# THE TOWNSHIP OF NORTH HURON COUNCIL AGENDA

NORTH HURON

Date: Monday, February 5, 2018

Time: 7:00 p.m.

Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

**Pages** 1. **CALL TO ORDER** 2. CONFIRMATION OF THE AGENDA THAT the Council of the Township of North Huron; accept the Agenda for the February 5, 2018 Council Meeting; as presented. 3. **DISCLOSURE OF PECUNIARY INTEREST** 4. **CONSENT AGENDA** 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. 4.1 Minutes 4.1.1 10 Minutes of the Regular Council Meeting held January 15, 2018 4.1.2 23 Minutes of the Planning Advisory Committee Meeting held January 15, 2018 4.1.3 30 Minutes of the Committee of Adjustment Hearing held January 15, 2018 4.1.4 36 Minutes of the Health & Safety Committee Meeting held November 30, 2017 4.1.5 39 Minutes of the Police Services Board Meeting held December 19, 4.1.6 44 Minutes of the Musical Muskrat Festival Committee Meeting held January 8, 2018 4.1.7 47 Minutes of the North Huron Economic Development Committee Meeting held January 4, 2018 4.2 **Reports** 4.2.1 50 **Bills and Accounts** 4.2.2 69 Building Department Report 02-05-18 (Year End Report)

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<b>6.</b> 6.1	REPORTS  Clerks Department  By-laws for Consideration  THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Clerk / Manager of IT regarding By-	
<b>6.</b> 6.1	REPORTS  Clerks Department  By-laws for Consideration  THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Clerk / Manager of IT regarding By-laws for Consideration, for information purposes;  AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 05-2018, By-law No. 06-2018, and By-law No. 07-2018 to be passed at the February 5, 2018	
<b>6.</b> 6.1 6.1.1	REPORTS  Clerks Department  By-laws for Consideration  THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Clerk / Manager of IT regarding Bylaws for Consideration, for information purposes;  AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 05-2018, By-law No. 06-2018, and By-law No. 07-2018 to be passed at the February 5, 2018 Council Meeting.	
<ul><li>6.</li><li>6.1</li><li>6.1.1</li></ul>	REPORTS  Clerks Department  By-laws for Consideration  THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Clerk / Manager of IT regarding By-laws for Consideration, for information purposes;  AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 05-2018, By-law No. 06-2018, and By-law No. 07-2018 to be passed at the February 5, 2018 Council Meeting.  Finance Department	109

## 6.2.2 Section 357 Refunds

114

Any applicants in attendance may speak to their application.

THAT the Council of the Township of North Huron hereby receives the report of the Director of Finance, dated February 2, 2018 regarding tax refunds under Section 357 (1)(d)(i) of the Municipal Act in the amount of \$292.38;

AND FURTHER, that the Council of the Township of North Huron hereby approves the adjustments to be made to the Collector's Roll as recommended by the Director of Finance in a report dated February 5, 2018.

## 6.3 Recreation and Facilities Department

## 6.3.1 Richard W. LeVan Airport Feasitiliby Study from Huron County

116

THAT the Council of the Township of North Huron hereby receives the report titled 'Feasibility Study for Goderich Municipal Airport and Richard W. LeVan Municipal Airport', prepared by Explorer Solutions, dated January 3, 2018;

AND FURTHER, that Council authorizes staff to attend a future meeting of Goderich, North Huron and County representatives to discuss the recommendations presented in the report;

AND FURTHER, that Council provides direction to staff by prioritizing the recommendations from the report.

## 6.3.2 Wingham Ice-In Policy Adjustment for fall 2018

260

THAT the Council of the Township of North Huron hereby approve the request to extend the ice season by 7 days at the North Huron Wescast Community Complex arena for the 2018 ice season start up, by changing the start date from Tuesday September 4, 2018 to Monday August 27, 2018 with the following provisions:

- That all three committed ice users that have made preseason bookings to confirm their ice use and pay in advance for their ice by June 1, 2018
- That no ice reserved by these three groups may be cancelled after June 1, 2018
- That the total revenue for ice booked by June 1, 2018 totals at least \$7,300 (before tax)
- Once this ice is confirmed and meets the minimum \$7,300 revenue, the rest of available ice will be advertised to other ice users, under the conditions of normal ice rental operations
- All ice prior to labour day is sold as Prime Time ice rates. Ice sold on Labour Day would be at the Holiday Ice rate and rental conditions

## 6.4 Public Works / Utilities Department

## 6.4.1 Blyth Treated Water Quality Report

264

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated February 5, 2018 regarding Sodium and Fluoride levels in the Blyth treated water system for information.

## 6.5 Fire Department of North Huron

## 6.5.1 2017 Annual Fire Report

271

THAT the Council of the Township of North Huron hereby receive the 2017 Annual Fire Report prepared by Deputy Chief Kregar, dated February 5, 2018, for information purposes;

AND FURTHER, that in accordance with the fire agreements with adjacent municipalities, the Clerk is directed to distribute the 2017 Annual Fire Report to the Municipalities of Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh;

AND FURTHER, that staff attend and speak to the report at the Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh Council meetings, if requested.

## 6.5.2 Implementing Naloxone for Opioid Emergencies

285

THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Deputy Chief regarding Implementing Naloxone for Opioid Emergencies for information purposes;

AND FURTHER, that Council supports the Fire Department of North Huron's interest to enroll in the provincial program for free Naloxone kits for first responders;

AND FURTHER, that Council approves the Fire Department of North Huron Naloxone Administration Best Practice Policy as attached;

AND FURTHER, that Council authorizes staff to take the necessary steps to complete enrollment in the program.

## 6.6 Building Department

6.7 CAO

## 6.7.1 Fire Chief Recruitment Process

294

THAT the Council of the Township of North Huron hereby approves the attached job profile for the Director of Fire and Emergency Services position;

AND FURTHER, that the Council of the Township of North Huron hereby approves the recruitment process outlined in the CAO's report, dated February 5, 2018;

AND FURTHER, that the Council of the Township of North Huron hereby appoints Reeve Vincent as a member of the interview panel.

## 6.7.2 Policing Servicing Analysis

301

THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated February 5, 2018 regarding the policing cost analysis;

AND FURTHER, the Clerk be directed to call and advertise a special Council meeting on February 21, 2018 to discuss this report in more detail;

AND FURTHER, the Clerk be directed to extend an invitation to the Wingham Police Association and the Wingham Police Chief to attend as a delegation at the February 21, 2018 special Council meeting.

## 7. CORRESPONDENCE

7.1	Notice of an Application for Consent for Severance (Municipality of Morris-Turnberry)	383
	THAT the Council of the Township of North Huron have reviewed and have no objections to the Application for Consent for Severance, File# B01/18 as submitted on January 22, 2018.	
	THAT the Council of the Township of North Huron have reviewed and have no objections to the Application for Consent for Severance, File# B02/18 as submitted on January 22, 2018.	
7.2	Public Meeting Concerning a proposed Zoning By-law Amendment affecting the Municipality of Morris-Turnberry	406
	THAT the Council of the Township of North Huron have reviewed and have no objections to the Proposed Zoning By-law Amendment received February 2, 2018, to rezone South Part Lot 1, Concession 1, Morris (86348 London Road) as submitted by the Municipality of Morris-Turnberry.	
7.3	Maitland Valley Conservation Authority - Appointment to MVCA Board of Directors and Maitland Source Protection Authority Board for 2018	412
	THAT the Council of the Township of North Huron hereby appoints to the Maitland Valley Conservation Authority Board of Directors and the Maitland Source Protection Authority;	

413

7.4 Ontario Good Roads Association - Request for Support for reforms to the Municipal Class Environmental Assessment (MCEA) process.

WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the Environmental Bill of Rights Act, 1993 (EBR Act);

AND WHEREAS impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

AND WHEREAS the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

AND WHEREAS analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

AND WHEREAS the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

AND WHEREAS in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

AND WHEREAS local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

NOW THEREFORE be it resolved that Township of North Huron requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

AND FURTHER that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the Planning Act;

AND FURTHER that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

7.5 Maitland Valley Conservation Authority 2018 Priorities, Work Plan and Budget

415

THAT the Council of the Township of North Huron hereby approves the Maitland Valley Conservation Authority Draft Budget and Municipal Levy for 2018;

AND FURTHER, that the Director of Finance is directed to include the Maitland Valley Conservation Authority's 2018 Municipal Levy for the Township of North Huron in the 2018 Budget.

7.6 Bruce Power - Request for letter to the Canadian Nuclear Safety Commission

422

THAT the Council of the Township of North Huron hereby directs the CAO to prepare a letter to the Canadian Nuclear Safety Commission in support of Bruce Power's 10 year operating licence renewal, including any necessary attachments of publications or work done with Bruce Power.

7.7	Huron County Federation of Agriculture - Invitation for two representatives for MPP/MP/Local Politician Meeting	424
7.8	Lions Club of Wingham - Letter regarding Insurance Coverage for Santa Claus Parade	425
7.9	Big Brothers Big Sisters of North Huron - Request for donation for Bowl for Kids Sake Lane Sponsorship	426
8.	COUNCIL REPORTS	
8.1	REEVE ACTIVITY REPORT	
8.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
8.2.1	Councillor Seip - Police Services Board Request for Information	
	THAT the Council of the Township of North Huron hereby directs the CAO to provide details to the North Huron Police Services Board regarding the potential impact of Bill 175 on the Wingham Police Service.	
8.3	REQUESTS BY MEMBERS	
8.3.1	Councillor Ritsema-Teeninga - Request to attend a second conference/convention	
9.	NOTICE OF MOTION	
9.1	Reeve Vincent - Ontario Small Urban Municipalities (OSUM)	
	THAT the Council of the Township of North Huron hereby supports the nomination of the CAO of the Township of North Huron, Dwayne Evans, as an administrative member to the OSUM Executive Committee for a two year period effective May 2, 2018 and if elected or acclaimed, commits to sending a minimum of two Council representatives to attend the OSUM conference annually;	
	AND FURTHER, that if elected or acclaimed, associated expenses to attend OSUM Executive Committee meetings approximately three times per year and the OSUM annual conference be reimbursed to the CAO.	
10.	BY-LAWS	
10.1	By-law No. 05-2018	428
	Being a by-law to appoint Persons, including Council Members to various Boards, Committees and Associations	
	THAT By-law No. 05-2018; being a by-law to appoint Persons, including Council Members to various Boards, Committees and Associations; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the Bylaw book.	

10.2 By-law No. 06-2018

431

Being a by-law to Appoint a Drainage Superintendent pursuant to the Drainage Act, R.S.O 1990 c.d.17 s.93

THAT By-law No. 06-2018; being a by-law to Appoint a Drainage Superintendent pursuant to the Drainage Act, R.S.O 1990 c.d.17 s.93; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.

10.3 By-law No. 07-2018

432

Being a by-law to provide for Interim Tax Levies

THAT By-law No. 07-2018; being a by-law to provide for Interim Tax Levies; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

## 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:

- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (East Wawanosh Property);
- Section 239 (2) (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 (Huron Pioneer Thresher's Agreement);
- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Fire Department 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 East Wawanosh Property
- 13.2 Huron Pioneer Threshers Agreement
- 13.3 Fire Department Personnel

## 14. CONFIRMATORY BY-LAW

By-law No. 08-2018, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

434

THAT By-law 08-2018; being a by-law to confirm generally 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, January 15, 2018

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 Brock Vodden

Councillor Bill Knott

STAFF PRESENT: Dwayne Evans, CAO

Richard Al, Clerk/Manager of Information Technology

Donna White, Director of Finance

Pat Newson, Director of Recreation and Facilities

Sean McGhee, Director of Public Works Kirk Livingston, Chief Building Official Chad Kregar, Deputy Chief, FDNH Matt Townsend, Deputy Chief FDNH Laura Young, Huron County Planner Laura Schreiner, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen

Adam Bell, CKNX

Art Versteeg, Reeve, Howick Township

Ron Davidson, Ron Davidson Land Use Planning Consulting

Ltd.

Gary Rutledge, GJAJ Holdings Ltd.

Joe Hallahan, Murray Souch, Graham Jackson, Peter Uyl, Linda Uyl, Irene Kellins, Patty Kellins, Brenda Gordon,

Brenda Linton, Dave Linton, Ernest Dow.

## 1. CALL TO ORDER

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

## 2. CONFIRMATION OF THE AGENDA

M09/18

**MOVED BY:** J. Campbell **SECONDED BY:** B. Vodden

THAT the Council of the Township of North Huron; accept the Agenda for the January 15, 2018 Council Meeting; as amended to include an additional item under 13. Closed Session regarding Property Standards.

**CARRIED** 

#### 3. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

### 4. CONSENT AGENDA

- 4.1 Minutes
- 4.1.1 Minutes of the Regular Council Meeting held December 18, 2017
- 4.1.2 Minutes of the Special Council Meeting held December 29, 2017
- 4.1.3 Minutes of the Budget Meeting held January 3, 2018
- 4.1.4 Minutes of the Budget Meeting held January 4, 2018
- 4.1.5 Minutes of the North Huron Police Services Board Meeting held November 28, 2017
- 4.1.6 Minutes of the North Huron Economic Development Committee Meeting held December 7, 2017
- 4.1.7 Minutes of the Alice Munro Festival of the Short Story Committee Meeting held December 18, 2017
- 4.1.8 Minutes of the Council of the County of Huron First Session held December 6, 2017
- 4.1.9 Minutes of the County of Huron Committee of the Whole Meeting Day 1 held December 13, 2017
- 4.1.10 Minutes of the County of Huron Committee of the Whole Meeting Day 2 held December 20, 2017
- 4.2 Reports
- 4.2.1 Bills and Accounts
- 4.2.2 Clerks Department Report 01-15-18 (Department Update)
- 4.2.3 Finance Department Report 01-15-18 (Department Update)
- 4.2.4 Recreation and Facilities Report 01-15-18 (Department update)
- 4.2.5 Public Works Report 01-15-18 (Department Update)
- 4.2.6 Public Works Report 01-15-18 (Automated Speed Enforcement)
- 4.2.7 Public Works Report 01-15-18 (Howson Dam Safety Assessment Update)

- 4.3 Correspondence
- 4.3.1 United Way Bruce Grey Ban on Disconnection of Homes this Winter for Customers of Electricity Distributors
- 4.3.2 Ernie Hardeman, MPP Letter regarding policy
- 4.3.3 Ministry of Finance Letter regarding legalization of cannabis
- 4.3.4 Brian Patterson, Too Far Too Fast Letter regarding legalization of cannabis
- 4.3.5 Geoffrey Cade, Source Protection Program Supervisor, Ausable Bayfield Source Protection Agency Notice of Public Consultation Proposed Amendments to Source Protection Plans
- 4.3.6 Sid Vander Veen, Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs Drainage Information Letter
- 4.3.7 Ontario Ombudsman Letter regarding investigation of December 11, 2017 Closed Session Meeting
- 4.3.8 Municipality of Morris-Turnberry Notice of Public Meeting concerning a proposed Minor Variance

## M10/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.4;

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

**CARRIED** 

#### 5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

5.1 Committee of Adjustment Hearing

File A04-2017

Concession 4 Part North Part of Lot 31; West Part of Lot 32, East Wawanosh Ward, North Huron (38917 Westfield Road)

Applicant/Owners: Tonnie and Anita van Hittersum / Rolling Lands Farms Ltd

## M11/18

MOVED BY: R. Hallahan SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby adjourns the Regular Council meeting at 7:05 p.m. to enter a Committee of Adjustment Hearing.

**CARRIED** 

## M12/18

MOVED BY: J. Campbell SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron reconvene the Regular

Council meeting at 7:23 p.m.

**CARRIED** 

## M13/18

MOVED BY: B. Knott

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 File #A04-2017 as it applies to Concession 4 Part North Part of Lot 31; West Part of Lot 32, East Wawanosh Ward, North Huron (38917 Westfield Road) Applicant/Owners: Tonnie and Anita van Hittersum / Rolling Lands Farms Ltd.; be approved with the following conditions:

- 1. The barn be located within the footprint contained on the sketch submitted by the applicant to the Municipality;
- 2. The barn be as shown in the elevation drawings submitted by the applicant to the Municipality; and
- 3. The variance approval is valid for a period of 18 months from the date of the Committee's decision.

**CARRIED** 

## 5.2 Planning Advisory Committee Meeting

Zoning By-law Amendment, Pt Lots D, E and F, Registered Plan 173, Blyth Ward, Township of North Huron

Applicant: Ron Davidson Land Use Planning Consultant Inc.

Owner: GJAJ Holdings Ltd. c/o Gary Rutledge

M14/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby adjourns the Regular Council meeting at 7:24 p.m. to enter a Planning Advisory

Committee meeting.

**CARRIED** 

M15/18

**MOVED BY:** B. Knott

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron reconvene the Regular

Council meeting at 7:54 p.m.

**CARRIED** 

M16/18

MOVED BY: B. Vodden SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby accept the recommendation of the Planning Advisory Committee; that the amendment to zoning as it applies to Pt Lots D, E and F, Registered Plan 173, Blyth Ward, Township of North Huron, be deferred to the next available Council meeting to allow additional time for all comments to be received and considered.

**CARRIED** 

#### 6. REPORTS

- 6.1 Clerks Department
- 6.1.1 Plan of Subdivision File# 40T17002

Applicant: Ron Davidson Land Use Planning Consultant Inc.

Owner: GJAJ Holdings Ltd. c/o Gary Rutledge

Property Description: Pt Lots D, E and F, Registered Plan 173, Blyth Ward,

Township of North Huron

M17/18

MOVED BY: B. Vodden SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby defers recommendation of the Draft Plan of Subdivision File #40T17002, Applicant: Ron Davidson Land Use Planning Consulting Inc.; Owner: GJAJ Holdings Ltd. c/o Gary Rutledge; Pt Lots D, E and F, Registered Plan 173, Blyth Ward,

Township of North Huron, to the next available Council meeting to allow additional time for all comments to be received and considered.

**CARRIED** 

- 6.2 Finance Department
- 6.2.1 Tax Arrears Certificate Registration

## M18/18

MOVED BY: J. Campbell SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby receives the report of the Director of Finance dated January 15, 2018 regarding tax arrears certification registrations;

AND FURTHER, that the Council of the Township of North Huron hereby approves the Director of Finance's recommendation to reduce the time for registration of tax arrears certificates from three years to two years; AND FURTHER, that the applicable property owners be sent notification of the change in legislation.

**CARRIED** 

- 6.3 Recreation and Facilities Department
- 6.4 Public Works / Utilities Department
- 6.5 Fire Department of North Huron
- 6.6 Building Department
- 6.7 CAO
- 6.7.1 Fire Personnel Recruitment

## M19/18

MOVED BY: B. Knott

**SECONDED BY:** J. Campbell

THAT the Council of the Township of North Huron hereby authorizes Deputy Fire Chief Townsend and Deputy Fire Chief Kregar to proceed with filling fire personnel vacancies.

#### 6.7.2 Fire Chief Recruitment

M20/18

MOVED BY: J. Campbell SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby receives the report of the CAO dated January 15, 2018 regarding Fire Chief recruitment; AND FURTHER, that the Township of North Huron hereby authorizes the CAO to investigate the possible sharing of an existing fire chief with another municipality;

AND FURTHER, that the Township of North Huron hereby affirms their motion passed on December 11, 2017 (M598/17) directing the CAO to proceed with the recruitment of a Director of Fire and Emergency Services and to consult with Senior Fire Department staff in the development of the process for recruiting for the position.

**CARRIED** 

## 6.7.3 Economic Development Committee

Discussion took place regarding the North Huron Economic Development Strategic Plan 2016-2019.

M21/18

MOVED BY: B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby approves the North Huron Economic Development Committee's request and directs staff to prepare a status report on goals 5.1 and 5.2 contained in the North Huron Economic Development Strategic Plan, 2016-2019;

AND FURTHER, that the Council of the Township of North Huron hereby requests staff to include the status report on the February 5, 2018 regular Council meeting agenda;

AND FURTHER, that the Council of the Township of North Huron hereby authorizes staff to share the status report with the North Huron Economic Development Committee at their February 1, 2018 meeting.

6.7.4 Ontario Business Improvement Area Association Achievement Awards 2018

M22/18

MOVED BY: B. Vodden SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby direct staff to submit an application to the 2018 Ontario Business Improvement Area Association Achievement Awards for the Blyth 140<sup>th</sup> Committee – 140 events for 140 years project.

**CARRIED** 

## 7. CORRESPONDENCE

7.1 National Eating Disorder Information Centre (NEDIC) request to formally proclaim February 1 to February 7, 2018 as Eating Disorder Awareness Week (EDAW)

M23/18

MOVED BY: J. Campbell SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby supports the Reeve in proclaiming February 1, 2018 to February 7, 2018 as Eating Disorder Awareness Week (EDAW).

**CARRIED** 

7.2 Notice of Public Meeting Concerning a Proposed Temporary Zoning By-law Amendment Affecting the Municipality of Central Huron

Laura Simpson, Huron County Planner provided an update regarding the proposed Temporary Use Zoning By-law Amendment of the Municipality of Central Huron, noting that Central Huron has deferred decision on this item to consider comments from the Township of North Huron and adjacent landowners.

Discussion took place regarding concerns with the proposed Temporary Use Zoning By-law amendment.

Council requested that formal comments be sent on behalf of Council noting that in addition to the comments provided by staff, Council identified three additional items for comment. The first being that the proposed by-law be amended to include verbiage identifying the overnight camping as overflow use only. The second item being that a Memorandum of Understanding regarding use of Blyth campground be investigated. And

the third item being that the applicant provides details regarding plans for traffic control at the intersection of County Road 25 and Highway 4.

## M24/18

MOVED BY: B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby concur with the comments provided to the Municipality of Central Huron by Township of North Huron staff regarding the proposed Temporary Use Zoning By-law Amendment;

AND FURTHER, that Council directs staff to prepare an amended letter to be sent to the Municipality of Central Huron, incorporating the comments discussed by the Council at their January 15, 2018 Council Meeting, including the following:

- 1. Traffic control provisions being considered including vehicular and pedestrian traffic
- 2. Amendments to the by-law to recognize the camping as overflow use only
- 3. The possible creation of a Memorandum of Understanding

**CARRIED** 

7.3 Huron Perth Agriculture and Water Festival Steering Committee - Request for donation/sponsorship

#### M25/18

MOVED BY: B. Knott

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby support the Huron Perth Agriculture and Water Festival's request for donation/sponsorship in the amount of \$100;

AND FURTHER, that the funds shall be allocated from the Council Contingency budget line in the 2018 Budget.

**CARRIED** 

#### 8. COUNCIL REPORTS

#### 8.1 REEVE ACTIVITY REPORT

Reeve Vincent noted that registration for the annual AMO conference opens January 17 and requested that Councillors wishing to attend let staff know.

