
Cheque 044085 Date 05/11/2017 Amount 27,010.00				
000431 MINISTER OF FINANCE	17260417013	04/30/2017	MARCH OPP BILLING	27,010.00
		Invoice Count	1 Total	27,010.00
Cheque 044086 Date 05/11/2017 Amount 874.62				
004499 NEW U PERSONAL TRAINING STUDIO	4	05/04/2017	FITNESS- KICKSTART PROGF	874.62
		Invoice Count	1 Total	874.62

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 044087 Date 05/11/2017 Amount 768.40				
002685 ONTARIO POLICE TECHNOLOGY INFOI	2017-42	04/01/2017	POLICE- OPTIC ANNUAL FEE	768.40
			Invoice Count 1 Total	768.40
Cheque 044088 Date 05/11/2017 Amount 19.02				
000520 PUROLATOR COURIER LTD	434454286	04/21/2017	POLICE- COURIER SERVICE	5.82
000520 PUROLATOR COURIER LTD	434526979	04/28/2017	POLICE- COURIER SERVICE	13.20
			Invoice Count 2 Total	19.02
Cheque 044089 Date 05/11/2017 Amount 28.22				
004609 RADAR AUTO PARTS- BRUSSELS	5341-196113	04/12/2017	P/W- NH10-16- PARTS	28.22
			Invoice Count 1 Total	28.22
Cheque 044090 Date 05/11/2017 Amount 318.60				
004644 RYAN LADNER	5-1-2017	05/01/2017	FIRE- MILEAGE	318.60
			Invoice Count 1 Total	318.60
Cheque 044091 Date 05/11/2017 Amount 652.43				
002640 SCHMIDT'S POWER EQUIPMENT	23765	05/08/2017	P/W- STRING TRIMMER REPA	213.92
002640 SCHMIDT'S POWER EQUIPMENT	23805	05/10/2017	PARKS W- GRASS TRIMMER	438.51
			Invoice Count 2 Total	652.43
Cheque 044092 Date 05/11/2017 Amount 69.47				
000569 SCRIMGEOUR'S FOOD MARKET	03011563665	04/18/2017	ESTC- MILK	4.78
000569 SCRIMGEOUR'S FOOD MARKET	03011565310	04/24/2017	ESTC- FOOD SUPPLIES	4.99
000569 SCRIMGEOUR'S FOOD MARKET	03011565482	04/25/2017	ESTC- FOOD SUPPLIES	22.45
000569 SCRIMGEOUR'S FOOD MARKET	03011567354	05/01/2017	ESTC- FOOD FOR COURSE	21.56
000569 SCRIMGEOUR'S FOOD MARKET	03011567589	05/02/2017	ESTC- FOOD SUPPLIES	15.69
			Invoice Count 5 Total	69.47
Cheque 044093 Date 05/11/2017 Amount 136.65				
000591 SNYDER CONCEPTS	42522	05/05/2017	MUSEUM- ALICE MUNRO LET	136.65
			Invoice Count 1 Total	136.65
Cheque 044094 Date 05/11/2017 Amount 442.96				
000642 THE CITIZEN	91141	04/28/2017	REC ADMIN- ADVERTISING	251.99
000642 THE CITIZEN	91142	04/28/2017	DAY CARE- 2017 PHONE BOC	190.97
			Invoice Count 2 Total	442.96
Cheque 044095 Date 05/11/2017 Amount 5,720.30				
000897 TOWNSHIP OF NORTH HURON SEWER	5-10-2017	05/10/2017	1ST 1/4 HST RETURN- 2017	5,720.30
			Invoice Count 1 Total	5,720.30
Cheque 044096 Date 05/11/2017 Amount 20,294.64				
002697 TUCKERSMITH COMMUNICATIONS CO.	457294	03/15/2017	BLYTH MEM HALL- WI-FI	18,812.47
002697 TUCKERSMITH COMMUNICATIONS CO.	457295	03/15/2017	B MEM HALL- KEYSTONE PL	529.12

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
002697 TUCKERSMITH COMMUNICATIONS CO.	457297	03/20/2017	BLYTH MEM HALL PHONE SY	953.05
		Invoice Count	3 Total	20,294.64
Cheque 044097 Date 05/11/2017 Amount 7,473.84				
003998 WINGHAM BUSINESS IMPROVEMENT A	5-10-2017	05/10/2017	2016 HST RETURN	7,473.84
		Invoice Count	1 Total	7,473.84
Cheque 044098 Date 05/11/2017 Amount 10.00				
004641 ZACK NEWMASTER	441916	05/02/2017	REC REFUND- OVERPAYMEN	10.00
		Invoice Count	1 Total	10.00
Report Total				69,230.52

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 004800 Date 05/05/2017 Amount 223.74				
000011 AIR LIQUIDE CANADA INC	66570768	03/31/2017	CYLINDER LEASE	223.74
			Invoice Count 1	Total 223.74
Cheque 004801 Date 05/05/2017 Amount 1,598.81				
000113 CARSON SUPPLY	S1480832.001	04/19/2017	STOCK	1,598.81
			Invoice Count 1	Total 1,598.81
Report Total				1,822.55

Accounts Payable

Paid Invoice History By Cheque Report - SEWER GENERAL TD CANADA TRUST

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
Cheque 003353		Date 05/10/2017	Amount	4,493.66	
002512	TOWNSHIP OF NORTH HURON	57298	04/30/2017	APRIL WAGES/BENEFITS	4,493.66
Invoice Count				1	Total 4,493.66
Report Total					4,493.66

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 000748 Date 05/01/2017 Amount 18,709.02				
003888	EQUITABLE LIFE OF CANADA	May 2017	05/01/2017 MAY 2017 PREMIUM	18,709.02
			Invoice Count 1 Total	18,709.02
Cheque 000749 Date 05/01/2017 Amount 159.35				
000294	HYDRO ONE NETWORKS INC	March 2017-3303	04/10/2017 615.7 KWH- LANDFILL	159.35
			Invoice Count 1 Total	159.35
Cheque 000750 Date 05/01/2017 Amount 2,373.25				
000687	WESTARIO POWER INC.	2103573450	04/10/2017 1339.9 KWH- MUSEUM	255.78
000687	WESTARIO POWER INC.	2103573455	04/10/2017 1799.8 KWH- FIRE HALL W	334.23
000687	WESTARIO POWER INC.	2103573456	04/10/2017 3200 KWH- 445 JOSEPHINE S	580.68
000687	WESTARIO POWER INC.	2103573462	04/10/2017 108 KWH- CRUICKSHANK PAI	43.45
000687	WESTARIO POWER INC.	2103573484	04/10/2017 594 KWH- 250 JOHN ST ST LI	126.19
000687	WESTARIO POWER INC.	2103573497	04/10/2017 680 KWH- 166 JOHN ST	126.32
000687	WESTARIO POWER INC.	2103573503	04/10/2017 451.29 KWH- PUMP HOUSE	101.34
000687	WESTARIO POWER INC.	2103573506	04/10/2017 47512 KWH- JOS ST STREET	82.47
000687	WESTARIO POWER INC.	2103573515	04/10/2017 2601 KWH- VIC & JOS STLITE	410.51
000687	WESTARIO POWER INC.	2103573516	04/10/2017 1556 KWH-ALF & JOS ST LIG	257.12
000687	WESTARIO POWER INC.	300235726	04/10/2017 0.00 KWH- PARK DR SNACK E	27.58
000687	WESTARIO POWER INC.	300235727	04/10/2017 0.00 KWH - PARK DR BALL PA	27.58
			Invoice Count 12 Total	2,373.25
Cheque 000751 Date 05/02/2017 Amount 168.98				
000294	HYDRO ONE NETWORKS INC	March 2017- 2950	04/13/2017 659.94 KWH- 435 QUEEN STR	168.98
			Invoice Count 1 Total	168.98
Cheque 000752 Date 05/02/2017 Amount 3,584.21				
000687	WESTARIO POWER INC.	2103589107	04/13/2017 5000.3 KWH- DAY CARE	786.45
000687	WESTARIO POWER INC.	2103589110	04/13/2017 3488.6 KWH- LIBRARY	560.45
000687	WESTARIO POWER INC.	300236596	04/13/2017 14704.5 KWH- TOWN HALL/PC	2,237.31
			Invoice Count 3 Total	3,584.21
Cheque 000753 Date 05/03/2017 Amount 1,556.28				
000665	UNION GAS LIMITED	March 2017 - 1186	04/13/2017 2216.8 M3- 425 MILL ST	376.68
000665	UNION GAS LIMITED	March 2017- 7759	04/13/2017 4066.9 M3 BLYTH MEM HALL	1,179.60
			Invoice Count 2 Total	1,556.28
Cheque 000754 Date 05/05/2017 Amount 47,756.61				
000535	RECEIVER GENERAL FOR CANADA	5-4-2017 PT	05/04/2017 PT PAYROLL REMITTANCE	9,481.65
000535	RECEIVER GENERAL FOR CANADA	5-4-2017-FT	05/04/2017 FT PAYROLL REMITTANCE	38,274.96
			Invoice Count 2 Total	47,756.61
Cheque 000755 Date 05/09/2017 Amount 3,568.53				
000665	UNION GAS LIMITED	March 2017-0458	04/19/2017 7192 M3- COMPLEX	2,339.79
000665	UNION GAS LIMITED	March 2017-4108	04/19/2017 993 M3- TOWN HALL	330.01
000665	UNION GAS LIMITED	March 2017-5109	04/19/2017 328 M3- POLICE	126.21
000665	UNION GAS LIMITED	March 2017-5340	04/19/2017 588.2 M3- LIBRARY	205.89

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000665 UNION GAS LIMITED	March 2017-5467	04/19/2017	705 M3- DAY CARE	226.12
000665 UNION GAS LIMITED	March 2017-7408	04/19/2017	1107 M3- 445 JOSEPHINE ST	340.51
Invoice Count 6 Total				3,568.53
Cheque 000756 Date 05/09/2017 Amount 8,563.20				
000687 WESTARIO POWER INC.	300236824	04/20/2017	35419 KWH- WINGHAM STLIG	8,563.20
Invoice Count 1 Total				8,563.20
Cheque 000757 Date 05/10/2017 Amount 2,757.01				
000294 HYDRO ONE NETWORKS INC	March 2017- 0523	04/21/2017	10951 KWH- 103 QUEEN ST S	2,757.01
Invoice Count 1 Total				2,757.01
Cheque 000758 Date 05/11/2017 Amount 13,158.90				
000140 CIBC VISA	MYPLACE TO LEARN 1	03/23/2017	ADMIN- WEBINAR-CODES/CC	133.11
000140 CIBC VISA	MYPLACE TO LEARN 2	03/23/2017	ADMIN- WEBINAR- MEETING	133.11
000140 CIBC VISA	Blyth Inn	03/24/2017	ADMIN- MEALS	68.84
000140 CIBC VISA	Go Daddy- 1110130140	03/24/2017	RECOVERALBE	45.18
000140 CIBC VISA	LUCID 8	03/24/2017	POLICE- LICENSE DIGI-SCOP	273.07
000140 CIBC VISA	U of Guelph-	03/27/2017	ADMIN-DRAINAGE COURSE	203.40
000140 CIBC VISA	HIMAMA-4234	03/28/2017	DAY CARE- MONTHLY SUBSC	65.54
000140 CIBC VISA	LAS- CREDIT	03/28/2017	P/W- ADMIN COURSE REFUN	-452.00
000140 CIBC VISA	SURVEY MONKEY- 52311	03/28/2017	EC DEV- MONTHLY SUBSCRI	25.00
000140 CIBC VISA	CONST CONT-166237743	03/29/2017	ESTC- EMAIL MARKETING	61.83
000140 CIBC VISA	AMO- B. KNOTT	03/31/2017	COUNCIL-CONF REGISTRATI	830.55
000140 CIBC VISA	AMO- J. CAMPBELL	03/31/2017	COUNCIL- CONF. REGISTRAT	774.05
000140 CIBC VISA	AMO- N. VINCENT	03/31/2017	COUNCIL- CONFERENCE RE	774.05
000140 CIBC VISA	HOLIDAY INN 1029	04/04/2017	P/W ADMIN- ACCOMODATION	283.60
000140 CIBC VISA	MSDS	04/04/2017	MSDS-ONLINE	2,896.76
000140 CIBC VISA	Muller Hardwre- 9572	04/04/2017	TOWN HALL - HINGES/CLOSE	1,810.12
000140 CIBC VISA	OBOA- TRADE SHOW	04/04/2017	BUILDING-TRADE SHOW REC	733.37
000140 CIBC VISA	ORFA- 19567	04/05/2017	REC-CIT RECERTIFICATION	271.20
000140 CIBC VISA	Fedex- A736545718	04/07/2017	ESTC- SHIPPING CHARGES	260.23
000140 CIBC VISA	GO DADDY- 1117231905	04/08/2017	FIRE- HOARDING SITE	22.59
000140 CIBC VISA	GO DADDY 1118138995	04/10/2017	EC DEV- DOMAIN RENEWAL	65.42
000140 CIBC VISA	Teranet-2257124	04/11/2017	P/W- PROPERTY SEARCH	60.10
000140 CIBC VISA	Teranet-2257143	04/11/2017	P/W-PROPERTY SEARCH	29.55
000140 CIBC VISA	WaterArt Fitness-860	04/11/2017	AQUATICS-SLIP RESISTANT I	391.71
000140 CIBC VISA	AMO- J. LUFFMAN	04/12/2017	COUNCIL- CONFERENCE RE	107.35
000140 CIBC VISA	PRINCESS AUTO- 2722	04/13/2017	P/W- PARTS FOR TRAILER	428.88
000140 CIBC VISA	AMCTO- June 2017	04/19/2017	CONFERENCE FEE- D. WHITE	862.19
000140 CIBC VISA	OAF-3013	04/20/2017	2017 OAF- MEMBERSHIP	288.15
000140 CIBC VISA	OFRA- 19672	04/20/2017	REC- REC FACILITIES BUS M	1,711.95
Invoice Count 29 Total				13,158.90
Cheque 000759 Date 05/11/2017 Amount 6,614.75				
000427 MINISTER OF FINANCE	April 2017	04/30/2017	APRIL 2017 EHT REMITTANCE	6,614.75
Invoice Count 1 Total				6,614.75
Cheque 000760 Date 05/11/2017 Amount 577.59				
000665 UNION GAS LIMITED	March 2017-8454	04/21/2017	585 M3- FIRE	192.40

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice	
Number	Name	Number	Date	Description	Amount	
000665	UNION GAS LIMITED	March 2017-9991	04/21/2017	1262 M3- MUSEUM	385.19	
				Invoice Count	2	Total 577.59
					Report Total	109,547.68

Accounts Payable

Paid Invoice History By Cheque Report - WATER INTERNET/PRE-AUTHORIZED PAYMENTS

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 000476 Date 05/05/2017 Amount 487.10				
003224 HURONTEL	05/2017 1167	05/01/2017	WATER TOWER MONTHLY AC	210.07
003224 HURONTEL	05/2017 1168	05/01/2017	WELL 3 MONTHLY ACCT	67.74
003224 HURONTEL	05/2017 1173	05/01/2017	PUC SHED MONTHLY ACCT	112.94
003224 HURONTEL	05/2017 1818	05/01/2017	WELL 4 MONTHLY ACCT	96.35
Invoice Count 4 Total				487.10
Cheque 000477 Date 05/05/2017 Amount 86.53				
002697 TUCKERSMITH COMMUNICATIONS CO	05/2017 9131	05/01/2017	523-9131 MONTHLY ACCT	86.53
Invoice Count 1 Total				86.53
Cheque 000478 Date 05/05/2017 Amount 2,656.87				
000687 WESTARIO POWER INC.	2103573501	05/01/2017	435 MINNIE ST MAR USAGE	740.84
000687 WESTARIO POWER INC.	2103573502	05/01/2017	435 MINNIE ST MAR USAGE	367.35
000687 WESTARIO POWER INC.	2103573522	05/01/2017	WATER TOWER MAR USAGE	313.73
000687 WESTARIO POWER INC.	2103589111	05/01/2017	WELL 3 MARCH USAGE	1,234.95
Invoice Count 4 Total				2,656.87
Cheque 000479 Date 05/09/2017 Amount 82.19				
000052 BELL CANADA	9942-04-17	04/01/2017	WATER- 357-9942	82.19
Invoice Count 1 Total				82.19
Report Total				3,312.69

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 500916 Date 05/16/2017 Amount 586.47				
004082 ACCEO SOLUTIONS INC	94984/64097	05/01/2017	SMART OFFICE- DAY CARE	586.47
		Invoice Count	1 Total	586.47
Cheque 500917 Date 05/16/2017 Amount 4,609.78				
001490 ALLAN AVIS ARCHITECTS INC	5218	04/07/2017	ARENA W- PROFESSIONAL F	4,087.40
001490 ALLAN AVIS ARCHITECTS INC	5231	04/07/2017	POOL- PROFESSIONAL FEES	522.38
		Invoice Count	2 Total	4,609.78
Cheque 500918 Date 05/16/2017 Amount 115.14				
001987 ALLSTREAM BUSINESS INC.	18252652	04/28/2017	CEMETERY- PHONE	54.47
001987 ALLSTREAM BUSINESS INC.	18252653	04/28/2017	P/W-EW- PHONE	60.67
		Invoice Count	2 Total	115.14
Cheque 500919 Date 05/16/2017 Amount 798.12				
003753 BLYTH BIA	5-10-2017	05/10/2017	2016 HST RETURN	798.12
		Invoice Count	1 Total	798.12
Cheque 500920 Date 05/16/2017 Amount 217.85				
001209 BLYTH BUILDING SUPPLIES LTD.	10608	04/04/2017	ARENA B- BOX MARRS	8.58
001209 BLYTH BUILDING SUPPLIES LTD.	10628	04/05/2017	ARENA B- BATTERIES/MOUI	36.14
001209 BLYTH BUILDING SUPPLIES LTD.	11043	04/05/2017	ARENA B- POLY ROPE	45.19
001209 BLYTH BUILDING SUPPLIES LTD.	10773	04/11/2017	ARENA B- SPRAY FOAM	9.03
001209 BLYTH BUILDING SUPPLIES LTD.	10886	04/18/2017	ARENA B- TAPE, HOSE, CONI	23.55
001209 BLYTH BUILDING SUPPLIES LTD.	10914	04/19/2017	ARENA B- WASHERS	5.98
001209 BLYTH BUILDING SUPPLIES LTD.	10920	04/19/2017	PARKS B- CABLE TIES, CHAIN	11.25
001209 BLYTH BUILDING SUPPLIES LTD.	11039	04/25/2017	ARENA B- ARMOURALL	16.37
001209 BLYTH BUILDING SUPPLIES LTD.	11070	04/26/2017	HALL B- GEAR CLAMP, HOSE	29.35
001209 BLYTH BUILDING SUPPLIES LTD.	11099	04/27/2017	PW BLYTH- ELBOW	6.77
001209 BLYTH BUILDING SUPPLIES LTD.	11131	04/28/2017	PW BLYTH SHOP- KNIFE, ANK	25.64
		Invoice Count	11 Total	217.85
Cheque 500921 Date 05/16/2017 Amount 1,084.24				
000065 BLYTH DECOR SHOPPE	5-10-2017	05/10/2017	LIBRARY B- RENT	1,084.24
		Invoice Count	1 Total	1,084.24
Cheque 500922 Date 05/16/2017 Amount 10,123.00				
000072 BLYTH PRINTING INC.	26988	03/17/2017	BLYTH MEM HALL- SIGNS, FF	9,760.38
000072 BLYTH PRINTING INC.	27160	05/07/2017	MEM HALL- SNEAK PEAK INV	29.27
000072 BLYTH PRINTING INC.	27168	05/07/2017	P/W/EC DEV- FLYERS	333.35
		Invoice Count	3 Total	10,123.00
Cheque 500923 Date 05/16/2017 Amount 412.86				
003216 BRAMHILL TRUCK CENTRE	170752	03/31/2017	P/W- STREETSWEEPER REP/	412.86
		Invoice Count	1 Total	412.86
Cheque 500924 Date 05/16/2017 Amount 84.60				