Reeve Vincent congratulated the Wingham Peewee hockey team on becoming North American International Silverstick Champions 2017-2018 in the C Division at the International Silverstick Finals in Forest, Ontario.

Reeve Vincent congratulated Justin Peters on being named to the Men's Canadian Olympic Hockey team.

- 8.2 COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)
- 8.3 REQUESTS BY MEMBERS

## 9. NOTICE OF MOTION

9.1 Ontario Small Urban Municipalities Conference

Reeve Vincent noted that a Notice of Motion regarding OSUM would be included on the February 5, 2018 Council Agenda.

## 10. BY-LAWS

10.1 By-law 03-2018

Being a by-law authorizing the borrowing of money to meet current expenditures of the Council of the Corporation of the Township of North Huron.

## M26/18

MOVED BY: B. Vodden

**SECONDED BY:** J. Campbell

THAT By-law No. 03-2018; Being a by-law authorizing the borrowing of money to meet current expenditures of the Council of the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.

**CARRIED** 

## 11. ANNOUNCEMENTS

11.1 Reminder - Public Information Sessions Wingham Ward Policing - January17, 2018

#### 12. OTHER BUSINESS

## 12.1 Scheduling of Next Budget Meeting

M27/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby approve the scheduling of a Budget Meeting on February 8, 2018 at 6:00 pm, to be held in the Township of North Huron Council Chambers.

CARRIED

## 13. CLOSED SESSION AND REPORTING OUT

M28/18

MOVED BY: R. Hallahan SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby proceeds at 9:17 pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (d) Labour relations or employee negotiations (Joint Building Services);
- Section 239 (2) (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and Section 239 (2) (b) Personal matters about an identifiable individual, including municipal (Property Standards);
- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Fire Department Personnel);
- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel).

**CARRIED** 

M29/18

MOVED BY: B. Vodden

**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 10:42 pm.

Richard Al, Clerk, reported that during the Closed Session Council discussed four items, two of which have motions for Council's consideration in Open Session. The remaining two items are as follows:

- An update regarding ongoing legal proceedings against a landowner regarding property standards.
- An update on an item involving an identifiable individual of the Fire Department.

## M30/18

MOVED BY: B. Knott

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby support Option 2, retain current complement of Building Department staff, Drainage services to be provided by the Building Department for a period of 1 year after which investigate the possibility of moving to the model outlined in Option 3, reduced building Department staff, subject to evaluation at that time.

**CARRIED** 

## M31/18

MOVED BY: B. Knott

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby direct the CAO to proceed with the restructuring of the Economic Development Department as discussed in Closed Session.

**CARRIED** 

## 14. CONFIRMATORY BY-LAW

14.1 By-law No. 04-2018, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

## M32/18

MOVED BY: B. Knott

**SECONDED BY:** J. Campbell

THAT By-law 04-2018; being a by-law to confirm generally 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

M33/18

MOVED BY: B. Vodden

**SECONDED BY:** R. Hallahan

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 10:46 pm.

Neil Vincent, Reeve	
,	
Richard Al, Clerk	

#### MINUTES OF THE TOWNSHIP OF NORTH HURON

#### PLANNING ADVISORY COMMITTEE MEETING

NORTH HURON

Date: Monday, January 15, 2018

Time: 7:25 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 Brock Vodden

Councillor Bill Knott

STAFF PRESENT: Dwayne Evans, CAO

Richard Al, Clerk/Manager of Information Technology

Donna White, Director of Finance

Pat Newson, Director of Recreation and Facilities

Sean McGhee, Director of Public Works Kirk Livingston, Chief Building Official Chad Kregar, Deputy Chief, FDNH Matt Townsend, Deputy Chief FDNH Laura Young, Huron County Planner Laura Schreiner, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen

Adam Bell, CKNX

Art Versteeg, Reeve, Howick Township

Ron Davidson, Ron Davidson Land Use Planning Consulting

Ltd.

Gary Rutledge, GJAJ Holdings Ltd.

Joe Hallahan, Murray Souch, Graham Jackson, Peter Uyl, Linda Uyl, Irene Kellins, Patty Kellins, Brenda Gordon,

Brenda Linton, Dave Linton, Ernest Dow.

\_\_\_\_\_

#### 1. Call to Order

Reeve Vincent called the meeting to order at 7:25 pm.

## 2. Disclosure of Pecuniary Interest

None disclosed.

#### 3. File

Zoning By-law Amendment

Pt Lots D, E and F, Registered Plan 173, Blyth Ward, Township of North Huron

Applicant: Ron Davidson Land Use Planning Consulting Inc.

Owner: GJAJ Holdings Ltd. c/o Gary Rutledge

## 4. Purpose of this Public Meeting

The purpose of this public meeting is for the Planning Advisory Committee of the Township of North Huron to consult with the public on the zoning amendment identified above.

## 5. Requirement for the Public Meeting

This Public Meeting is required to be held pursuant to The Planning Act, R.S.O. 1990, as amended, which requires that Council shall hold at least one Public Meeting and that all property owners within 120 metres (400 feet) of the area affected shall be given Notice of the Meeting by the Clerk of the municipality.

Pursuant to The Planning Act, R.S.O. 1990, as amended, Council shall forward to such boards, commissions, authorities, or other agencies as Council considers may have an interest in the proposal sufficient information to enable them to understand it generally.

## 6. Purpose of the Zoning Amendment

The purpose of the Zoning Amendment is to change the zoning from Future Development (FD) to a series of Residential zones (R1, R2-17, R2-18 and R3). The zones will permit a mix of residential units: 16 single detached lots, 19 townhouse units, and a block to permit a retirement home are proposed. The two special R2 Zones will permit reduced minimum lot depths. The R2-17 Zone will recognize Queen Street as the exterior side lot line, and the R2-18 Zone permits a reduced rear yard setback of 5 metres and a maximum lot coverage of 54%.

## 7. Comments of the Huron County Planner

Laura Simpson, Huron County Planner presented details of the proposed Zoning By-law amendment.

L. Simpson noted that the application proposes changing zoning of the subject property from Future Development to a variety of Residential zones.

L. Simpson noted that comments have been received from neighbouring landowners and agencies however not all comments have been received and addressed at this time and as such the recommendation is to defer to the next Council meeting.

## 8. Comments of the Applicant and/or Agent

Applicant or Agent is/isn't present to provide verbal and/or written comments.

Ron Davidson, Ron Davidson Land Use Planning Consulting Inc., provided an overview of the proposed Zoning By-law amendment as well as details regarding the proposed Plan of Subdivision.

## 9. Comments of Others

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Huron before the by-law is passed, the person or public body is not entitled to appeal the decision of the Township of North Huron to the Ontario Municipal Board and may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body. Members of the public are asked to provide comment.

Comments received in writing in advance of the meeting from Brenda Gordon, Ernest Dow, Historic Saugeen Metis, Margaret Duarte, and the Municipality of Morris-Turnberry, were circulated.

Ernest Dow commented regarding the proposed development, noting concerns regarding additional traffic and drainage in the area.

Peter Uyl commented regarding concerns with a drain in the area and proposed a fence to separate the agricultural and residential lands.

## 10. Planning Advisory Committee Members' Questions and/or Comments

Members of the Planning Advisory Committee are asked for any questions

<u>or comments</u> and reminded that a motion for the recommendation of the Committee will be called for toward the end of the public meeting (Agenda item 13).

Deputy Reeve Campbell noted that Maitland Valley Conservation Authority staff may be able to provide assistance in terms of applying for funding to assist with the repair of drainage features in the area.

Councillor Knott commented that input from the public is appreciated however noted that comments from the Township Engineer and Maitland Valley Conservation Authority would be required to answer many of the questions.

Dave Linton questioned the proposed street layout, specifically why two connections, one from North Street and one from Queen Street are required.

Dave Linton commented regarding the potential widening / requirement to bring North Street up to municipal standards and commented that winter maintenance of a widened street may be problematic for a residence that is already close to the road.

## 11. Zoning By-law Procedure Following Public Meeting

- This is a Public Meeting of the Planning Advisory Committee, not a Council Meeting; thus a decision of Council may or may not be made this evening.
- If the By-law is passed by Council, the Clerk is required to send Notice of the Passing of the By-law to all persons and agencies notified of this Public Meeting.
- There is a 20 day objection period from the time Notice of Passing of the By-law has been mailed by first class post, wherein submissions/letters of objection or support in respect to the passing of the by-law, will be received by the Clerk.
- If an objection is received, an Appeal is lodged with the Ontario Municipal Board (OMB) and at that point the Township no longer has any control over the time factor involved.
- If Council does not pass the by-law, the applicant may Appeal to the Ontario Municipal Board (OMB).

- If the by-law is passed and no objections are received within the objection period, the Clerk certifies that the by-law is in force and of effect as of the date of its passing and Notice is forwarded to the Huron County Planning & Development Department.

## 12. Recommendation of the Huron County Planning & Development Department

It is recommended that the application for a zoning by-law amendment be **deferred** to the next available Council meeting to allow additional time for agency comments to be received.

## 13. Recommendation to Council from the Planning Advisory Committee

	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)
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 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

Deputy Reeve Campbell inquired as to the developer's timeline.

Gary Rutledge, GJAJ Holdings Ltd. noted that the goal is to begin work on the initial stage of the development which includes construction of a fourplex and a three-plex, by the end of the summer.

Deputy Reeve Campbell commented regarding the possibility of calling a special meeting if required to assist with the timeline.

## PAC01/18

MOVED BY: B. Vodden SECONDED BY: B. Knott

THAT the Planning Advisory Committee hereby recommends to North Huron Council that the Zoning By-law Amendment, Pt Lots D, E and F, Registered Plan 173, Blyth Ward, Township of North Huron; Applicant: Ron Davidson Land Use Planning Consultant Inc.; Owner: GJAJ Holdings Ltd. c/o Gary Rutledge; be deferred to the next available Council meeting to allow additional time for all comments to be received and considered.

**CARRIED** 

## 14. Adjournment

## PAC02/18

MOVED BY: B. Knott

SECONDED BY: R. Hallahan

THAT there being no further business before the Planning Advisory Committee, the Public Meeting be hereby Adjourned at 7:54 pm.

Minutes - Planning Advisory Committee - January 15, 2018	Page 7	
Neil Vincent, Reeve		
Richard Al, Clerk		

#### MINUTES OF THE TOWNSHIP OF NORTH HURON

#### **COMMITTEE OF ADJUSTMENT**



Date: Monday, January 15, 2018

Time: 7:07 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 Brock Vodden

Councillor Bill Knott

STAFF PRESENT: Dwayne Evans, CAO

Richard Al, Clerk/Manager of Information Technology

Donna White, Director of Finance

Pat Newson, Director of Recreation and Facilities

Sean McGhee, Director of Public Works Kirk Livingston, Chief Building Official Chad Kregar, Deputy Chief, FDNH Matt Townsend, Deputy Chief FDNH Laura Young, Huron County Planner Laura Schreiner, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen

Adam Bell, CKNX

Art Versteeg, Reeve, Howick Township

Ron Davidson, Ron Davidson Land Use Planning Consulting

Ltd.

Gary Rutledge, GJAJ Holdings Ltd.

Joe Hallahan, Murray Souch, Graham Jackson, Peter Uyl, Linda Uyl, Irene Kellins, Patty Kellins, Brenda Gordon,

Brenda Linton, Dave Linton, Ernest Dow.

## 1. Call to Order

Reeve Vincent called the meeting to order at 7:07 pm.

## 2. Disclosure of Pecuniary Interest

None disclosed.

## 3. Accept or Amend Agenda

COA01/18

MOVED BY: R. Hallahan

**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Committee of Adjustment hereby accepts the agenda for

the January 15, 2018 hearing as presented.

**CARRIED** 

## 4. Committee of Adjustment - Authority

The Council of the Corporation of the Township of North Huron enacted Bylaw No. 05-2017 authorizing the appointment of the full Council to form the Committee of Adjustment.

Hence, it is by the authority of By-law No. 05-2017 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 authorizes the appointment of the Clerk as Committee of Adjustment Secretary-Treasurer.

COA02/18

MOVED BY: J. Campbell SECONDED BY: B. Knott

THAT the Committee of Adjustment hereby authorizes the appointment of the Clerk as Committee of Adjustment Secretary-Treasurer.

**CARRIED** 

#### 6. Statement of Precedent

"That any decision reached by this Committee tonight can not be used to set a precedent."

#### 7. New Business

File A04-2017

Location: Concession 4 Part North Part of Lot 31; West Part of Lot 32, East Wawanosh Ward, North Huron (38917 Westfield Road)

Applicant/Owners: Tonnie and Anita van Hittersum / Rolling Lands Farms Ltd.

## 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 Agriculture in the North Huron Official Plan and zoned General Agriculture (AG1) in the North Huron Zoning By-law.

The applicant is proposing to construct a new free stall dairy barn on the property, which currently contains another free stall dairy barn, other barns and agricultural structures, and a residence. The proposed Minor Variance would allow the new barn to be constructed at a setback of 15 metres from the eastern property line, rather than the 30 metres that would otherwise be required by the Zoning By-law. Specifically, this request requires a Minor Variance of:

- 1. the side yard requirement for livestock barns (Section 4.4) from 30 metres to 15 metres; and
- 2. the Minimum Distance Separation (MDS) setback from side lot lines (Section 4.5) from 26 metres to 15 metres.

(For clarity, the new barn will still be required to meet MDS distances from nearby buildings.)

## 7.2 Comments of the Huron County Planner

Laura Schreiner, Huron County Planner presented details regarding File A04-2017.

L. Schreiner explained that the file is regarding a proposed minor variance and noted that the application aligns with the North Huron Official Plan as well as the North Huron Zoning By-law.

## 7.3 Comments of the Applicant and/or Agent

No additional comments were received.

#### 7.4 Comments of Others

No additional comments were received.

7.5 Committee of Adjustment Members' Questions and/or Comments

No additional 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 Schreiner, 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)
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 2A and 4B from the chart.

## COA03/18

MOVED BY: R. Hallahan SECONDED BY: J. Campbell

THAT the Committee of Adjustment hereby recommends to North Huron Council that the Minor Variance File #A04-2017 as it applies to Concession 4 Part North Part of Lot 31; West Part of Lot 32, East Wawanosh Ward, North Huron (38917 Westfield Road) Applicant / Owners: Tonnie and Anita van Hittersum / Rolling Lands Farms Ltd.; be approved with the following conditions:

- 1. The barn be located within the footprint contained on the sketch submitted by the applicant to the Municipality;
- 2. The barn be as shown in the elevation drawings submitted by the applicant to the Municipality; and
- 3. 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

COA04/18

MOVED BY: B. Vodden SECONDED BY: B. Knott

THAT there being no further business before the Committee of Adjustment, the Public Hearing be hereby Adjourned at 7:22 pm.

Neil Vincent, Reeve	
Richard Al, Clerk	

# MINUTES HEALTH & SAFETY COMMITTEE MEETING HELD IN THE NORTH HURON COUNCIL CHAMBERS

Thursday, November 30, 2017 at 10:00 a.m.

**MEMBERS PRESENT:** Richard Al, Barb Black, Denise Lockie, Sonya Gibson,

Pat Fraser, Larry Meyer, Dwayne Evans, Nicole Graf, Pat Newson,

Jordan Murray, Jeff Groves

**MEMBERS ABSENT:** Jeff Howson

Call to Order: Co-Chair Larry Meyer called the meeting to order at 10:00 a. m.

#### **Minutes of Previous Meeting:**

JHSC11/17: MOVED: Nicole Graf SECONDED: Pat Fraser

That the Health & Safety Committee hereby adopts the Minutes of the Meeting held September 28, 2017 as printed and circulated. DISPOSITION: Motion Carried.

#### **Deputations/Invited Guests:**

Tyra Muscheid-Sitler was introduced by Pat Fraser. Tyra is a Grade Eleven Student from FE Madill Secondary School doing a Co-op placement with the North Huron Police Department.

Larry Meyer welcomed Jordan Murray and Jeff Groves, Worker Representative from the Public Works Department.

#### **Business Arising from Previous Meeting (not otherwise on the agenda):**

#### **New Business:**

1. Review of Committee Structure:

Richard reviewed the Committee Structure noting that the Policy states there should be six Worker Representatives and four Management Representatives.

Worker Members held an election to appoint a Worker Representative to the position of Co-Chair.

Denise Lockie nominated Sonya Gibson. Seconded by Nicole Graf. - Sonya declined. Jordan Murray nominated Denise Lockie. Seconded by Jeff Groves. - Denise accepted.

Worker Members appointed Worker Representative to position of Co-Chair.

JHSC11/17: MOVED: Jordan Murray SECONDED: Jeff Groves
That the Worker Members of the JH&SC appoint Worker Representative Denise Lockie,
as Co-Chair of the Health & Safety Committee, effective November 30, 2017 for a one
year term. CARRIED

Management Members appointed Management Representative to position of Co-Chair.

JHSC12/17: MOVED: Pat Newson SECONDED: Dwayne Evans That the Management Members of the JH&SC appoint Management Representative Richard Al, as Co-Chair of the Health & Safety Committee, effective November 30, 2017 for a one year term. CARRIED

2. Committee Meeting Schedule attached:

JHSC13/17: MOVED: Pat Fraser SECONDED: Sonya Gibson That the JH&SC approve the Committee Meeting Schedule for 2018 as presented. CARRIED

3. a) Inspection Schedule: January – Administration February – Recreation Department

March – Public Works Department

- b) Review of Inspections: It was noted that the JH&SC Occupational Health and Safety Act with Regulations for Ontario "The Green Book" need to be updated. Locations will be checked to see how many books are required.
- 4. Occurrence Reports / Near Misses (reported to the JH&SC):
  - 4 reports submitted involving staff.
  - 11 occurrences reported involving the Public.
  - 2 incidents of Mischief were reported to the Police (one at Wingham Landfill and the other at Cruickshank Park)
- 5. Employee Trainings:

Public Works Employees attended the following trainings: Chainsaw, Airlift, First Aid, Working at Heights/Fall Arrest Nicole has the master list of trainings for the Public Works Department. A discussion was held on training data and work plans moving forward.

6. Revised Health and Safety Policy Update:

Richard gave a brief review of the status of the Health and Safety Policy. The review needs to proceed. PSHSA has reviewed the draft policy. With a good score as a starting point, the Committee would like to work on increasing this score.

The JH&SC would like to continue with Policy Meetings in addition to the regular Health and Safety Meetings. "Policy Meetings" will be at the call of the Co-Chairs throughout the year.

MSDS – On Line have been updated. Binders are being updated by Mandy in the Administration Office, soon to be distributed. It was noted that printed binders are required as not everyone has access to computers for on line service. Departments must insure to notify of new products. On line will do up dates. Consumer versions of product must be labeled if put into smaller containers.

Risk Assessment is to continue as 2018 Project.

- Mandy is to be asked to assist with Job Analysis
- All old Assessments have been reviewed
- Job position specific risks
- 80% complete
- Fire Plans each building updates.

## 7. Promoting Health & Safety:

A question was asked regarding the policy for clothing allowance and PPE. Clothing allowance falls under Human Resource polices, while PPE is a Health and Safety policy.

Employees were recognized for completing a 12 month period, September 1, 2016 to September 30, 2017 in which no employees lost time due to a work related injury. Each employee received a \$10.00 Tim Hortons card in their October pay envelope.

The Human Resources Department and the Senior Management Team is reviewing the policy recognizing employees for "no lost time". Further discussion will be held at the next Health and Safety meeting.

8. Video viewing: "Eye Safety" Prevention of Eye Injury

# **Correspondence:**

- Safety Tip of the Week: Know the Risks of Asbestos Exposure.
- ➤ Upcoming Workplace Health & Safety Training Sessions November-December 2017

# **Other Business/Member Reports:**

Asbestos Management Plans are on file at each worksite. The plans are updated every two years and are on the schedule for a 2018 update.

Face mask fittings comments:

- Fire Department Personnel are all Fit Tested.
- Key people in the Township should be fitted CBO's
- Should this be part of the Emergency Plan
- Consult with David Clarke, CEMC, Emergency Manager

# **Next Meeting:**

The next meeting is scheduled for Thursday, January 25, 2018 @ 10:00 a.m. in North Huron Council Chambers.

# **Adjournment:**

JHSC14/17: MOVED: Pat Fraser  That there being no further business before be hereby adjourned @ 11:40 a.m.	SECONDED: Denise Lockie the Health & Safety Committee, the meeting DISPOSITION: Motion Carried.
	Co-Chair Larry Meyer
	Secretary – Barb Black

## MINUTES OF THE NORTH HURON

## POLICE SERVICES BOARD MEETING

Date: Tuesday, December 19, 2017

Time: 7:00 pm

Location: HELD IN THE WINGHAM POLICE STATION BOARD ROOM

MEMBERS PRESENT: Trevor Seip

Joan van der Meer

**Bill Gregoriadis** 

STAFF PRESENT: Chief Tim Poole

Richard Al, Secretary

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## 1. CALL TO ORDER

Chair Seip called the meeting to order at 7:00 pm.

## 2. ACCEPT OR AMEND AGENDA

**PSB82/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby accept the Agenda for

the December 19, 2017 Police Services Board Meeting, as presented.

**CARRIED** 

## 3. DECLARATION OF PECUNIARY INTEREST

None disclosed.

## 4. MINUTES OF THE PREVIOUS MEETING

**PSB83/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held November 28, 2017, as presented.

**CARRIED** 

# 5. DELEGATIONS / PETITIONS / INVITED GUESTS

None in attendance.

## 6. BUSINESS ARISING FROM THE MINUTES

Chair Seip noted that discussion regarding the Procedural Bylaw amendments will take place under item 9.1.

## 7. POLICE CHIEF'S REPORT

## 7.1 DEPARTMENT UPDATE - December 2017

Chief Tim Poole presented the December Board Report and noted that calls are down slightly in this period versus the last period.

Chief Poole noted that the Township facilities department is working on roof repairs as well as an issue with the garage door.

Chief Poole reported attended the zone meeting on December 12, 2017.

# **PSB84/17**

**MOVED BY:** Joan van der Meer **SECONDED BY:** Bill Gregoriadis

THAT the North Huron Police Services Board hereby approves the Police

Chief's December 2017 Report as presented.

**CARRIED** 

## 8. TREASURY REPORT

## 8.1 BILLS & ACCOUNTS

Police (2200) \$6,879.26 Police Station (2210) \$901.66 Total \$7,780.92

Discussion for clarification took place regarding items on the Bills and Accounts listing.

**PSB85/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$7,780.92 for the period ending December 15, 2017.

**CARRIED** 

## 9. BY-LAWS AND POLICIES FOR CONSIDERATION

9.1 Draft Procedural By-law Update

Discussion took place regarding the updated Procedural By-law including the option to hold future board meetings at the Township Council Chambers.

**PSB86/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby adopts By-law 01-2017; A By-law to Govern the Proceedings of the Township of Huron Huron Police Services Board; as amended.

**CARRIED** 

## 10. CORRESPONDENCE

- 10.1 OAPSB
- 10.1.10APSB Update The key elements of OPP Governance in Bill 175
- 10.2 Ministry of Community, Safety & Correctional Services
- 10.2.1All Chiefs Memo 17-0071 OCC Presentation Unclaimed Bodies
- 10.2.2All Chiefs Memo 17-0072 2018-20 Safer and Vital Communities Grant Call for Applications
- 10.2.3All Chiefs Memo 17-0073 Amendment to the Common Sense Firearms Licensing Act
- 10.2.4All Chiefs Memo 17-0074 Expansion of the Ontario Naloxone Program to Police Services
- 10.2.5 All Chiefs Memo 17-0075 Police Powers of Release Training Deck
- 10.2.6All Chiefs Memo 17-0076 Human Trafficking Investigation Pilot Course

**PSB87/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby directs that the

correspondence be ordered, read and filed.

**CARRIED** 

## 11. **NEW BUSINESS**

Chair Seip reported that during the Township of North Huron Council Meeting held on December 18, 2017, two OPP Public Information Sessions were scheduled for January 17, 2018 at 3:00pm and January 17, 2018 at 7:00pm, both to take place in the Wingham Town Hall Theatre.

# 12. BOARD MEMBERS' INQUIRIES & REPORTS

None noted.

# 13. PUBLIC GALLERY QUESTIONS AND / OR COMMENTS

None noted.

## 14. IN CAMERA SESSION

**PSB88/17** 

**MOVED BY:** Bill Gregoriadis

SECONDED BY: Joan van der Meer

THAT the North Huron Police Services Board hereby proceeds at 7:22 pm to an In Camera Session (Closed to the Public) pursuant to Section 35 (4) of the Police Services Act, to discuss matters that are of the opinion fall under either:

- (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principal that proceedings be open to the public, R.S.O. 1990, C. p 15, S.35.

**CARRIED** 

# 15. NEXT MEETING

Tuesday January 23, 2018 at 7:00pm in the Township of North Huron Council Chambers.

# 16. ADJOURNMENT

**PSB91/17** 

**MOVED BY:** Joan van der Meer **SECONDED BY:** Bill Gregoriadis

THAT there being no further business before the North Huron Police Services

Board, the meeting be hereby adjourned at 8:06 p.m.

**CARRIED** 

Trevor Seip, Chair	
Richard Al Secretary	



MMF 2018

June 8, 9 & 10

Planning Meeting
January 8, 2018 7pm
North Huron Museum

Minutes:

Present: Paula Mackie, Ashley Schnurr, Melinda Wheeler, Robert Wheeler, Connie Goodall (recording)

Regrets: Tony Bridge, Julie Bullivant, Neil Vincent

PLANNING COMMITTEE
 Secretary – Melinda will take minutes (chairing tonight)

2. FOOD

Ashley contacted the following for Friday evening dinner:

**Pineridge** – no information

Rollin Rooster – supplied menu options – we are to fill out – and he will supply price

- option to have committee supply volunteers or he will supply and consider with price
- will obtain price for 200
  - Filled out menu request
  - Ashley will follow up and send out in e-mail

Will contact Bruce Vincent to see if he is interested in having food truck on-site:

Friday night 7 – 1pm Saturday 11am – 7pm

Will confirm with Debbie Busby to see if she is interested for Saturday

Wings 8pm on Saturday

**Motion** to have Hortons supply all frozen goods (ice cream – ice) – Melinda  $2^{nd}$  – Bob CARRIED

### 3. PROGRAMMING

- Bob will inquire about having the Mason's do the CHIP program at the Festival
- Melinda to contact church to follow up to see what time they prefer to hold the church service
- Home Run Derby will take place on Friday night Bob will follow up.
- Tony will contact cowbell to see about doing a tasting during the Saturday afternoon

## 4. ENTERTAINMENT

Booking – Jim & Tonic 5pm – 8pm Friday evening Julie has contacted and they are confirmed. **Open Mike** 

Run Facebook event – local talent can audition and community vote can be done on social media – successful contestants will win time slot on MMF 2018 stage – Julie has approached Mike and he will be taking over music and entertainment

Full Nelson's not available – names of other local groups discussed. Will get input from Julie and Mike for names for bands.

## 5. CHILDREN'S ACTIVITIES

- inflatables Paula to get a quote for 2018
- Melinda will call Adam Shefter re: zip-line

**Motion** Paula will confirm the Mad Science Team – Bob  $2^{nd}$  by Melinda CARRIED

If needed: are we able to offer the Lion's in Londesboro a donation if we need to use ducks? Melinda will order some ducks to see if they would be suitable for use at the festival.

## 6. ADMINISTRATION

- Connie has been in contact with BFL re: insurance coverage for bar captains (those signing liquor licence) for event

"Since the Festival is operated by a Committee of Council, and the permit is signed for by volunteers of the committee, the committee and its volunteers are automatically insured under the Township's liability insurance program, which includes host liquor liability. There is no further insurance required."

- wristbands will make wristbands available once programming has been finalized.
- Sponsorship Julie will work on sponsorship package
- Will obtain licence to run duck race

## 7. LOGISTICS

Shore cleared prior to weekend

## 8. ACTION ITEMS

Contact Henry re: Church Service closer to weekend	Melinda	
Contact Bruce RE: thoughts on cardboard boat races	Connie	
Contact Brandon re: firefighters involvement at weekend	Connie	
Explore the possibility of holding CHiP program at festival	Bob	
Confirm Mad Science Team	Paula	
Order Ducks	Melinda	
Cowbell Tasting?	Tony	
Get quote for inflatables	Paula	
Sponsorship Package	Julie	
Zip line	Melinda	

## 9. DRAFT SCHEDULE

Friday evening	Saturday	Sunday
Home Run Derby	Open Mike	Breakfast
	1 – 5pm (community talent –	
	entered on Facebook –	
	limited spaces to fill –	
	community choice – engage	
	music "people" to assist with	
	voting	
Chicken or Rib dinner	Children's Activities	Church Service
Hitmen Game	Wing Night ?	
Entertainment & bar	Entertainment & bar	
Jim and Tonic	Duck Race	

**Motion** to adjourn 8:25pm – Paula Mackie

2<sup>nd</sup> – Ashley Schnurr

Next meeting: February 5, 2018 to prepare for second council meeting in February @7pm North Huron Museum.

## North Huron Economic Development Committee Minutes January 4, 2018

Attendees: Glen Manjin, Wingham BIA Representative

Karen Stewart, Blyth BIA Representative

Rebecca Rathwell, Centre for Employment and Learning

Dave Tiffin (arrived 12:43 pm)

Councillor Seip Councillor Knott Dwayne Evans, CAO

Absent: Murray Simpson

CAO Evans welcomed and thanked everyone for attending.

The minutes from the December 8, 2017 Economic Development meeting were reviewed.

Moved by: Karen Stewart Seconded by: Councillor Knott

That the minutes of the December 8, 2017 North Huron Economic Development Committee be approved.

**CARRIED** 

At this time there is a discussion regarding the North Huron Economic Development Strategic Plan that was circulated with the meeting agenda. Glen suggests goals 5.1 (Business Retention and Attraction) and 5.2 (Attracting a More Highly Skilled Workforce) of the Strategic Plan should be focus of the Economic Development Committee.

After some discussion;

Moved by: Karen Stewart Seconded by: Councillor Knott

That the North Huron Economic Development Committee hereby requests the Council of the Township of North Huron direct staff to prepare a status report regarding goals 5.1 (Business Retention and Attraction) and 5.2 (Attracting a More Highly Skilled Workforce) contained in the North Huron Economic Development Strategic Plan.

**CARRIED** 

In response to a question regarding the Township's development process, CAO Evans explains that when he arrived the Township's development process was unclear. Developer's questions were being answered however, there was no single point of contact for developers and there was no staff coordination. CAO Evans advises he has introduced and is now implementing the County's 'Ideas to Occupancy' approach to developer inquiries. It is an approach he used successfully in Goderich and has been adopted by other Huron County municipalities. The approach has been used on two separate occasions in North Huron and the feedback has been positive. The CAO has become the single point of contact for developers.

There is a brief discussion regarding development on North Huron's periphery, in adjacent municipalities. In accordance with cross border servicing agreements with Morris-Turnberry and Central Huron, respectively, North Huron provides water and sewer services to periphery development. CAO Evans explains that last fall a developer appeared at Town Hall requesting services for his development in Morris-Turnberry. North Huron staff had no knowledge of the development or the requirements imposed by Morris-Turnberry. Confusion ensued. Since that time a discussion has taken place with Morris-Turnberry and as of late, Morris-Turnberry has invited North Huron staff to attend a meeting regarding a proposed development on North Huron's periphery. North Huron's staff attendance at that meeting has been positive and well received.

Karen suggests new development is minimal and business expansions are the primary driver of economic growth. She notes North Huron faces a major labour shortage and housing is limited. Based on phone calls she receives, Rebecca agrees there is a significant need for labour. She advises employers in the area are constantly recruiting new staff and in particular, in the construction and manufacturing sectors. Rebecca advises we have one of the lowest, if not the lowest, employment rate in the province at 3.7%. There is a brief discussion about how the labour market changed. It is not uncommon for employees to live outside the community.

There is a discussion regarding the need to recruit labour. Councillor Seip asks if information is available regarding employer's needs. Rebecca advises the Employer One Survey for 2018 has been distributed to employers for completion. The results from the 2017 survey are available. Rebecca will provide a copy of the 2017 survey report to the Economic Development Committee members. This leads to a discussion regarding participation in job fairs, including those offered at post-secondary institutions. It is suggested employers wishing to participate in job fairs contribute towards the cost. Shortage of housing for new employees is also discussed.

CAO Evans advises three housing projects are in the works. In September a face-to-face meeting between North Huron staff and representatives of the A2A development was held. Prior to the holiday break, North Huron staff had a follow up discussion with the A2A representatives. CAO Evans also reports a public meeting is scheduled for January 15, 2018 regarding a proposed plan of subdivision in Blyth. North Huron staff have also been contacted by another developer who is investigating another housing development in the municipality. There is a brief discussion regarding how much and what information staff can share with the committee, Council and the public.

There is a discussion regarding the type of housing needed. It is suggested the housing need has shifted from singles and semi-detached to condominium and apartment style of housing because younger generations have less of an interest to own things. Not all committee members agree with this view and there is a discussion about younger generations building home equity. This leads to further discussion regarding the labour shortage.

A suggestion is made that local employers be surveyed to verify the findings of the 2017 Employer One Survey. This will enable the committee to identify and recommend to Council a couple of strategies for resource allocation. The Bruce Power redevelopment project is discussed. CAO Evans advises he has attended a couple of meetings regarding this project and due to the Township's limited industrial land supply, he suggests the Township's greatest opportunity for growth and development is housing. Committee members are encouraged to invite real estate agents to the next meeting.

There is a discussion regarding how to reach out to local employers. Personal, intimate discussions are recommended rather than a general employer meeting. It is suggested any interactions need to be flexible and we may need to go to them to have discussions. Prior to interactions with employers, it is suggested the findings of the Employer Survey be reviewed to identify a particular sector(s) with the greatest need.

Glen advises part of his job involves reaching out to employers. He is willing to reach out to businesses on behalf of the committee.

## Next steps:

- 1. 2017 Employer One Survey results are shared with the committee members
- 2. Council to consider Committee's motion requesting staff to provide a status update on goals 5.1 and 5.2 of the North Huron Economic Development Strategic Plan
- 3. 2017 Employer One Survey results to be discussed at next committee meeting
- 4. Prepare questions we want to ask employers-Feb, March, 2018
- 5. Seek direction and resource re-allocation from Council-spring, 2018

Rebecca advises the ideal time for job fairs for this area is April. Employers are seeking seasonal workers and students are looking for work. Post-secondary schools also host job fairs at this time of year.

Next Meeting: Thursday, February 1, 2018

12:00 pm

Blyth Memorial Hall

Vendor		Invoice	Invoice	Invoice	Invoice
Number Name		Number	Date	Description	Amount
•		Amount 1,949.89			
003590 TIM & MARIA W	/ALDEN	2017	01/15/2018	PROPERTY TAX OVERPAYME	1,949.89
				Invoice Count 1 Total	1,949.89
Cheque 044623	Date 01/26/2018	Amount 136.17			
002094 BADGES ETC.		652	09/15/2017	REC/PW/ADMIN-NAME BADGI	136.17
				Invoice Count 1 Total	136.17
044004	D-1- 04/00/0040	A 0.574.07			
Cheque 044624 002480 BLACKBURN R		Amount 3,571.37 M1210-18	12/21/2017	REC/COMP ADMIN- RADIO AL	3,571.37
002460 BLACKBURN K	ADIO INC.	IVI 12 10-16	12/31/2017	Invoice Count 1 Total	3,571.37
				invoice Court i rotai	0,071.07
Cheque 044625	Date 01/26/2018	Amount 915.30			
004779 CHORLEY + BIS	SSET LTD.	30895	12/31/2017	ARENA W- SITE REVIEW	915.30
				Invoice Count 1 Total	915.30
Cheque 044626	Date 01/26/2018	Amount 7,214.20			
004199 CORNELL CON		•	12/11/2017	RELEASE HOLDBACK- SURF/	7,214.20
				Invoice Count 1 Total	7,214.20
Cheque 044627	Date 01/26/2018				
004478 ELLEN COOK		12-14-2017	12/14/2017	DAY CARE- SUPPLIES	28.52
				Invoice Count 1 Total	28.52
Cheque 044628	Date 01/26/2018	Amount 1,002.02			
004698 HENSALL DIST		PE408352		ARENA B- FUEL	123.70
004698 HENSALL DIST	RICT CO-OP	PE408360	12/31/2017	PW-FUEL- BLYTH GAS STN	878.32
				Invoice Count 2 Total	1,002.02
Cheque 044629	Date 01/26/2018	Amount 23.96			
000281 HURON BAY C	OOPERATIVE INC	69226	12/13/2017	ARENA B- SAFETY SALT	16.07
000281 HURON BAY C	OOPERATIVE INC	69507	12/19/2017	PW- BOLTS, NUTS, WASHERS	7.89
				Invoice Count 2 Total	23.96
Cheque 044630	Date 01/26/2018	Amount 100.00			
004026 HURON PERTH			01/26/2018	DONATION- FOR 2018	100.00
				Invoice Count 1 Total	100.00
Cheque 044631	Date 01/26/2018		04/40/0010	DA OLI DEFLIND NOT IN DEC	00.00
004781 KATIE INGLIS		1-19-2018	01/19/2018	BA-SH- REFUND- NOT IN PRC	26.00
				Invoice Count 1 Total	26.00
Cheque 044632	Date 01/26/2018	Amount 982.78			

Vendor Number Na	me				Invoice Number		Invoice Date	Invoice Description	Invoice Amount
004718 KGS					83099		12/31/2017	HOWSON DAM- SAFETY ASS	982.78
004710 NGS	GROOF			(	55099		12/31/2017	Invoice Count 1 Total	982.78
								invoice count i rotai	002.70
Cheque	044633	Date	01/26/2018	Amount	t	142.38			
004784 MAF	RGARET H	UMPHR	REY	•	102677		01/22/2018	REFUND- CHARGED TWICE	142.38
								Invoice Count 1 Total	142.38
Cheque	044634	Date	01/26/2018	Amoun	t	467.91			
03576 MAT	T TOWNS	END		•	12-31-20	)17	12/31/2017	FIRE- MILEAGE 2017	467.91
								Invoice Count 1 Total	467.91
Cheque	044635	Date	01/26/2018	Amoun	t	3,084.13			
000629 MOF	RAN MECH	IANICA	L AND ELEC	TRICA	101743		12/11/2017	DAY CARE- WATER HEATER	2,814.65
			L AND ELEC				01/08/2018	COMPLEX- BALL VALVE	19.91
	_	_	L AND ELEC' L AND ELEC'	_			01/11/2018 01/11/2018	COMPLEX- BRASS STEM KITS ARENA W- BALL VALVE	244.67 4.90
)00629 WOF	KAIN WEGF	IANICA	L AND ELEC	IRICA	101622		01/11/2016	Invoice Count 4 Total	3,084.13
									,
			01/26/2018			1,282.66		DW 0110D 011DD1150	
			:- BRUSSELS :- BRUSSELS		5341-21: 5341-21:		12/27/2017 12/27/2017	PW- SHOP SUPPLIES PW- CRPER HD REST, SAFTY	514.43 135.25
			- BRUSSELS - BRUSSELS		5341-21:		12/27/2017	PW EW- STRAP, CLEVIS, HOC	559.54
			- BRUSSELS		5341-21		12/27/2017	PW EW- PNEUMATIC SHOP S	73.44
								Invoice Count 4 Total	1,282.66
Cheque	044637	Date	01/26/2018	Amoun	t	2,351.29			
002640 SCH	IMIDT'S PO	OWER E	EQUIPMENT	2	25985		12/21/2017	PW- CHAINSAW EQUIPMENT	328.59
002640 SCH	IMIDT'S PO	OWER E	EQUIPMENT	2	26095		12/28/2017	PW- CHAINSAW	734.50
002640 SCH	IMIDT'S PO	OWER E	EQUIPMENT	2	26096		01/15/2018	PW- CHAIN SAW	1,288.20
								Invoice Count 3 Total	2,351.29
Cheque	044638	Date	01/26/2018	Amoun	t	1,470.47			
004780 SUN					7035680			LIFT FOR XMAS LIGHTS	2,620.53
004780 SUN	IBELT REN	ITALS (	OF CANADA	INC.	7035680	7-0002	12/31/2017	CREDIT - OVERHARGED	-1,150.06
								Invoice Count 2 Total	1,470.47
Cheque	044639	Date	01/26/2018	Amoun	t	364.40			
000631 TEE	SWATER A	AGRO F	PARTS LTD	•	126900		12/11/2017	PW- NEW HOLLAND TRACTO	364.40
								Invoice Count 1 Total	364.40
Cheque	044640	Date	01/26/2018	Amoun	t	584.10			
000642 THE	CITIZEN			9	94492		12/31/2017	DECEMBER ADVERTISING	584.10
								Invoice Count 1 Total	584.10

Vendor Number Na	ıme			Invoic Numb		Invoice Date	Invoice Description		Invoice Amount
000643 THE	ONTARIO	) AGGF	REGATE	18-178	8034	12/31/2017	2017 ANNUAL LICE	NCE FEES	2,194.04
							Invoice Count	1 Total	2,194.04
Cheque	044642	Date	01/26/2018	Amount	65.00				
004783 VAL				1-25-2		01/25/2018	REFUND- BABYSITT	TING COU	65.00
							Invoice Count	1 Total	65.00
							mvoloo odani	i iotai	-
Cheque	044643	Date	01/31/2018	Amount	100.60				
000011 AIR	LIQUIDE (	CANAD	A INC	67863	3451	01/18/2018	PW- OXYGEN FOR	SHOP	100.60
							Invoice Count	1 Total	100.60
-				Amount					
004715 AM	ANDA PISH	KORSK	I	1-11-2	2018	01/11/2018	ADMIN- AMCTO MA	P UNIT 3	395.50
							Invoice Count	1 Total	395.50
01	044045	<b>.</b> .	04/04/0040						
=				Amount		04/40/0040	OONO D. OUDDUIEO		00.04
000569 BLY	TH FOOD	MARKI	El	03011	635448	01/12/2018	CONC B- SUPPLIES		66.31
							Invoice Count	1 Total	66.31
Cheque	044646	Date	01/31/2018	Amount	8 627 45				
000113 CAF				S1506	•	12/31/2017	RECOVERABL SIMP	SON DEV	8,627.45
000110 0/11	10011001			01000	00-10.001	12/01/2011	Invoice Count		8,627.45
							invoice Count	i iolai	0,027.40
Cheque	044647	Date	01/31/2018	Amount	745.34				
000151 CO	CA COLA F	REFRES	SHMENTS CA	ANADA 45883	3414	01/18/2018	CONC W- COKE SU	PPLIES	406.63
000151 CO	CA COLA F	REFRE	SHMENTS CA	ANADA 95985	6006	01/25/2018	CONC B- COKE SU	PPLIES	338.71
							Invoice Count	2 Total	745.34
Cheque	044648	Date	01/31/2018	Amount	1,073.50				
004090 DAT		Duit	01/01/2010	7186	1,070.00	01/09/2018	ADMIN- VOTER LIS	Γ MANAGF	1,073.50
						.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Invoice Count		1,073.50
							o.oo oou		,
Cheque	044649	Date	01/31/2018	Amount	1,083.63				
000885 DEA	N'S VALU	-MART		642-0	723	12/23/2017	COMPLEX- CLR CLE	EANSER	33.87
000885 DEA	AN'S VALU	-MART		641-2	586	01/09/2018	EL- FOOD SUPPLIE	S	111.74
000885 DEA	AN'S VALU	-MART		641-8	610	01/09/2018	BA-MR- FOOD SUP	PLIES	169.15
000885 DEA	AN'S VALU	-MART		641-6		01/10/2018	BA-MR- FOOD SUP		28.00
	AN'S VALU			642-6		01/11/2018	COMPLEX- BLEACH		21.41
	AN'S VALU			641-3		01/12/2018	DAY CARE- FOOD S		345.03
	AN'S VALU			641-3		01/15/2018	BA-MR- FOOD SUPI		190.54
	AN'S VALU				462-2018	01/15/2018	OEY FOOD SUPPLIE		58.25
	AN'S VALU AN'S VALU			641-3 641-8		01/15/2018 01/23/2018	EL- FOOD SUPPLIE OEY- FOOD SUPPLI		108.51 17.13
JUUGG DEF	VALU	INICK!		041-0	0.7	01/23/2010			1,083.63
							Invoice Count	10 Total	1,000.00

Ven Number			Invoice Numbe		Invoice Date	Invoice Description			Invoice Amount
001590	G & K SERVIC	ES CANADA INC.	651874	14752	01/12/2018	ESTC- MATS			73.00
						Invoice Count	1	Total	73.00
Chec	que 044651	Date 01/31/2018	Amount	1,448.86					
002988	HURON COUN	NTY MUTUAL FIRE A	ID 1-18-20	018	01/18/2018	2018 MUTUAL F	IRE AID	DUES	448.86
002988	HURON COUN	NTY MUTUAL FIRE A	ID 1-18-20	018-2	01/18/2018	SHARE OF FIRE	PREVI	IOITME	1,000.00
						Invoice Count	2	Total	1,448.86
Chec	que 044652	Date 01/31/2018	Amount	1,106.27					
004577	MCDONALD F	IOME HARDWARE B	UILDI 230962	29	01/22/2018	PW BLYTH - WII	NDOWS	S, FLAT	1,106.27
						Invoice Count	1	Total	1,106.27
Chec	que 044653	Date 01/31/2018	Amount	119.69					
000422	MIDWESTERN	N EQUIPMENT	30185		01/15/2018	PW- CUTTING E	DGE, B	OLTS,	119.69
						Invoice Count	1	Total	119.69
Chec	que 044654	Date 01/31/2018	Amount	9.84					
000520	PUROLATOR	COURIER LTD	436647	7285	01/05/2018	PW- COURIER			5.41
000520	PUROLATOR	COURIER LTD	436901	1574	01/12/2018	PW- COURIER			4.43
						Invoice Count	2	Total	9.84
Chec	que 044655	Date 01/31/2018	Amount	105.00					
000628	TECHNICAL S	TANDARDS & SAFE	TY AL 626447	78	01/22/2018	TOWN HALL- EL	EVATO	R LICE	105.00
						Invoice Count	1	Total	105.00
Chec	que 044656	Date 01/31/2018	Amount	734.50					
004785	THE RURAL C	NTARIO MUNICIPAL	ASS( RC011	12	01/26/2018	ADMIN- CONFE	RENCE	REGIS	734.50
						Invoice Count	1	Total	734.50
							Report	 Total	43,646.08