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
002066 BROCK VODDEN	4-30-2017	04/30/2017	COUNCIL-APRIL MILEAGE	84.60
		Invoice Count	1 Total	84.60
Cheque 500925 Date 05/16/2017 Amount 779.93				
000086 BROPHY TIRE	43028	04/05/2017	POLICE- INSTALL SUMMER T	113.00
000086 BROPHY TIRE	43037	04/07/2017	POLICE- TIRES	666.93
		Invoice Count	2 Total	779.93
Cheque 500926 Date 05/16/2017 Amount 33.32				
004172 C E MACTAVISH LIMITED	9876	04/26/2017	P/W- FUEL	33.32
		Invoice Count	1 Total	33.32
Cheque 500927 Date 05/16/2017 Amount 121.68				
003997 CDW CANADA INC	HNR7334	04/18/2017	ADMIN HEADPHONES	12.61
003997 CDW CANADA INC	HNT9296	04/18/2017	ESTC- VIDEO SPLITTER/CABI	109.07
		Invoice Count	2 Total	121.68
Cheque 500928 Date 05/16/2017 Amount 417.70				
003919 CINTAS CANADA LIMITED	839408392	05/04/2017	COMPLEX-SANITIZE RESTRC	417.70
		Invoice Count	1 Total	417.70
Cheque 500929 Date 05/16/2017 Amount 8,521.33				
001837 CJ JOHNSTON OFFICE SOLUTIONS	134256C	03/15/2017	MEM HALL CHAIRS, TABLES	7,609.42
001837 CJ JOHNSTON OFFICE SOLUTIONS	134295c	03/21/2017	MEM HALL - TASK CHAIRS	911.91
		Invoice Count	2 Total	8,521.33
Cheque 500930 Date 05/16/2017 Amount 2,400.12				
004606 CUT-RITE TREE SERVICE	750601	04/28/2017	P/W- BUCKET TRUCK SERVIC	745.80
004606 CUT-RITE TREE SERVICE	750699	04/28/2017	P/W- CHIPPER RENTAL	1,654.32
		Invoice Count	2 Total	2,400.12
Cheque 500931 Date 05/16/2017 Amount 13.27				
000740 DAWN BENNINGER	5-1-2017	05/01/2017	CONC W- SUPPLIES	13.27
		Invoice Count	1 Total	13.27
Cheque 500932 Date 05/16/2017 Amount 815.86				
002997 DAYTRIPPING-MORAN ADVERTISING	11930	05/05/2017	EC DEV- ADVERTISING	815.86
		Invoice Count	1 Total	815.86
Cheque 500933 Date 05/16/2017 Amount 956.50				
000186 DELTA ELEVATOR COMPANY LTD	9158823	05/01/2017	TOWN HALL ELEVATOR MAIN	478.87
000186 DELTA ELEVATOR COMPANY LTD	9158824	05/01/2017	COMPLEX- ELEVATOR MAINT	477.63
		Invoice Count	2 Total	956.50
Cheque 500934 Date 05/16/2017 Amount 20.83				

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003815 DESCO PLUMBING AND HEATING SUP	7605160	04/27/2017	ARENA B- OIL, BRASS REDUC	20.83
		Invoice Count	1 Total	20.83
Cheque 500935	Date 05/16/2017	Amount	1,243.00	
002183 DONNELLY & MURPHY	45807	04/10/2017	MARCH LEGAL FEES	1,243.00
		Invoice Count	1 Total	1,243.00
Cheque 500936	Date 05/16/2017	Amount	1,049.45	
001840 EDWARD FUELS	152364	05/01/2017	AIRPORT- FUEL	1,049.45
		Invoice Count	1 Total	1,049.45
Cheque 500937	Date 05/16/2017	Amount	100.00	
003526 FIRE MARSHAL'S PUBLIC FIRE SAFETY	4271	04/25/2017	FIRE- ANNUAL MEMBERSHIP	100.00
		Invoice Count	1 Total	100.00
Cheque 500938	Date 05/16/2017	Amount	11,193.99	
000074 FOXTON FUELS LIMITED	320336	04/06/2017	P/W WING- DYED DIESEL	1,406.64
000074 FOXTON FUELS LIMITED	320580	04/11/2017	LANDFILL- COMPACTOR FUE	343.90
000074 FOXTON FUELS LIMITED	320581	04/11/2017	P/W-EW- CLEAR DIESEL	1,295.10
000074 FOXTON FUELS LIMITED	320582	04/11/2017	P/W- EW- DYED DIESEL	2,991.34
000074 FOXTON FUELS LIMITED	320614	04/17/2017	FIRE- DIESEL EXHAUST FLUI	58.71
000074 FOXTON FUELS LIMITED	321032	04/19/2017	P/W- WINGHAM- DYED DIESE	701.03
000074 FOXTON FUELS LIMITED	321089	04/21/2017	P/W- HYDRAULIC OIL- BOMA	75.03
000074 FOXTON FUELS LIMITED	321213	04/21/2017	LANDFILL- COMPACTOR FUE	169.82
000074 FOXTON FUELS LIMITED	321178	04/25/2017	P/W- BLYTH -5W30 OIL	60.48
000074 FOXTON FUELS LIMITED	321693	04/28/2017	LANDFILL- COMPACTOR FUE	208.29
000074 FOXTON FUELS LIMITED	322184	04/30/2017	P/W- NH13-15 FUEL	236.67
000074 FOXTON FUELS LIMITED	322250	04/30/2017	BUILDING - FUEL	83.21
000074 FOXTON FUELS LIMITED	322317	04/30/2017	FIRE- APRIL FUEL	86.92
000074 FOXTON FUELS LIMITED	322357	04/30/2017	POLICE- APRIL FUEL	1,342.04
000074 FOXTON FUELS LIMITED	322445	04/30/2017	P/W- DYED DIESEL	28.93
000074 FOXTON FUELS LIMITED	322700	04/30/2017	APRIL FUEL	2,105.88
		Invoice Count	16 Total	11,193.99
Cheque 500939	Date 05/16/2017	Amount	2,420.87	
000237 GEORGIAN BAY FIRE & SAFETY LTD	723384	04/20/2017	TOWN HALL- FIRE SYSTEM IN	1,675.39
000237 GEORGIAN BAY FIRE & SAFETY LTD	723386	04/20/2017	POLICE- FIRE SYSTEM INSPE	408.89
000237 GEORGIAN BAY FIRE & SAFETY LTD	724100	04/30/2017	TOWN HALL- RECHARGE FIR	51.13
000237 GEORGIAN BAY FIRE & SAFETY LTD	724101	04/30/2017	COMPLEX- BATTERY	285.46
		Invoice Count	4 Total	2,420.87
Cheque 500940	Date 05/16/2017	Amount	42.82	
004503 GLENDA ROYALL	4-18-2017	04/18/2017	ESTC- MILEAGE	36.90
004503 GLENDA ROYALL	5-4-2017	05/04/2017	ESTC- POSTAGE	5.92
		Invoice Count	2 Total	42.82
Cheque 500941	Date 05/16/2017	Amount	6,397.96	
004549 GSS ENGINEERING CONSULTANTS LTI	008-17	02/16/2017	PROF SERVICES- HOWSON C	3,123.94

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004549 GSS ENGINEERING CONSULTANTS LTI	037-17	03/16/2017	HOWSON DAM- ENVIR ASSE	2,050.47
004549 GSS ENGINEERING CONSULTANTS LTI	100-17	05/08/2017	HOWSON DAM- ENVIR ASSE	1,223.55
Invoice Count 3 Total				6,397.96
Cheque 500942 Date 05/16/2017 Amount 175.41				
003281 HOWSON TRANSPORTATION INC	3312792	04/30/2017	FIRE- FUEL	175.41
Invoice Count 1 Total				175.41
Cheque 500943 Date 05/16/2017 Amount 113.00				
003218 INGENIOUS SOFTWARE	6117	05/08/2017	FIRE- TRAINING	113.00
Invoice Count 1 Total				113.00
Cheque 500944 Date 05/16/2017 Amount 503.61				
004624 JADE EQUIPMENT CO. LTD.	P06141	03/09/2017	P/W- WIPER MOTOR	503.61
Invoice Count 1 Total				503.61
Cheque 500945 Date 05/16/2017 Amount 115.20				
000306 JAMES CAMPBELL	4-30-2017	04/30/2017	COUNCIL - APRIL MILEAGE	115.20
Invoice Count 1 Total				115.20
Cheque 500946 Date 05/16/2017 Amount 180.95				
000322 JOE KERR LTD	W48593	04/27/2017	FIRE- RETORQUE WHEELS- L	180.95
Invoice Count 1 Total				180.95
Cheque 500947 Date 05/16/2017 Amount 6,874.84				
001982 K. G. ELECTRONICS	29165	03/17/2017	BLYTH MEM HALL- APPLIANC	6,874.84
Invoice Count 1 Total				6,874.84
Cheque 500948 Date 05/16/2017 Amount 632.70				
000352 KITSUPPLY	140886	05/02/2017	BLYTH MEM HALL- DISH DETI	192.61
000352 KITSUPPLY	140916	05/02/2017	DAY CARE- JANITORIAL SUPI	440.09
Invoice Count 2 Total				632.70
Cheque 500949 Date 05/16/2017 Amount 40.00				
000353 KNIGHTS OF COLUMBUS	5-1-2017	05/01/2017	FITNESS-SATELLITE REIMBU	40.00
Invoice Count 1 Total				40.00
Cheque 500950 Date 05/16/2017 Amount 59.60				
003506 LESLIE MOTORS LTD	920598	03/06/2017	POLICE-SERVICE 2017 FORD	59.60
Invoice Count 1 Total				59.60
Cheque 500951 Date 05/16/2017 Amount 398.41				
000372 LIFESAVING SOCIETY	150116	04/06/2017	AQUATICS- STAND. FIRST AID	244.40
000372 LIFESAVING SOCIETY	M119139	04/21/2017	AQUATICS- POSTERS	154.01
Invoice Count 2 Total				398.41

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Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 500952 Date 05/16/2017 Amount 160.47				
002258 MARIA WALDEN	5-3-2017	05/03/2017	OEY- MILEAGE/SUPPLIES	160.47
			Invoice Count 1 Total	160.47
Cheque 500953 Date 05/16/2017 Amount 4,700.80				
002732 MCGAVIN FARM EQUIPMENT LIMITED	EM04082	04/29/2017	P/W- STONE FORK	4,700.80
			Invoice Count 1 Total	4,700.80
Cheque 500954 Date 05/16/2017 Amount 226.58				
000420 MGM TOWNSEND TIRE	44682	04/30/2017	P/W- NH03-08 SERVICE CALL	155.94
000420 MGM TOWNSEND TIRE	44691	04/30/2017	FIRE- BATTERIES	70.64
			Invoice Count 2 Total	226.58
Cheque 500955 Date 05/16/2017 Amount 733.69				
000924 MIDWESTERN COMMUNICATIONS	170428-0019	04/28/2017	ESTC- COPIER METER BILLIN	488.50
000924 MIDWESTERN COMMUNICATIONS	170428-0123	04/28/2017	FIRE- COPIER METER CHARG	149.14
000924 MIDWESTERN COMMUNICATIONS	170428-0124	04/28/2017	OEY- COPIER METER CHARG	96.05
			Invoice Count 3 Total	733.69
Cheque 500956 Date 05/16/2017 Amount 2,514.25				
000436 MONTGOMERYS COMFORT CENTRE L	17-0310-04	05/04/2017	P/W-W- HOOK UP PRESSURE	1,333.40
000436 MONTGOMERYS COMFORT CENTRE L	17-0310-05	05/04/2017	P/W- BL- VENT PRESSURE W	1,180.85
			Invoice Count 2 Total	2,514.25
Cheque 500957 Date 05/16/2017 Amount 147.14				
000629 MORAN MECHANICAL AND ELECTRICA	101119	04/26/2017	PARKS W- FOUNTAIN PARTS	143.94
000629 MORAN MECHANICAL AND ELECTRICA	101124	05/01/2017	PARKS W- GROUNDING CLAM	3.20
			Invoice Count 2 Total	147.14
Cheque 500958 Date 05/16/2017 Amount 91.48				
000444 MUNICIPALITY OF MORRIS TURNBERR	5-3-2017	05/03/2017	ELLISON DRAIN- 2016 REPAIR	91.48
			Invoice Count 1 Total	91.48
Cheque 500959 Date 05/16/2017 Amount 773.99				
002660 NEOPOST CANADA LTD.	2311729	04/27/2017	ADMIN- POSTAGE	773.99
			Invoice Count 1 Total	773.99
Cheque 500960 Date 05/16/2017 Amount 322.05				
002966 ONTARIO ASSOC. OF FIRE CHIEFS	54507	04/28/2017	FIRE- INDUSTRY MEMBERSH	322.05
			Invoice Count 1 Total	322.05
Cheque 500961 Date 05/16/2017 Amount 6,102.34				
000542 R.J. BURNSIDE & ASSOCIATES	MCW162970.2017-1-G	04/26/2017	WESTMORELAND ST- PROF I	6,102.34
			Invoice Count 1 Total	6,102.34
Cheque 500962 Date 05/16/2017 Amount 17.10				

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Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000522 RACHELLE GERRIE	5-5-2017	05/05/2017	MILEAGE REC ADMIN	17.10
			Invoice Count 1 Total	17.10
Cheque 500963 Date 05/16/2017 Amount 329.13				
003420 RADFORD GROUP LTD	04/2017 Statement	04/30/2017	P/W- FUEL NH03-03	208.32
003420 RADFORD GROUP LTD	April 2017 Statement	04/30/2017	ARENA B- FUEL	120.81
			Invoice Count 2 Total	329.13
Cheque 500964 Date 05/16/2017 Amount 57.15				
003439 RAY HALLAHAN	4-30-2017	04/30/2017	COUNCIL- APRIL MILEAGE	57.15
			Invoice Count 1 Total	57.15
Cheque 500965 Date 05/16/2017 Amount 450.09				
003055 RICHARD AL	5-1-2017	05/01/2017	ADMIN-MILEAGE/PHONE	450.09
			Invoice Count 1 Total	450.09
Cheque 500966 Date 05/16/2017 Amount 647.18				
004569 RICOH	SCO91528937	04/28/2017	REC/ADMIN- COPIER RENTAL	600.05
004569 RICOH	SCO91528938	04/28/2017	POLICE- COPIER RENTAL/CO	47.13
			Invoice Count 2 Total	647.18
Cheque 500967 Date 05/16/2017 Amount 39.54				
000539 RINTOULS POOLS AND SPAS	62723	04/27/2017	POOL- LADDER TREAD	39.54
			Invoice Count 1 Total	39.54
Cheque 500968 Date 05/16/2017 Amount 1,009.44				
000272 RONA HODGINS	111471/1	04/10/2017	P/W- W- FITTINGS, SCREWS	22.75
000272 RONA HODGINS	111523/1	04/11/2017	FIRE- GARBAGE BAGS	15.81
000272 RONA HODGINS	111579	04/12/2017	P/W- W- PRESSURE WASHER	10.53
000272 RONA HODGINS	111618/1	04/13/2017	TOWN HALL- 2 X 10'S	45.61
000272 RONA HODGINS	112026/1	04/19/2017	DAY CARE- SAND PLAY BAG	29.79
000272 RONA HODGINS	112114/1	04/21/2017	TOWN HALL- 2 X 10'S, NAILS	93.47
000272 RONA HODGINS	112244/1	04/24/2017	MEM HALL- PENDANT LIGHTS	698.34
000272 RONA HODGINS	112255/1	04/24/2017	MEM HALL - LED BULBS	19.83
000272 RONA HODGINS	112486/1	04/27/2017	FIRE- SMOKE/CARBON MON	96.59
000272 RONA HODGINS	112607/1	04/29/2017	CREDIT RESTOCKING FEE	-23.28
			Invoice Count 10 Total	1,009.44
Cheque 500969 Date 05/16/2017 Amount 89.44				
000595 SPECTRUM COMMUNICATIONS LTD	765809	04/21/2017	POLICE- REPAIRED CARE AN	89.44
			Invoice Count 1 Total	89.44
Cheque 500970 Date 05/16/2017 Amount 707.64				
000602 STANTON HARDWARE	284694	03/30/2017	COMPLEX- ADHESIVE	5.07
000602 STANTON HARDWARE	285006	04/03/2017	P/W- HOSE COUPLING	8.69
000602 STANTON HARDWARE	282040	04/04/2017	COMP ADMIN- BATTERIES	16.92
000602 STANTON HARDWARE	285037	04/04/2017	MUSEUM- MIRROR CLIPS	10.60
000602 STANTON HARDWARE	285038	04/04/2017	COMPLEX- SOFTENER SALT	58.92

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Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000602 STANTON HARDWARE	285062	04/05/2017	DAY CARE- LIGHT BULBS	90.72
000602 STANTON HARDWARE	285106	04/06/2017	PARKS W- HOSE WASHERS	12.08
000602 STANTON HARDWARE	285122	04/07/2017	PARKS W- KEYS	3.28
000602 STANTON HARDWARE	285169	04/10/2017	P/W- PIPE WRENCH, PIPE ST	36.35
000602 STANTON HARDWARE	285186	04/11/2017	REC ADMIN- MAGNETS	5.07
000602 STANTON HARDWARE	285217	04/12/2017	P/W- ELECTRICAL TAPE, COL	8.99
000602 STANTON HARDWARE	285218	04/12/2017	REC ADMIN- HOOKS	12.52
000602 STANTON HARDWARE	285237	04/12/2017	FITNESS- CAGES	13.54
000602 STANTON HARDWARE	285246	04/13/2017	P/W- GARBAGE BAGS	27.09
000602 STANTON HARDWARE	285249	04/13/2017	DAY CARE- LIGHT BULBS	21.44
000602 STANTON HARDWARE	285335	04/18/2017	PARKS W- LIGHT BULBS	25.98
000602 STANTON HARDWARE	285347	04/18/2017	PARKS W- CABLE TIES	14.62
000602 STANTON HARDWARE	285378	04/19/2017	PARKS W- FLAT WASHERS	1.47
000602 STANTON HARDWARE	285417	04/20/2017	FITNESS- SCREWS/NUTS/ BR	11.47
000602 STANTON HARDWARE	285423	04/21/2017	PARKS W- PIPE TAPE, GALV I	8.09
000602 STANTON HARDWARE	285431	04/21/2017	COMPLEX- SPONGES, CAGE	18.06
000602 STANTON HARDWARE	285435	04/21/2017	DAY CARE- HEX KEY SET	6.77
000602 STANTON HARDWARE	285436	04/21/2017	PARKS W- GALV CAP	0.23
000602 STANTON HARDWARE	285526	04/25/2017	TOWN HALL-WATER	5.90
000602 STANTON HARDWARE	285527	04/25/2017	PARKS W- CABLE TIES, WASI	45.62
000602 STANTON HARDWARE	285530	04/25/2017	TRAILER PARK-KEYS, WIRE S	42.70
000602 STANTON HARDWARE	285537	04/25/2017	ARENA B- TIRE CLEANER/PR	23.37
000602 STANTON HARDWARE	285552	04/25/2017	P/W- HOSE CLAMPS	13.82
000602 STANTON HARDWARE	285570	04/26/2017	PARKS W- DRILL BIT, ANCHO	18.59
000602 STANTON HARDWARE	285574	04/26/2017	PARKS W- SLEEVE ANCHOR	10.35
000602 STANTON HARDWARE	285580	04/26/2017	PARKS W- TOILET REPAIR	65.92
000602 STANTON HARDWARE	285604	04/27/2017	CREDIT- RETURN SOLDER	-2.26
000602 STANTON HARDWARE	285647	04/28/2017	PARKS W- LAWN MOWER OIL	16.93
000602 STANTON HARDWARE	285660	04/29/2017	MEM HALL- TEATOWELS, TIS	48.73
Invoice Count 34 Total				707.64
Cheque 500971 Date 05/16/2017 Amount 15.35				
000606 STEFFEN AUTO SUPPLY	211996	03/17/2017	P/W- WINGHAM- COOLANT	15.35
Invoice Count 1 Total				15.35
Cheque 500972 Date 05/16/2017 Amount 369.62				
000620 SWAN DUST CONTROL LTD	3771917	04/13/2017	DAY CARE- MATS	23.56
000620 SWAN DUST CONTROL LTD	3778420	04/27/2017	COMPEX- MATS/MOPS	143.00
000620 SWAN DUST CONTROL LTD	3778433	04/27/2017	POLICE- MATS/MOPS	36.50
000620 SWAN DUST CONTROL LTD	3778438	04/27/2017	DAY CARE- MATS	23.56
000620 SWAN DUST CONTROL LTD	3784864	05/11/2017	COMPLEX- MATS/MOPS	143.00
Invoice Count 5 Total				369.62
Cheque 500973 Date 05/16/2017 Amount 71.19				
000638 THE WORKSHOP	2149053	05/01/2017	SAFETY T-SHIRTS- PARKS W	71.19
Invoice Count 1 Total				71.19
Cheque 500974 Date 05/16/2017 Amount 320.03				
001796 TIM HORTON'S	5-3-2017	05/03/2017	ESTC- MEALS	41.92

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 05/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
001796 TIM HORTON'S	5-3-2017-2	05/03/2017	ESTC- LUNCHES	278.11
		Invoice Count	2 Total	320.03
Cheque 500975	Date 05/16/2017	Amount	13,214.00	
001365 TOWNSHIP OF NORTH HURON WATER	5-10-2017	05/10/2017	1ST 1/4 HST RETURN	13,214.00
		Invoice Count	1 Total	13,214.00
Cheque 500976	Date 05/16/2017	Amount	228.26	
003532 TRULY NOLEN	30586	05/01/2017	TOWN HALL PEST CONTROL	109.61
003532 TRULY NOLEN	31186	05/01/2017	COMPLEX- PEST CONTROL	118.65
		Invoice Count	2 Total	228.26
Cheque 500977	Date 05/16/2017	Amount	76.81	
004451 VANESSA MARKS	4-27-2017	04/27/2017	DAY CARE- SUPPLIES	76.81
		Invoice Count	1 Total	76.81
Cheque 500978	Date 05/16/2017	Amount	762.75	
001036 WARD & UPTIGROVE CONSULTING & F	47166	04/30/2017	POLICE- HUMAN RESOURCE	762.75
		Invoice Count	1 Total	762.75
Cheque 500979	Date 05/16/2017	Amount	430.00	
002186 WEED MAN	136757	04/21/2017	PARKS W- CENOTAPH- FERT	61.00
002186 WEED MAN	136772	04/21/2017	PARKS W- SPRING FERTILIZ	235.00
002186 WEED MAN	136758	05/03/2017	CENOTAPH- CRABGRASS MC	80.00
002186 WEED MAN	136764	05/03/2017	DAY CARE- FERTILIZE GRAS	54.00
		Invoice Count	4 Total	430.00
Cheque 500980	Date 05/16/2017	Amount	2,761.22	
000856 WEILER'S CLEANING & RESTORATION	12306076	04/30/2017	APRIL JANITORIAL SERVICES	2,761.22
		Invoice Count	1 Total	2,761.22
Cheque 500981	Date 05/16/2017	Amount	46.20	
000699 WINGHAM ADVANCE TIMES	5-4-2017	05/04/2017	ADMIN- PAPER SUBSCRIPTIC	46.20
		Invoice Count	1 Total	46.20
Cheque 500982	Date 05/16/2017	Amount	49.71	
002081 WINGHAM FOODLAND	725-600-1861	05/02/2017	COUNCIL- GIFT BASKET	49.71
		Invoice Count	1 Total	49.71
Cheque 500983	Date 05/16/2017	Amount	162.72	
000713 WINGHAM PRINTING SERVICE	17519	05/10/2017	REC-RECEIPT BOOKS	162.72
		Invoice Count	1 Total	162.72
Report Total				101,281.77

Accounts Payable

Paid Invoice History By Cheque Report - SEWER PRE-AUTHORIZED PAYMENTS

Cheque Date 04/28/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 900051 Date 05/04/2017 Amount 164.09				
003224 HURONTEL	05/2017 2230	05/01/2017	SEWAGE PUMP STATION	96.35
003224 HURONTEL	05/2017 4293	05/01/2017	SEWAGE TREATMENT PLANT	67.74
Invoice Count 2 Total				164.09
Cheque 900052 Date 05/04/2017 Amount 10,735.01				
000294 HYDRO ONE NETWORKS INC	04/12	04/12/2017	117 NORTH ST FEB 16 - MAR	4,002.20
000294 HYDRO ONE NETWORKS INC	04/19	04/19/2017	60 LLOYD ST FEB 22 - MAR 2	6,732.81
Invoice Count 2 Total				10,735.01
Cheque 900053 Date 05/04/2017 Amount 1,607.51				
000687 WESTARIO POWER INC.	2103594843	04/24/2017	PUMPING STATION MAR USA	1,607.51
Invoice Count 1 Total				1,607.51
Report Total				12,506.61



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Manager of Employee and Business Services/Deputy Clerk
DATE: 15/05/2017
SUBJECT: Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services/Deputy Clerk regarding *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017*, for information purposes.