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 004891 Date 01/26/2018	Amount 3,553.36			
000073 B M ROSS AND ASSOCIATES LTI	O 14199-W	12/31/2017	WATER- CWWF PROJECTS	3,553.36
			Invoice Count 1 Total	3,553.36
Cheque 004892 Date 01/31/2018	Amount 216.34			
000113 CARSON SUPPLY	S1506961.001 W	01/05/2018	WATER -R CLAMP	216.34
			Invoice Count 1 Total	216.34
Cheque 004893 Date 01/31/2018	Amount 522.06			
002509 PBS BUSINESS SYSTEMS	105764 W	01/10/2018	WATER- WATER BILLS	522.06
			Invoice Count 1 Total	522.06
			Report Total	4,291.76

Accounts Payable

Paid Invoice History By Cheque Report - SEWER GENERAL TD CANADA TRUST
Cheque Date 01/13/2018 to 12/31/2018

Vendor	000000	to	999999

Vendor Number Na	me			Invoice Number		Invoice Date	Invoice Description			Invoice Amount
Cheque	003418	Date	01/26/2018	Amount	1,776.68					
000073 B M	ROSS AN	D ASS	OCIATES LTI	14199-8	;	12/31/2017	SEWER- CWWF	PROJI	ECT	1,776.68
							Invoice Count	1	Total	1,776.68
Cheque	003419	Date	01/26/2018	Amount	169.50					
004782 DON	NELDA AN	SON		Montgor	mery 17121405	12/15/2017	SEWER- SNAKE	D DRA	.IN	169.50
							Invoice Count	1	Total	169.50
Cheque	003420	Date	01/26/2018	Amount	640.94					
000542 R.J.	BURNSID	E & AS	SOCIATES	3000375	504.0007-3	12/31/2017	SEWER- MASTE	ER SER	VICING	640.94
							Invoice Count	1	Total	640.94
Cheque	003421	Date	01/29/2018	Amount	3,187.60					
001365 TOV	VNSHIP O	F NOR	TH HURON V	/ATER 62072		01/01/2018	CORRECT DEC	SEWE	R BILLI	3,187.60
							Invoice Count	1	Total	3,187.60
Cheque	003422	Date	01/31/2018	Amount	154.35					
000011 AIR	LIQUIDE (	CANAD	A INC	6784480	)3	01/11/2018	SEWER- ACETY	LENE		154.35
							Invoice Count	1	Total	154.35
								Report	Total	5,929.07

Accounts Payable

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

Cheque Date 01/13/2018 to 12/31/2018

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
Cheque 001016 Date 01/15/2018 Amou	nt 528.84			
000657 TOWNSHIP OF NORTH HURON WATER 000657 TOWNSHIP OF NORTH HURON WATER 000657 TOWNSHIP OF NORTH HURON WATER	12-20-2017-BPW	12/20/2017 12/20/2017 12/20/2017	LIBRARY- WATER/SEWER PW- B- WATER/SEWER ESTC/FIRE B- WATER/SEWEF	176.28 176.28 176.28
			Invoice Count 3 Total	528.84
			invoice count o rotal	
Cheque 001017 Date 01/16/2018 Amou	nt 937.51			
000294 HYDRO ONE NETWORKS INC	December 2017-1532	12/28/2017	584 KWH- CEMETERY	130.76
000294 HYDRO ONE NETWORKS INC	December 2017-8056	12/28/2017	4163 KWH- ESTC- FIRE B	764.48
000294 HYDRO ONE NETWORKS INC	December 2017-8593	12/28/2017	60 KWH- ESTC PROGRAM	42.27
			Invoice Count 3 Total	937.51
Cheque 001018 Date 01/17/2018 Amou	int 835.80			
000294 HYDRO ONE NETWORKS INC	December 2017-3023	12/29/2017	4572 KWH- AIRPORT	835.80
	20002011 0020	,,	Invoice Count 1 Total	835.80
			invoice count i rotal	000.00
Cheque 001019 Date 01/19/2018 Amou	nt 1,939.19			
000657 TOWNSHIP OF NORTH HURON WATER	176563	12/29/2017	COMPLEX- WATER/SEWER	679.93
000657 TOWNSHIP OF NORTH HURON WATER	176570	12/29/2017	DAY CARE- WATER/SEWER	101.52
000657 TOWNSHIP OF NORTH HURON WATER	177114	12/29/2017	ARENA/HALL B- WATER/SEW	1,157.74
			Invoice Count 3 Total	1,939.19
Cheque 001020 Date 01/22/2018 Amou	int 1,813.26			
003224 HURONTEL	10885850-1-2018	01/01/2018	EC DEV- CELL PHONE	76.79
003224 HURONTEL	10886810-01-2018	01/01/2018	ADMIN/PW/TH- PHONE/INTER	642.61
003224 HURONTEL	10886812-01-2018	01/01/2018	REC ADMIN- PHONE/INTERNI	317.41
003224 HURONTEL	10886813-01-2018	01/01/2018	OEY- PHONE/INTERNET	158.65
003224 HURONTEL	10886815-01-2018	01/01/2018	AIRPORT- PHONE/INTERNET	97.03
003224 HURONTEL	10886818-01-2018	01/01/2018	FIRE W- PHONE/INTERNET	153.57
003224 HURONTEL	10886858-01-2018	01/01/2018	POLICE- PHONE/INTERNET	242.24
003224 HURONTEL	10886860-01-2018	01/01/2018	PW- PHONE/INTERNET	96.35
003224 HURONTEL	10886861-1-2018	01/01/2018	MUSEUM- PHONE	28.61
			Invoice Count 9 Total	1,813.26
Cheque 001021 Date 01/22/2018 Amou	int 464.56			
000294 HYDRO ONE NETWORKS INC	December 2017- 0523H	12/31/2017	47 KWH- 311 HAMILTON STRE	14.47
000294 HYDRO ONE NETWORKS INC	December 2017-1693	12/31/2017	538.KWH- HUTTON ST LIGHT:	116.62
000294 HYDRO ONE NETWORKS INC	December 2017-8461	12/31/2017		52.40
000294 HYDRO ONE NETWORKS INC	December 2017-8480	12/31/2017	396 KWH- AUBURN ST LIGHT:	88.51
000294 HYDRO ONE NETWORKS INC	December 2017-8882	12/31/2017	896 KWH- HUMPHREY ST LIG	192.56
			Invoice Count 5 Total	464.56
Cheque 001022 Date 01/23/2018 Amou	mt 90.50			
000294 HYDRO ONE NETWORKS INC	Int 89.50 December 2017-7867	12/31/2017	348 KWH- 850 JOSEPHINE ST	89.50
COSES . THE ENGLISH INC	200111001 2017-1001	12/01/2011	Invoice Count 1 Total	89.50
				55.55
Cheque 001023 Date 01/23/2018 Amou	nt 250.52			
002697 TUCKERSMITH COMMUNICATIONS CO	11283616-01-2018	01/01/2018	ARENA/HALL B- PHONE/TV/IN	117.50

Accounts Payable

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

Cheque Date 01/13/2018 to 12/31/2018

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
Hamber Hame	Transci	Date	Description	71110411
002697 TUCKERSMITH COMMUNICATIONS CO		01/01/2018	ESTC- PHONE/INTERNET	55.99
002697 TUCKERSMITH COMMUNICATIONS CO	11283710-01-2018	01/01/2018	PW B- PHONE/INTERNET	77.03
			Invoice Count 3 Total	250.52
Cheque 001024 Date 01/24/2018 Amou	ınt 75.65			
000052 BELL CANADA	1-1-2018	01/01/2018	POLICE- PHONE- 357-1212	75.65
			Invoice Count 1 Total	75.65
Oleania 004005 Data 04/04/0040 Amar				
<b>Cheque 001025 Date 01/24/2018 Amou</b> 003329 EASTLINK	<b>101 28.62</b> 4290145	01/03/2018	EL- PHONE	28.62
03329 EASTLINK	4290145	01/03/2016		
			Invoice Count 1 Total	28.62
Cheque 001026 Date 01/24/2018 Amou	ınt 7,410.30			
00594 SPARLINGS PROPANE	88250005946265	12/04/2017	ARENA B- PROPANE	49.70
00594 SPARLINGS PROPANE	88250005157390	12/06/2017	ARENA/HALL B- PROPANE	1.326.97
00594 SPARLINGS PROPANE	88250005946301	12/07/2017	ARENA B- PROPANE	24.85
00594 SPARLINGS PROPANE	88550105946288	12/07/2017	ARENA W- PROPANE	77.94
00594 SPARLINGS PROPANE	88250005181906	12/14/2017	ARENA/HALL B- PROPANE	2,574.25
00594 SPARLINGS PROPANE	88250005948011	12/14/2017	ARENA B- PROPANE	49.70
00594 SPARLINGS PROPANE	88550105947995	12/14/2017	ARENA W- PROPANE	77.94
00594 SPARLINGS PROPANE	88250005949438	12/21/2017	ARENA B- PROPANE	24.85
00594 SPARLINGS PROPANE	88550105949440	12/21/2017	ARENA W- PROPANE	77.94
00594 SPARLINGS PROPANE	88250005221903	12/28/2017	ARENA/HALL B- PROPANE	3,074.20
000594 SPARLINGS PROPANE	88550105949892	12/28/2017	ARENA W- PROPANE	51.96
			Invoice Count 11 Total	7,410.30
Cheque 001027 Date 01/24/2018 Amou	•	40/04/0047	OFILI BUONES	4 704 55
004311 TELUS	12-31-2017	12/31/2017	CELL PHONES	1,734.55
			Invoice Count 1 Total	1,734.55
Cheque 001028 Date 01/24/2018 Amou	ınt 2,996.03			
01365 TOWNSHIP OF NORTH HURON WATER	,	01/10/2018	WATER ARREARS TO PROPE	2,996.03
			Invoice Count 1 Total	2,996.03
Cheque 001029 Date 01/24/2018 Amou	ınt 6,710.41			
000721 WSIB	12-31-2017	12/31/2017	DECEMBER 2017 REMITTANC	6,710.41
			Invoice Count 1 Total	6,710.41
			invoice Count i Total	0,710.41
Cheque 001030 Date 01/26/2018 Amou	ınt 45,569.92			
000535 RECEIVER GENERAL FOR CANADA	1-25-2018-Council	01/25/2018	COUNCIL- PAYROLL REMITT/	208.82
00535 RECEIVER GENERAL FOR CANADA	1-25-2018-FT	01/25/2018	FT PAYROLL REMITTANCE	36,648.66
00535 RECEIVER GENERAL FOR CANADA	1-25-2018-Fire	01/25/2018	FIRE PAYROLL REMITTANCE	315.00
000535 RECEIVER GENERAL FOR CANADA	1-25-2018-PT	01/25/2018	PT PAYROLL REMITTANCE	8,397.44
		: 5, <b>_</b> 5 , 6	Invoice Count 4 Total	45,569.92
				-,· <b>v</b> -
Cheque 001031 Date 01/29/2018 Amou	ınt 716.57			
Cheque 001031 Date 01/29/2018 Amou	<b>716.57</b> December 2017-0983	12/31/2017	0 KWH- # 8 CAMP ENTRANCE	102.94

Accounts Payable
Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL Cheque Date 01/13/2018 to 12/31/2018

V 1				
Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
000294 HYDRO ONE NETWORKS INC	December 2017-4071	12/31/2017	160.7 KWH- 377 GYPSY LANE	58.09
000294 HYDRO ONE NETWORKS INC	December 2017-4633	12/31/2017	.0186 KWH- 377 GYSPY OTH (	31.08
000294 HYDRO ONE NETWORKS INC	December 2017-6627	12/31/2017	851 KWH- 429 MILL ST- PW	180.78
000294 HYDRO ONE NETWORKS INC	December 2017-7304	12/31/2017	145 KWH- 423 MILL ST- PW	56.07
			Invoice Count 6 Total	716.57
Cheque 001032 Date 01/29/2018	Amount 2,312.20			
000687 WESTARIO POWER INC.	2103778169	12/31/2017	1369 KWH- MUSEUM	204.43
000687 WESTARIO POWER INC.	2103778175	12/31/2017	2399 KWH- FIRE HALL W	330.35
000687 WESTARIO POWER INC.	2103778176	12/31/2017	3459 KWH- 445 JOSEPHINE S	471.20
000687 WESTARIO POWER INC.	2103778185	12/31/2017	915 KWH- CRUICKSHANK PAF	135.99
000687 WESTARIO POWER INC.	2103778208	12/31/2017	372 KWH- 250 JOHN ST ST LIC	71.95
000687 WESTARIO POWER INC.	2103778223	12/31/2017	761 KWH- 166 JOHN STREET	117.71
000687 WESTARIO POWER INC.	2103778230	12/31/2017	592 KWH- PUMP HOUSE	101.75
000687 WESTARIO POWER INC.	2103778233	12/31/2017	476 KWH- JOS ST ST LIGHTS	84.01
000687 WESTARIO POWER INC.	2103778242	12/31/2017	3719 KWH- VIC & JOS ST LIGH	469.13
000687 WESTARIO POWER INC.	2103778243	12/31/2017	2279 KWH- ALF & JOS ST LIG	297.66
000687 WESTARIO POWER INC.	300248534	12/31/2017	0 KWH- PARK DRIVE SNACK I	28.02
			Invoice Count 11 Total	2,312.20
Cheque 001033 Date 01/30/2018	Amount 155.13			
000294 HYDRO ONE NETWORKS INC	December 2017-3303	12/31/2017	171 KWH- LANDFILL	155.13
			Invoice Count 1 Total	155.13
Cheque 001034 Date 01/30/2018	Amount 28.02			
000687 WESTARIO POWER INC.	300248799	12/31/2017	0 KWH- PARK DRIVE BALL PA	28.02
			Invoice Count 1 Total	28.02
Cheque 001035 Date 01/31/2018	Amount 3,524.12			
000687 WESTARIO POWER INC.	2103789367	12/31/2017	3880 KWH- DAY CARE	535.34
000687 WESTARIO POWER INC.	2103789371	12/31/2017	3616 KWH- LIBRARY	501.53
000687 WESTARIO POWER INC.	2103789372	12/31/2017	17223 KWH - TOWN HALL/POI	2,241.17
000687 WESTARIO POWER INC.	2103789374	12/31/2017	1654 KWH- JOS ST ST LIGHTS	246.08
			Invoice Count 4 Total	3,524.12
			Report Total	78,120.70

# Accounts Payable Paid Invoice History By Cheque Report - WATER INTERNET/PRE-AUTHORIZED PAYMENTS Cheque Date 01/13/2018 to 12/31/2018

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
Cheque 000572 Date 01/22/2018	Amount 487.10			
003224 HURONTEL	10886873-01-2018	01/01/2018	WATER TOWER- INTERNET	210.07
003224 HURONTEL	10886875-01-2018	01/01/2018	WELL #3- INTERNET	67.74
003224 HURONTEL	10886878-01-2018	01/01/2018	WELL #4- PHONE/INTERNET	96.35
003224 HURONTEL	10886915-01-2018	01/01/2018	WINGHAM PUC- INTERNET	112.94
			Invoice Count 4 Total	487.10
Cheque 000573 Date 01/23/2018	Amount 118.47			
002697 TUCKERSMITH COMMUNICATION	NS CO 11224287-01-2018	01/01/2018	377 GYPSY WELL- PHONE	31.83
002697 TUCKERSMITH COMMUNICATION	NS CO 11283709-01-2018	01/01/2018	WATER PLANT- PHONE/INTEI	86.64
			Invoice Count 2 Total	118.47
Cheque 000574 Date 01/24/2018	Amount 95.93			
·	1-1-2018 W	01/01/2018	WATER- PHONE- 357-9942	85.83
			Invoice Count 1 Total	85.83
Cheque 000575 Date 01/24/2018		04/04/0040	WATER OF LIPHONES	040.00
004311 TELUS	1-1-2018-W	01/01/2018	WATER - CELL PHONES	248.60
			Invoice Count 1 Total	248.60
Cheque 000576 Date 01/24/2018	Amount 225.00			
002512 TOWNSHIP OF NORTH HURON	178271	01/22/2018	PAYMENT ERROR S/B TAXES	225.00
			Invoice Count 1 Total	225.00
Cheque 000577 Date 01/29/2018	Amount 945.08			
000294 HYDRO ONE NETWORKS INC	December 2017-9904	12/31/2017	4980 KWH- 377 GYPSY WELL	945.08
			Invoice Count 1 Total	945.08
Cheque 000578 Date 01/29/2018	Δmount 2 994 84			
002512 TOWNSHIP OF NORTH HURON	,	01/23/2018	WATER- KEYSTONE SUPPOR	2,994.84
			Invoice Count 1 Total	2,994.84
Cheque 000579 Date 01/29/2018	Amount 1,025.22			
000687 WESTARIO POWER INC.	2103778228 W	12/31/2017		515.68
000687 WESTARIO POWER INC.	2103778229 W	12/31/2017		247.85
000687 WESTARIO POWER INC.	2103778248 W	12/31/2017	1854 KWH- JOHN ST WATER	261.69
			Invoice Count 3 Total	1,025.22
Cheque 000580 Date 01/31/2018	Amount 960.15			
000687 WESTARIO POWER INC.	2103789373	12/31/2017	7203 KWH- WELL # 3	960.15
			Invoice Count 1 Total	960.15
			Dan ant Tatal	7,000,00
			Report Total	7,090.29

	ndor				Invoid		Invoice	Invoice		Invoice
Number	r iNai	me ———			Numb	oer ————————	Date	Description		Amount
Che	eque	502078	Date	01/26/2018	Amount	4,724.73				
000072	BLY.	TH PRINT	ING IN	C.	2844	5	12/28/2017	RECREATION (	GUIDE	4,724.73
								Invoice Count	1 Total	4,724.73
			_							
	eque			01/26/2018		1,741.95				
00155		INIE GOO				ary 2017	01/31/2017	EC DEV- MILEA	_	93.60
000155		INIE GOO				uary 2017	02/28/2017	EC DEV- MILEA		171.90
000155		INIE GOO				h 2017	03/31/2017	EC DEV- MILEA		342.90
00155		INIE GOO			April 2		04/30/2017	EC DEV- MILEA		130.50
00155		INIE GOO			May 2		05/31/2017	EC DEV- MILEA		166.05
00155		INIE GOO INIE GOO			June		06/30/2017	EC DEV- MILEA		161.10
00155		INIE GOO INIE GOO			July 2		07/31/2017 08/31/2017	EC DEV- MILEA		156.60 190.80
00155		INIE GOO			_	st 2017 ember 2017	09/30/2017	EC DEV- MILEA	_	200.70
00155		INIE GOO				per 2017	10/31/2017	EC DEV- MILEA	_	127.80
00133	CON	INIL GOO	DALL		Octor	Del 2017	10/31/2017	Invoice Count	 10 Total	1,741.95
								mvoice count	10 Total	1,7 41.00
Che	eque	502080	Date	01/26/2018	Amount	72.00				
02807	DEN	ISE LOCK	ΊE		Nove	mber 2017	12/31/2017	REC- MILEAGE		72.00
								Invoice Count	1 Total	72.00
Che	eque	502081	Date	01/26/2018	Amount	5,763.00				
	•			RING LTD	1345	0,7 00.00	12/31/2017	DRAIN- MAINTE	ENANCE ENGII	5,763.00
								Invoice Count	1 Total	5,763.00
	eque			01/26/2018	Amount	435.00				
000233	FRO	STY QUE	EN		23-20	)17	12/31/2017	AQUATICS- 15		435.00
								Invoice Count	1 Total	435.00
Che	eque	502083	Date	01/26/2018	Amount	209.22				
03281	HOV	VSON TRA	NSPO	RTATION INC	33129	986	12/31/2017	FIRE- DECEMB	ER DIESEL FU	209.22
								Invoice Count	1 Total	209.22
Che	eque	502084	Date	01/26/2018	Amount	389.94				
		AL SUPPL			43040		12/05/2017	PW- SOLENOID	)	56.26
00296		AL SUPPL	_		43045		12/05/2017	PW- SPARK PL		53.37
00296		AL SUPPL			43066		12/06/2017	PW- PART FOR	•	12.77
00296		AL SUPPL			43114		12/07/2017	PW- PRIMARY		37.74
00296	IDE/	AL SUPPL	Y INC.		43117		12/07/2017	PW- HEAT SHR	INK BUTT	16.71
00296	IDE/	AL SUPPL	Y INC.		43141	139	12/07/2017	PW- SOLENOID	)	93.78
00296	IDE/	AL SUPPL	Y INC.		43359	970	12/14/2017	PW- REPLACE	MENT BULB	16.03
00296	IDE/	AL SUPPL	Y INC.		4337	105	12/14/2017	PW- THREADEI	D ROD	10.96
00296	IDEA	AL SUPPL	Y INC.		43509	966	12/19/2017	AIRPORT- ICE I	MELTER SALT	13.5
00296	IDE/	AL SUPPL	Y INC.		4352	173	12/19/2017	FIRE- EAR PLU	GS	58.74
	IDE/	AL SUPPL	Y INC.		43604	486	12/21/2017	PW- YELLOW N	MARKER LAMP	11.55
000296										
000296		AL SUPPL	Y INC.		43723		12/28/2017	PW- LAMP, MAI	RKER LAMP	8.48