EXECUTIVE SUMMARY

Bill 68, presently Ordered for Third Reading, will introduce a series of reforms to the *Municipal Act* and *Municipal Conflict of Interest Act*.

The purpose of this report is to provide council with a summary of the legislative changes associated with *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017*.

DISCUSSION

On November 16th, 2016 First Reading was given to *Bill 68, Modernizing Ontario's Municipal Legislation Act*. The Act will introduce a series of reforms to the *Municipal Act* and *Municipal Conflict of Interest Act*. Those following the legislation note that changes include a revised definition of a "meeting", new rules around closed meetings and electronic meetings, a requirement for municipalities to adopt codes of conduct amongst others. The key highlights, as drafted by AMCTO are summarized below along with an assessment of the impact of this proposed Act on the Township of North Huron.

Codes of Conduct

A Code of Conduct for Council and staff will become mandatory for all municipalities.

Impact



The Township of North Huron established a Code of Conduct for Members of Council as By-law 73-2013, however this should be reviewed to ensure it complies with all new requirements. A Code of Conduct for staff exists in the Human Resources policy which is currently under review.

Closed, Open and Electronic Meetings

1. Bill 68 revises the definition of a "meeting" under the *Municipal Act's* open meeting provisions. The new definition requires there to be (1) a quorum of council members; and (2) that those present discuss issues in a way that "materially advances" the business or decision-making of council, for it to be formally considered a "meeting" that should be open to the public.

2. There will also be an expanded number of discretionary exemptions where council can meet in closed session. The new exemptions include:
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

NOTE: exemption (k) has been somewhat controversial due to its broad scope.

3. Provisions are included to allow councillors to participate in meetings electronically so long as there is an in-person quorum of councillors present. The municipality must pass a by-law outlining the manner in which the electronic attendance would be permitted, and although a member connected via electronic means can vote, their attendance does not count towards quorum.
4. There is a new requirement for municipalities to report back on how they intend to address closed meeting investigations.

Impact



The Township of North Huron's Procedural By-law should be reviewed and amended to encompass the new definition of a meeting, the additional exemptions for closed meetings, the new date of the Inaugural Meeting (closer to the date of this coming into force), the procedures and means in which a councillor may attend electronically, and the process to address closed meeting investigations.

The definition of a meeting is such that circumstances may result in unintended meetings. E.g. A majority of council present to decorate a parade float, casually discuss an item that materially advances the decision-making of the municipality could be considered a meeting.

The inclusion of electronic participation in meetings may mean that councillors could be able to travel and still attend council meetings, so long as there is an in-person quorum present. This could be useful when Special Meetings are called to deal with time-sensitive items, however the technology to effectively support this type of participation would need to be investigated and procured.

Changes to the closed meeting exemptions may provide for more closed meetings in the future, however some of these new exemptions are strongly opposed by the IPC and Ombudsman so their use may be closely monitored.

Integrity Commissioners

All municipalities will need to provide their citizens access to an Integrity Commissioner either by appointing their own, keeping one on retainer, or working with local municipalities through a shared service agreement.

The role of the Integrity Commissioner has also been revised expanding authority to include items under the *Municipal Conflict of Interest Act* and giving the Integrity Commissioner

- the power to provide advice to councils and local boards about their codes of conduct and *Municipal Conflict of Interest Act* obligations;
- the power to refer investigations to the courts;
- broader responsibility for public education.

Impact



The Township of North Huron has not appointed an Integrity Commissioner and as such will be required to take steps to address this requirement. The expanded role of the Integrity Commissioner may be helpful for members of council, particularly as it relates to their ability to provide advice to council.

Staff-Council Relations Policy

All municipalities will be required to have a formal policy on staff-council relations, addressing the formal roles and responsibilities of public servants and members of council.

Impact



The Township of North Huron will need to enact a policy outlining the relationship between members of council and the employees of the municipality.

Municipal Conflict of Interest Act

The range of penalties for *Municipal Conflict of Interest Act* violations will be expanded, giving judges more latitude when dealing with these types of violations. Municipalities will also be required to create and make available to the public, a registry that tracks all registered conflicts of interest.

Impact



The Township of North Huron would need to create and make available to the public, a registry that tracks all registered conflicts of interest.

Fiscal Sustainability

- Municipalities will be given more investment options
- The *Municipal Act* will allow tax sales to start faster and be easier to complete (reduced from 3 to 2 years of property taxes owing)

- Municipalities will be given the authority to use administrative monetary penalties for a broader range of offences (beyond simply parking) if a person has failed to comply with a municipal by-law passed under the *Municipal Act*.
- Various amendments to improve property tax collection and administration provisions generally. For example, the proposed amendments address electronic delivery of property tax bills, broaden the range of fees and charges that can be added to the tax roll, and certain property tax relief processes.
- Municipalities will now be required to meet prescribed conditions before establishing small business programs, although the need for approval from the Minister will be removed.
- Municipalities will have the authority to initiate an expedited tax sale of properties that have vested in the Crown because of dissolution of a corporation, to facilitate bringing such lands into productive use more quickly.

Impact



The Township of North Huron does not rely on tax sale proceeds as a source of revenue, however there may be an opportunity to issue notices and registration of arrears letters sooner as a mechanism of motivating payment of outstanding taxes.

The ability to send a tax bill to the taxpayer electronically in the manner specified by the municipality if the taxpayer has chosen to receive the tax bill in that manner offers the opportunity for potential cost savings and improved customer service.

The ability to add an administrative monetary penalty to various fines may help to strengthen the municipality's by-law compliance. It is noteworthy however, that the new administrative monetary penalties must not be punitive in nature and must not be unreasonable for the purpose of promoting compliance (they are not intended to be a revenue generation tool, but instead designed to improve compliance). Also important to note, these penalties can be added to the tax roll as they are considered a debt owing to the municipality.

Climate Change

The *Municipal Act* will now give municipalities explicit authority to deal with climate change. While several municipalities are already doing so, this change will clear up any confusion about their authority in this area.

- Existing broad powers to clarify the power to pass by-laws respecting climate change; that municipalities may provide for or participate in long-term planning for energy use in the municipality.
- Provide additional powers to pass by-laws respecting the protection and conservation of the environment in accordance with regulations, including powers to require green roofs or alternative roof surfaces in circumstances specified by the Building Code (requires standards be established in the Building Code first).
- Require municipalities to adopt a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.

Impact



The province suggests this change will empower municipalities to address climate change in their communities through by-laws related to green construction in certain circumstances. The Municipal Act now also makes explicit mention of 'energy planning' for municipalities, authorizing that a municipality "may provide for or participate in long-term energy use".

Community Hubs

The Minister will gain the express authority to impose regulations on community hubs. AMCTO has explained that this provision will not likely be used in the immediate term, but is designed to give the ministry greater flexibility in the future.

Impact



The impact of this change is unknown at this time.

Pregnancy and Parental Leave

Councillors will be guaranteed a minimum period of parental leave.

Impact



This change may encourage more people to seek election in future years. The provincial government suggests that the proposed change will "increase fairness and reduce barriers for women and parents elected to municipal governments by allowing time off for pregnancy or parental leave".

Municipal Elections

There are a number of changes to the *Municipal Act* that will have an impact on municipal elections, including:

- The start of a new council term will be November 15th (instead of December 1st) for the 2022 term. The 2018 council term will remain as a December 1st start date.
- The lame duck period will be shortened (going into the 2022 term)
- The individual contribution limit is increased from \$750 to \$1,200
- New formula-based limits on self-financed campaigns, with a maximum limit of \$25,000

Impact



*These changes are in addition to the numerous changes recently introduced by Bill 181, *Municipal Elections Modernization Act, 2016*. The Township of North Huron will need to adapt to these new regulations for the 2018 election.*

Temporary Replacements on Upper-tier Council

This change will allow lower tier councils to appoint an alternate member of the lower tier council to temporarily replace a person who is unable to attend an upper tier council meeting.

Impact



This change could ensure that North Huron is represented at County Council if the regular representative is unable to attend.

Other items in Bill 68 include:

- Advertising devices (signs) – to no longer limit a municipality’s ability to pass by-laws regulating existing advertising devices, such as signs and provide for transition respecting existing municipal by-laws.
- Power of Entry – to enter private property adjoining municipal property to do maintenance on the municipal property, subject to certain conditions and limits.
- Site Alteration – to give municipal by-laws effect in areas under jurisdiction of conservation authorities
- Rental Housing – new authority to register on title an agreement required as a condition of demolition permit or conversion of residential rental properties, and enforce agreement.

FINANCIAL IMPACT

Although many of the amendments contained in Bill 68 are administrative in nature, requiring changes to policies or procedures, the potential exists for significant financial impact related to some of the revisions.

We cannot at this time precisely gauge the financial implications associated with Bill 68.

FUTURE CONSIDERATIONS

As of May 3, 2017, Bill 68 has been Ordered for Third Reading and various sources anticipate that the Act, or parts of the Act, may come into force as early as June 2017.

Given the breadth of amendments to policies and procedures contained within, staff have been monitoring Bill 68 for some time. In preparation, new and/or revised policies and procedures are being considered to address and comply with anticipated requirements. These policies will be presented for Council’s consideration after Bill 68 receives Royal Assent and all new requirements are fully realized.

RELATIONSHIP TO STRATEGIC PLAN

Goal 4: Our municipality is fiscally responsible and strives for operational excellence.



Richard Al, Manager of Employee and
Business Services/Deputy Clerk



Kathy Adams, Clerk



Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White
DATE: 15/05/2017
SUBJECT: May 2017 Activity Report
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the Department Activity Report from the Director of Finance dated May 15, 2017 which is received for information purposes.

EXECUTIVE SUMMARY

The Director of Finance provides periodic updates to council on activities within the Finance Department on a monthly basis.

DISCUSSION

1. Gas Tax Legacy Fund - North Huron will receive an additional \$2,628.75 as a one-time payment from the Federal Government which comes from uncommitted funds from older federal infrastructure programs. This amount is to be spent using the same criteria as the annual Gas Tax Allocation.
2. Annual Report for Court Security/Prisoner Transport has been filed with the Ministry of Community Safety and Correctional Services.
3. 2017 Capping – In 1998, the Province of Ontario introduced the Tax Capping program to protect commercial, industrial and multi-residential properties from significant property tax increases. This program was cumbersome to administer and in 2017 there are no capped properties for Huron County. Huron County exited capping for Commercial properties last year, and is eligible to exit Multi-Residential in 2017. The phase out for Industrial properties will be initiated this year and therefore the County will be in a position to exit capping entirely for 2018.
4. Multi Year Budgeting - the Director participated in a multi-year budget webinar and will continue to research the positive impacts of a multi-year budget.
5. Staff are working on an update for the Memorial Hall project.
6. Staff are working on entering the 2017 budget numbers into Keystone to generate year to date reports.
7. 51 Tax Certificates have been issued to date in 2017.
8. Properties that are three years in arrears have been sent a registered letter. There are 20 properties. Payment must be made by May 31, 2017 to avoid having a Tax Arrears Certificate registered against the property.
9. 30 customers have signed up for ebilling.
10. The Municipality of Neebing had requested support for a resolution in regard to Carbon Tax Credits for Municipalities. There was limited information provided and the Director requested further information from Neebing on the matter and no response has been received. Therefore, no further action is recommended at this time.
11. The 2016 Financial Statements will be presented at the June 19, 2017 Council meeting by the auditor.

12. The Annual Gas Tax Reporting documents have been filed.
13. The Federation of Canadian Municipalities have announced a new Asset Management Funding program. Applications will be accepted up until June 2020. Staff will begin research to determine what type of application can be submitted.

FINANCIAL IMPACT

N/A

FUTURE CONSIDERATIONS

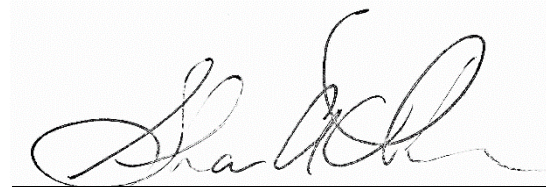
N/A

RELATIONSHIP TO STRATEGIC PLAN

Goal # 4 – Our administration is fiscally responsible and strives for operational excellence.



Donna White, Director of Finance



Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White
DATE: 15/05/2017
SUBJECT: Ontario Regulation 284/09
ATTACHMENTS: N/A

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the Ontario Regulation 284/09 – Budget Matters – Expenses report prepared by the Director of Finance for information purposes.

EXECUTIVE SUMMARY

In 2009, accounting standards and financial reporting changed significantly, most notably the inclusion of tangible asset accounts as required by The Public Sector Accounting Board (PSAB). The new standards however, do not require that budgets be prepared on the same basis. Therefore, the Township of North Huron, like many municipalities continues to prepare budgets on a traditional cash basis. Ontario Regulation 284/09 states that municipal budgets may exclude from estimated expenses: amortization expense on tangible capital assets, post-employment benefits expense and sold waste landfill closure costs and post-closure expenses.

DISCUSSION

The 2017 Township of North Huron Budget does not include the following expenses:

Amortization expense

Amortization expense, estimated in the amount of the \$2,049,657.41 is not included in the 2017 budget. In 2016, the Director completed an exercise to divide the historical cost, replacement cost and amortization into building components which results in an increase in the amount of amortization since some of the new components have a shorter useful life than the useful life set up for the original asset. However, the budget includes \$171,871.87 for principal repayment of municipal debt and funding for capital asset replacement in the amount of \$5,820,987.00. The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. The difference is one of financial statement presentation only. The Accumulated Surplus as at December 31, 2016 is \$60,310,878.00 and is reported in Note 12 of the Draft Financial Statements.

The inclusion of funding for the capital asset replacement program will help to ensure that the Township's tangible assets are being replaced.

Solid Waste Landfill and Post Closure Expenses

The liability for the costs of solid waste landfill closure and post closure care requirements accrues as the capacity of the sites is used. Care requirements include final covering, landscaping and removal of ground water and leachates and ongoing monitoring and maintenance.

Reserves of \$166,258.54 have been designated for the Blyth/Hullett Landfill site and a report will be brought forward for council's consideration on reallocating an amount currently in the working reserve to a Post Closure Reserve Fund for the Wingham and East Wawanosh Landfills. The

balance of the future liability is expected to be funded through budget allocations to the landfill reserve funds.

Note - Post- Employment Liabilities

Post-employment liabilities are for dental and health benefits that the Township provides for employees of the Wingham Police Department between the time an employee retires and when that employee reaches age 65. The cost of this benefit premium in the amount of \$3,366.00 is included in the annual budget.

FINANCIAL IMPACT

N/A

FUTURE CONSIDERATIONS

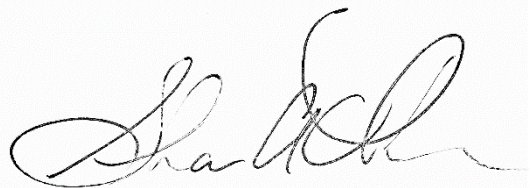
A report will be presented to Council later in 2017 to transfer funds currently in the working reserve to a Landfill Post Closure Reserve Fund.

RELATIONSHIP TO STRATEGIC PLAN

Goal #4 – Our administration is fiscally responsible and strives for operational excellence.



Donna White, Director of Finance



Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Ryan Ladner, Director of Fire and Emergency Services
DATE: 02/05/2017
SUBJECT: 15 May 17 Report to Council
ATTACHMENTS: none

RECOMMENDATION:

That the Council of the Township of North Huron hereby received the May 2017 Activity Report of the Director of Fire and Emergency Services for information purposes.

EXECUTIVE SUMMARY

The Director of Fire and Emergency Services provides a monthly update to Council on Fire Department and Emergency Services Training Centre activities.

DISCUSSION

1. **Fire Department North Huron:** April was a busy month.
 - Past Chaplain Gary Clark has moved on and new Chaplain Wayne Waechter has started May 1st.
 - Investigating vacant Fire Prevention Officer position solution. See correspondence from Morris Turnberry. Report will be brought forward with a recommendation as soon as possible.
 - Had meeting with various interest groups in the Township to hear concerns, Wingham BIA.
 - Recreation meeting to proceed with Fire safety plans and equipment for this venture. More meetings are scheduled to take place this month.
 - Propane handling training was conducted in the gravel pit with Sparlings Propane.
 - Incidents for the month of April -13 total incidents
 - 3 Medical calls
 - 3 Alarm activations
 - 4 Fires
 - 2 Nat Gas leaks
 - 1 Assist to Police
 - Training
 - 03 April 17 -Sulphur Dioxide training 34 ff's
 - 10 April 17-Equipment checks 18 ff's
 - 13 April 17-Equipment checks 16 ff's
 - 24 April 17-Fire fighter CPR 19 ff's
 - 27 April 17-Fire fighter CPR 21 ff's

2. Emergency Services Training Centre

- Met with 4 contractors regarding programming at the ESTC.
- A contractor for DZ truck driving has been secured. DZ Truck driving course is scheduled for the end of May and will certify 14 Fire Fighters to drive and operate apparatus at both stations.

FINANCIAL IMPACT

n/a

FUTURE CONSIDERATIONS

n/a

RELATIONSHIP TO STRATEGIC PLAN

Goal #4 – Our Administration is fiscally responsible and strives for operational excellence

A handwritten signature in black ink, appearing to read 'Sharon Chambers', is positioned above a horizontal line.

Sharon Chambers, CAO

Ryan Ladner,
Director of Fire and Emergency Services

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CORPORATION OF THE COUNTY OF HURON

Planning and Development Department

To: Chair and Members, Committee of the Whole, Day 1

From: Laura Young, Planner

Date: May 4, 2017

Subject: **Extension of Draft Plan Approval – Wingham Creek A2A Development Inc. (Owner),
Weston Consulting, Ryan Guetter (Agent)
File 40T 12001, Lots 5 and 6, Concession 1, Wingham Ward, Township of North
Huron**

Recommendation

RECOMMENDED MOTION

THAT:

The Council of the County of Huron approves the recommendation of Laura Young, Planner, that draft plan approval of Subdivision File 40T 12001, be extended until July 2, 2019 with the addition of the following condition which is considered to be a minor change:

1. Phase 1 of the Plan must be registered by July 2, 2019.

AND FURTHER THAT:

Prior to granting extension for draft plan approval, the Township of North Huron advise the County that all third party review costs incurred to date have been paid by the owner. (This may be deleted if satisfied by May 17, 2017).