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
Cheque 502085 Date 01/26/2018 Amou	unt 86.99			
004390 LARRY HUDSON - CHEVROLET-BUICK-	276263	12/01/2017	PW- SERVICE 2015 GMC SIEF	86.99
			Invoice Count 1 Total	86.99
Cheque 502086 Date 01/26/2018 Amou	•	04/44/0040	DEG ARMINI MONTHIN VILIGEN	4 405 05
004735 LEGEND RECREATION SOFTWARE, INC	50277	01/11/2018	REC ADMIN- MONTHLY LICEN	1,135.65
			Invoice Count 1 Total	1,135.65
Cheque 502087 Date 01/26/2018 Amou	unt 75.20			
000372 LIFESAVING SOCIETY	157031	12/18/2017	AQUATICS- STND FIRST AID/	75.20
			Invoice Count 1 Total	75.20
Cheque 502088 Date 01/26/2018 Amou	unt 234.50			
004487 LISTOWEL BANNER	LBC0014540		ADMIN- COUNCIL MTG CALE	130.94
004487 LISTOWEL BANNER	LBC0014569	12/31/2017	PW- CROSSING GUARD AD	103.56
			Invoice Count 2 Total	234.30
Cheque 502089 Date 01/26/2018 Amou	unt 106.33			
000388 MAITLAND WELDING & MACHINING	9442	12/01/2017	PW- FLAT BAR	13.29
000388 MAITLAND WELDING & MACHINING	9443	12/01/2017	PW- HOLLOW STRUCTURAL :	30.56
000388 MAITLAND WELDING & MACHINING	9444	12/01/2017	PW- FLAT BAR	21.80
000388 MAITLAND WELDING & MACHINING	9445	12/19/2017	PW- DRILL OUT HARD BLOCK	40.68
			Invoice Count 4 Total	106.33
Cheque 502090 Date 01/26/2018 Amou	unt 4,019.98			
000436 MONTGOMERY INDUSTRIAL SERVICES	17-1102-02	12/31/2017	TOWN HALL- NEW DUCT WOI	3,955.00
000436 MONTGOMERY INDUSTRIAL SERVICES	18-0108-16	01/10/2018	HALL B- ROOFTOP PANEL DC	64.98
			Invoice Count 2 Total	4,019.98
Charus E02004 Data 04/06/2049 Amay				
Cheque 502091 Date 01/26/2018 Amou 000444 MUNICIPALITY OF MORRIS TURNBERR		12/21/2017	4 TENT PERMITS NOT NH	480.00
000444 MONICIPALITY OF MORRIS TORNBERK	7-21-2017	12/31/2017	Invoice Count 1 Total	480.00
			invoice Count i Total	400.00
Cheque 502092 Date 01/26/2018 Amou	unt 9,893.36			
002832 NORTRAX CANADA INC.	894367	12/27/2017	PW- PARTS FOR PLOWS	9,765.04
002832 NORTRAX CANADA INC.	894225	01/02/2018	PW- HOSE	128.32
			Invoice Count 2 Total	9,893.36
Chagus 502002 Data 04/26/2019 Amou	int 56.50			
Cheque 502093 Date 01/26/2018 Amou 003510 ONTARIO BIA ASSOCIATION	unt 56.50 1-17-2018	01/17/2018	2018 BIA ACHIEVEMENT AWA	56.50
OUTANIO DIA AGGOCIATION	1-17-2010	01/11/2010	Invoice Count 1 Total	56.50
			invoice Count i Total	30.30
Cheque 502094 Date 01/26/2018 Amou	unt 5,035.91			
000542 R.J. BURNSIDE & ASSOCIATES	300037504.0008-2	12/31/2017	WATER- RECOVERABLE	447.01
000542 R.J. BURNSIDE & ASSOCIATES	LNE085780.2017-6	12/31/2017	EW LANDFILL- SERVICES	306.73
000542 R.J. BURNSIDE & ASSOCIATES	LNE085790.2017-9	12/31/2017	W LANDFILL- SERVICES	1,650.94

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
000542 R.J. BURNSIDE & ASSOC	IATES MCW162970.2017-7	12/31/2017	PW- WESTMORELAND STREE	2,631.23
			Invoice Count 4 Total	5,035.91
Cheque 502095 Date 01/2	26/2018 Amount 162.45			
003439 RAY HALLAHAN	11-30-2017	11/30/2017	COUNCIL- NOVEMBER MILEA	70.20
003439 RAY HALLAHAN	12-31-2017	12/31/2017	COUNCIL- DECEMBER MILEA	92.25
			Invoice Count 2 Total	162.45
Obs 500000 Date 04/6	000.00			
Cheque 502096 Date 01/2 004694 RC ELECTRIC (1642966 C		08/16/2017	COMPLEX- SECURITY SYSTE	292.99
004004 NO ELECTRIC (1042000 C	74174140 H40.) 1200	00/10/2017		
			Invoice Count 1 Total	292.99
Cheque 502097 Date 01/2	26/2018 Amount 75.00			
004289 ROYAL CANADIAN MOUN	NTED POLICE 1800003927	12/31/2017	POLICE- FINGERPRINT SEAR	75.00
			Invoice Count 1 Total	75.00
Cheque 502098 Date 01/2		40/00/0047	MONTE CURCORIETION CER	440.05
002938 SAFETYCARE INC.	63153	12/20/2017	MONTIE SUBSCRIPTION SER	446.35
			Invoice Count 1 Total	446.35
Cheque 502099 Date 01/2	26/2018 Amount 989.24			
000595 SPECTRUM COMMUNICA	ATIONS LTD 782523	12/30/2017	FIRE- PORTABLE RADIO	989.24
			Invoice Count 1 Total	989.24
Cheque 502100 Date 01/2	26/2018 Amount 840.17			
000602 STAINTON HARDWARE	291074	12/01/2017	COMPLEX- CORDLESS COME	225.97
000602 STAINTON HARDWARE	291099	12/01/2017	LANDFILL- FUNNEL, EXTN CC	82.44
000602 STAINTON HARDWARE	291146	12/04/2017	POOL- WATER REFILL, ELEC	18.30
000602 STAINTON HARDWARE	291188	12/05/2017	DAY CARE- ADHESIVE COVE	6.77
000602 STAINTON HARDWARE	291193	12/05/2017	MUSEUM -SWIFFER DUSTER	7.90
000602 STAINTON HARDWARE	291281	12/08/2017	LANDFILL- PADLOCK, CHAIN	20.98
000602 STAINTON HARDWARE	291352	12/11/2017	OEY- RADIO, STORAGE BOX	104.17
000602 STAINTON HARDWARE	291364	12/11/2017	PW- XMAS LIGHT BULBS	22.58
000602 STAINTON HARDWARE	291367	12/11/2017		9.24
000602 STAINTON HARDWARE	291388	12/12/2017	POOL- LUBRICANT, WATCH E	19.75
		40/40/0047		
000602 STAINTON HARDWARE	291396	12/12/2017	LANDFILL- RETURN PADLOCI	-15.81
000602 STAINTON HARDWARE	291426	12/13/2017	MUSEUM- CHAIN, SNAP, EYE	16.88
000602 STAINTON HARDWARE 000602 STAINTON HARDWARE	291426 291445	12/13/2017 12/14/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI	16.88 24.26
000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE	291426 291445 291461	12/13/2017 12/14/2017 12/14/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES	16.88 24.26 18.05
000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE	291426 291445 291461 291463	12/13/2017 12/14/2017 12/14/2017 12/14/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR	16.88 24.26 18.05 22.59
000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE 000602 STAINTON HARDWARE	291426 291445 291461 291463 291509	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE	16.88 24.26 18.05 22.59 20.28
000602 STAINTON HARDWARE	291426 291445 291461 291463 291509 291511	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK	16.88 24.26 18.05 22.59 20.28 10.16
000602STAINTON HARDWARE000602STAINTON HARDWARE000602STAINTON HARDWARE000602STAINTON HARDWARE000602STAINTON HARDWARE	291426 291445 291461 291463 291509 291511 291566	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017 12/18/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK COMPLEX- CLEANER, HEX W	16.88 24.26 18.05 22.59 20.28 10.16 6.40
000602 STAINTON HARDWARE	291426 291445 291461 291463 291509 291511	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017 12/18/2017 12/18/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK	16.88 24.26 18.05 22.59 20.28 10.16
000602 STAINTON HARDWARE	291426 291445 291461 291463 291509 291511 291566 291583	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017 12/18/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK COMPLEX- CLEANER, HEX W COMPLEX- DOOR STOPS	16.88 24.26 18.05 22.59 20.28 10.16 6.40 11.28
000602 STAINTON HARDWARE	291426 291445 291461 291463 291509 291511 291566 291583 291590	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017 12/18/2017 12/18/2017 12/19/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK COMPLEX- CLEANER, HEX W COMPLEX- DOOR STOPS AIRPORT- TOILET TISSUE	16.88 24.26 18.05 22.59 20.28 10.16 6.40 11.28 20.32
000602STAINTON HARDWARE000602STAINTON HARDWARE	291426 291445 291461 291463 291509 291511 291566 291583 291590 291638	12/13/2017 12/14/2017 12/14/2017 12/14/2017 12/15/2017 12/15/2017 12/18/2017 12/18/2017 12/19/2017 12/20/2017	MUSEUM- CHAIN, SNAP, EYE PW- LIGHT BULBS, AUTO POI PW- CLEANING SUPPLIES COMPLEX- MIRROR POOL- WATER BOTTLE CONC B- PADLOCK COMPLEX- CLEANER, HEX W COMPLEX- DOOR STOPS AIRPORT- TOILET TISSUE COMPLEX- SCREWS	16.88 24.26 18.05 22.59 20.28 10.16 6.40 11.28 20.32 0.70

1/					
vei	ndor	Invoice	Invoice	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
000602	STAINTON HARDWARE	291737	12/22/2017	DAY CARE- T8 LIGTHBULBS	90.38
000602	STAINTON HARDWARE	291796	12/27/2017	ARENA W- THREADED ROD	3.83
000602	STAINTON HARDWARE	291844	12/28/2017	COMPLEX-T8 LIGHT BULBS	45.19
000602	STAINTON HARDWARE	291895	12/30/2017	LANDFILL- METHYS HYDRATI	31.62
				Invoice Count 28 Total	840.17
Che	eque 502101 Date 01/26/2018	Amount 1,172.68			
000606	STEFFEN AUTO SUPPLY	232821	12/04/2017	PW- BATTERIES	347.54
000606	STEFFEN AUTO SUPPLY	232954	12/05/2017	LANDFILL- COOLANT, WEATH	29.20
000606	STEFFEN AUTO SUPPLY	232984	12/06/2017	PW- HYDRAULIC HOSE-FITTII	26.13
	STEFFEN AUTO SUPPLY	233063	12/07/2017	PW- RUBBER TRACTOR LAMI	12.77
000606	STEFFEN AUTO SUPPLY	233257	12/11/2017	PW- HEATER CORE	79.71
000606	STEFFEN AUTO SUPPLY	233284	12/11/2017	PW- HYDRAULIC FITTINGS/H	438.73
000606	STEFFEN AUTO SUPPLY	233379	12/12/2017	CREDIT- CORE CHARGE	-18.08
	STEFFEN AUTO SUPPLY	233536	12/14/2017	PW- 3/4 S & D REDUCED SHA	73.77
	STEFFEN AUTO SUPPLY	233701	12/15/2017	LANDFILL- COLLANT, WEATH	33.38
000606	STEFFEN AUTO SUPPLY	233852	12/19/2017	PW- HANDY PAK	4.66
000606	STEFFEN AUTO SUPPLY	234118	12/22/2017	PW- PARTS CASE TRACTOR	126.81
000606	STEFFEN AUTO SUPPLY	234219	12/27/2017	PW- EXTENSION SPRINGS	18.06
				Invoice Count 12 Total	1,172.68
Cho	eque 502102 Date 01/26/2018	Amount 11 001 07			
	USTI CANADA INC	Amount 11,091.97 RI-734386a	01/23/2018	KEYSTONE 2018 SUPPORT	11,091.97
				Invoice Count 1 Total	11,091.97
Cha	eque 502103 Date 01/26/2018	Amount 20,516.42			
	eque 502103 Date 01/26/2018 WASTE MANAGEMENT	0534444-0256-3	12/31/2017	DECEMBER WASTE/RECYCLI	20,516.42
001733	WAGTE MANAGEMENT	0004444 0230 0	12/31/2017	Invoice Count 1 Total	20,516.42
				invoice count i rotai	
	eque 502104 Date 01/26/2018				
000699	WINGHAM ADVANCE TIMES	WND0021924	12/31/2017	LANDFILL- CHRISTMAS AD	192.10
				Invoice Count 1 Total	192.10
Che	eque 502105 Date 01/30/2018	Amount 259.34			
003510	ONTARIO BIA ASSOCIATION	2018	01/29/2018	EC DEV- 2018 ASSOC MEMBE	259.34
				Invoice Count 1 Total	259.34
Che	eque 502106 Date 02/06/2018	Amount 1,195.25			
	A J STONE COMPANY LTD	137325	01/16/2018	FIRE- CALIBRATION GAS	1,195.25
				Invoice Count 1 Total	1,195.25
Cho	eque 502107 Date 02/06/2018	Amount 525.45			
	•		04/00/0040	DW 2019 CERT REVIEWAL	475 45
	ASSOCIATION OF ONTARIO ROA			PW- 2018 CERT RENEWAL	175.15
	ASSOCIATION OF ONTARIO ROA		01/09/2018		175.15 175.15
000032	ASSOCIATION OF ONTARIO ROA	D 15-1304-2018	01/16/2018		175.15
				Invoice Count 3 Total	525.45

	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
	162806		REC FACILITY USERS INSUR	15.12
003/11 BI E CANADA	102000	12/31/2017	Invoice Count 1 Total	15.12
			involoo oount i rotal	
Cheque 502109 Date 02/06/2018 Amoun	t 135.15			
000072 BLYTH PRINTING INC.	28489	01/22/2018	FIRE- 2 PART FORMS	135.15
			Invoice Count 1 Total	135.15
Cheque 502110 Date 02/06/2018 Amoun	t 35.10			
	1-30-2018	01/30/2018	COUNCIL- JANUARY 2018 MIL	35.10
			Invoice Count 1 Total	35.10
Cheque 502111 Date 02/06/2018 Amoun 002016 CENTRA DOOR NORTH COMPANY LTD		04/22/2010	PW EW- REPAIR DOOR	271.20
002016 CENTRA DOOR NORTH COMPANY ETD	10007	01/23/2016	Invoice Count 1 Total	271.20
			invoice Count i Total	271.20
Cheque 502112 Date 02/06/2018 Amoun	t 702.02			
004328 CIMCO REFRIGERATION	90604244	01/16/2018	ARENA W- BRINE INHIBITOR	702.02
			Invoice Count 1 Total	702.02
Cheque 502113 Date 02/06/2018 Amoun	t 218.36			
003919 CINTAS CANADA LIMITED		01/25/2018	POOL/FITNESS- SANITIZE RE	218.36
			Invoice Count 1 Total	218.36
Cheque 502114 Date 02/06/2018 Amoun				
	18/0048 18/0064		PW- BOLTS, NUTS, WASHERS PW- FLANGE NUTS	274.31 50.71
002002 OOMOOTACTENERO INO	10/0004	01/10/2010	Invoice Count 2 Total	325.02
Cheque 502115 Date 02/06/2018 Amoun	t 208.00			
000159 CORPORATION OF THE COUNTY OF H	16780	01/18/2018	FIRE- AED BATTERY	208.00
			Invoice Count 1 Total	208.00
Cheque 502116 Date 02/06/2018 Amoun	it 178.08			
000740 DAWN BENNINGER	1-10-2018	01/10/2018	CONC W- SUPPLIES	178.08
			Invoice Count 1 Total	178.08
01				
Cheque 502117 Date 02/06/2018 Amoun		04/44/2040	DAY CARE- MEAT SUPPLIES	250.20
000249 GREEN'S MEAT MARKET	14008	01/11/2018	Invoice Count 1 Total	258.38 258.38
			invoice count 1 Total	230.30
Cheque 502118 Date 02/06/2018 Amoun	t 139.05			
000306 JAMES CAMPBELL	1-23-2018	01/23/2018	COUNCIL- JANUARY 2018 MIL	139.05
			Invoice Count 1 Total	139.05
Cheque 502119 Date 02/06/2018 Amoun	nt 6,945.14			
5.15445 502110 Date 02/00/2010 Allioun	0,070.17			

Vendor	Invoice	Invoice	Invoice	Invoice
Number Name	Number	Date	Description	Amount
000322 JOE KERR LTD	1000001978	01/03/2018	PW- REPAIR TURBO- NH04-1	3,326.87
000322 JOE KERR LTD	1000001976	01/04/2018	FIRE- T4- ANNUAL SAFETY	863.17
000322 JOE KERR LTD	1000001985	01/09/2018	FIRE- R7 ANNUAL SAFETY	965.34
000322 JOE KERR LTD	1000001986	01/10/2018	FIRE- L2- ANNUAL SAFETY	815.46
000322 JOE KERR LTD	1000002003	01/11/2018	PW- REPAIRS TO NH03-09	974.30
	.00000=000	0.7.1.720.0	Invoice Count 5 Total	6,945.14
			invoice death o rotal	0,0 .0
Cheque 502120 Date 02/06/2018	Amount 1,344.76			
000352 KITSUPPLY	145023	01/16/2018	DAY CARE - JANITORIAL SUP	467.91
000352 KITSUPPLY	145038	01/16/2018	COMPLEX- JANITORIAL SUPF	377.08
000352 KITSUPPLY	145146	01/23/2018	COMPLEX- JANITORIAL SUPF	17.85
000352 KITSUPPLY	145154	01/23/2018	COMPLEX- JANITORIAL SUPF	481.92
			Invoice Count 4 Total	1,344.76
Cheque 502121 Date 02/06/2018	Amount 298.56			
000411 M.D. CHARLTON CO LTD	74113	01/17/2018	POLICE- REPAIR SIG P229	298.56
			Invoice Count 1 Total	298.56
Cheque 502122 Date 02/06/2018	Amount 421.37			
000420 MGM TOWNSEND TIRE	IN050963	01/18/2018	FIRE- BATTERIES	396.23
000420 MGM TOWNSEND TIRE	IN051009	01/23/2018	PW- REPAIR FLAT TIRE	25.14
			Invoice Count 2 Total	421.37
Cheque 502123 Date 02/06/2018	Amount 84.60			
004748 MICHAEL ROESS	1-17-2018	01/17/2018	FPO - MILEAGE	84.60
			Invoice Count 1 Total	84.60
Cheque 502124 Date 02/06/2018	Amount 160.20			
001215 NEIL VINCENT	1-24-2018	01/24/2018	COUNCIL - JANUARY MILAGE	160.20
			Invoice Count 1 Total	160.20
Charrie 500405 Data 00/05/0040	A			
<b>Cheque 502125 Date 02/06/2018</b> 000473 OMERS	Amount 56,422.98 1-30-2018	01/30/2018	JANUARY 2018 REMITTANCE	56,422.98
000473 CIMERO	1-30-2010	01/30/2010		
			Invoice Count 1 Total	56,422.98
Cheque 502126 Date 02/06/2018	Amount 151.42			
000498 ORKIN CANADA CORPORATION	IN-8227603	01/05/2018	LANDFILL- PEST CONTROL	151.42
		0.7.007.=0.10		151.42
			Invoice Count 1 Total	131.42
Cheque 502127 Date 02/06/2018	Amount 62.15			
000538 RESURFICE CORP	85207	01/12/2018	ARENA W- BLADE SHARPENI	62.15
			Invoice Count 1 Total	62.15
Cheque 502128 Date 02/06/2018				
004198 RICCO FOOD DISTRIBUTOR	387218	01/25/2018	CONC B- SUPPLIES	594.85
			Invoice Count 1 Total	594.85

	ndor Nam	Δ			Invoice Number		Invoice Date	Invoice Description			Invoice Amoun
INGITIDEI	INaIII	E			Number		Date	Description			Amoun
Che	que	502129	Date	02/06/2018	Amount	263.23					
00539	RINT	OULS PC	OLS A	ND SPAS	67375		01/10/2018	POOL- PUMP R	OLLER/F	FEEDE	263.23
								Invoice Count	1	Total	263.23
Che	que	502130	Date	02/06/2018	Amount	145.59					
04330	SEPO	Y WIRIN	G		11433		01/04/2018	POOL- LABOUR	ON PUI	MP	73.45
04330	SEPO	Y WIRIN	G		11450		01/09/2018	COMPLEX- BUIL	LDING R	EPAIR	72.14
								Invoice Count	2	Total	145.59
Che	que	502131	Date	02/06/2018	Amount	435.27					
00620	SWAN	N DUST (	CONTR	OL LTD	5098927		01/04/2018	COMPLEX-MAT	S/MOPS	;	143.00
00620	SWAN	N DUST (	CONTR	OL LTD	5098939		01/04/2018	POLICE- MATS/	MOPS		36.50
00620	SWAN	N DUST (	CONTR	OL LTD	5098944		01/04/2018	DAY CARE- MA	TS		23.56
00620	SWAN	N DUST (	CONTR	OL LTD	5109597		01/18/2018	COMPLEX- MAT	rs/mops	3	143.00
		N DUST (			5109610		01/18/2018	POLICE- MATS/			36.50
		N DUST (			5109611		01/18/2018	TOWN HALL - M	_		29.1
00620	SWAN	N DUST (	CONTR	OLLID	5109615		01/18/2018	DAY CARE- MA	IS		23.56
								Invoice Count	7	Total	435.2
Che	que	502132	Date	02/06/2018	Amount	42.14					
)4451	VANE	SSA MA	RKS		1-16-2018	3	01/16/2018	EL- ROOM SUP	PLIES		42.1
								Invoice Count	1	Total	42.1
Che	que	502133	Date	02/06/2018	Amount	432.46					
02875	VIKIN	G CIVES	LTD.		2672704		01/12/2018	PW- 8" PATROL	WING		268.38
02875	VIKIN	G CIVES	LTD.		2672727		01/12/2018	PW- 24" PLOW I	MARKEF	₹	164.0
								Invoice Count	2	Total	432.4
Che	que	502134	Date	02/06/2018	Amount	873.12					
02667	WEST	COAST	DISTR	IBUTING	10006779	)	01/09/2018	CONC W- SUPP	PLIES		427.22
				IBUTING	10000683	32	01/12/2018	CONC B- SUPP			55.3
				IBUTING	10006827		01/12/2018	CONC B- SUPP			111.09
02667	WEST	r coast	DISTR	IBUTING	10006962	<u>)</u>	01/23/2018	CONC W- SUPP	PLIES		279.5
								Invoice Count	4	Total	873.1
Che	que	502135	Date	02/06/2018	Amount	39.79					
02081	WING	HAM FO	ODLAN	ID	725-600 1	105	01/15/2018	OEY- FOOD SU	PPLIES		39.7
								Invoice Count	1	Total	39.79
					A	1.602.34					
Che	que	502136	Date	02/06/2018	Amount	.,					
	•			<b>02/06/2018</b> SERVICE	17614	.,	01/18/2018	ADMIN- WINDO	W ENVE	LOPE:	1,602.3
	•					,,,,,	01/18/2018	ADMIN- WINDO			· · · · · · · · · · · · · · · · · · ·
00713	WING	HAM PR	INTING	SERVICE	17614	1,662.26	01/18/2018				•
00713 <b>Che</b> e	WING	HAM PR	INTING Date	02/06/2018	17614				1	Total	1,602.34 1,602.34 1,662.26

Vendor 000000 to 999999

Vendor	Invoice	Invoice Invoice	Invoice
Number Name	Number	Date Description	Amount

Report Total

146,687.38

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# Accounts Payable Paid Invoice History By Cheque Report - SEWER PRE-AUTHORIZED PAYMENTS Cheque Date 01/13/2018 to 12/31/2018

Vendor Invoice	Invoice	Invoice	Invoice
Number Name Number	Date	Description	Amount
Cheque 900103 Date 01/15/2018 Amount	176.28		
000657 TOWNSHIP OF NORTH HURON WATER 12-20-2017-	BWW 12/20/2017	BLYTH WASTEWATER- WATE	176.28
		Invoice Count 1 Total	176.28
Cheque 900104 Date 01/22/2018 Amount	164.09		
003224 HURONTEL 10886876-0		SEWAGE PUMP STN- PHONE	96.35
003224 HURONTEL 10886877-0		SEWAGE TRT PLANT- INTERI	67.74
		Invoice Count 2 Total	164.09
Cheque 900105 Date 01/23/2018 Amount	97.73		
002697 TUCKERSMITH COMMUNICATIONS CO 11286584-0	1-2018 01/01/2018	B SEWAGE TRT PLANT- PHOI	97.73
		Invoice Count 1 Total	97.73
Cheque 900106 Date 01/29/2018 Amount	28.02		
000687 WESTARIO POWER INC. 300248536	12/31/2017	0 KWH- SEWER SIPHON	28.02
		Invoice Count 1 Total	28.02
Cheque 900107 Date 01/31/2018 Amount 2,	634.83		
000294 HYDRO ONE NETWORKS INC December 2	017-9227 12/31/2017	15360 KWH- 117 NORTH STRI	2,634.83
		Invoice Count 1 Total	2,634.83
Cheque 900108 Date 01/31/2018 Amount	898.48		
000687 WESTARIO POWER INC. 2103789370	12/31/2017	6720 KWH- 120 JOSEPHINE \$	898.48
		Invoice Count 1 Total	898.48
		Report Total	3.999.43
		Roport Total	0,00010



# **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Kirk Livingston DATE: 05/02/2018

**SUBJECT:** Building Department Year End Report 2017

ATTACHMENTS: NONE

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the report Building Department 2017 Year End Report for information purposes.