Background

The draft plan of subdivision is located on the east side of Wingham and is proposed in 3 phases with a mix of housing density in each phase. The Plan also includes areas for stormwater management, parkland, a trail, natural environment along the river, and area for roads and servicing. Phase 1 of the plan includes approximately 176 units.

The subdivision received draft plan approval with conditions from the County on July 2, 2014. The draft plan approval will lapse on July 2, 2017. Weston Consulting has submitted an application to request an extension to draft plan approval to allow time to fulfill conditions.

Comments

The request for extension has been discussed with Township of North Huron staff and Council. It is important that progress be made on the Wingham Creek subdivision to accommodate the demand for residential development in Wingham. To date, little progress has been made to fulfill the conditions. Council for the Township of North Huron has passed a motion supporting a 2 year draft plan extension with the addition of a condition that Phase 1 of the subdivision be registered within the extension period. In addition, Council is requesting that the applicant reimburse the Township for all third party review expenses incurred to date, prior to an extension being granted. The Township has sent an invoice to the applicant requesting payment in advance of the County Committee of the Whole meeting on May 17, 2017.

The subject property contains a large supply of the available residential land needed to meet the increasing housing demand in Wingham. North Huron Council has expressed a desire to see progress

on this development over the next 2 years and may not be supportive of future extensions if progress is not made.

Others Consulted

Township of North Huron – CAO, Director of Public Works, Chief Building Official

Greg Stewart – Solicitor for the Township of North Huron

Bruce Potter – BM Ross Engineering

Budget Implications – None

‘Original signed by’

Laura Young, Planner

‘Original signed by’

Sandra Weber, Manager of Planning



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Manager of Employee & Business Services/Deputy Clerk
DATE: 15/05/2017
SUBJECT: Election 2018 – Internet and Telephone Voting Provider
ATTACHMENTS: North Huron MOA, Sample Voter Notification Letter

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services/Deputy Clerk titled, Election 2018 – Internet and Telephone Voting Provider, for information purposes;

AND FURTHER THAT Council authorizes the Manager of Employee and Business Services/Deputy Clerk to engage Simply Voting Inc. for the provision of internet and telephone voting services to be provided for the 2018 Municipal and School Board Election at the quoted cost of \$2.01 per eligible elector plus HST and applicable fees related to the printing and mailing of notification letters based on postage costs at that time;

AND FURTHER THAT the Clerk is instructed to prepare a by-law for the June 5th, 2017 Council Meeting to enter into an agreement with Simply Voting Inc.

EXECUTIVE SUMMARY

At the October 17th, 2016 Council Meeting, Council passed Resolution M522/16 authorizing staff to participate in a County-wide elections working group:

THAT the Council of the Township of North Huron hereby receive the Manager of Employee and Business Services/Deputy Clerk's report regarding Alternative Voting Methods for the 2018 Election for information purposes;

AND FURTHER THAT Council authorize the use of internet and telephone-based voting for the 2018 Election;

AND FURTHER THAT Council authorize staff to participate in a County-wide elections working group to establish policies and procedures, and investigate potential group pricing for internet and telephone based voting in conjunction with staff representatives from other Huron County municipalities.

Subsequently, at the December 5th, 2016 Council Meeting By-law No. 111-2016 was passed authorizing the use of Internet and Telephone voting as the alternative voting method for the 2018 Municipal and School Board Election.

The purpose of this report is to provide Council with an overview of the steps taken which have resulted in staff's recommendation of preferred provider, Simply Voting.

DISCUSSION

Background / Review

In 2014, the Municipal and School Board Election in the Township of North Huron was conducted using Vote by Mail as the alternative voting method. This resulted in an election process that was received favourably by both candidates and the electorate, however, the process was heavily dependant upon manual procedures and demanded a significant time commitment from a number of staff throughout the entire process.

During the October 17th, 2016 Council Meeting, staff reported that representatives of the Huron County lower tiers were planning to form a working group to prepare for the 2018 Election. At the same time staff reported that all Huron County lower tiers were striving to offer a consistent process for the election across Huron County and as such the use of internet and telephone voting for the 2018 Election was recommended.

At the December 5th, 2016 Council Meeting By-law No. 111-2016 was passed authorizing the use of internet and telephone voting as the alternative voting method for the 2018 Election.

Progress

Since the December 5th, 2016 Council Meeting, staff have attended Huron County Elections Working Group meetings to discuss options and gather information. On April 13th, 2017, the working group hosted a vendor day in which four primary internet and telephone voting providers (Scytl, Dominion, Simply Voting, and Intellivote) were invited to make presentations and provided pricing details.

On April 26th, 2017, the working group met again to discuss their thoughts on the service details presented by each of the four providers. At that time, it was determined that at least six of the nine lower tier municipalities intended to recommend Simply Voting as their preferred provider. North Huron staff had some concerns regarding the cost difference between Simply Voting and Dominion specifically relating to the cost quoted to the three smaller municipalities. Through some negotiation by members of the working group and North Huron staff, an agreeable proposal was received from Simply Voting.

Next Step

After receiving updated proposals from Simply Voting all nine lower tier municipalities reported that they would be recommending Simply Voting to their respective Councils. If selected, a signed agreement with Simply Voting would be required. A draft copy of the agreement is included with this report for consideration and if accepted, a by-law to authorize the Reeve and Clerk to sign the agreement would be brought forward at the June 5th, 2017 Council Meeting.

Pricing

The pricing structure for each provider varied although most offered some form of discount if all nine municipalities selected the same vendor.

Cost details can be found under the Financial Impact section of the report.

FINANCIAL IMPACT

The initial proposal received by Howick, Morris-Turnberry and North Huron for service from Simply Voting was significantly higher than all other providers, with North Huron's cost quoted at \$2.65 per eligible elector. However, the proposals received by the other six Huron County municipalities from Simply Voting were, in most cases lower than the other providers. This created some issues in our attempt to select a common provider for all nine municipalities.

It was evident that the majority benefited from Simply Voting's price and so in an effort to remain consistent, working group members and North Huron staff negotiated a reduced cost per elector. North Huron's revised proposal from Simply Voting is \$2.01 per eligible elector.

Simply Voting is the infrastructure provider for internet and telephone voting, however, there is also the requirement of printing and postage for the notification letters. For three of the four primary providers, this function was provided by Gilmore Doculink at a standard cost. The cost is structured at \$500.00 flat rate for the setup, \$0.19 per notification letter plus applicable postage.

The following table provides an overview of estimated costs based on 3771 eligible electors (2014) and \$0.85 for postage (the current non-discounted rate) although the cost of postage in late 2018 is an unknown variable at this time.

	Number of eligible electors	Cost per eligible elector (Internet/Telephone voting)	Estimated total
Simply Voting	3771	\$2.01	\$7,579.71

	Number of eligible electors	One-time fee	Cost per elector (Notification letter)	Estimated total
Doculink	3771	\$500.00	\$0.19 + \$0.85	\$4,421.84

Simply Voting	Doculink	Estimated total
\$7,579.71	\$4,421.84	\$12,001.55

FUTURE CONSIDERATIONS

Selecting Simply Voting enables North Huron to remain an active part of the Huron County Elections Working Group and provides an avenue for support and collaboration. In addition, the use of Simply Voting by all nine lower tiers achieves the initial goal of creating a consistent election process across Huron County.

Once a provider is selected, staff may begin working on the required procedures and forms documentation. Additionally, staff will review or where necessary create the required policies e.g. Acceptable Use of Corporate Resources policy, Recount policy.

RELATIONSHIP TO STRATEGIC PLAN

Goal 2: Our residents are engaged and well informed.

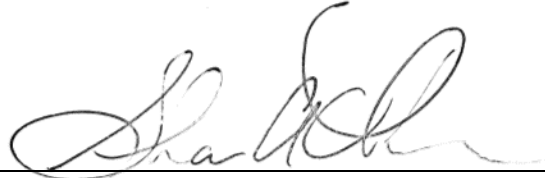
Goal 4: Our municipality is fiscally responsible and strives for operational excellence.



Richard Al, Manager of Employee and
Business Services/Deputy Clerk



Kathy Adams, Clerk



Sharon Chambers, CAO

JOHN SAMPLE
UNIT 123
123 ANY STREET
ANYTOWN ON A0A 0A0

01-1234

**Municipal Election
Monday, October 22, 2018**Now that you have received your
Voter Information Notice, you can register to
vote online:

- GO to gilmore.ca/elections
 - CLICK on the internet voting link and following the 'registration' steps:
 - ENTER your unique Birth Date
 - ENTER your PIN
- VOTE!**

Voting PeriodFriday October 12 starting at 8:00AM
until Monday October 22 ending at
8:00PM.

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Starts: Saturday October 12				8:00	AM	
Ends: Monday October 22				8:00	PM	

Ward**01****School Support****ENGLISH PUBLIC**

Voting Web Page

**To vote by internet****gilmore.ca/elections**Type in the voting web page into your browser address bar. Enter your personal information and your **PIN**. If you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.

Telephone Voting Number

**To vote by telephone****1-888-555-1234**Dial the telephone voting number from any touchtone telephone and follow the prompts.
Enter your date of birth and your **PIN**.**Your PIN****1234567**

MEMORANDUM OF AGREEMENT

BY AND BETWEEN: Simply Voting Inc.
5253 Decarie Boulevard, Suite 250
Montreal, QC H3W 3C3
Canada

Hereinafter referred to as VENDOR

AND Township of North Huron
274 Josephine Street
Wingham, ON N0G 2W0
Canada

Hereinafter referred to as PURCHASER

WITNESSETH THAT IT IS COVENANTED AND AGREED AS FOLLOWS:

1. VENDOR does hereby sell to PURCHASER, the latter hereby accepting, the Simply Voting managed election service for the cost of \$2.01 plus HST per elector payable by PURCHASER to VENDOR by cheque following the election;
2. The parties agree that this Agreement be governed by the laws of the Province of Quebec and shall be deemed to have been entered into at Montreal, Quebec.
3. This Agreement is also subject to the Terms of Service Agreement attached hereto as Addendum "A".
4. This Agreement is also subject to the Privacy Policy attached hereto as Addendum "B".
5. The parties to the present Agreement agree that same be drawn up in the English language. Les parties aux présentes conviennent que la présente entente soit rédigée en langue anglaise.

DONE AND EXECUTED AT MONTREAL, QUEBEC, ON MAY 5th, 2017.

Simply Voting Inc.
VENDOR

Township of North Huron
PURCHASER

Brian Lack, President

Neil Vincent, Reeve

Kathy Adams, Clerk

Addendum “A” - Simply Voting Terms of Service

The Simply Voting online voting system ("VOTING SYSTEM") consists of all public and restricted websites and software found at www.simplyvoting.com. VOTING SYSTEM is owned and operated by Simply Voting Inc.

This Terms of Service Agreement ("Agreement") governs your use of VOTING SYSTEM. By using and/or accessing VOTING SYSTEM, you are agreeing to be bound by this Agreement. If you do not agree with any of the terms of this Agreement, you are prohibited from using and/or accessing VOTING SYSTEM.

PRIVACY

Simply Voting will not edit or disclose your private VOTING SYSTEM records or content, except that you agree that Simply Voting may do so in accordance with its then-current Privacy Policy or in the good faith belief that such action is reasonably necessary:

- (a) to comply with any local laws, rules or regulations;
- (b) to comply with any legal process;
- (c) to enforce this Agreement; and
- (d) to respond to claims that such data violates the rights of third parties.

You acknowledge and agree that Simply Voting may access any content, data, statistics and other tools of VOTING SYSTEM as necessary to identify or resolve technical problems or to respond to service complaints. You acknowledge and agree that certain technical processing of information may be required in the ordinary course of business.

You acknowledge and agree that Simply Voting is not responsible or liable for the content, usage, information and data collected from any forms created using VOTING SYSTEM.

LIMITATION OF LIABILITY

Except as expressly set forth herein, Simply Voting will not be liable for any damages incurred in connection with the use of VOTING SYSTEM. This includes any direct, indirect, consequential or incidental damages that may arise from the use of VOTING SYSTEM, the failure of VOTING SYSTEM, or the termination of the access to VOTING SYSTEM. This limitation of liability will also apply to any loss of data, information or content through failure of VOTING SYSTEM or interruption of transmission. Simply Voting will not be liable for any harm or loss arising from unauthorized access to data, information or transmission, including, but not limited to tangible or intangible loss of revenues, profits, data or information.

Except as expressly set forth herein, you agree that Simply Voting is not liable for any damages arising from the interruption, cancellation or suspension of VOTING SYSTEM, regardless of whether the failure of VOTING SYSTEM is announced, justified, or negligent.

GENERAL DISCLAIMER

Except as expressly set forth herein, Simply Voting provides VOTING SYSTEM "as is" and without warranties of any kind, express or implied, to the fullest extent allowed by law. Simply Voting further disclaims all other warranties, including the implied warranties of merchantability or fitness for a particular purpose and implied warranties arising from course of dealing or course of performance. Simply Voting

does not warrant uninterrupted or error free functions contained in VOTING SYSTEM or that VOTING SYSTEM or its servers are free of viruses or other harmful components.

You understand and represent that all data, information or other material collected through VOTING SYSTEM is your sole responsibility. Simply Voting is not responsible for any loss of data or harm done to your computer(s), systems or other equipment in conjunction with use of VOTING SYSTEM. You understand and agree that use of VOTING SYSTEM is done at your own risk and discretion.

NO RESALE OF THE SERVICE

Your right to use VOTING SYSTEM is granted to you on a non-exclusive basis and you may not resell all or any portion of VOTING SYSTEM or its usage. You agree not to reproduce, duplicate, copy, sell, or resell VOTING SYSTEM, reports, files or data, or your use of or access to VOTING SYSTEM to any unregistered or unauthorized persons. Known or suspected violations will be grounds for immediate termination of your use and access to VOTING SYSTEM, files and accumulated stored data, and, depending upon the circumstance, may be grounds for Simply Voting legal recourse.

DATA STORAGE

You understand and agree that all data collected using VOTING SYSTEM will be stored on Simply Voting servers. Simply Voting assumes no responsibility for your deletion of, or your failure to store any data or other information on VOTING SYSTEM.

YOUR CONDUCT

You agree to abide by all Simply Voting standards and applicable local, state, national and international laws and regulations in your use of VOTING SYSTEM, and you agree not to interfere with the use and enjoyment of VOTING SYSTEM by other users. You agree to be solely responsible for the actions and the contents of entries through VOTING SYSTEM.

You agree:

- (1) not to use VOTING SYSTEM for illegal purposes;
 - (2) not to use VOTING SYSTEM for chain letters, junk mail, unlawful "spamming" solicitations (commercial or otherwise) or unlawful bulk communications of any kind, and
 - (3) to comply with all regulations, policies and procedures of networks connected to VOTING SYSTEM.
- You agree not to post, promote or transmit through VOTING SYSTEM any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, hateful, racially, ethnically or otherwise objectionable material of any kind or nature. You further agree not to transmit or post any material that encourages conduct that could constitute a criminal offence, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation. Simply Voting may, at its sole discretion, immediately terminate your access to VOTING SYSTEM should your conduct fail to conform to this Agreement.

INDEMNIFICATION

You agree that Simply Voting will not be held responsible for any claims, damages, demands or fees arising out of your violations of this Agreement, the Privacy Policy or infringements on the rights of any third parties as a result of your use of VOTING SYSTEM. You also agree to indemnify Simply Voting and its officers, directors, employees, agents, and partners for any and all claims that may arise.

PROPRIETARY RIGHTS TO VOTING SYSTEM

You are only permitted to use VOTING SYSTEM as expressly authorized by Simply Voting, and may not copy, reproduce, distribute, analyze, compare, demonstrate, reverse engineer, screen capture, print screen pages for purposes of distribution, or create derivative works from VOTING SYSTEM without express authorization from Simply Voting.

WEBSITES OR EMAIL UTILIZING VOTING SYSTEM

Simply Voting does not review or monitor any user websites or email messages that utilize or link to VOTING SYSTEM and is not responsible for the content of any such websites or email messages.

DATA LOSS

VOTING SYSTEM passwords are issued to each user that successfully registers for an account. You are responsible for keeping your passwords secure. Do not share your passwords with another person. Simply Voting will not be responsible for data loss resulting from misuse of VOTING SYSTEM passwords.

SYSTEM INTEGRITY

You shall not use any device, software or routine to interfere or attempt to interfere with the proper working of VOTING SYSTEM. You may not take any action that imposes an unreasonable or disproportionately large load on our infrastructure. In order to maintain system integrity you may not disclose or share your password with any third parties or use your password for any unauthorized purpose.

VOTING SYSTEM may contain robot exclusion headers, and you agree that you will not use any robot, spider, other automatic device, or manual process to monitor or copy VOTING SYSTEM or the content contained therein without prior written permission of Simply Voting. You agree that you will not use any device, software or routine to interfere or attempt to interfere with the proper working of VOTING SYSTEM.

100% AVAILABILITY GUARANTEE

Simply Voting endeavours to provide the most reliable infrastructure possible for VOTING SYSTEM. If you are in good financial standing with Simply Voting, Simply Voting guarantees that VOTING SYSTEM is available 100% of the time in a given month, excluding special planned maintenance. Available is defined as the ability for voters and election administrators to access the functionality of VOTING SYSTEM as intended. Special planned maintenance is defined as a finite period of unavailability where you have been notified by email at least one week in advance. Unavailability is measured from the moment you notify a VOTING SYSTEM support representative of unavailability to the time availability is restored. Notification of unavailability must occur at the time of the outage and not after the fact. We will credit your account 5% of your election fee for each 30 minutes of unavailability, up to 100% of your election fee. Election fee is defined as your Annual Plan fee or most recent Single Election fee, whichever applies. Credits shall not be provided to you if unavailability is the result of: a) special maintenance b) circumstances beyond Simply Voting's reasonable control, including, but not limited to: dDOS or other network attacks, upstream or 3rd party network outages, war, fire, flood, sabotage, labour disturbance, acts of government, acts of god or c) your breach of this Agreement.

PUBLICITY REFERENCES

You agree to allow Simply Voting to refer to your use of VOTING SYSTEM on its websites, in its press releases, and/or other promotional media, and make use of your logo for such purpose.

NO REFUNDS

Simply Voting maintains a strict no-refund policy on VOTING SYSTEM fees.

GOVERNANCE

This Agreement constitutes the final agreement between you and Simply Voting. It is the complete and exclusive expression of your agreement on the matters contained herein. There are no conditions precedent to the effectiveness of this Agreement, other than those expressly stated in this Agreement.

You agree that this Agreement be governed by the laws of the Province of Quebec and shall be deemed to have been entered into at Montreal, Quebec. You agree that any grievances shall be settled according the procedures and laws within this jurisdiction.

Simply Voting's failure to exercise or enforce any right granted in this Agreement shall not constitute a waiver of such right.

If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, you nonetheless agree that such court should endeavour to give full effect to the parties' intentions as reflected in such provision, and you agree that other provisions of the Agreement remain in full effect.

You agree that any claim or cause of action related to VOTING SYSTEM or this Agreement must be filed within one (1) year after such claim arose.

The headings employed to describe the sections of this Agreement are solely for descriptive purposes. They do not imply or refer to a specific legal description or obligation.

The parties to the present Agreement agree that same be drawn up in the English language. Les parties aux présentes conviennent que la présente entente soit rédigée en langue anglaise.

Addendum “B” - Simply Voting Privacy Policy



This privacy policy applies to www.simplyvoting.com and the Simply Voting platform (“Website”) owned and operated by Simply Voting Inc. (“We”, “Simply Voting”). This privacy policy tells you how we use personally identifiable information collected at the website. The use of information collected through our platform shall be limited to the purpose of providing the service for which the account owner (“Client”) has engaged Simply Voting. Please read this privacy policy before using the website or submitting any personally identifiable information.

By using this website, you are accepting the practices described in this privacy policy.

We reserve the right to make changes to this privacy policy. If we decide to change this privacy policy, we will post those changes on this page and update the modification date above. If we make any material changes we will notify our Clients by email (sent to the e-mail address specified in the account) or by means of a notice on this website prior to the change becoming effective. Privacy policy changes will apply only to information collected after the date of the change. You are encouraged to review the privacy policy whenever you visit this website to make sure that you understand how any personally identifiable information you provide will be used.

The privacy practices set forth in this privacy policy are for this website only. If you follow links to other websites or submit personally identifiable information to any of those websites, your information is governed by their privacy policies. Please review the privacy policies posted at those websites.

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third party dispute resolution provider (free of charge) at <https://feedback-form.truste.com/watchdog/request>.

Collection of Information

We collect personally identifiable information like name, email address, and financial information such as credit card number, when submitted by Clients for management of their elections.

Personally identifiable information is only used to fulfil your specific request or to help you manage your elections and for billing purposes, unless you give us permission to use it in another manner.