## **EXECUTIVE SUMMARY**

The Building Department's main objective is to provide the best professional service to administer and enforce the Ontario Building Code. Through the examination of plans, issuance of building permits, and performing inspections, we ensure compliance with building standards of the Ontario Building Code and ensure health and safety, fire protection and structural sufficiency in all buildings in the Township.

The CBO has provided Council with the following chart, which provides details on the last five years based on types of construction and yearly comparisons.

The permit types below are comprised of;

**Demolition** .... includes any type of building being demolished

**Farm Related** ... includes all new farm buildings and additions, steel grain bins, silos, liquid & dry manure storages etc.

**Com./Ind./Inst.** ... all Commercial, Industrial & Institutional buildings and additions including renovations and plumbing.

**Residential Related** ... includes attached garages, detached garages, storage sheds, swimming pools, plumbing, renovations and repairs etc.

**New Residential** ... includes all new single detached homes, semi-detached and multi units. (tri-plex or quad)

**Sewage Systems** ... all Class 2, 3, 4, and 5 septic systems, septic tank replacements and septic bed replacement and repairs.

# **DISCUSSION**

Permit Type	Number of Building Permits Issued					
	2013	2014	2015	2016	2017	
Demolition	4	7	7	6	8	
Farm Related	12	5	9	13	10	
Com. / Ind. / Inst.	13	11	18	24	4	
Residential Related	44	34	58	45	65	
New Residential	4	2	6	5	9	
Sewage Systems	0	0	4	1	7	
TOTAL	77	59	102	94	103	

Permit Type	Building Department Permit Fees Collected					
	2013	2014	2015	2016	2017	
Demolition	\$ 400.00	\$ 1,495.00	\$ 1,220.00	\$ 580.00	\$ 1,250.00	
Farm Related	\$ 10,111.90	\$ 3,117.50	\$ 6,678.34	\$ 10,628.40	\$ 11,846.56	
Com. / Ind. / Inst.	\$ 3,148.70	\$ 7,846.07	\$ 16,991.45	\$ 54,575.96	\$ 7,602.47	
Residential Related	\$ 23,102.07	\$ 9,261.65	\$ 9,730.15	\$ 13,045.40	\$ 24,351.96	
New Residential	\$ 12,850.29	\$ 4,134.49	\$ 13,936.16	\$ 9,097.65	\$ 18,897.06	
Sewage Systems	\$ -	\$ -	\$ 1,000.00	\$ 425.00	\$ 3,150.00	
TOTAL	\$ 49,612.96	\$ 25,854.71	\$ 49,556.10	\$ 88,352.41	\$ 67,098.05	

Permit Type	Value of Construction Projects				
	2013	2014	2015	2016	2017
Demolition	\$ 35,000.00	\$ 65,000.00	\$ 91,000.00	\$ 15,302.00	\$ 155,003.01
Farm Related	\$ 2,432,000.00	\$ 95,000.00	\$1,035,000.00	\$ 2,072,000.00	\$ 1,343,000.00
Com. / Ind. / Inst.	\$ 614,000.00	\$2,064,500.00	\$1,433,500.00	\$16,377,774.00	\$ 519,975.00
Residential Related	\$ 978,195.00	\$ 379,800.00	\$ 419,600.00	\$ 903,200.00	\$ 1,560,717.65
New Residential	\$ 1,700,315.00	\$ 485,000.00	\$1,492,100.00	\$ 1,494,196.35	\$ 2,120,000.00
Sewage Systems	\$ -	\$ -	\$ 19,000.00	\$ 15,000.00	\$ 88,500.00
TOTAL	\$6,759,510.00	3,089,300.00	\$4,490,200.00	\$20,877,472.35	\$5,787,195.66

The total square meters of new construction for this year was 16,642 m<sup>2</sup>

# **FINANCIAL IMPACT**

No financial impact at this time.

# **FUTURE CONSIDERATIONS**

No future considerations at this time

# **RELATIONSHIP TO STRATEGIC PLAN**

Goal #2 the Township's residents are engaged and well informed. Goal #4 the Township is fiscally responsible.

Kirk Livingston, Chief Building Official

Dwayne Evans, CAO



# **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council PREPARED BY: Kirk Livingston, Chief Building Official

DATE: 05/02/2018

**SUBJECT:** Ontario Building Code Amendment Update

**ATTACHMENTS:** 

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby received the Chief Building Officials report for information purposes.

## **EXECUTIVE SUMMARY**

The Building Departments main objective is to provide the best professional service to administer and enforce the Ontario Building Code. Recently added amendments and upcoming proposed amendments to the Ontario Building Code have been summarized for Council below at Councils request.

## **DISCUSSION**

On December 14, 2017 the Government of Ontario passed Bill 177 the Stronger, Fair Ontario Act (Budget Measures) 2017. Included in Bill 177, under Schedule 2 are amendments to the Building Code Act, 1992. The amendments are intended to address the Elliot Lake Commission of Inquiry's recommendations.

With the passage of Bill 177, the following amendments to the **Building Code Act, 1992** are now in effect:

## Amendments necessary to establish regulations for Building Condition Evaluation Programs for prescribed classes of buildings

The Lieutenant Governor in Council is authorized to make regulations establishing building condition evaluation programs and prescribing buildings and parts of buildings that are subject to such programs. Building owners are required to maintain and operate such a building or part of a building in accordance with the Act and the building code. Building owners are also required to ensure that an evaluation occurs in accordance with the Act and the building code. The Act provides for the inspection of buildings that are subject to a building condition evaluation program and authorizes the inspector to make orders. Requirements related to the service and posting of orders are set out, and the orders are also required to be made available to the public and registered in the proper land registry office. The Act also requires a principal authority to provide information regarding such a building to prescribed persons upon request and to adopt and maintain a written complaints policy regarding the program. (See section 15 of the Schedule.)

The Schedule amends section 1.1 of the Act to set out the role of building owners and persons conducting building condition evaluations.

### 2) Amendments allowing Chief Building Officials to register orders regarding contraventions to the Building Code Act and the Building Code on property title

The Schedule amends various provisions relating to the posting of orders made under the Act to authorize making copies of the orders available to the public and registering the copies in the proper land registry office. The existing orders affected are those authorized under the following sections of the Act: sections 12 (compliance), 13 (do not cover or enclose), 14 (stop work), 15.9 (unsafe building), 15.10 (emergency), 15.10.1 (maintenance).

#### 3) An amendment to increase the maximum fine amounts for corporations

The maximum penalty that may be imposed on a corporation convicted of an offence under the Act is increased from \$100,000 to \$500,000 in the case of a first offence. In the case of a subsequent offence, the maximum penalty is increased from \$200,000 to \$1,500,000. (See section 25 of the Schedule.)

#### 4) An amendment to clarify the independence of building official

Subsection 12 (1) of the Act currently authorizes an inspector to enter upon land and into buildings without a warrant where there is a permit or an application for a permit in respect of the building or site. This provision is amended to allow such entry, regardless of whether a permit is involved, if the inspector is entering to determine whether or not the Act, the building code or an order under the Act is being complied with, subject to the limitations set out in section 16 of the Act on the power to enter a dwelling. (See section 6 of the Schedule.

The Act is amended to make it an offence for a person to perform the functions of a chief building official, an inspector, a registered code agency, a designer or another person referred to in section 15.11 or 15.12 of the Act without meeting the qualification and registration requirements. A similar offence is added in respect of a person conducting a building condition evaluation. (See sections 16 and 17 of the Schedule.)

The roles of chief building officials and inspectors are also amended to specify that their roles include exercising powers and performing duties in an independent manner. (See section 2 of the Schedule.

## 5) An amendment to empower municipalities to be able to establish administrative penalties for property-standards by-law contraventions

New provisions are added to authorize the imposition of administrative penalties on specified persons by municipalities, designated enforcement persons and inspectors in specified circumstances. (See sections 10, 19 and 23 of the Schedule.)

6) Additional amendments to the Act that relate to continuing professional development and administrative monetary penalties were included in the Bill. These amendments would come into effect at a later date, following consultation and the approval of supporting regulations

Various regulation-making powers are provided for, including the power for the Lieutenant Governor in Council to make regulations governing a continuing education and professional development program for chief building officials, inspectors, registered code agencies, designers and other persons. (See section 24 of the Schedule.)

#### **Interim Amendment Regulation:**

#### 7) Amendment to Electric Vehicle Requirements in the 2012 Building Code

An amendment to the Building Code was filed on December 19, 2017 to put in place transition provisions to support the smooth implementation of electric vehicle charging requirements that come into effect on January 1, 2018. The Electric Vehicle charging requirements apply to new houses and new non-residential buildings, such as work places, with integrated parking spaces.

The transition provisions apply to projects that have already been planned, approved and may have electrical servicing in the ground, but have not yet received a building permit. In these cases, investments have already been made in systems that were not designed to handle the increased energy loads that the new Building Code provisions generate.

#### Changes to Building Code Related Fees – Effective January 1, 2018

In December 2013, amendments to the Building Code were filed that introduced new fee structures for the following services:

These fee changes were intended to help ensure that the fees more closely covered the costs of delivering these services and to promote the financial sustainability of these services under the *Building Code Act, 1992*.

#### Building Practitioner Registration, Building Code Commission, and Minister's Rulings

For these services, new fees are calculated annually and take effect on January 1 of each year. New fees are based on the Consumer Price Index. For 2018, fees will increase by 1.6 per cent. Existing and new fees are set out below:

#### **Registrations for Building Practitioners**

		January 1, 2017	January 1, 2018
PRACTITIONERS	Transaction	Fee	Fee
Building Officials	Initial Registration/Reinstatement	\$109	\$111
Building Officials	Annual Renewal	\$109	\$111
Indonesias Designas	Initial Registration/Reinstatement	\$109	\$111
Independent Designers	Annual Renewal	\$109	\$111
	Initial Registration/Reinstatement	\$173	\$176
Design Firms	Annual Renewal	\$131	\$133
	Updating class of registration	\$37	\$38
Septic System Installers	Initial Registration/Reinstatement	\$109	\$111
Septic System installers	Annual Renewal	\$109	\$111
	Initial Registration/Reinstatement	\$412	\$419
Registered Code Agencies	Annual Renewal	\$304	\$309
	Updating class of registration	\$70	\$71

#### **Applications to the Building Code Commission**

	January 1, 2017	January 1, 2018
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Building Code Commission	\$181	\$184
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#### **Applications for Minister's Rulings**

	January 1, 2017	January 1, 2018
Minister's Ruling	\$595	\$605

#### **Building Materials Evaluation Commission**

For applications to the Building Materials Evaluation Commission, the Building Code sets out the following fees:

#### **Applications to the Building Materials Evaluation Commission**

2015	2016	2017	2018 and subsequent calendar years
\$5000	\$7,000	\$9,000	\$11,000

#### **FINANCIAL IMPACT**

No financial impact at this time.

#### **FUTURE CONSIDERATIONS**

No future considerations at this time.

#### **RELATIONSHIP TO STRATEGIC PLAN**

Goal #2 the Township's residents are engaged and well informed. Goal #4 the Township is fiscally responsible.

Kirk Livingston, Chief Building Official

Dwayne Evans, CAO



## CORRESPONDENCE Council Meeting February 5, 2018

DATE	FROM	REGARDING	ACTION	FILE
Jan-18	AMO Communications	Today's Provincial Cabinet Shuffle		
Jan-18	AMO Communications	AMO Watchfile - January 18, 2018		
Jan-25	AMO Communications	AMO Watchfile - January 25, 2018		
Jan-29	Sylvia Jones, MPP	Ontario Progressive Conservative Party Update		
Feb-01	AMCTO	2018 E.A. Danby Awards		
Feb-01	AMO Communications	AMO Watchfile - Februay 1, 2018		

JAN 1 5 2018

January 15, 2018

**TOWNSHIP OF NORTH HURON** 

To the Editor:

After reading Denny Scott's coverage of the North Huron budget proceedings in *The Citizen*, January 11, I have to ask two questions: who is in charge of spending the tax dollars of the Municipality of North Huron and who decides what expenditures are necessary?

It has always been my belief that we elect a reeve and council to act on behalf of the electorate to manage the day-to-day business of the municipality; to ensure that tax dollars are spent wisely and to direct and supervise municipal employees to carry out the decisions of the council.

After reading the summary of events at the budget meeting, at which a draft budget was presented with a whopping 14.7 percent increase to taxation, it appears to me that the direction of authority (or chain of command) has reversed and that the Department Heads, who are well paid with our tax dollars, are now giving council direction as to how tax dollars need to be spent and where to spend them.

With increased down-loading of programs by the provincial government and more of our local tax dollars directed to support local programs, it is essential that rural councils take a good look at what is necessary and what isn't.

It's a sad state of affairs when being a property owner in the Municipality of North Huron or anywhere in the Province of Ontario becomes more of a financial liability than an asset because of the taxation burden we must carry.

In conclusion, I respectfully ask the members of North Huron Council to remember who elected them and to review their obligations to the electorate. Do not be intimidated by the wish lists of municipal employees; instead keep a keen eye focused on the expenditures that are necessary to run the municipality like any other financially efficient business. Stand up at meetings and vocalize your common-sense opinions and ideas to ensure a fair and financially responsible management of our tax dollars.

Vaughn Toll,

East Wawanosh Ward

(for verification only---523-9684)

The Ontario Living Wage Network is holding a Public Sector Living Wage Forum in Burlington on Feb 22-23, and we need your expertise and experience there.

Municipal governments are anchor institutions in our communities. When they engage in wage issues such as the living wage, they lead the way for other employers. Municipal staff and councillors are invited to learn about promoting the value of decent work by sharing perspectives and experiences in municipal affairs.

#### The Event:

We want every attendee to be able to say they've accomplished three simple goals:

- 1. "I'm inspired to start a conversation with local public sector leaders to bring them on board the living wage movement."
- 2. "I learned a new approach or tactic to championing the living wage."
- 3. "I am motivated to take my community living wage campaign to the next level."

The upcoming agenda will feature collaborative workshops and conversations. We want valuable exchanges of ideas, experiences and perspectives. For that, we need leaders from municipalities just like you. Join us:

http://www.ontariolivingwage.ca/public\_sector\_leadership

#### What is a Living Wage?

The living wage is different than the provincially mandated minimum wage. Instead, it is based on a calculation that draws on community-specific data to determine actual expenses that a family of two working parents raising two children face. Living wage employers voluntarily decide that it's the right thing to do.

The living wage is the hourly pay required to cover basic expenses such as food, clothing, shelter and transportation. It's a wage that allows employees not just to subsist but, also, to have access to the type of things that make for a decent quality of life: the ability for a family to participate in the community, to be healthy and active social citizens.

#### **About the Ontario Living Wage Network**

We are a network of employers, employees, NGOs, non-profits, researchers, and proponents of decent work standards for all Ontario workers. Together, we're changing the conversation about what the minimum standard of pay for low-wage workers should be in the province.

Space is limited, so please RSVP as soon as possible.

Thursday, February 22, 2018
Beer and Pretzel Social with a special keynote speaker.
Waterfront Hotel
2020 Lakeshore Rd, Burlington
6:30 – 8:00 PM

Friday, February 23, 2018
Public sector living wage forum to include single-topic workshop along with main plenaries. Complimentary lunch to be served on-site.

Art Gallery of Burlington
1333 Lakeshore Rd, Burlington
8:30 AM – 4:00pm PM

Craig Pickthorne
Database and Development Coordinator
Ontario Living Wage Network
www.ontariolivingwage.ca



#### **Canadian Imperial Bank of Commerce**

441 Dundas Street Woodstock ON

Tel: 905 259 0697 Fax: 519 537 3147

January 15, 2018

Mr. Neil Vincent Reeve 274 Josephine Street P.O. Box 90 Wingham, ON NOG 2W0

Dear Mr. Reeve,

It was a pleasure speaking with you recently on January 12, 2018 about our up-coming Banking Centre changes. As I explained, we will be closing our Blyth Banking Centre at 442 Queen St., Blyth, ON NOM 1HO and relocating to the Wingham Banking Centre at 14 Victoria St. E., Wingham, ON NOG 2WO on September 20, 2018 at 5:00 PM.

We are very aware that our business relies heavily on the loyalty of our clients. That is why I want to emphasize that we did not make this decision without a great deal of consideration. I am pleased to inform you that our Wingham Banking Centre will provide more convenient hours, two full function Instant Teller machine with barrier free access and free parking.

Every effort will be made to transfer as many employees as possible to our Wingham Banking Centre or other CIBC locations. All our clients' banking records and accounts are being transferred automatically to minimize any inconvenience and to ensure continuity of service. Their accounts can also be transferred to other CIBC Banking Centres upon request.

Although the decision to close the Banking Centre is finalized, CIBC will be hosting a Community Information Meeting. The meeting will provide an open forum at which clients and the community can meet with representatives of CIBC to exchange views and concerns, and discuss any proposals on how the impact of the Banking Centres relocation might be reduced. The meeting will be held on April 19, 2018 from 7:00 PM to 9:00 PM at the Blyth & District Community Centre, 377 Gypsy Lane, Blyth, ON NOM 1HO.

You may wish to contact the Financial Consumer Agency of Canada (FCAC), which has the authority to ask CIBC to hold a formal meeting between the bank, representatives of the FCAC and interested parties in the vicinity of the Banking Centre, in order to exchange views about the closure of the Banking Centre. The FCAC may require the bank to hold such a meeting if the bank has not consulted the community in the area affected by the closure well enough to ascertain the views of interested persons in the community with regard to the closure, or an individual or community representative from the area affected by the closure, has submitted a written request for the meeting to the FCAC, and that request is not frivolous or vexatious. For more information you can contact the FCAC at 1-866-461-FCAC (3222) or visit www.fcac-acfc.gc.ca .

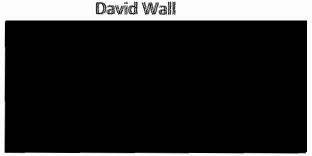
If you have any further concerns or questions regarding this transfer that have come to mind since our meeting, please don't hesitate to call me at 519-537-6221.

Sincerely,

**Ryan Walters** 

District Vice -President

To contact the Commissioner, send a letter to: Ms. Lucie Tedesco, Commissioner, Financial Consumer Agency of Canada, 427 Laurier Avenue West, 6<sup>th</sup> Floor, Ottawa, ON. K1R 1B9



January 18, 2017

RECEIVED

JAN 18 2018

TOWNSHIP OF NORTH HURON

Mr. Neil Vincent Reeve of Township of North Huron P. O. Box 90 274 Josephine Stkreet

Dear Sir:

Re: Budget concerns

Wingham ON NOG 2WO

I see where council wishes to derive revenue from RV dump station in Wingham and Blyth. Some of the other campgrounds use the honor system by having a post with a secure box with a slot in it for money and a sign stating there is a fee of say \$5.00 for campers not using the campground. Most campers are honest and will put money in the box. The ideas of a card lock or just plain locked dump stations would be cost prohibitive with a long payback time where my idea would cost very little and make revenue quickly with a short payback time..

The theatre in the Wingham Town Hall needs dressing room facilities to make it more attractive to rent out. Could either the Council Chambers again be used as a "Green Room" or possibly at some future date two story dressing/washrooms be built on the north side of the stage as there is quite a lot of room there? "You often have to give to get."

Yours Truly

I avid Wolf

**David Wall** 

## \$26 Million Main Street Revitalization Fund Announced – AMO to be Fund Administrator

Today, the Minister of OMAFRA and Small Business announced the Main Street Revitalization Initiative, the government's approach to the distribution of the \$26 million support for Ontario's main streets and their business communities. All single and lower tier municipal governments (except Toronto) are to receive funding that will enhance and revitalize downtowns and main street areas.

The Ministry has determined the allocation of the funds to each municipal government, which is available <a href="here">here</a>. Questions related to the allocation formula amount can be directed to the OMAFRA Contact Centre: 1-877-424-1300.

AMO has agreed to provide the administrative services. Its experience in administering the federal gas tax will help put appropriate accountability framework in place efficiently. AMO's desire is to finalize an OMAFRA/AMO transfer payment agreement as quickly as possible so that it can undertake the necessary work to distribute the funds and reporting obligations for municipal governments.

AMO will keep municipal governments informed of our progress so that they can get ready to make these funds work locally to support their main streets.

AMO Contact: Pat Vanini, Executive Director

Township of North Huron	40,221
(taken from the OMAFRA website noted above)	



January 22, 2018

Honourable Yasir Naqvi Minister of the Attorney General 11th Floor, 720 Bay Street Toronto, Ontario M7A 2S9

Dear Honourable Naqvi,

#### Re: Bill 175, Safer Ontario Act, 2017

Thank you for taking the time today to meet with myself, Councillor Ritesma-Teeninga and CAO Dwayne Evans regarding the impact Bill 175 will have on the Township of North Huron. We appreciate Bill 175 is being led by the Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services however, our concerns are with respect to the new Police Services Act.