Our website includes personal testimonials of satisfied customers in addition to other endorsements . With your consent we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can do so by contacting us.

Information Related to Data Controlled by our Clients

Simply Voting also processes elector information under the direction of its Clients (such as contact name, organization, email address, etc), and has no direct relationship with the individuals whose personal data it processes. If you are a customer of one of our Clients and would no longer like to be contacted by one of our Clients that use our service, please contact the Client that you interact with directly. We may transfer personally identifiable information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our Clients.

Access and Choice

Upon request Simply Voting will provide you with information about whether we hold any of your personal information. If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, amend or delete it by making the change on our member information page or by contacting support. We will respond to your request to access within 30 days.

We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Access and Retention of Data Controlled by our Clients

Simply Voting acknowledges that you have the right to access your personal information. Simply Voting has no direct relationship with the individual electors whose personal data it processes. An individual elector who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to Simply Voting's Client (the data controller). If requested to remove data we will respond within 30 days.

We will retain personal elector data we process on behalf of our Clients until the Client deletes the data or instructs us to delete the data.

Cookie and Tracking Technology

Simply Voting and its partners use cookies or similar technologies to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service. We may receive reports based on the use of these technologies by these companies on an individual as well as aggregated basis.

As is true of most web sites, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and/or clickstream data. We do not link this automatically collected data to other information we collect about you, with the exception of IP addresses. IP addresses are combined with other information we collect about you in the Simply Voting platform to provide an audit trail.

Our website also includes Social Media Features, such as the Share This button. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our website. Your interactions with these Features are governed by the privacy policy of the company providing it.

We partner with a third party to manage our advertising on other sites. Our third party partner may use cookies or similar technologies in order to provide you advertising based upon your browsing activities and interests. If you wish to opt out of interest-based advertising visit <http://preferences-mgr.truste.com/>. Please note you will continue to receive generic ads.

Distribution of Information

We will share your personally identifiable information with third parties only in the ways that are described in this privacy policy. We do not sell, trade, or otherwise transfer to outside parties your personally

identifiable information. In certain situations, Simply Voting may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. We may also release your information when we believe release is appropriate to comply with the law, such as to comply with a subpoena, or similar legal process, enforce our website policies, and when we believe in good faith that disclosure is necessary to protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

We may provide your personally identifiable information to companies that provide services to help us with our business activities such as processing payments. These companies are authorized to use your personally identifiable information only as necessary to provide these services to us.

If Simply Voting is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your personally identifiable information, as well as any choices you may have regarding your personally identifiable information.

Commitment to Data Security

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

All sensitive payment information (credit card number, expiry date, validation code) is encrypted via Secure Socket Layer (SSL) technology and then transmitted to our payment gateway provider. The payment gateway provider's database is only accessible by those authorized with special access rights to such systems, and they are required to keep the information confidential. After a transaction, your sensitive payment information will not be stored on our servers.

All elector authentication credentials (elector ID, password), vote information and vote receipts are encrypted via Secure Socket Layer as well. When a remote authentication method is used (web service, LDAP) the elector credentials are then transmitted to the remote authentication server and will not be stored on our servers.

No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our website, you can contact us.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White
DATE: 15/05/2017
SUBJECT: Support for Resolution
ATTACHMENTS: Havelock-Belmont-Methuen Resolution

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby supports the resolution from the Township of Havelock-Belmont-Methuen regarding Legislative Changes impacting Tax Registrations and Tax Sales and a letter of support be sent to the Minister of Municipal Affairs.

EXECUTIVE SUMMARY

The Township of Havelock-Belmont-Methuen passed a motion requesting support to oppose legislative changes to the Municipal Act which came into effect on December 10, 2016. These changes are being brought about by implementation of the Forfeited Corporate Property Act, 2015.

In addition, the Ministry of Municipal Affairs also announced some key changes to the Municipal Act that are under consideration as part of its legislative review. Some of these changes will have a significant impact on tax registrations and tax sales.

DISCUSSION

The changes in the Forfeited Corporate Property Act came into effect on December 10, 2016 and there was no opportunity to effectively oppose any changes to the effect of that legislation.

However, although the provincial consultation period regarding the changes being considered under the Municipal Act has ended, the Province is still receiving comments from municipalities. The changes are being introduced under Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017.

A report from the Deputy Clerk providing information on this Act is included in the agenda package. Under this legislation, a tax arrears certificate can be registered after two years which will expedite the tax sale process.

The main area of concern is the end to payments out of court for municipalities. Municipalities will be no longer eligible to apply for and receive excess proceeds of a tax sale that remain in the court after those with an interest in the property have been paid, nor after the expiry of one year since the payment into court was made.

If no claim is made within 10 years after the payment into court, the remaining amount together with accrued interest would be forfeited to the Crown in right of Ontario. In the past, the municipality was able to apply for these funds to put to productive use if no other claim was made and now that opportunity will no longer be available. It is not something that happens very often,

but it was in the municipality's best interest if the situation did arise. There have been no tax sales in North Huron since amalgamation in 2001.

FINANCIAL IMPACT

There is very limited financial impact.

FUTURE CONSIDERATIONS

Staff will continue to monitor the impacts of Bill 68 and recommend changes as required for Council's review.

RELATIONSHIP TO STRATEGIC PLAN

Goal #4 – Our municipality is fiscally responsible and strives for operational excellence.



Donna White, Director of Finance



Sharon Chambers, CAO



December 5, 2016

The Honourable Bill Mauro
Ministry of Municipal Affairs
777 Bay Street, 17th Floor
Toronto ON M5G 2E5

Sent via email:
minister.mma@ontario.ca

Dear Minister Mauro:

Re: Legislative Changes Impacting Tax Registrations and Tax Sales

At a recent meeting of the Council of the Township of Havelock-Belmont-Methuen a discussion took place regarding some key changes to the Municipal Act that will have a significant impact on tax registrations and tax sales. The discussion concluded with Council passing the following resolution:

R-743-16 Moved by Councillor Pomeroy
 Seconded by Deputy Mayor Martin

That the Council of the Township of Havelock-Belmont-Methuen opposes the legislative changes to the Municipal Act coming into effect on December 10, 2016 that will impact tax sales and related matters; and further

That the Province of Ontario re-open the consultation period to allow for informed public input regarding the changes to the Municipal Act that are being brought about by the implementation of the Forfeited Corporate Property Act, 2015; and further

That this resolution be circulated to the Association of Municipalities of Ontario and all Ontario municipalities for support.

Carried

Council thanks you in advance for your consideration of this request.

Sincerely,

Bob Angione

Bob Angione, M.P.A., B.Admin.
Municipal Clerk

Copy: Monika Turner, Director of Policy
Association of Municipalities of Ontario

Ontario Municipalities.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White
DATE: 15/05/2017
SUBJECT: 2017 Wingham BIA Budget
ATTACHMENTS: 2017 Wingham BIA Budget

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby adopts the 2017 Wingham BIA Budget Report as presented by the Director of Finance;
AND FURTHER THAT the Council of the Township of North Huron adopts the 2017 Wingham BIA Budget in the amount of \$27,000.00 which will be included in the 2017 Final Tax Billing.

EXECUTIVE SUMMARY

The Wingham BIA is required to submit their budget to the Council of the Township of North Huron for approval once their budget has been voted on and adopted by their membership.

DISCUSSION

The 2017 BIA Budget requires a levy of \$27,000.00 and was adopted by the BIA Membership at the Annual General Meeting held on February 23, 2017.

FINANCIAL IMPACT

The Wingham BIA Levy in the amount of \$27,000.00 will be added to the applicable properties as part of the 2017 Final Tax Billing.

FUTURE CONSIDERATIONS

N/A

RELATIONSHIP TO STRATEGIC PLAN

Goal #1 – Our community is attractive and welcoming to new businesses and residents.

Donna White, Director of Finance

Sharon Chambers, CAO

Wingham Business Improvement Area
Draft Budget
For the year ended December 31, 2017

REVENUE

Membership fees (2016 - 26,500 + 2% est CPI)	<u>27,000</u>
Total revenue	<u><u>27,000</u></u>

EXPENSES

Administration

OBIAA membership	250	
2017 OBIAA Conference	750	
Annual General Meeting/Information Sessions	750	
Audit	800	
Office Supplies, Postage, etc.	<u>350</u>	
		2,900

Projects

Christmas Lights	1,500	
Snowflake Lights	1,200	
Curb Appeal	500	
Community Events and Sponsorship	500	
Wingham BIA Advertising	8,000	
Community Cash	750	
Festival of Lanterns	750	
Christmas Greenery	500	
Dog Bowls	150	
Main Street Speakers	500	
Across the Street Banners	2,000	
Hand Rail at Cenotaph	1,500	
Sandwich Boards	800	
Website	1,000	
Transfer to Reserves for Future Projects (Banners, etc.)	<u>4,450</u>	
		<u>24,100</u>

Total Expenses	<u><u>27,000</u></u>
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TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Pat Newson, Director of Recreation and Facilities
DATE: 15/05/2017
SUBJECT: Wingham Town Hall Theatre Re-Opening
ATTACHMENTS: Town Hall Theatre Rental Terms, Conditions and Contract document, Grand Re-Opening Event Flyer, Summary Comparison of Rates and Fees, Draft proposed budget from 2015

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approve the proposed Town Hall Theatre Rental Terms, Conditions and Contract, and Schedule A of this document for the rental fees;

AND FURTHER THAT staff are directed to include these approved rates and fees into the North Huron Rates and Fees By-Law at the next update opportunity for this by-law.

EXECUTIVE SUMMARY

The Wingham Town Hall Theatre is ready to re-open. This report provides the details on the re-opening along with proposed operating procedures and rates and fees for using the Wingham Town Hall Theatre.

DISCUSSION

Background:

At the April 7, 2015 North Huron Council meeting, Council approved opening the theatre with the provision that the Wingham Theatre Committee raise the funds to upgrade the theatre for fire code requirements and HVAC equipment. Once the theatre re-opened it would be operated by the Township of North Huron and the Wingham Theatre Committee of Council would dissolve. In that report, staff presented operating parameters by which the theatre would open. At that time, some of the operating details were presented as draft such as proposed rates and fees. More research on rates and fees and operating procedures has been completed by staff, and staff have presented draft fees and operating procedures here for Council's consideration. All these have been reviewed and accepted in concept by the Wingham Town Hall Theatre Committee.

Opening Details:

The Wingham Town Hall Theatre Committee has their grand opening planned for Sunday May 28, 2017. Rentals are permitted starting Monday May 29, 2017. The theatre is tentatively booked for June 1 for a private recital rental, and is also being used as part of the Alice Munroe Festival on Saturday June 3.

Facility Comparisons:

Staff researched the region/area to find similar theatre facilities operated by the municipality. Four were found comparable to the Wingham Town Hall Theatre: Beaverton Town Hall, Teeswater Town Hall, Stratford – City Hall Auditorium, and Hensall Heritage Hall. The rates and fees for renting the Blyth Memorial Community Hall were also used as a comparator. Attached is a summary of the rates for these facilities.

Proposed Rates and Fees and rental terms:

Rates and fees for the Wingham Town Hall Theatre are proposed by staff taking into consideration that this is intended to be used as a local community facility. All acts are welcome to book the theatre, however the set up and available resources at this theatre may not attract large big name acts, and the Township is not actively seeking large act bookings, as was done in the past when a volunteer group was running the theatre. The Wingham Town Hall Theatre was re-opened to be available for local and community acts, to focus on local usage. The Theatre will be rented as any other municipal facility such as a community hall, or meeting room. The Township will use its resources to support events at the Theatre, but does not hire acts, set up box office services, act as ushers, light technicians, or have a green room available for acts. Groups requiring this type of support and facility are encouraged to rent the Blyth Memorial Community Hall, also owned by the Township of North Huron.

With this in mind, the rental terms, conditions and contract is attached, modeled after the Stratford City Hall Auditorium rental contract, and customized to the North Huron Wingham facility. Renters must provide their own insurance, talent, ticket sales, promotion and marketing, lighting, sound and usher services.

The rates and fees reflect the level of service provided by the Township of North Huron. They cover the hard costs of staffing and cleaning the facility for each renter, and some revenue toward the utility and maintenance costs. The rates and fees are comparable to similar facilities rented by other municipalities that offer this same level of service.

Security Deposit for all Bookings (refunded, unless needed to cover damage or extra cleaning fees, or booking is cancelled with under 2 weeks notice)	\$200.00
Basic Flat Rate for shows – Private	\$100/day
Basic Flat Rate – Community Groups (30% discount)	\$70/day
Rehearsal Rate – no flat rate charged Private Community Group (30% discount)	\$35/hour \$24.50/hour
Performance Rate – in addition to Flat Rate Monday – Friday 4:30-11:30pm Saturday & Sunday 7:00am-11:30pm Private Community Group (Note: a minimum of 2 hour booking required)	\$35/hour \$24.50/hour
Hours after 11:30pm Private Community Group	\$52.50 \$36.75
All rates doubled on holidays All rates subject to applicable taxes	

FINANCIAL IMPACT

There is no experiential data to definitively determine the revenue or expenses of the theatre. The April 7, 2015 report indicated potential annual revenue of \$1,950 and expenses of \$9,387.86. Predicting an annual operating deficit of \$7,437.86. The 2017 budget did not set up a separate budget for the Theatre. For 2017, revenue and expenses will be applied to the Town Hall Facility budget. In the 2018 budget, experiential data from 2017 can be used to create a separate budget for the Theatre. The draft budget presented in the 2015 report is attached to this report as a reminder for Council as to what was originally presented when the decision to re-open was approved.

The committee has some surplus funds and are planning to install LED energy efficient house lights for the theatre. They are also considering other upgrades for the theater, and will be reporting to Council on the final outcomes of their fundraising initiative and deliverables in the Committee of Council Terms of Reference. Their work continues and they will be coming to Council as a delegation with these reports at a future date.

FUTURE CONSIDERATIONS

Expenses associated with the upgrades are not final, and the committee will have costs associated with the grand opening. The committee will be attending Council with a final report later in 2017.

The Almost Famous Players is a community group that has used the theatre weekly for rehearsals at no charge. They practice at 1:00pm every Monday. Staff are meeting with this stake holder group to develop a memorandum of understanding going forward. Their usage does not comply with the rental terms and fees proposed in this report, however it is our understanding that they have used the theatre in this capacity for the past 13 years. A future report will be coming to Council regarding use of the theatre by this group, once the terms can be laid out. Until that report is ready, staff will continue to support their rehearsals at 1:00pm on Mondays at no charge.

RELATIONSHIP TO STRATEGIC PLAN

Our community is attractive and welcoming to new business and residents.
Our administration is fiscally responsible and strives for operational excellence.



Pat Newson, Director of Recreation and
Facilities



Sharon Chambers, CAO

A photograph of the Wingham Town Hall Theatre, a large, multi-story brick building with a prominent central clock tower and arched windows. The building is set against a blue sky with scattered white clouds. The text of the poster is overlaid on the top half of the image.

Wingham Town Hall Theatre Grand Re-Opening Celebration Concert!!

***An afternoon of lively music by local talent celebrating
the re-opening of the Wingham Town Hall Theatre!***

Featuring: The Almost Famous Players, Phil Main,
The Ballaghs, The Dubious Brothers, Charles Buck,
The Belmore Choir, and the Beard Family

Sunday, May 28th @ 2:00 PM

*Wingham Town Hall Theatre
274 Josephine Street, Wingham
Doors open at 1:30 PM*

General Admission: \$5

Seating is Limited!

Tickets available in advance at:

The Gift Chest and Ernie King Music

DRAFT BUDGET PRESENTED WITH APRIL 7, 2015 COUNCIL REPORT ON FACILITY RE-OPENING

Revenue

Town Hall - Heritage Theatre

Account Number	Account Description	Budget
5125	transfer from reserves	-
5200	Admissions/Rentals	1,950
5280	Grants	
	TOTALS	1,950

Expense

Town Hall - Heritage Theatre

	Account Description	Budget	Expense New
	6100 Salaries - Full Time	1,578.00	
	6110 Salaries - Part Time	1,699.00	1,699.00
	6120 Benefits	715.00	288.86
	6200 Clothing/Uniforms	0.00	
	6260 Phone/Fax/Internet	168.00	
	6270 Insurance	1,161.00	
	6295 Transfer To Reserves	0.00	
	6300 Bldg Repair/Maintenance	2,850.00	2,850.00
	6320 Janitorial Supplies	350.00	350.00
	6330 Inspections/Contracts	4,348.00	
	6350 Electricity	3,000.00	3,000.00
	6360 Water/Sewer	320.00	
	6370 Natural Gas/Heat	1,200.00	1,200.00
	6380 Waste Disposal	60.00	
	6390 SnowPlowing	1,634.00	
	TOTALS	19,083.00	9,387.86



Wingham Town Hall Theatre Rental Terms, Conditions and Contract

This agreement dated the _____ day of _____, 20____

BETWEEN

(hereinafter called the "Renter")
Party of the First Part

AND

The Corporation of the Township of North Huron
(hereinafter called "North Huron")
Party of the Second Part

WHEREAS North Huron owns and operates a theatre facility in its Town Hall located at 274 Josephine St., Wingham, Ontario, which it is willing to rent to the Renter upon the terms and conditions hereinafter set out;

RENTAL OF THE TOWN HALL THEATRE

The Wingham Town Hall Theatre is an accessible venue and part of the Wingham Town Hall building. This is a multi-use building and the theatre is not sound proof.

This Agreement Witnesseth that in consideration of the Terms and Conditions herein set out, the Parties hereto agree as follows:

1.0 GENERAL PROVISIONS

- 1.1 No application to rent the Wingham Town Hall Theatre shall be approved which will interfere with the day-to-day operations of Town Hall, including public access, maintenance or renovations.
- 1.2 The Renter and users of the Town Hall Theatre shall behave in a responsible manner.
- 1.3 No person under the age of 18 shall rent the Town Hall Theatre or be the signing authority.
- 1.4 The Renter is responsible for any damage or injury capable of giving rise to cause of action consequent on its occupation and specifically acknowledges that crowd control is its responsibility.
- 1.5 The Renter shall make full restitution for any damages or injury arising out of its occupation of the Wingham Town Hall Theatre.
- 1.6 The Renter acknowledges that smoking is not permitted in any part of the Town Hall building. Smoking is permitted a minimum of 9 metres from the main entrance.

- 1.7 The Renter acknowledges that North Huron provides fixed seating with the rental of the Town Hall Theatre. Any other equipment needed by the Renter, including, but not limited to, sound system, public address system, and audio-visual system is the responsibility of the Renter and requires prior approval by the Municipality of North Huron.
- 1.8 The Wingham Town Hall Theatre provides 420 fixed seats which is the maximum number of persons allowed in the Town Hall Theatre.
- 1.9 The Renter acknowledges that access to the Town Hall Theatre is available from the front of the building. The Side Entrance is accessible to persons with disabilities and provides access to the elevator. The doors will be opened 30 minutes prior to the event (if the event is starting after Town Hall hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding holidays) and will be left open for 15 minutes after the start of the event, then the door will be re-locked. It is the responsibility of the Renter to monitor the Side Entrance access to allow access after the Side Entrance is locked.
- 1.10 The Renter agrees that use of the Town Hall Theatre for set-up and take-down by the Renter shall be considered additional rental times and rental fees applicable will be charged to the Renter. Set-up and take-down shall take place after regular Town Hall hours (8:30 a.m. to 4:30 p.m. Monday to Friday) unless approved by North Huron in advance. Any approval granted may be cancelled or revoked at any time and cessation will take effect immediately, when requested.
- 1.11 The Renter acknowledges that North Huron will endeavour to ensure that the heating and air conditioning systems are adequate to Renters; however, North Huron shall not be responsible should the temperature in the Town Hall Theatre be less than adequate.
- 1.12 The Renter agrees that where additional climatization (heating, air-conditioning) is required, other than normal and in addition to the actual rental times, it shall be at the Renter's sole expense. North Huron shall determine the costs for the additional climatization and the operation thereof shall be administered by North Huron. Prior approval of North Huron for additional acclimatization is required.
- 1.13 The Renter agrees that:
- a) all Terms and Conditions as set out herein shall be binding upon the Renter, their respective heirs, successors and assigns;
 - b) the Wingham Town Hall Theatre is not available for use on Christmas Eve, New Year's Eve and the following identified holidays: New Year's Day, Christmas Day, and Good Friday;
 - c) notwithstanding b) above, the Wingham Town Hall Theatre is not ordinarily available on other holidays when the Town Hall is closed to the public, but if a request for rental of the Town Hall Theatre is made for a holiday not identified in b) above, that request is subject to custodian availability and the rental fees are doubled;
 - d) ticket sales and/or tickets issued shall not exceed the maximum number of allowable seats in the Town Hall Theatre and North Huron shall determine this number at its sole discretion. North Huron shall not be liable nor shall it pay any compensation to the Renter or to ticket holders who are not able to be seated at an event because of excess tickets sold or issued.

- 1.14 The Renter is responsible for advertising or promotion of any authorized event at the Wingham Town Hall Theatre, including the selling of tickets. North Huron does not provide these services.
- 1.15 The Renter agrees that all persons must be out of the facility by 11:30 p.m. Please see Schedule A for additional rental information.
- 1.16 The Renter agrees to vacate the premises within 30 minutes of the termination of the function for which the Wingham Town Hall Theatre is rented or by 11:30 p.m. at the latest. The Wingham Town Hall Theatre Custodian shall be the last person to leave the building.
- 1.17 The Renter cannot assign, transfer, convey, sublet or otherwise dispose of the permission granted by North Huron for the use of the Town Hall Theatre.
- 1.18 North Huron assumes no responsibility for loss of revenue due to mechanical breakdown or acts of God.
- 1.19 Signs are permitted on the Town Hall Theatre at the discretion of North Huron staff.
- 1.20 The Renter agrees, that at the discretion of the Township of North Huron, security in the form of police or an acceptable private security company, may be reasonably required at the Township's request. The cost of the security is an additional expense to the renter.
- 1.21 The renter agrees to release, waive and forever discharge, the Township of North Huron and its employees, council members, officials and officers from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to persons or property however caused, arising or to arise by reason from rental of the Wingham Town Hall Theatre. The renter further agrees to indemnify and save harmless the Township of North Huron from and against any and all liability arising from or as a result of the rental of the Wingham Town Hall Theatre.
- 1.22 The renter agrees to comply with all Federal, Provincial and Municipal By-Laws and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages.

2.0 PROHIBITED USES AND EVENTS

- 2.1 The Town Hall Theatre shall not be used for the following types of events:
- a) functions where alcohol is being consumed;
 - b) daytime performances, theatrical productions and rehearsals when the Wingham Town Hall offices are open to the public. (8:30 a.m. to 4:30 p.m. Monday to Friday, excluding holidays);
 - c) any event or purpose which may render the insurance on the Wingham Town Hall void or voidable or which might cause the premiums for such insurance to be increased;
- 2.2 Renter agrees that no food or beverages with the exception of water will be served as part of the event in the Wingham Town Hall Theatre.
- 2.3 The Renter agrees that confetti or confetti-like products, cooking equipment, open flames, burning of incense or candles are not permitted in the Wingham Town Hall building or on the grounds of the Town Hall.

- 2.4 The Renter agrees that the use of any equipment, device or machine that produces or intends to produce smoke, fog, dry ice effects or any similar effect is prohibited from use in the Town Hall.
- 2.5 The Renter agrees to abide by the Noise By-law and any other applicable North Huron By-laws and policies.
- 2.6 The Renter agrees that the use of any flames, or pyro techniques is prohibited in the Town Hall

3.0 PRE-RENTAL INSPECTION AND SET UP

- 3.1 The Renter agrees that prior to the Renter’s use of the Wingham Town Hall Theatre, Municipal staff will conduct a pre-rental inspection with the Renter or an authorized agent. The pre-rental inspection will include the completion of a check-list that will be compared with a post-rental inspection.

Failure to attend the pre-rental inspection shall make the rental of the Wingham Town Hall Theatre null and void and North Huron shall not be responsible for any costs or expenses of the Renter.

- 3.2 The Renter agrees not to make any alterations to any part of Town Hall including, but not limited to, the theatre, lobby, stage, hallways, or stairways. The Renter agrees to leave the said premises, fixtures and fittings in the same condition as found prior to use of the Wingham Town Hall Theatre.
- 3.3 The Renter agrees not to install any equipment or affix anything to the walls, floors, stage, ceiling, balcony, woodwork etc. Taping, stapling, nailing or adhering of anything to the stage, balcony, walls, floors and woodwork is strictly prohibited.

4.0 EMERGENCY PROCEDURES

- 4.1 The Renter agrees to keep all halls and doorways clear of obstructions. All doors leading into stairwells in the building must not be obstructed in any way. Emergency exits are marked and shall be kept clear of all obstructions.

5.0 SUPPLEMENTARY STAGE LIGHTING

- 5.1 The Renter shall not use the supplementary stage lighting unless operated by a competent, qualified lighting technician and subject to prior approval of North Huron. The existing stage lighting must be returned to its original state and location immediately after the event.
- 5.2 The Renter agrees that the qualified lighting technician using the system shall follow all applicable safety laws and use appropriate safety equipment.
- 5.3 The Renter agrees to pay the cost for rental equipment to North Huron should equipment need to be rented to facilitate any change to the supplementary stage lighting. Rented equipment must be used by a person with elevated work platform training and fall arrest protection training.

6.0 OTHER ROOMS OR AREAS

- 6.1 The Renter agrees that no other rooms or areas of the Town Hall are to be used by the Renter.

- 6.2 The Renter agrees that there are no kitchen facilities available with the rental of the Wingham Town Hall Theatre.

7.0 TAXES AND SOCAN TARIFFS

- 7.1 The Renter agrees to comply with all applicable federal and provincial requirements including, but not limited to, the *Retail Sales Tax Act* of the Province of Ontario, the *Goods and Services Tax Act* of the Government of Canada and the *Liquor Licence Act* of Ontario.
- 7.2 The Renter acknowledges that SOCAN (Society of Composers, Authors and Music Publishers of Canada) is a performing right society which authorizes the public performance of musical compositions under the terms of the *Copyright Act*. The Renter agrees to pay all applicable SOCAN license fees directly to SOCAN in accordance with SOCAN Tariff No. 8 and any successors thereto, for events with live and/or recorded music including events such as performances, assemblies, receptions and parties.

8.0 INSURANCE

Liability insurance for your protection is not provided under this rental contract with North Huron. In the event of injury to, or destruction of person or property, you will be held liable. Contact your insurer to ensure that your liability insurance is adequate for the use of the Wingham Town Hall Theatre.

- 8.1 The Renter agrees to obtain liability insurance coverage on a form of coverage issued by an insuring company acceptable to North Huron, which names 'The Corporation of the Township of North Huron' as an additional named insured and contains a Cross Liability Clause. Liability insurance coverage of at least \$2,000,000 per occurrence is required for all functions.
- 8.2 The Renter shall provide North Huron, at least 14 days before occupying the Wingham Town Hall Theatre, with the insurance certificate showing the required insurance coverage. Failure to provide the insurance certificate as required will result in the cancellation of the Contract by North Huron and no refunds will be provided.
- 8.3 The Renter agrees that North Huron shall not be liable for any damage to any property or other effects of the Renter or its employees or agents, nor shall North Huron be liable or responsible for any loss of property from or on the said facilities, however occurring. Agents include caterers, music and/or entertainment providers and any sub-contractors.

9.0 POST-RENTAL INSPECTION

- 9.1 The Renter, or his/her authorized agent, agrees to meet with Municipal staff immediately after removal of any equipment, props etc., utilized in conjunction with the event for a post-rental inspection. The post-rental inspection is based on the pre-rental inspection.
- 9.2 As part of the post-rental inspection, the supplementary stage lighting will be checked to ensure it was returned to its original state and location immediately after the event.
- 9.3 The Renter acknowledges and agrees that failure to meet with North Huron staff shall result in the post-rental inspection being conducted in his/her absence.

9.4 The Renter agrees that any damages identified in the post-rental inspection shall be the sole responsibility of the Renter and further agrees to pay all damages to North Huron immediately upon receipt of invoice.

10.0 FEES, DEPOSITS AND CHARGES

- 10.1 The Renter agrees to pay all Rental Fees in accordance with the fee structure set out in Schedule "A" attached hereto. All fees are payable to 'Township of North Huron' by debit, cheque, cash, VISA, Mastercard and are subject to applicable taxes. All fees are also subject to an annual increase based on the previous year's Consumer Price Index (All Items), rounded to the nearest dollar. The Rental fees to be paid are the fees in effect at the time the event is held and not necessarily those in effect at the time of booking.
- 10.2 The Renter shall pay a damage/security deposit of \$200.00 at the time of submitting an application to North Huron Recreation Office. Failure to submit the damage/security deposit shall be considered an incomplete application and the booking shall not be accepted by North Huron.
- 10.3 The amount of actual rental fees and charges shall be finalized by North Huron after the event and an invoice prepared. Should the damage deposit not be utilized, the amount will be deducted from the rental total.
- 10.4 The Renter agrees that the balance of any fees shall be paid in full upon receipt of invoice. A service charge of 1.25% per month shall be added to all overdue accounts.
- 10.5 The Renter acknowledges and agrees that North Huron will not waive any fees or charges for use of the Town Hall Theatre where the event is over, but the Renter's equipment is still in the Town Hall Theatre.

11.0 CANCELLATIONS

- 11.1 The damage/security deposit is non-refundable unless the event is cancelled by North Huron. North Huron reserves the right to cancel this rental agreement at its sole discretion. The Renter shall notify North Huron of any cancellation at least 15 days prior to the scheduled event. Failure to comply with this policy will result in loss of damage/security deposit.
- 11.2 The Renter acknowledges that cancellation by North Huron for reason of breach of any of the provisions of these terms and conditions by the Renter or any of its members or associates, or by persons in attendance associated with the event, may result in expulsion or eviction of any or all persons from the said premises, at the discretion of North Huron or its employees, or authorized agents and all fees/deposits paid shall be forfeited by the Renter.
- 11.3 North Huron reserves the right to oversee the function being held and, if in its sole and absolute discretion, the conduct of the Renter or any person admitted by the Renter is not proper and is not in good taste, North Huron shall have the right to request the Renter to discontinue its function and vacate the premises or to request any person or persons to vacate the premises and the said request shall be promptly carried out.

12. ALCOHOL RISK MANAGEMENT POLICY

- 12.1 The Municipality of North Huron has designated the Wingham Town Hall Theatre an alcohol-free facility. The consumption of alcohol is prohibited on the premises.

12.1.2 Rowdy or intoxicated individuals will be refused entrance to Town Hall Theatre.

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

- 12.2. A violation of this agreement occurs when the Renter fails to comply with the no alcohol policy. The municipality staff and/or local authorities and/or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene if there is a policy violation.
- 12.2.1 The Renter or designate, or the designated monitor, may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Renters or designates, and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and could lead to legal charges.
- 12.2.2 The municipality and staff will take steps to ensure the policy violation stops. Depending upon the severity of the policy infraction, the Renter may be asked by the municipality to stop the violation or they may be closed down. Should the Renter fail to comply, the police may be called for enforcement.
- 12.2.3 Where the Renter has violated this alcohol policy, and has been notified of the violation, they may receive a registered letter advising of the violation, and indicating that no further violations will be tolerated. Some violations are serious enough to warrant immediate shutdown or denial of access. This decision may be made by the municipal staff, Liquor Licence Inspector, police. Depending upon the severity of the infraction, charges may be laid under the *Liquor Licence Act* of Ontario or any other relevant legislation.

In order not to penalize responsible organizations and individuals from using facilities, individual violators of this policy may be isolated and prevented from using our facilities.

IN WITNESS WHEREOF the parties hereto have set their hands.

As the Renter or the authorized representative of the Renter, I have read, understand and will observe these Terms and Conditions under which this Rental Application is being made and I hereby accept full responsibility for the obligations stated herein, including all fees and charges.

Name of Renter: _____
(please print)

Date: _____ Authorized Signature: _____

Notice of Collection

Personal information collected on this Application is collected by The Corporation of the Municipality of North Huron under the authority of the Municipal Act, 2001 and will be used by municipal staff to review applications for rental of the Town Hall Theatre and for administrative purposes. Questions about the collection and use of the personal information may be referred to the Municipal Clerk, during business hours.

The Corporation of the Township of North Huron

Date: _____ Authorized Signature: _____

SCHEDULE "A"

The Corporation of the Township of North Huron

2017 Town Hall Theatre Rental Rates

Damage Deposit of \$200.00 is required at time of booking.

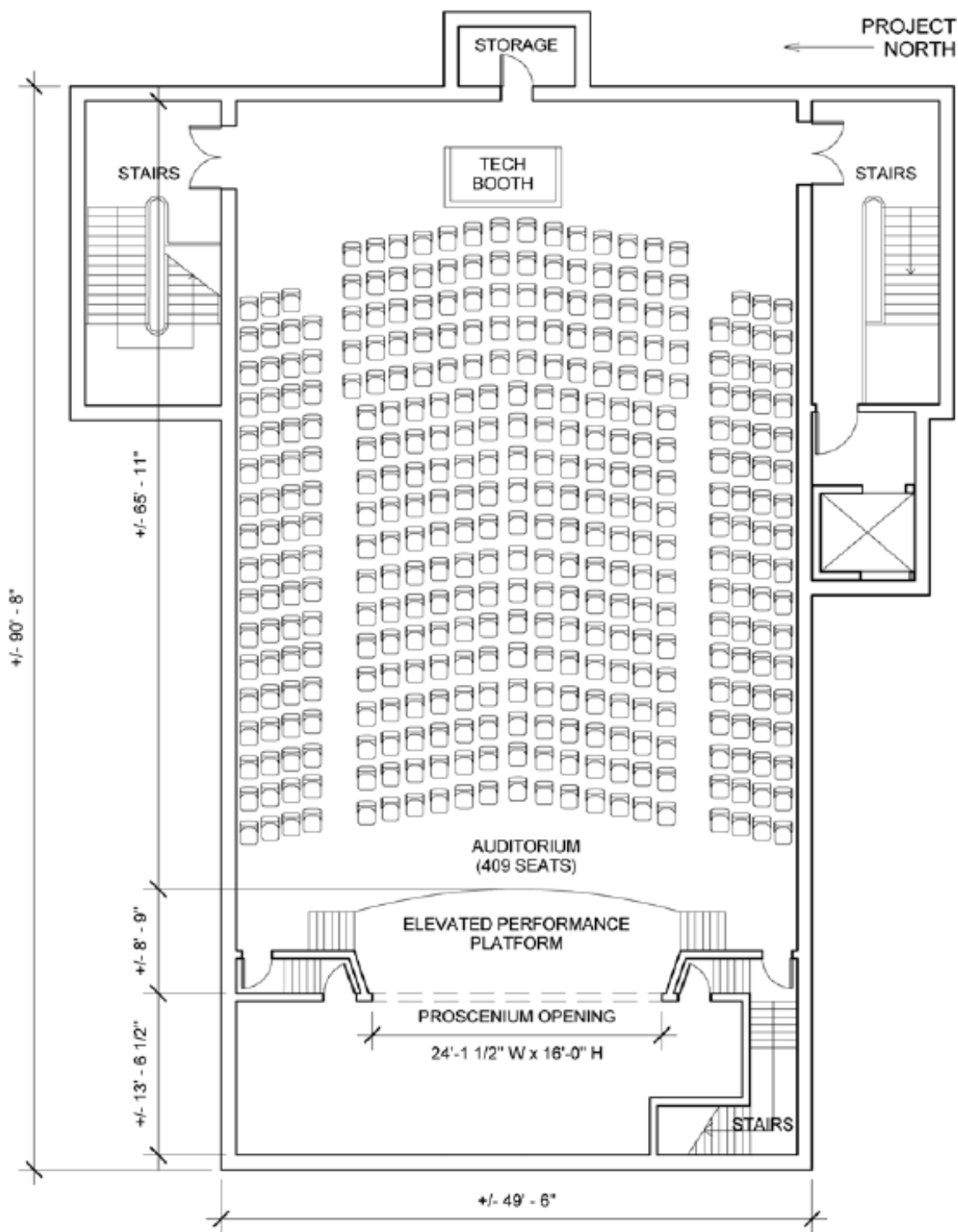
RENTAL DETAILS	FEES
Basic Flat Rate - Private	\$100.00/day
Basic Flat Rate - Community Group	\$70.00/day
Rehearsal Rate - no Flat Rate charged	
Private	\$35.00/hour
Community Group	\$24.50/hour
Performance rate - in addition to Flat Rate	
Monday – Friday 4:30 p.m.- 11:30 p.m.	
Saturday & Sunday 7:00 a.m. – 11:30 p.m.	
Private	25.00/hour
Community Group	24.50/hour
<i>Note: a minimum of 2 hour booking required for Saturday and Sunday</i>	
Hours after 11:30 p.m.	
Private	\$52.50/hour
Community Group	\$36.75/hour

*All rates will be doubled on holidays

**All rates are also subject to applicable taxes.

Schedule "B"

WINGHAM TOWN HALL THEATRE
SECOND FLOOR



Schedule "C"
WINGHAM TOWN HALL THEATRE
RENTAL INTAKE FORM

ORGANIZATION’S NAME		
APPLICANT’S NAME		
FULL ADDRESS		
TELEPHONE NUMBER	Day	Evening
TYPE OF EVENT		
DATE & TIME OF RENTAL Please list all days and times required		
NUMBER ATTENDING EVENT		
Any special notes:		

DETAILS OF YOUR RENTAL REQUIREMENTS

<p>Do you want theatre?</p> <p>Do you want lighting?</p> <p>Who is your technician?</p> <p>Do you need other items set up?</p>
--

Notice of Collection

Personal information collected on this Application is collected by The Corporation of the Municipality of North Huron under the authority of the Municipal Act, 2001 and will be used by municipal staff to review applications for rental of the Wingham Town Hall Theatre and for administrative purposes. Questions about the collection and use of the personal information may be referred to Municipal Clerk the during business hours.

SUMMARY OF FEES

Brock Township - Beaverton Town Hall	
Performance day - all day including a rehearsal	200.00
Additional Rehearsals	40.00
Additional meeting room on another floor for personal use/eating, etc.	45.00
Damage Deposit	300.00
South Bruce - Teeswater Town Hall	
Booked on a per hour basis	
For Performance	50.00
For Rehearsal	30.00
Additional meeting room on another floor /hour basis	30.00
Stratford - City Hall Auditorium	
Basic Booking Fee	75.00
Monday-Friday / hour	17.96
After 11:30 p.m / hour	121.13
Saturday 9 – 5 / hour	17.96
Saturday 5 – 11:30 / hour	50.30
After 11:30 / hour	121.13
Hensall Heritage Hall	
7 a.m. to midnight	200.00
7 p.m. to midnight	150.00
Setup visits	25.00

Blyth Memorial Community Hall

Rental Rates

Need a venue for your event?

Whether you are planning a Party, a Meeting, a Fundraiser, a Conference, or a Corporate Event we have you covered.

Theatre

\$350/day

Capacity 379

Professional House Tech +\$35/hour
a/v, sound and lighting services

Lower Hall - Fri., Sat., Sun

\$325/day

Lower Hall - Fri., Sat., Sun

\$325/day

Capacity 160

Kitchen included.

Lower Hall - Mon-Thurs.

\$250/day

Capacity 160

Kitchen included.

Kitchen

\$35/hour*

full service kitchen

*Minimum 3 hour rental.

Bar

\$25/hour*

Wine & Beer Service

* minimum 3 hours.

House Technician

\$35/hour

A professional sound and lighting technician.

*Minimum 3 hour call.

Ancillary Services

CALL THE BLYTH FESTIVAL FOR PROFESSIONAL BOX OFFICE SERVICES -
1.877.862-5984 or 519-523-9300 (local)

FULL SERVICE BOX OFFICE

FULL SERVICE BOX OFFICE

YOU MUST BOOK THESE SERVICES WITH THE BLYTH FESTIVAL - call 519-523-9300
or 1-877-862-5984

www.blythfestival.com

Computerized Ticketing - \$2/sold ticket

Reserved Seating - \$50 set-up fee (non-refundable)

Reconciliation/Payment - day following last date of function

Reservations and Payments through "Blyth Festival" - patrons charged \$4 handling fee per order

Credit Card Handling Fees - 2.75%

Box Office Staffing per event date - \$100

Online Ticket Sales

TICKET OUTLET SERVICES

YOU MUST BOOK THESE SERVICES WITH THE BLYTH FESTIVAL - call 519-523-9300
or 1-877-862-5984

General Admission tickets supplied by renter - \$1/sold ticket

Reconciliation of Tickets received & sold provided on first date of function

Patrons pay cash or cheque payable to the renter

ASK ABOUT THEIR CANCELLATION POLICIES.

OTHER EVENT RESOURCES

Caterers, Florists, Linens

Caterers, Florists, Linens

<http://blythmemorialcommunityhall.ca/event-helpers>

CALL BLYTH FESTIVAL FOR THE BOX OFFICE SERVICES



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Connie Goodall, Economic Development Officer
DATE: 15/05/2017
SUBJECT: Terms of Reference – Musical Muskrat Festival
ATTACHMENTS: Terms of Reference – Musical Muskrat Festival

RECOMMENDATION:

THAT the Council of North Huron approve the Terms of Reference for the Musical Muskrat Festival Planning Committee as presented by the Economic Development Officer.

EXECUTIVE SUMMARY

As per the Committee Appointment Policy, the Township of North Huron may establish and appoint Committees of Council as a means of obtaining public participation, public consultation on Township policies and programs or to work on specific projects. The Township of North Huron, through the Committee Appointment Policy, encourages citizens to get involved and participate in the development and enhancement of the community. The volunteer effort of residents and business owners improves the quality of life and greatly contributes to the Township's success.