North Huron is a lower tier municipality in the County of Huron. We have a population of 5000 and a catchment area of 16,000. North Huron is located one hour west of the Region of Waterloo and is comprised of the former Village of Blyth, the Township of East Wawanosh, and the Town of Wingham. North Huron is the proud home of the world renowned Blyth Festival Theatre and we would like to thank Premier Wynne and your government for supporting the arts through your 3.2 million dollar contribution towards cultural projects in Blyth.

The Wingham ward of North Huron has had its own police service for many years. The police service is governed by a 5 member Police Services Board. The Board is very aware of the cost of this service and Wingham residents are very proud of the police service they receive.

Bill 175 includes a New Police Services Act and a new Police Oversight Act. These Acts provide a clear vision of how policing can be modernized to improve efficiencies and effectiveness. North Huron supports efficiencies and effectiveness because policing is one of the fastest-growing areas of public expenditures in Canada. Bill 175 has impacts on municipalities which will affect service and which are not sustainable without ongoing provincial financial support. North Huron offers the following comments for your consideration.

P.O. Box 90, 274 Josephine Street, Wingham, Ontario N0G 2W0 Phone: 519-357-3550 Fax: 519-357-1110

#### Part I, Subsection 7

This subsection requires municipalities to ensure that police services and police services boards are representative of the communities they serve. North Huron is steeped in history with many residents who have diverse backgrounds. How is the municipality to ensure its police services and police services board are representative of the community they serve?

#### Part III, Section 10(6)

This section expands the area of policing responsibility to include policing of all navigable bodies and water courses in the area for which the board has policing responsibility. North Huron, more specifically the Wingham ward, has a significantly sized water course flowing through its boundaries. The Wingham Police Service does not have the expertise or equipment to assume responsibility for the policing of navigable waterways. The resources and training required to assume this responsibility is cost prohibitive for a municipality of 5000 residents. North Huron is asking for this responsibility to be assumed by the OPP or for the province to provide funding to fully train and maintain the training of its officers for this expanded service. Further, municipalities require the necessary funding to acquire the equipment and resources to deliver on this new provincial mandate.

#### Part IV, Section 28

This section requires every municipality with a municipal board to prepare and approve a diversity plan to ensure that the members of the municipal board appointed by the council are representative of the diversity of the population in the municipality. The plan is to be published in accordance with the regulations and is to be reviewed and if appropriate, revised at least once every four years. The plan is to be approved before the later of,

- (a) 12 months after the day this section comes into force; and
- (b) 12 months after the municipal council constitutes its municipal board.

North Huron has the following questions and comments.

First, will the provincially appointed members to the police services boards be required to meet this same requirement? Second, can you provide us with any details or insight into what the regulations will require? Third, will full funding be provided to municipalities to prepare and maintain diversity plans? Fourth, as a small municipality with limited staff and financial resources, the completion of a diversity plan within 12 months after this section comes into force is not realistic. Other provincial mandates such as the regulations passed for Asset Management are going to consume a great deal of staff's time. Finally, it is suggested preparation of a diversity plan involves racial profiling. It is unclear how municipalities will prepare a diversity plan without invading the privacy of individuals.

#### Part VII, Section 115

This section of the amendment requires police service boards to accommodate the needs of a member of a police service who becomes incapable of performing or fulfilling the essential duties or requirements of his or her position as a result of a disability in accordance with the Human Rights Code. North Huron supports this provision however, the process to resolve these matters (as currently outlined in Bill 175) is a slow and cumbersome process which will be costly for municipalities. North Huron is seeking a less cumbersome and more cost effective process.

#### Part IX, Sections 143 to 152, inclusive

Sections 143 to 152, inclusive, speak to mandatory notice of professional misconduct. North Huron is comprised of 6 police officers, an administrative clerk, a part-time guard and a police chief. For a police service of this size, the requirements outlined in Sections 143 to 152 are prescriptive and excessive. In a vast majority of cases, it is suggested professional misconduct can be addressed by the police chief, in consultation with the police services board. In the event the professional misconduct involves the police chief, the matter is best resolved by the police services board. North Huron respectfully requests professional misconduct matters be addressed by required policies at the local level.

#### Part XIII, Sections 187, 189 and 195

Section 187 requires every municipality to prepare and adopt a community safety and well-being plan. This is reiterated in Section 143.

In North Huron we would have two years to prepare and adopt a plan. North Huron is a small municipality with limited staff and financial resources. Like many municipalities, North Huron has many challenges, including aging infrastructure. North Huron requests additional time and full cost reimbursement for the preparation and maintenance of a community safety and well-being plan.

Section 189 speaks to membership of the advisory committee to prepare the community safety and well-being plan. Subject to the regulations, the advisory committee must, at a minimum, consist of the following members:

- A local health integration network representative for a geographic area in which the municipality is located, as determined under the Local Health System Integration Act, 2006, or an entity that provides services to improve the physical or mental health of individuals in the community or communities.
- 2. A person who represents an entity that provides educational services in the municipality.
- 3. A person who represents an entity that provides community or social services in the municipality, if there is such an entity.
- 4. A person who represents an entity that provides community or custodial services to children or youth in the municipality, if there is such an entity.
- 5. An employee of the municipality or a member of the municipal council.
- 6. A person who represents the police service board or, if there is no police service board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.
- 7. Any other prescribed persons.

The Township of North Huron is serviced by the Southwest LHIN. North Huron does not have a local representative on this board. Social services are provided by the upper tier level of government (County of Huron) and the County of Huron receives North Huron's portion of the provincial dollars to fund children and youth services. What discussions, if any, have taken place with the LHINs and other levels of government regarding their ability to actively participate and assist with the preparation of Community Safety and Well-Being Plans in several communities and for all the plans to be completed within the two year prescribed timeframe?

Section 195 states that every municipality shall provide the Minister with any prescribed information respecting, (a) the municipality's community safety and well-being plan, including the preparation, adoption or implementation of the plan; (b) any outcomes from the municipality's community safety and well-being plan; and (c) any other prescribed matter related to the community safety and well-being

plan. As previously stated, North Huron is a small municipality. The Police Service Board for the Wingham ward provides service to less than 3,000 people. The required information is excessive for a municipality the size of North Huron in the absence of additional financial resources to offset the municipality's costs.

Thank you again for your time. As your government moves forward with consideration of Bill 175, we trust you will take these comments into consideration including, but not limited to, the financial impacts on smaller municipalities with local police service boards.

Yours truly,

**Neil Vincent** 

Reeve

c.c. Township of North Huron Council

neilsVircent

CAO Dwayne Evans, Township of North Huron

The Association of Municipalities of Ontario (AMO) is pleased to announce that the 2018 update to So You Want to Run for Council will be live at <u>MunicipalEducation.ca</u> by mid to late February, 2018. This course is geared to individuals who are planning to run for a seat on municipal council. In order to get information out to candidates we are seeking your assistance in promoting the course.

#### **About the Course:**

Current and retired members of council designed "So You Wish to Run for Council?" and it presents the challenges and opportunities candidates will face through the campaign and as sitting members of council.

The course content is valuable for anyone running for council, as it not only examines the rules that govern him or her but also brings to light some of the cultural and soft knowledge pieces that influence the lives of members of council. Course content covers:

- Reasons That You Should and Should Not Run for Council;
- What You Should Know Before You Run for Office;
- Dealing with the Media;
- Techniques for Working with Others;
- The Roles of Council Members and Staff;
- What the True Power and Influence of Municipal Government is;
- Transparency and Accountability in Government;
- and much more...

#### We need your help:

As candidates are generally members of the public, we need your help in getting information to them about this course. We have prepared a number of promotional materials that we would appreciate your assistance in disseminating. We will be forwarding a package to you in early to mid-February with flyers and a poster. We hope that you can assist us by providing it to those who register at your office to run for Council. I am also happy to provide both the flyer and the poster in PDF format via e-mail if you require it.

If you also have an online elections site we would appreciate if we could post a link to the training module on your page, we can provide this link as a button, graphic or as a simple html link.

Thank you in advance for your assistance in promoting "**So You Wish to Run for Council?**", and if you have any questions about the course please do not hesitate to contact me at <a href="mailto:ndhaliwal@amo.on.ca">ndhaliwal@amo.on.ca</a> or 416.971.9856 ext. 330



#### Twp of North Huron October to December - 2017

Dilling Catago	- wi			2017		2016			
Billing Categories (Billing categories below do not match traditional crime groupings)		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Violent	Sexual Assault	1	3	15.1	45.3	0	2	15.1	30.2
Criminal Code	Assault With Weapon or Causing Bodily Harm-Level 2	0	2	15.1	30.2	1	1	15.1	15.1
	Assault-Level 1	2	5	15.1	75.5	0	1	15.1	15.1
	Criminal Harassment	0	1	15.1	15.1	0	1	15.1	15.1
	Utter Threats to Person	0	2	15.1	30.2	1	2	15.1	30.2
	Total	3	13	15.1	196.3	2	7	15.1	105.7
Property Crime	Break & Enter	3	15	7.6	114.0	7	18	7.6	136.8
Violations	Theft Over - Farm Equipment	0	0		0.0	0	1	7.6	7.6
	Theft Over - Trailers	0	0		0.0	0	1	7.6	7.6
	Theft of Motor Vehicle	1	2	7.6	15.2	2	5	7.6	38.0
	Theft of - Automobile	0	3	7.6	22.8	1	1	7.6	7.6
	Theft of - Trucks	1	5	7.6	38.0	1	3	7.6	22.8
	Theft of - Motorcycles	0	1	7.6	7.6	0	0		0.0
	Theft of - Snow Vehicles	0	1	7.6	7.6	0	0		0.0
	Theft of - All Terrain Vehicles	0	2	7.6	15.2	0	2	7.6	15.2
	Theft of - Farm Vehicles	0	1	7.6	7.6	0	1	7.6	7.6
	Theft of - Other Motor Vehicles	0	0		0.0	1	1	7.6	7.6
	Theft Under -master code	0	1	7.6	7.6	0	0		0.0
	Theft under - Farm Equipment	0	1	7.6	7.6	0	0		0.0
	Theft under - Bicycles	0	0		0.0	1	2	7.6	15.2
	Theft under - Building	1	1	7.6	7.6	0	0		0.0
	Theft under - Trailers	0	1	7.6	7.6	0	0		0.0
	Theft under - Other Theft	1	5	7.6	38.0	0	10	7.6	76.0
	Theft FROM Motor Vehicle Under \$5,000	1	3	7.6	22.8	5	7	7.6	53.2
	Fraud -Money/ property/security <= \$5,000	2	4	7.6	30.4	0	0		0.0
	Fraud - Other	0	1	7.6	7.6	1	4	7.6	30.4
	Mischief - master code	1	6	7.6	45.6	4	12	7.6	91.2
	Willful act/omission likely to cause mischief	0	1	7.6	7.6	0	0		0.0



#### Twp of North Huron October to December - 2017

					Celliber - 2017				
Billing Catego	ories			2017		2016			
(Billing categories below do not match traditional crime groupings)		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime	Property Damage	0	0		0.0	1	2	7.6	15.2
Violations	Total	11	54	7.6	410.4	24	70	7.6	532.0
Other Criminal Code Violations	Offensive Weapons- Other Weapons Offences	0	0		0.0	0	1	7.6	7.6
(Excluding traffic)	Bail Violations - Fail To Comply	0	0		0.0	1	3	7.6	22.8
	Disturb the Peace	0	1	7.6	7.6	0	0		0.0
	Trespass at Night	0	0		0.0	0	1	7.6	7.6
	Breach of Probation	0	0		0.0	0	2	7.6	15.2
	Total	0	1	7.6	7.6	1	7	7.6	53.2
Drug	Possession Cannabis	0	2	6.2	12.4	0	0		0.0
Possession	Possession - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	6.2	6.2
	Drug related occurrence	1	2	6.2	12.4	0	1	6.2	6.2
	Total	1	4	6.2	24.8	0	2	6.2	12.4
Drugs	Production Cannabis (Marihuana) (Cultivation)	0	0		0.0	1	1	33.9	33.9
	Total	0	0		0.0	1	1	33.9	33.9
Statutes &	Landlord/Tenant	0	1	3.1	3.1	0	5	3.1	15.5
Acts	Mental Health Act	0	1	3.1	3.1	3	5	3.1	15.5
	Mental Health Act û Threat of Suicide	0	0		0.0	0	1	3.1	3.1
	Mental Health Act - Voluntary Transport	0	2	3.1	6.2	0	0		0.0
	Custody Dispute	0	0		0.0	1	1	3.1	3.1
	Trespass To Property Act	1	1	3.1	3.1	0	1	3.1	3.1
	Total	1	5	3.1	15.5	4	13	3.1	40.3
Operational	Animal Rabid	0	2	3.4	6.8	0	0		0.0
	Animal Stray	0	2	3.4	6.8	0	2	3.4	6.8
	Animal Injured	0	1	3.4	3.4	1	1	3.4	3.4
	Animal - Other	0	2	3.4	6.8	2	5	3.4	17.0
	Alarm -Others	1	1	3.4	3.4	0	2	3.4	6.8
	Domestic Disturbance	2	5	3.4	17.0	2	9	3.4	30.6
	Suspicious Person	2	12	3.4	40.8	1	12	3.4	40.8
	Phone -Nuisance - No Charges Laid	0	5	3.4	17.0	0	1	3.4	3.4
	Phone -Other - No Charges Laid	0	0		0.0	1	1	3.4	3.4



#### Twp of North Huron October to December - 2017

				2017				2016	
Billing Cate	gories			2017		0.11		2016	
(Billing categories below do not match traditional crime groupings)		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	False Fire Alarm - Building	0	0		0.0	0	1	3.4	3.4
	Fire - Building	0	1	3.4	3.4	2	4	3.4	13.6
	Fire - Vehicle	0	0		0.0	0	1	3.4	3.4
	Insecure Condition - Building	0	1	3.4	3.4	0	1	3.4	3.4
	Missing Person 12 & older	0	2	3.4	6.8	1	3	3.4	10.2
	Missing Person Located 12 & older	0	1	3.4	3.4	0	0		0.0
	Noise Complaint - Residence	0	1	3.4	3.4	0	7	3.4	23.8
	Noise Complaint - Animal	0	0		0.0	0	1	3.4	3.4
	Noise Complaint - Others	0	1	3.4	3.4	0	1	3.4	3.4
	Accident -non MVC - Others	0	1	3.4	3.4	0	1	3.4	3.4
	Found Property - Master code	0	1	3.4	3.4	1	2	3.4	6.8
	Found-Personal Accessories	1	2	3.4	6.8	1	1	3.4	3.4
	Found-Machinery & Tools	0	0		0.0	0	1	3.4	3.4
	Found-Bicycles	0	1	3.4	3.4	0	0		0.0
	Found-Others	0	0		0.0	0	1	3.4	3.4
	Lost License Plate	0	1	3.4	3.4	0	1	3.4	3.4
	Lost-Personal Accessories	0	0		0.0	0	1	3.4	3.4
	Lost-Others	0	1	3.4	3.4	0	0		0.0
	Sudden Death - Natural Causes	1	4	3.4	13.6	1	1	3.4	3.4
	Sudden Death - Others	0	0		0.0	0	1	3.4	3.4
	Suspicious Vehicle	11	21	3.4	71.4	5	10	3.4	34.0
	Trouble with Youth	0	1	3.4	3.4	0	0		0.0
	Vehicle Recovered - Automobile	0	2	3.4	6.8	2	3	3.4	10.2
	Vehicle Recovered - Trucks	1	2	3.4	6.8	0	0		0.0
	Vehicle Recovered - Other	0	1	3.4	3.4	0	0		0.0
	Unwanted Persons	0	1	3.4	3.4	1	3	3.4	10.2
	Neighbour Dispute	0	3	3.4	10.2	1	7	3.4	23.8



#### Twp of North Huron October to December - 2017

				2017				2016	
Billing Categorial (Billing categorial traditional crime	ies below do not match	October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Other Municipal By- Laws	1	1	3.4	3.4	0	2	3.4	6.8
	Traffic By-Law	0	0		0.0	1	1	3.4	3.4
	Assist Fire Department	2	4	3.4	13.6	1	3	3.4	10.2
	Assist Public	5	17	3.4	57.8	8	28	3.4	95.2
	Compassionate Message	1	1	3.4	3.4	0	0		0.0
	Family Dispute	0	4	3.4	13.6	1	6	3.4	20.4
	Total	28	106	3.4	360.4	33	125	3.4	425.0
Operational2	False Alarm- Accidental Trip	2	7	1.2	8.4	2	7	1.2	8.4
	False Alarm- Malfunction	3	13	1.2	15.6	1	5	1.2	6.0
	False Holdup Alarm- Accidental Trip	0	1	1.2	1.2	0	0		0.0
	False Alarm -Others	3	4	1.2	4.8	0	1	1.2	1.2
	False Alarm - Cancelled	2	8	1.2	9.6	1	7	1.2	8.4
	Keep the Peace	1	6	1.2	7.2	0	2	1.2	2.4
	911 call / 911 hang up	4	18	1.2	21.6	6	27	1.2	32.4
	911 hang up - Pocket Dial	0	5	1.2	6.0	1	2	1.2	2.4
	911 call - Dropped Cell	0	1	1.2	1.2	0	0		0.0
	Total	15	63	1.2	75.6	11	51	1.2	61.2
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	1	2	3.4	6.8	1	4	3.4	13.6
	MVC - Prop. Dam. Non Reportable	1	18	3.4	61.2	9	12	3.4	40.8
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	6	23	3.4	78.2	11	23	3.4	78.2
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	2	5	3.4	17.0	0	1	3.4	3.4
	MVC - Others (MOTOR VEHICLE COLLISION)	0	1	3.4	3.4	0	0		0.0
	Total	10	49	3.4	166.6	21	40	3.4	136.0
Total		69	295		1,257.2	97	316		1,399.7

#### **Note to Detachment Commanders:**

• The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated.



#### Twp of North Huron October to December - 2017

The municipality may treat this as a public document and distribute it as they wish.

- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2017 billing period.

#### **Note to Municipalities:**

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



North Huron Council Wingham Town Hall Wingham, ON NOG 2W0 Jan. 28, 2018

Subject: Wingham Policing

#### Councillors

At the January 18 Wingham BIA meeting, discussion was held regarding moving to OPP policing for the Town of Wingham. The consensus of the membership in attendance was that the Wingham BIA is **strongly opposed** to replacing the Wingham police force with OPP policing.

The following motion was passed unanimously by members in attendance:

" Moved by Christine McGrath and seconded by Sandy Walker that the Wingham BIA will write a letter to Council in support of keeping the Wingham Police Department."

Some reasons for objection to the change are:

- Slower response time to calls, especially from the schools and hospital
- The safety of workers at local eateries during late hours (Frosty Queen, Subway, New Orleans etc)
- o The surprise relocation of the Bristol Terrace office to Clinton after 2 years which will result in:
  - Wasted money being spent on renovating the Bristol Terrace location
  - A significant lack of available policing during shift changes.
- The anticipated payback does not begin until year 4 at which time the costing formula could adversely change
- Current OPP pricing does not include court costs, overtime or "enhancements"
- Other municipalities that have gone to OPP policing are regretting the move
- o Any increase in the number of calls will result in increased costs being added.

We do not believe this is a one-time offer from the OPP and there is no reason for North Huron Council to rush into a decision at this time. The BIA is also recommending a petition program in businesses for residents to sign if they want the Wingham force to remain in place.

Respectfully

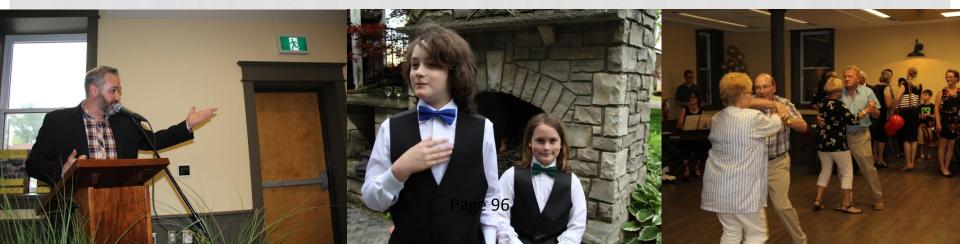
Dave Tiffin Secretary Wingham BIA



FEBRUARY 5, 2018

## 2017 SEASON HIGHLIGHTS

- 19,272 people came to see a play in Blyth this year.
- We welcomed 1,750 patrons who had never before bought tickets to Blyth Festival
- Online ticket sales increased more than 15%
- 66% of patrons travelled more than 40 km



"OF ALL THE REGIONAL THEATRES ACROSS CANADA, NO THEATRE HAS BEEN AS TRUTHFUL AND AS FAITHFUL TO ITS CORE AUDIENCE AS BLYTH."

~ ROBERT REID, REID BETWEEN THE LINES

## **GIVING BACK TO COMMUNITY**

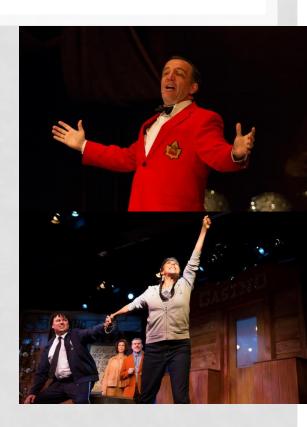
- In 2017, the Blyth Festival donated tickets and passes to more than 206 local charity fund-raisers. That's \$14,420 in cash value.
- Local churches, service groups host pretheatre suppers & lunches that we promote & ticket. Groups keep proceeds, which totalled over \$18,000 last year.
- More than \$50,000 in rent went to local landlords, as a result of 50-75 artists, technicians living in North Huron for up to six months yearly.
- We serve on the BIA Board and the County's tourism advisory committee.



## AND THERE'S MORE

- We receive significant funds from the Ontario Arts Council & Canada Council for the Arts: sizeable grants that are used to subsidize the work onstage, contributing massively to the local economy
- We receive favourable funding because of our reputation for artistic excellence and focus on relevant local theatre.
- We were also proud this year to have written and shepherded the Capital Spaces Grant from Canadian Heritage. Together with the Memorial Seat Sale, contributing more than \$1 mil to the renovation of Blyth Community Memorial Hall





"THE BLYTH FESTIVAL HAS ALWAYS BEEN HOME TO COLLECTIVE CREATIONS BASED ON LOCAL HISTORY. ITS PRODUCTION OF THE PIGEON KING BASED ON EVENTS DISCOVERED IN 2007 PROVED THAT THIS TRADITION IS STILL STRONG AND VITAL."