DISCUSSION

In 2005 after the success of the 2004 Homecoming, the Musical Muskrat Festival was established at the request of North Huron Council. The intent of the Festival is to continue to offer a community based event that promotes positive engagement, partnerships and opportunities for the residents of Wingham and the surrounding area. The event, planned by a volunteer Committee of Council requires a Terms of Reference with North Huron to govern the parameters in which they operate. The terms of reference for the Musical Muskrat Festival Planning Committee is attached for council review and approval.

FINANCIAL IMPACT

The Musical Muskrat Festival Planning Committee operates with revenue derived from the success of the prior years' event with no financial impact on the municipality. If, in the future, a profit is realized, the money will be directed to a North Huron project as mutually agreed on by the Municipality and the Musical Muskrat Festival Planning Committee.

FUTURE CONSIDERATIONS

Annual planning for the Musical Muskrat Festival will be consistent with the requirements and expectations outlined in the Terms of Reference.

The success of the festival each year determines whether the event will run the following year.

RELATIONSHIP TO STRATEGIC PLAN

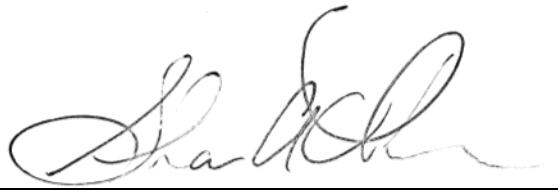
GOAL: Our community is attractive to new business and residents

Outcome: Tourism is a driver in economic development

GOAL: Our residents are engaged and well informed

Outcome: We cultivate a culture of volunteerism and belonging

Connie Goodall, Economic
Development Officer



Sharon Chambers, CAO



Township of North Huron

Name of Committee

Musical Muskrat Festival Planning Committee

Subject:	Terms of Reference	Effective:	
Applies to:		Replaces:	By-law No.
Issued by:	CAO	Approval:	By-law No.

Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter in accordance with the Township's Committee Appointment Policy.

Council shall appoint all Committees and its members by by-law at the first regular Meeting of Council each year.

A. Mandate

The role of the Musical Muskrat Festival Planning Committee (MMF Committee) is a Committee of Council that is appointed annually to plan the Musical Muskrat Festival.

The Musical Muskrat Festival Planning Committee was established at the request of Council to:

1. Provide a family oriented, community based festival that will encourage local and regional participation in festival events that will contribute to community pride and sense of place.
2. Provide opportunities for community groups to participate in the festival for the purposes of fundraising, public relations and community awareness.
3. Promote local talent and opportunities for youth engagement.

B. Authority of the Committee

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

1. The Musical Muskrat Festival Planning Committee will:
 - a) Recruit committee members
 - b) Hold regular planning meetings
 - c) Provide meeting minutes to Township of North Huron CAO and Council

- d) Present to Township of North Huron Council prior to annual event
 - i) Committee members
 - ii) Proposed budget (by February annually)
 - iii) Request to be recognized as a municipally significant event
- e) Present to Township of North Huron Council with 90 days of the completion of the annual event
 - i) Wrap up report of event
 - ii) Financial summary of the event
- f) Book park and other venues and make arrangements with Township staff for required equipment and supplies
- g) Book all programming and entertainment for event
- h) Submit a Special Event Coordinators Application to Huron County Health Unit 60 days prior to event
- i) Ensure all food vendors are aware of requirement to submit Food Vendor Application to the Huron County Health Unit – 30 days prior to event
- j) Ensure all insurance requirements for event are met including (but not necessarily limited to):
 - i) Food vendors insurance
 - ii) Volunteer waivers
 - iii) Participant Release
 - iv) Pre-event check list (daily)
- k) Prepare and provide marketing and advertising for the event
- l) Solicit additional sponsorship and funding for event as required
- m) Ensure adequate volunteer coverage is scheduled and in place
- n) Ensure conditions set out by the Township of North Huron Municipal Alcohol Policy are met
- o) Ensure adequate security is booked for event
- p) Ensure adequate electrical for event is in place and inspected by a certified electrician
- q) Acquire adequate refrigeration space for beverages, ice and food
- r) Provide secure space for overnight storage of items left in park
- s) Ensure adequate number of public washrooms are available for the festival and ensure that they are clean and stocked during the event
- t) Pay any expenses incurred at the event
- u) Recognize the Township of North Huron as a Gold Sponsor of the event in all relevant advertising
- v) Ensure that all financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by the Township of North Huron.

1. The Musical Muskrat Festival Planning Committee:
 - a) Shall not communicate externally on behalf of Council except as related to its scope;
 - b) Shall not authorize any expenditures outside their Council approved budget;

C. Reporting Responsibility

1. The Musical Muskrat Festival Planning Committee shall report to North Huron Council.
2. The Chair and the North Huron Council Representative shall, at the discretion of the Committee facilitate clear communication of information between Council and the Committee.
3. Reporting shall include meeting minutes, budgets, financial statements and other requirements relating to the management of funds.

D. Committee Composition

1. Membership
 - a) Voting Members:
The Musical Muskrat Festival Planning Committee shall consist of a minimum of 7 citizen members and one member of Council.
 - c) Non-Voting Members: Economic Development Officer
 - d) Absence:
Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.
 - e) Resignation of Citizen Members:
Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.
 - f) Filling Vacancies:
Vacancies shall be filled per the Procedural By-law.
 - g) Term:
 1. Council shall appoint members to the Musical Muskrat Festival Planning Committee on an annual basis in accordance with the Township's appointing by-law.

2. The Musical Muskrat Planning Committee is a Committee of Council. The term of the MMF Planning Committee is finite and it shall be disbanded upon completion of its mandate

2. Responsible Department:

The Economic Development Officer shall be responsible for all actions and financial undertakings of the Musical Muskrat Planning Committee.

3. Structure:

a) Chair, Recording Secretary, Treasurer, Logistics Lead, Entertainment Lead, Food and Beverage Lead, and Marketing (Sponsorship) Lead

A Chair, Recording Secretary and Treasurer shall be elected at the first meeting.

4. Support Resources:

- a) The Economic Development Officer shall be the Municipal Liaison to the Musical Muskrat Festival Planning Committee to ensure compliance with Township policy.
- b) The Economic Development Officer will attend meetings as required.
- c) The following task list is agreed upon by the Township of North Huron and will be provided in support of the Musical Muskrat Festival annual event.

Prior to event	<ol style="list-style-type: none">1. Baseball Diamond Rental for the duration of the event2. Tent Permit3. Locates for electrical as per event layout4. Equipment and supplies (use of):<ul style="list-style-type: none">• 12 Picnic Tables - One table by River – for Boat races - Others under beer tent• Garbage Cans 10 – 12• Garbage bags• Toilet Paper• Paper Towel• 4 barricades• 20 pylons5. Fencing - erected for refreshment tent as per event layout6. Firemen platform in place (if applicable)7. Midway and/or programming support Will be reviewed upon agreement from council and relayed to township staff8. Bleachers moved to riverbank prior to event and returned to ball diamond upon completion of event9. Stage and bars in park (stored in Galbraith shed)10. Pre-event Park Maintenance<ul style="list-style-type: none">- Lights working in washrooms/extra bulbs
-----------------------	---

	<ul style="list-style-type: none"> - Completed pre-event checklist (for insurance purposes) - Grass cut - Grass cleared by river for boat races (ensure boat launch area is cleared)
During Event	<p>11. Canoe Race Support</p> <ul style="list-style-type: none"> - Lifeguards (two) - Canoes and paddles (for lifeguards) - Extra Paddles (for participants) - Life Jackets <p>12. Washrooms Cleaned on Saturday and Sunday</p> <p>13. Garbage and Recycling removed daily</p>

E. Policies and Procedures

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Township of North Huron's:

1. Accountability and Transparency Policy
2. Procedural By-law
3. Procurement By-law
4. Municipal Alcohol Policy

In addition to the above general provisions, the following shall be required:

- a) Establish an annual meeting schedule and publish same. The schedule shall include at least eight regular meetings per year. It is contemplated that, subject to scheduling issues, one regular meeting will be held in each calendar month, with allowances for summer and Christmas hiatuses, as well as, the timing of the event.
- b) All sitting members eligible to vote, including the Chair, must vote.
- c) Solicit, document and consider public input where appropriate.
- d) Distribute the agenda as per Procedural By-law, and send the agenda, with any associated reports attached, to the members of Council, through the Clerk, in a timely fashion.
- e) Distribute the minutes as per Procedural By-law and send draft minutes to members of the Council, through the Clerk, in a timely fashion.
- f) Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the official records and Council's information.

- g) Present an annual budget to the Director of Finance/Treasurer by February annually for Council approval.
- h) Present to Township of North Huron Council within 90 days of the completion of the annual event
 - iii) Wrap up report of event
 - iv) Financial summary of the event
- i) Ensure that all financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by the Township of North Huron
- j) In the event that the Musical Muskrat Committee accumulates a surplus of funds over the average cost of staging one year's event, the committee may in consultation with the Township of North Huron direct surplus funds to a Township of North Huron project mutually agreed upon by the Musical Muskrat Planning Committee and the Township of North Huron.

F. Quorum

As per the Procedural By-law –

- a) “Quorum” means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.
- b) The Head of Council is “Ex Officio” a member of every Committee of Council. The Head of Council will not be considered part of the Committee quorum. (Section 7.8) The Head of Council is able to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting (Section 9.2).

G. Remuneration

There is no stipend for members of the Musical Muskrat Festival Planning Committee.

From time to time there may be opportunities for citizen members to attend training session and seminars, as approved by the CAO.

- 1) Council representative
Appointed by the Council of the Township of North Huron
Liaison between committee and Council
Ensures all requirements of being a Committee of Council are met
- 2) Chair
Elected by committee (position approved by Council annually)
Sets meeting schedule
Chairs meetings
Ensures all requirements for holding a festival are met
Spokesperson for event
Recruits committee members
- 3) Secretary
Elected by committee (position approved by Council annually)
Maintains up to date contact list for committee
Records meeting minutes and circulates in timely fashion to committee members, and the Township of North Huron
- 4) Treasurer
Elected by committee (position approved by Council annually)
Maintains budget for annual event
Provides event budget to Township of North Huron annually in February, prior to event
Ensures all bills are paid
Deposits and records event income
Provides event year-to-date to Township of North Huron annually, within 90 days of the completion of the event
Prepares and presents to committee monthly budget actuals at planning meetings
Maintains banking records and bank account
- 5) Marketing Lead
Elected by committee (position approved by Council annually)
Provides marketing information and plan for budgeting purposes
Ensures marketing strategy agreed up on by Festival Committee is carried out
Provides all invoices to treasurer
May, if necessary, recruit marketing committee members to ensure all marketing needs (social, print, radio etc.) are met
- 6) Logistics Lead
Elected by committee (position approved by Council annually)
Working with the Department of Recreation and Facilities, create and submit and site plan in compliance with the Municipal Alcohol Policy
Order tents, event furniture including garbage and recycling containers
Ensure adequate washrooms and hand stations are on-site
Plan for signage and fencing as required

Working with Food and Beverage Lead and Bar Lead, ensure secure and safe storage of all food and beverage products
Working with Entertainment Lead, set up stage and sound equipment in secure and safe manner
Arrange for tent permits and inspection
Arrange for fire inspection

7) Bar Captain (if required)

Will work with the Recreation Department to fulfill the requirements of the Municipal Alcohol Policy
Will obtain the event SOP and liquor licence
Working with the logistics chair will set up the bar and determine the most appropriate site plan for event
Will arrange for volunteers and schedule accordingly
Will ensure volunteers are Smart Serve trained and are following the requirements set out in the Municipal Alcohol Policy and the AGCO (Alcohol and Gaming Commission of Ontario)
Will order product and arrange for delivery and storage
Will ensure volunteers sign appropriate volunteer waivers

8) Entertainment Lead

Will source and book entertainment for weekend
Working with Logistics Lead, will ensure safe and proper set up of stage and sound equipment
Will book sound equipment and technician
Will ensure contracts are signed and insurance requirements are met

9) Children's Events Lead

Will book children's events and programming
Will ensure contracts are signed and insurance requirements are met
Will recruit and schedule volunteers as needed

10) Food and Beverage Lead

Will book food and non-alcoholic beverages as required and in compliance with the Municipal Alcohol Policy
Will ensure contracts are signed and insurance requirements are met
Working with Logistics Lead will, ensure safe and proper set up of food service areas
Working with Logistics Lead will, ensure safe and proper of storage of food and beverage products for event

11) Volunteer Coordinator

Will recruit, schedule and train volunteers for event as required
Will ensure insurance requirements are met as outlined by municipality and the municipal insurance holder

12) Sponsorship Lead

Will prepare sponsorship package and distribute to potential sponsors

Will follow up with sponsorship requests and ensure proper recognition is given

Working with treasurer will collect, deposit and acknowledge sponsorship accordingly

DRAFT



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Connie Goodall
DATE: 08/05/2017
SUBJECT: Wingham Wayfinding Signage
ATTACHMENTS: Sign Program Design, Quote from Cox Sign

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accept the quote from Cox signs for \$7,606.90 + HST (\$8595.80) to proceed with the supply and installation of wayfinding signs on Josephine Street in Wingham.

EXECUTIVE SUMMARY

IN 2014, North Huron received a donation of \$10,000 from the Wingham Homecoming Committee to be put towards wayfinding in Wingham. In August, 2016 a motion made by Council allowed the project to use single sourcing for the design and implementation of the sign program. Cox Signs was engaged to design and implement the project. Working with Public Works, the Recreation and Facilities Department and the Wingham BIA, a program design and locations for the signs were established.

DISCUSSION

On the recent First Impressions Exchange with Walkerton, it was noted that Wingham lacked a wayfinding sign program and some community assets and highlights went unnoticed or were hard to find.

FINANCIAL IMPACT

North Huron received \$10,000 from the Wingham Homecoming Committee. Quote #800200 from Cox signs totals \$8,595.80 (\$7,606.90 +HST). North Huron received a donation of \$10,000 from the 2014 Wingham Homecoming Committee that will cover the cost of the program.

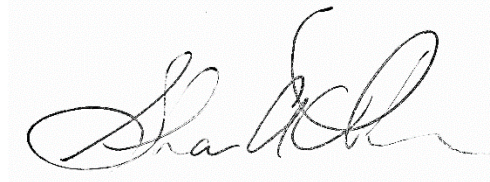
FUTURE CONSIDERATIONS

If required, the program can be able to be expanded to add additional sites/locations. Cox has supplied information on the possibility of placing signs on the back of wayfinding to highlight town assets and events. This is a possibility to be discussed with community partners in the future if required. On-going sign updating and replacement should be budgeted for annually in the Economic Development budget, as well as, in partnership with the Wingham BIA.

RELATIONSHIP TO STRATEGIC PLAN

Goal: Our community is attractive to new businesses and residents

Outcome: Implement recommendation of the Blyth and Wingham Business Retention and Expansion Reports

A handwritten signature in black ink, appearing to read 'Sharon Chambers', is displayed on a light gray rectangular background.

Connie Goodall,
Economic Development Officer

Sharon Chambers, CAO



Green Background (PMS 354) :
Designates Recreational services

Blue Background
(PMS 2747/ Sapphire Blue):
Designates
Cultural & Administrative services.
Schools, Hospital, Library etc.

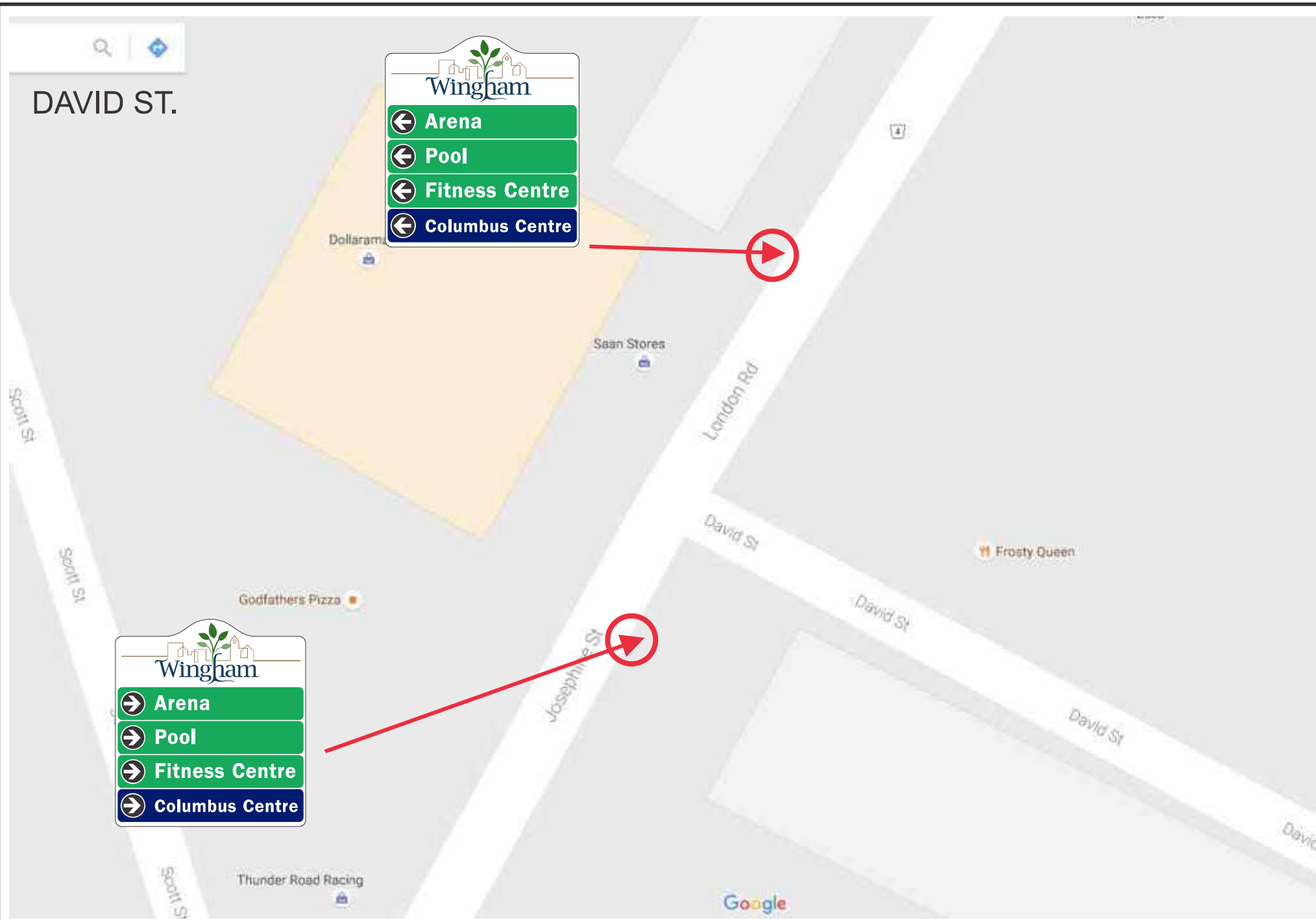
DAVID ST.



Facing Traffic from North / 42"w X 46"h



Facing Traffic from South / 42"w X 46"h



DAVID ST.



- ➔ Arena
- ➔ Pool
- ➔ Fitness Centre
- ➔ Columbus Centre

-
- ➔ Arena
 - ➔ Pool
 - ➔ Fitness Centre
 - ➔ Columbus Centre

DAVID ST.



Electrical
Inspection
by



Electrical
Safety
Authority

Drawing No.
369

No portion of this drawing may be copied
or reproduced in whole or in part by any
means without the written permission of
Cox Signs Limited. Legal action will be
taken if reproduced without permission.

WALKERTON ON
27 Ontario Road,
Tel: 888.953.1111
Fax: 519.881.1461

STRATFORD ON
291 Lorne Ave.,
Tel: 519.272.0333
Fax: 519.272.2514



Cox Signs
LIMITED

VICTORIA ST.



Facing Traffic from North / 42"w X 46"h



Facing Traffic from South / 42"w X 46"h

VICTORIA ST.



**Sacred Heart
Separate School**



**F.E. Madill
Secondary School**



Soccer Fields



Legion



VICTORIA ST.



**Sacred Heart
Separate School**



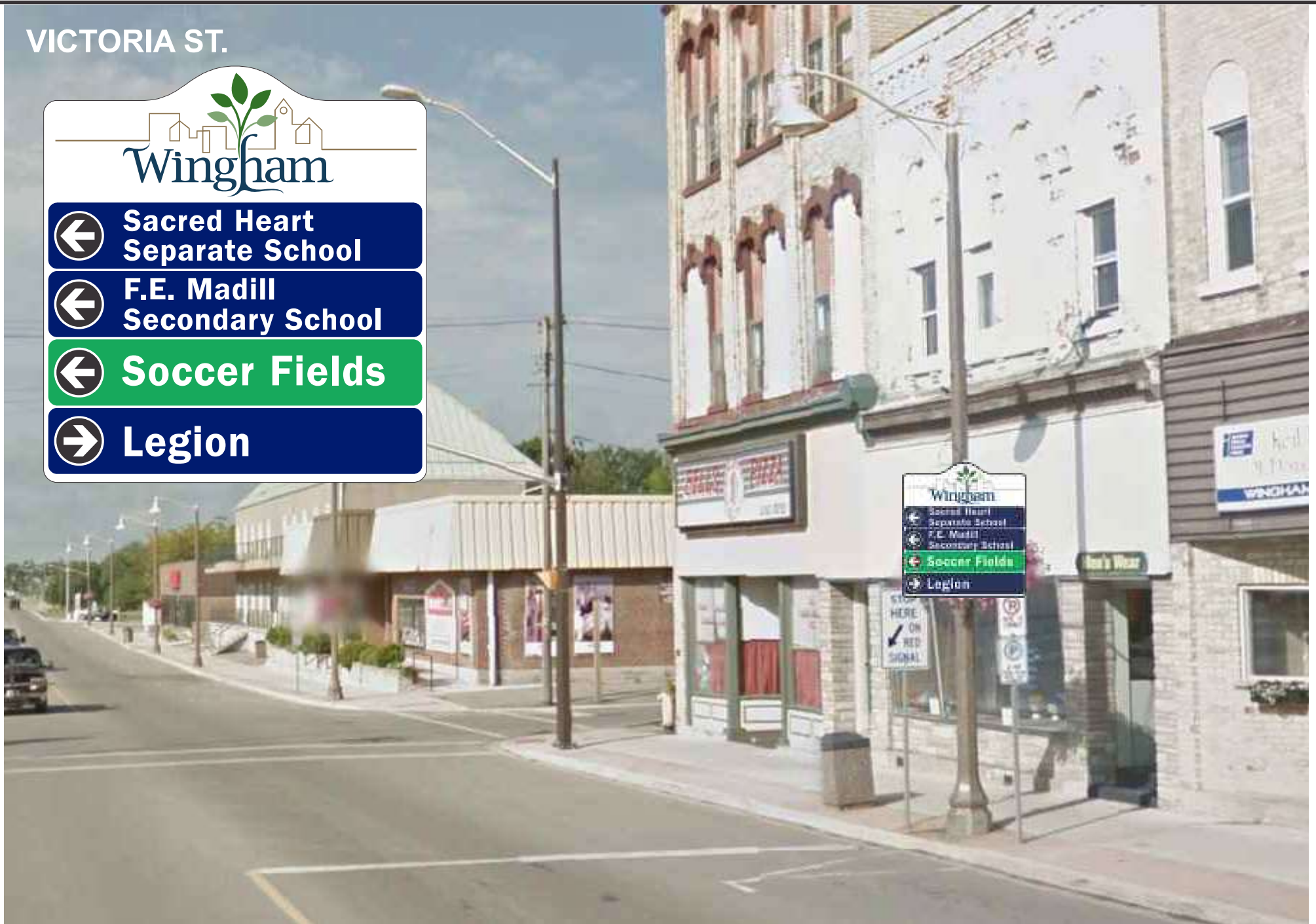
**F.E. Madill
Secondary School**



Soccer Fields



Legion



Electrical
Inspection
by



Drawing No.
369

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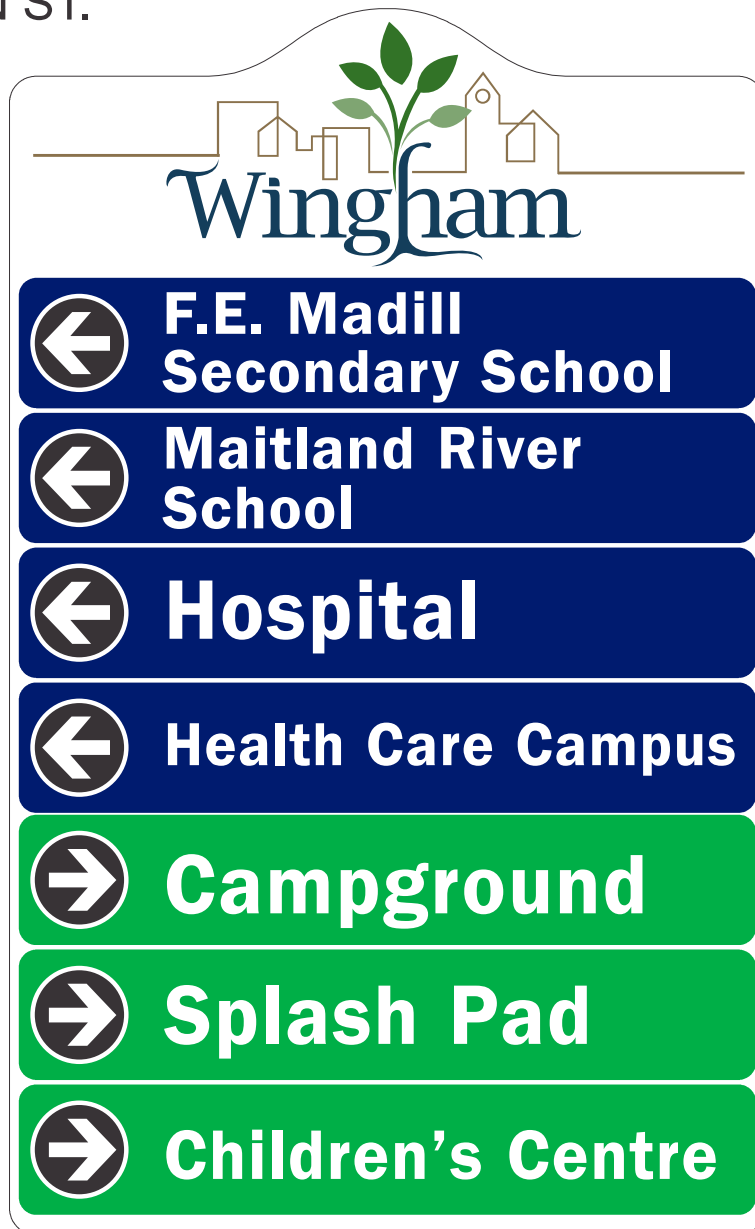
WALKERTON ON
27 Ontario Road,
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Fax: 519.881.1461

STRATFORD ON
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Fax: 519.272.2514

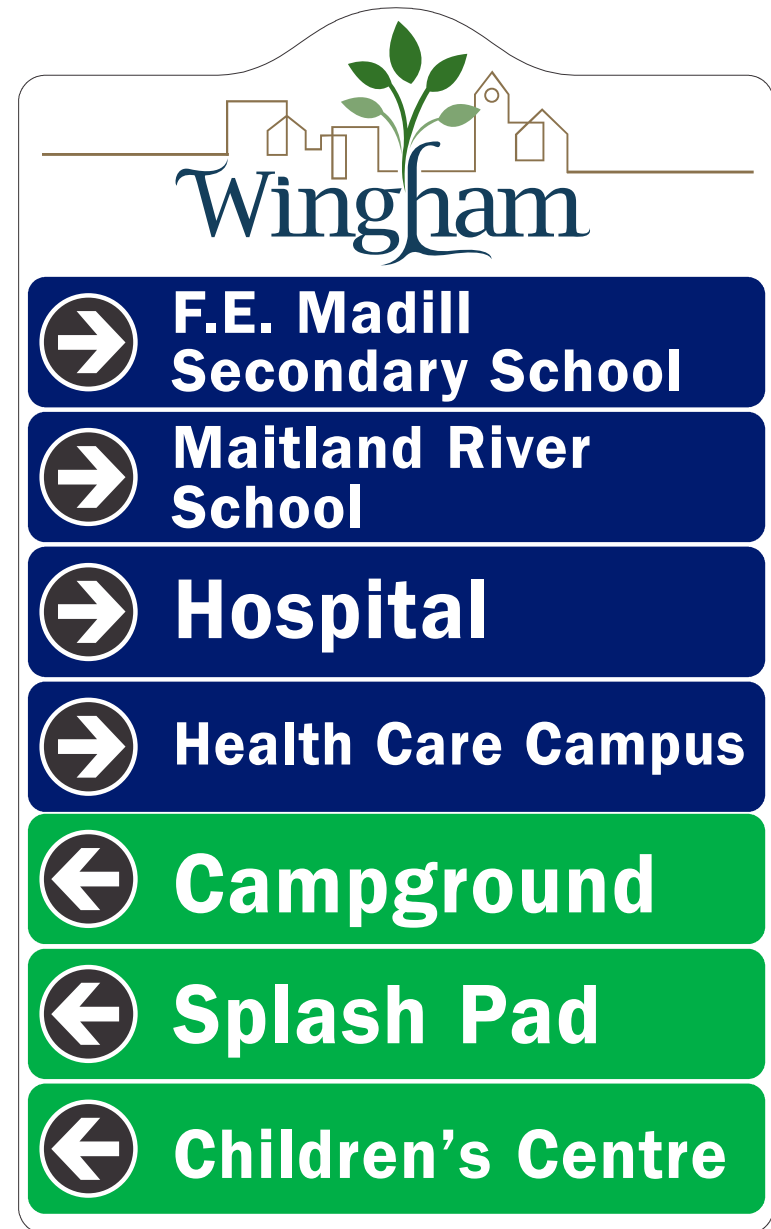


Cox Signs
LIMITED

JOHN ST.



Facing Traffic from North / 42"w X 68"h



Facing Traffic from South / 42"w X 68"h

JOHN ST.



→ F.E. Madill
Secondary School

→ Maitland River
School

→ Hospital

→ Health Care Campus

← Campground

← Splash Pad

← Children's Centre



Josephine St

JOHN ST.



- ← F.E. Madill Secondary School
- ← Maitland River School
- ← Hospital
- ← Health Care Campus
- Campground
- Splash Pad
- Children's Centre



PARK Drive



Facing Traffic from North / 42"w X 52.75"h



Facing Traffic from South / 42"w X 52.75"h

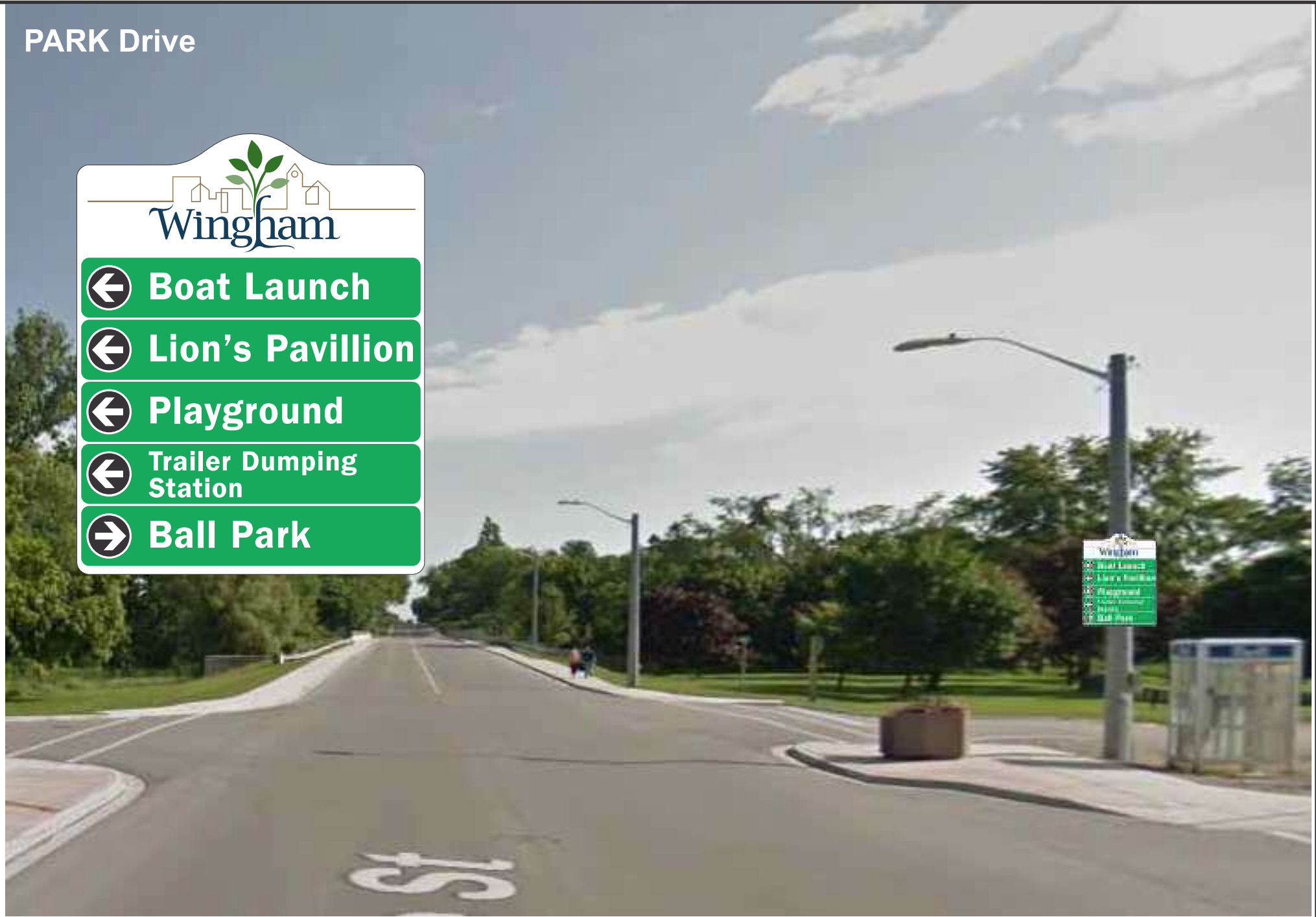
PARK Drive



PARK Drive



- ← **Boat Launch**
- ← **Lion's Pavillion**
- ← **Playground**
- ← **Trailer Dumping Station**
- **Ball Park**



NORTH ST.



Facing Traffic from North / 42"w X 30.75"h



Facing Traffic from South / 42"w X 30.75"h

NORTH ST.



NORTH ST.





27 Ontario Rd., Walkerton, ON
www.coxsigns.com

PRICE QUOTE

DATE: Nov 22 / 2016

P.Q. # 800200

CUSTOMER:

Prepared by:

Township of North Huron

Att: Connie Goodall

Wingham, ON

Tel:

Fax:

Cell:

Ron Cox / Brian Grubb

roncox@coxsigns.com

brian.grubb@coxsigns.com

888-953-1111 Walkerton



ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
OPTION (A) WINGHAM WAYFINDING				
Description	Material: 1/8" Aluminum watercut to custom shape . / Material laminated with white reflective background. / Graphics: panels to be translucent graphics applied. OPTION (A): with custom shape header with "Wingham" logo on top .			
Sign (A1)	DAVID ST. / South / Approx. Size: 42" wide x 46" high	1	548.00	548.00
Sign (A2)	DAVID ST. / North / Approx. Size: 42" wide x 46" high	1	548.00	548.00
Sign (B1)	VICTORIA ST. / South / Approx. Size: 42" wide x 46" high	1	548.00	548.00
Sign (B2)	VICTORIA ST. / North / Approx. Size: 42" wide x 46" high	1	548.00	548.00
Sign (C1)	JOHN ST. / South / Approx. Size: 42" wide x 68" high	1	796.00	796.00
Sign (C2)	JOHN ST. / North / Approx. Size: 42" wide x 68" high	1	796.00	796.00
Sign (D1)	PARK Dr. / South / Approx. Size: 42" wide x 52.75" high	1	572.00	572.00
Sign (D2)	PARK Dr. / North / Approx. Size: 42" wide x 52.75" high	1	572.00	572.00
Sign (E1)	North St. / South / Approx. Size: 42" wide x 30.75" high	1	389.00	389.00
Sign (E2)	North St. / North / Approx. Size: 42" wide x 30.75" high	1	389.00	389.00
			SUBTOTAL	\$ 5,706.00
	Installation on Location of Wayfinding signage	10	73.00	730.00
	12' "U" Flange Post / North St / North	1	55.90	55.90
	4" x 4" P.T. wood Post / Park Dr / North	2	49.00	98.00
	Fabricated Steel Post Mount Brackets	14	28.00	392.00
		0		-
OPTIONAL	Manlift Rental / Depending on the height of installion / May be required	1	625.00	625.00
			TOTAL	\$ 7,606.90
Authorized by _____ Date _____		+ HST TAX EXTRA	TOTAL	\$ 7,606.90

MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0

Tel: 519-887-6137 ext. 21 Fax: 519-887-6424 Email: nmichie@morristorynberry.ca



Nancy Michie
Administrator Clerk-Treasurer

May 8, 2017

Township of North Huron,
PO Box 90,
WINGHAM, ON N0G 2W0

Attn: Sharon Chambers -CAO

Re: Fire Prevention Services Agreement

Further to our letter in you, dated February 6, 2017, in regards to the Fire Prevention Services Agreement, please be advised that as of June 15, 2017, the Municipality of Morris-Turnberry will no longer to offering Fire Prevention Services to your municipality.

James Marshall left the full time employment of Morris-Turnberry, as of February 3, 2017 and the Municipality has retained James' services on an as-required basis.

However, the Council has confirmed that as of June 15, 2017, we will not be continuing with the Fire Prevention Services by James Marshall.

Therefore, Morris-Turnberry will be terminating the agreement with the Township of North Huron, as of June 15, 2017.

Thank you for your cooperation.

Yours truly,

Nancy Michie

Cc: Ryan Ladner

Alzheimer Society

HURON COUNTY

RECEIVED

MAY 05 2017

TOWNSHIP OF NORTH HURON

May 1, 2017

Municipality of North Huron
Att: Council
Box 90
Wingham, Ontario N0G 2W0

Dear Council:

The Alzheimer Society of Huron County will be holding its annual Tag Day fundraiser at various locations throughout Huron County on a Friday, June 2 and Saturday, June 3, 2017.

The funds raised at this event will stay in Huron County to support local programs and those affected by Alzheimer's disease.

I would like to take this opportunity to ask for permission to hold this event in your municipality.

Thank you in advance for helping us provide Help for Today. *Hope for Tomorrow...*®

Sincerely,



Karla Crocker
Office Manager/Volunteer Coordinator
Alzheimer Society of Huron County

CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 16-2017

**Engineer's Report
Jackson and Schultz Municipal Drains 2017**

A By-law to provide for drainage repair works in the Township of North Huron in the County of Huron.

Whereas, the requisite numbers of owners have petitioned the council of the Township of North Huron, in the County of Huron in accordance with the provisions of Section 78 of the Drainage Act, R.S.O. 1990, requesting that the following lands and roads be drained by a drainage works:

Lands and Roads in East Wawanosh Ward of the Township of North Huron, as follows:

- *Concession 3, Part Lots 36 to 38, Concession 4 Parts of Lots 36 to 38*

And Whereas, the Council of the Township of North Huron, in the County of Huron has procured a report made by Dietrich Engineering Limited, 515 Dozert Crt., Unit 8, Waterloo, Ontario N2L 6A7; and the report is attached hereto and forms part of this by-law.

And Whereas, the estimated total cost of constructing the drainage works is \$262,500.00

And Whereas, \$262,500.00 is the amount to be contributed by the municipality for construction of the drainage works.

And Whereas, the Council is of the opinion that the drainage of the area is desirable;

Therefore, the Council of the Township of North Huron under the *Drainage Act*, enacts as follows:

- 1/ The report dated January 30, 2017, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith;
- 2/ The Corporation of the Township of North Huron may borrow on the credit of the Corporation the amount of \$262,500.00 being the amount necessary for the construction of the Drainage Works, less the following:
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) Money paid under subsection 61 (3) of the Act; and

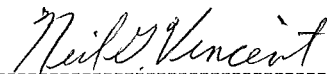
(d) Money assessed in and payable by another municipality.

- 3/ A special rate, sufficient to pay the amount assessed plus interest thereon, less any applicable grants, shall be levied upon the assessed properties in the East Wawanosh Ward, Township of North Huron, after the passing of this By-law and the completion of the construction of the Jackson and Schultz Municipal Drains 2017, and shall be collected in the same manner as other taxes are collected.
- 4/ That all assessments are payable within 30 days of an invoice being issued to the affected landowners, unless other arrangements are approved by Council.
- 5/ This By-law comes into force on the final passing thereof, and may be cited as the "Jackson and Schultz Municipal Drains 2017 By-law."

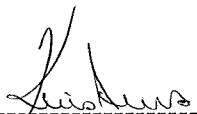
FIRST READING this 6th day of March, 2017

SECOND READING this 6th day of March, 2017

PROVISIONALLY ADOPTED this 6th day of March, 2017



Neil G. Vincent, Reeve



Kathy Adams, Clerk

THIRD READING

Enacted this day of , 20 .

Neil G. Vincent, Reeve

Kathy Adams, Clerk

I, Kathy Adams, Clerk of the Township of North Huron do hereby certify this as a true copy of the By-law No. 16 - 2017 of the Township of North Huron.

Kathy Adams, Clerk

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 44-2017

A By-law of the Township of North Huron To confirm generally previous actions of the Council of the Township of North Huron

THEREFORE the Council of the Corporation of the Township of North Huron enacts as follows:

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on May 15, 2017, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

READ A FIRST AND SECOND TIME this 15th day of May, 2017.

READ A THIRD TIME AND FINALLY PASSED this 15th day of May, 2017.

Neil Vincent, Reeve

SEAL

Kathy Adams, Clerk