~ CHRISTOPHER HOILE, STAGEDOOR. COM

## BEYOND THE FESTIVAL

### We are also:

- A Professional Art Gallery
- A Community Orchestra
- A Community Choir
- A Young Company

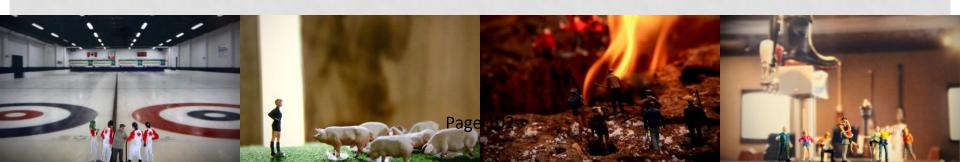




## **OUR 2018 SEASON**

- Back by popular demand, The Pigeon King is the season forerunner, with 19 shows starting May 30. Plans are also in the works to take this production on tour.
- The New Canadian Curling Club
- Judith: Memories of a Lady Pig Farmer
- 1837: The Farmers' Revolt
- Wing Night at the Boot





## **OUR STORY**

By the end of the 2018 season, the Blyth Festival will have produced:

- 133 World Premieres
- 209 Productions by Canadians for Canadians
- We will also run three shows in studio space on Dinsley Street, including a piece created by local teenagers through our Young Company program



### NORTH HURON'S ROLE

- You are an important cast member in this great Canadian story
- The Ask:
  - A \$15,000 joint marketing investment















Choose a well-appointed room at a historic main street inn or a bed and breakfast that allows you to walk our downtowns and pop into shops and restaurants. If "getting away from it all" is more your style, consider a cottage or retreat where fishing, nature walks and paddling are silable at your leisure. If you would prefer reading a book by a pond or yoga under the trees, we have LOTS of places for you to relax, wind and enjoy! North Huron is home to two campgrounds, so you can enjoy everything we have to offer and sleep in your own bed too!

our residents enjoy the bounty: We have you, or freshand seems the bull 4 winning chefs to farm-gate products to take away – freshand seems the bull 4

North Huron. A creative hub and activities galore - there is something for everyone! Experience one of our festivals, perfect the Rumba create a pottery masterpiece, or discover our trails - these are just a few of the extraordinary events waiting for you. Leave your cares

For help planning your stay in North Huron visit... northhuron.ca

## NORTH HURON'S ROLE CONT.

#### The direct benefits:

- Three dedicated pages of promotion in our Brochure, with a run of 30,000 copies. 15,000 to targetted households that have a relationship with the Blyth Festival. 15,000 to catch the eye of travellers at attractions, restaurants, accommodations, tourist booths
- Half-page ad in the 2018 Season House Program (20,000 printed)
- Opportunity to host staff, citizens, and / or other municipalities at a designated performance (sponsored tickets, reception and invitations)
- Acknowledgement in all appropriate media releases promoting the 2018 Season



## NORTH HURON'S ROLE CONT.

- Acknowledgement on theatre signage announcing public supporters
- Logo placement as appropriate on all show and special event posters, postcards, invitations and other promotional materials
- Logo placement on Blyth Festival website and electronic messaging, including a link to North Huron's website, where appropriate
- Logo placement on lobby signage















## NORTH HURON'S ROLE CONT.

## LESS THAN AN HOUR FROM KINCARDINE!

## AN HOUR'S DRIVE FROM KITCHENER!

## AN HOUR & A HALF FROM LONDON!

TWO & A HALF HOURS FROM TORONTO!

### The indirect benefits:

- 15,000 rack cards promoting Blyth Festival produced for partner destinations
- Promotion through digital advertising, social media
- Promotion through tourism partners: Stratford Tourism Alliance, Ontario Summer Theatre, Festivals & Events Ontario, Ontario Tourism Marketing

BLYTH IS JUST AN HOUR FROM STRATFORD IN BEAUTIFUL HURON COUNTY!

#### **CONTACT:**

GIL GARRATT, ARTISTIC DIRECTOR BLYTH FESTIVAL

GGARRATT@BLYTHFESTIVAL.COM

877.862.5984

519.523.9300

WWW.BLYTHFESTIVAL.COM

# THANK YOU FOR YOUR ONGOING SUPPORT

QUESTIONS?



#### **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Richard Al, Clerk / Manager of IT

DATE: 05/02/2018

SUBJECT: By-laws for Consideration

**ATTACHMENTS:** 

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Clerk / Manager of IT regarding By-laws for Consideration, for information purposes;

AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 05-2018, By-law No. 06-2018, and By-law No. 07-2018 to be passed at the February 5, 2018 Council Meeting.

#### **EXECUTIVE SUMMARY**

The purpose of this report is to briefly review the following by-laws for consideration

- By-law No. 05-2018; Being a by-law to appoint Persons, including Council Members to various Boards, Committees and Associations (routine / annual)
- By-law No. 06-2018; Being a by-law to Appoint a Drainage Superintendent Pursuant to the Drainage Act, R.S.O 1990 c.D.17 s.93 (motion passed during January 15, 2018 Council Meeting)
- By-law No. 07-2018; Being a by-law to provide for Interim Tax Levies (routine / annual)

#### **DISCUSSION**

By-law No. 05 -2018; Being a by-law to Appoint Persons, including Council Members to various Boards, Committees and Associations

This by-law is routine in nature and passed on an annual basis to reflect updated appointments of staff, Council members and others to various boards, committees and associations. In an effort to simplify the numerous by-laws that must be updated when personnel change, preliminary steps have been taken to reduce this administrative overhead by incorporating appointments of staff by title as opposed by name where possible.

By-law No. 06-2018; Being a by-law to Appoint a Drainage Superintendent Pursuant to the Drainage Act, R.S.O 1990 c.D.17 s.93

At the January 15, 2018 Meeting, Council passed the following motion:

M30/18

MOVED BY: B. Knott

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby support Option 2, retain current complement of Building Department staff, Drainage services to be provided by the Building Department for a period of 1 year after which investigate the possibility of moving to the model outlined in Option 3, reduced building Department staff, subject to evaluation at that time.

**CARRIED** 

Motion M30/18 provided direction to bring Drainage services in house which includes the appointment of Kirk Livingston as Drainage Superintendent for the Township of North Huron. As noted in the motion, this appointment is meant to be for a one year term. Prior to the end of the one year term the delivery of drainage services will be reviewed. Effective March 31<sup>st</sup> 2018 this bylaw repeals the previous by-law appointing Dietrich Engineering as Drainage Superintendent for the Township of North Huron and appoints Kirk Livingston to the role. During the timeframe of Kirk's appointment (February 6, 2018) until the repeal of Dietrich Engineering's appointment (March 31, 2018) there will be an overlap in Drainage Superintendent services. This is by design to allow Kirk time to familiarize himself with the current drainage files with assistance from Dietrich Engineering staff. OMAFRA has confirmed that the grant provided for Drainage Superintendent services would be honoured for both parties during the overlap.

#### By-law No. 07-2018; Being a by-law to provide for Interim Tax Levies

This by-law is routine in nature and passed on an annual basis to provide the municipality with working funds until the budget is passed and the final tax levy is adopted.

Section 317 of the Municipal Act, 2001 S.O. 2001, c. 25, as amended, provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a bylaw levying amounts on the assessment of property in the local municipality rateable for local municipal purposes. The interim levy shall be based on 50% of the total taxes for municipal and school purposes levied in the previous year.

It is anticipated that the tax bills will be generated and mailed during the week of February 12<sup>th</sup>. The interim tax levy shall be paid in two installments due on March 27, 2018 and June 27, 2018.

#### **FINANCIAL IMPACT**

Savings are achieved by bring Drainage services in house and utilizing existing resources instead of contracting this service out. The amount of savings realized is difficult to estimate due to drainage being largely request driven. For example, a year in which numerous petitions for drains are filed or in which various maintenance or improvement projects are scheduled would equate to a higher cost for Drainage Superintendent services versus a year in which little drainage activity takes place.

The tax levy is part of the budget process and provides the municipality with the funds to operate on a yearly basis.

#### **FUTURE CONSIDERATIONS**

As noted in motion M30/18, the appointment of Kirk Livingston to the role of Drainage Superintendent is intended to be for a one year term and will need to be reviewed prior to the end of that term.

#### **RELATIONSHIP TO STRATEGIC PLAN**

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

Richard Al, Clerk / Manager of IT

Dwayne Evans, CAO



#### **TOWNSHIP OF NORTH HURON**

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Donna White DATE: 05/02/2018

SUBJECT: Clean Water and Wastewater Agreement Amendment

ATTACHMENTS: N/A

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby adopts the Clean Water and Wastewater Fund (CWWF) Transfer Payment Agreement Amendment No. 1;

AND FURTHER THAT a by-law to enter into the amended agreement be presented at the February 20, 2018 Council Meeting.

#### **EXECUTIVE SUMMARY**

Council of the Township of North Huron passed By-Law #67-2017, being a by-law to enter into a Transfer Payment Agreement for the Clean Water and Wastewater Fund (CWWF) on July 17, 2017. The Projects outlined in the agreement was for the completion of a Water and Wastewater Master Plan for the Wingham and Blyth systems. Under that agreement, eligible costs could be incurred up to March 31, 2018. The Federal Government has approved a program extension until March 31, 2020 for all Clean Water and Wastewater Fund (CWWF) recipients which results in an amendment to the agreement. The agreement amendment must be signed and returned by February 28, 2018.

#### **DISCUSSION**

Council passed a motion authorizing B M Ross and Associates to proceed with the project and the work is underway. The project is comprised of both water and wastewater components. The extension is good news and the project is planned to be completed by July 15, 2018. A request to reallocate funds between the two project components has been submitted after early discussions with B M Ross. The reallocation involves allocating more funds towards the wastewater system investigation. The total project cost would remain the same and it is expected to receive results of this request in early February 2018.

#### **FINANCIAL IMPACT**

There is no impact to the budget as the cost of the total project remains unchanged at \$320,000.00 with funding @75% equal to \$240,000.00. The expenses were included in the 2017 budget and the unused portion will be transferred to the 2018 budget, subject to Council approval.

#### **FUTURE CONSIDERATIONS**

The project will be monitored and an update will be provided to Council in the near future.

#### **RELATIONSHIP TO STRATEGIC PLAN**

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

Donna White, Director of Finance

Dwayne Evans, CAO

# NORTH HURON

#### **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Donna White DATE: 05/02/2018

SUBJECT: Section 357 Refunds

ATTACHMENTS: N/A

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the Director of Finance, dated February 2, 2018 regarding tax refunds under Section 357 (1)(d)(i) of the Municipal Act in the amount of \$292.38;

AND FURTHER, that the Council of the Township of North Huron hereby approves the adjustments to be made to the Collector's Roll as recommended by the Director of Finance in a report dated February 5, 2018.

#### **EXECUTIVE SUMMARY**

Section 357 of the Municipal Act allows for the reduction, cancellation or refund of taxes. Two applications have been received under Section 357 (1)(d)(i). The reason for the applications is:

• Demolition – The Demolition Permits were issued by the North Huron Building Department.

#### **DISCUSSION**

The application has been sent to the Municipal Property Assessment Corporation (MPAC) for review and has been returned with a recommended assessment adjustment. Under Section 357 (5), council shall hold a meeting on or before September 30<sup>th</sup> of the year following the year in which the application is made. Notification of the meeting was sent to the applicant.

This Council meeting meets the requirements under the Act and the applicant may make representation to council. If the applicant is in attendance at the meeting, they are to be asked if they wish to comment on their application.

Tax Year	Roll #	Property Address	Reason	Tax Amount
2016	580-014-041-00	39829 Amberley Road	Demolition	38.98
2017	580-014-041-00	39829 Amberley Road	Demolition	104.23
2016	580-005-029-00	39732 Westfield Road	Demolition	45.63
2017	580-005-029-00	39732 Westfield Road	Demolition	103.53
Total				\$292.38

#### **FINANCIAL IMPACT**

The Township budgets annually for the reduction, cancellation or refund of taxes, vacancy and charitable rebate programs. The 2018 Draft Budget includes \$26,000.00 to address this type of application.

#### **FUTURE CONSIDERATIONS**

Applications will be monitored as they are received and will be included in the council meeting package prior to September 30<sup>th</sup> to review any new applications up until that date.

#### **RELATIONSHIP TO STRATEGIC PLAN**

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

Donna White, Director of Finance

Dwayne Evans, CAO



#### **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: 05/02/2018

SUBJECT: Richard W. LeVan Airport Feasibility Study from Huron County

ATTACHMENTS: Feasibility Study for Goderich Municipal Airport and Richard W. LeVan Municipal

Airport - FINAL REPORT

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report titled 'Feasibility Study for Goderich Municipal Airport and Richard W. LeVan Municipal Airport', prepared by Explorer Solutions, dated January 3, 2018;

AND FURTHER, THAT Council authorizes staff to attend a future meeting of Goderich, North Huron and County representatives to discuss the recommendations presented in the report;

AND FURTHER, THAT Council provides direction to staff by prioritizing the recommendations from the report.

#### **EXECUTIVE SUMMARY**

The Huron County Economic Development Department retained the services of Explorer Solutions to evaluate potential opportunities and development projects to diversity revenues, reduce operating costs and improve financial sustainability of the Goderich Municipal Airport and Richard W. LeVan Municipal Airport. Explorer Solutions presented their final report to the Huron County Economic Development Board on January 15, 2018. Goderich Council, North Huron Council, staff from the municipalities, and the public were invited to attend the presentation of the final report. Most of North Huron Council attended. During the presentation, a number of recommendations were presented. This report summarizes the recommendations for the Richard W. LeVan Municipal Airport and seeks Council's authorization for staff to attend a meeting of Goderich, North Huron and County representatives to investigate the recommendations in more detail. Staff are also seeking direction as to what recommendation(s) they would like discussed at a future meeting of Goderich, North Huron and County representatives.

#### **DISCUSSION**

As presented, the final reports offers the following recommendations for Council's consideration.

#### RECOMMENDATIONS FROM REPORT

- 1. **Aviation Hangar Development**-Secure interest and building plans with interested parties and start the permitting process.
  - Revisit construction plans with tenants and confirm building and infrastructure requirements;
  - Get a letter of intent from interested parties confirming their interest in building at the Richard W LeVan Airport and that they will cover the infrastructure cost in exchange of having their taxes and fees waived for a period of time equivalent to their infrastructure investment;

- Start the permitting process to get all of the required permits and other needed documents;
- Supervise construction work
- 2. **Tourism Fly-In Packages** Start developing marketing material and promoting the Richard W. LeVan Airport and the region to GA pilots.
  - Work with the County tourism department in defining the marketing material, targeted audience and promotional activities;
  - Accomplish the tasks scheduled for year 1 in the marketing plan, as outlined in the report;
  - Monitor success of the promotional efforts by measuring monthly transient traffic;
  - Identify areas of improvements for subsequent years.
- 2. **Sell off Agricultural and Natural Environment Lands** Obtain the required approvals to sell property and identify potential buyers
- Perform a land appraisal of the 225.79 acres of agricultural lands designated for the sale;
- Obtain the needed approvals (if any) from Municipality of Morris-Turnberry to proceed with the land sale;
- Market the sale Identify potential buyers;
- Secure interest from potential buyers through a letter of intent;
- Proceed with the land sale.
- 4. **Growing RC Jets Event Rally** Use experience gained over the years to grow the event into one of the largest RC Jets gatherings in North America
- 5. **Implement Landing Fees** Using similar fee structure as Goderich

At the January 15, 2018 presentation of the final report, the Huron County Economic Development Board did not allow questions from the audience. The Huron County Economic Development Department is arranging for a follow up meeting between the consultants (Explorer Solutions) and staff from Goderich, North Huron and the County. This meeting will provide an opportunity for North Huron staff to ask questions regarding the report. Staff is seeking Council's comments and/or questions to take forward to the meeting.

Staff is also seeking direction from Council as to which of the recommendations, if any, they wish to pursue in greater detail. Each recommendation requires further assessment and an investment of staff time. Staff are seeking direction on the recommendations, if any, Council wishes to pursue. The direction provided will be shared at a future meeting of staff between Goderich, North Huron, County, and the consultants.

In addition to the Recommendations of Proposed concepts, there were other operational recommendations provided in the report. These included developing a staff training plan and review of fueling procedure and spill kits. These are operational improvements will be reviewed and updated by staff.

#### **FINANCIAL IMPACT**

The final report speaks to the financial impacts of each recommendation. Further analysis is required to confirm if the financial impact is reasonable and viable. Also, one of the recommendations require

partnering with the Municipality of Morris-Turnberry; another involves partnering with the County to achieve optimal results and a third requires partnering with the RC Jets Club. Depending on the direction provided by Council, these potential agreements and arrangements have yet to be explored to measure their potential success and outcomes.

#### **FUTURE CONSIDERATIONS**

Staff are looking for direction from Council to potentially execute the recommendations in the report. This could be addressed by prioritizing the recommendations and addressing some or one at a future date, or eliminating one or more of the recommendations now.

#### **RELATIONSHIP TO STRATEGIC PLAN**

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

Pat Newson, Director of Recreation and Facilities

Dwayne Evans, CAO



# Feasibility Study for Goderich Municipal Airport (YGD) and Richard W. LeVan Municipal Airport (CPR7) FINAL REPORT

The Corporation of the County of Huron

**January 3rd, 2018** 

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#### **EXECUTIVE SUMMARY**

The objective of this feasibility study is to evaluate potential opportunities and development projects to diversify revenues, reduce operating costs and improve financial sustainability at Goderich Municipal Airport (YGD) and Richard W. LeVan Municipal Airport (PR7). The Goderich Airport is owned and operated by the Town of Goderich and the Richard W. LeVan Municipal Airport is owned and operated by the Township of North Huron. The report discusses many elements of an airport's operations; this summary focuses on Infrastructure as it's the most expensive element of airports, Site Benchmarking, Development Options, and Marketing. As the report examines two sites, the Executive Summary also considers each.

#### **Operations**

Overall, both airports are well operated. They are operated by a small, enthusiastic staff base and handle most of their tasks in-house, which alleviates some potential expenses. The current staff has experience in operating their respective airports. Both airports currently appear to meet the Canadian Aviation Regulations 301 to retain registered status, although for clarity, some of the regulations could be more clearly articulated in the onsite documentation.

We recommend that both airports review their staffing needs and develop a training plan. This would include developing a training manual for all staff at the airport and reviewed with an onsite trainer. This training should include a radio communication component. A training matrix should be available to all staff members to identify what training is required and when recurring training would be necessary or due.

Secondly, it is recommended that both airports review their fueling procedure and spill kits as well as the on-site check sheets. We encourage both airports to enhance these procedures by creating a Standard Operating Procedure (SOP) that would help staff understand the details of the inspection schedule and get familiarized with pump operations.

#### Infrastructure

Airport infrastructure at YGD will require significant investments in the short-term to rehabilitate Runway 14-32, its taxiway, access road and apron. In total, when adding the estimated costs for edge lighting, the total costs are approximately \$6.2 million. In the long term, an additional \$2.8 million will be required for apron and Runway 10-28 rehabilitation. Additional funds will be needed to upgrade terminal windows, terminal building roof repairs and the purchase of a new furnace. These numbers include contingencies of 22% to 35%.

**YGD 10-Year Capital Costs** 

Cost Items	1-5 Years	6-10 Years
Airfield Infrastructure		
Runway 14-32 Rehabilitation – includes lighting	\$4,660,000	-
Runway 10-28 Rehabilitation – includes lighting	-	\$2,310,000
Taxiway A Rehabilitation – includes edge lighting	\$620,000	-
Apron rehabilitation (new)	-	\$482,000
Apron rehabilitation (old)	\$565,000	-
Cardlock System	\$18,000	
Total airfield rehabilitation costs	\$5,863,000	\$2,792,000
Groundside Infrastructures		
Access Road	\$330,000	-
Airport-owned buildings		<b>-</b>
Terminal building – window replacement	\$12,000	-
Maintenance building – roof replacement	\$3,000	-
Maintenance building – new gas furnace	-	\$7,000
Total building costs	\$15,000	\$7,000
Total Costs	\$6,208,000	\$2,799,000

Source: Tetra Tech

PR7 airfield infrastructure is in excellent condition now and there are no major rehabilitation costs anticipated in the next 10 years. Most significant capital costs will be required in the 10-20 year period, allowing time for the municipality to collect an appropriate capital fund.

**PR7 20-Year Capital Costs** 

Items	1-5 Years	6-10 Years	11-20 Years				
Airfield Infrastructure							
Runway rehabilitation	-	-	\$2,672,000				
Taxiway and apron rehabilitation	-	-	\$434,000				
Fuel tanks (replacement based on condition or changing regulation)	-	-	\$75,000				
Camera System	\$5,000	-	-				
Cardlock System	\$18,000	-	-				
Total airfield rehabilitation costs	\$23,000	-	\$3,181,000				
Groundside Infrastructure	Groundside Infrastructure						
Access Road	-	\$121,000	-				
Airport-Owned Buildings							
New air conditioner	-	-	\$5,000				

New furnace to replace electric heat	-	\$25,000	-			
Terminal Building Roof (\$25,000)	-	-	\$25,000			
Total building costs	-	\$25,000	\$30,000			
Infrastructure upgrades for development concepts						
Taxiway development (hangar concept)	\$160,000	-	-			
Helipad development	\$87,000	-	-			
Septic System (hangar concept)	\$150,000	-	-			
Wells (4) (hangar concept)	\$60,000	-	-			
Total development concept costs	\$457,000	-	-			
Total Costs	\$480,000	\$146,000	\$3,211,000			

Source: Tetra Tech

#### **Benchmarking**

To understand how operations of the two airports compare with those at other comparable Southern Ontario sites, Explorer Solutions conducted a benchmark analysis of six other airports. In general, the benchmark analysis pointed to ways in which these two airports in Huron County could potentially increase their revenues in line with standards at benchmark airports. The first column shows the point which is benchmarked, the second discusses the benchmark findings for Goderich Airport, and the second for Richard W. LeVan Airport. The analysis points to a number of areas where the two airports can quickly increase annual revenues.

#### Recommendations based on Six-Airport Benchmarking

Benchmark	Goderich	Wingham		
Elements				
Parking Fees	Base fees schedule on aircraft weight.	Align fees with benchmark average.  Airport should also consider basing its		
	weight.	fees structure on aircraft weight.		
Landing Fees	No change.	Establish a landing fees schedule similar to Goderich Airport.		
Land Lease	Adopt a land lease rate to	Increase land lease to benchmark		
Rates	benchmark average	average (\$0.3243 / sq.ft) for the tenants		
	(\$0.3243 / sq.ft). For comparison,	that are still at \$0.25. Rate is below		
	Kincardine's rate is at \$0.34 per	Wingham's main competitor (Saugeen's		
	sq.ft.	rate is at \$0.35 per sq.ft.).		
Hangar Lease	No change	Not applicable, all privately owned		
Rates		hangars.		
Hangar Look at adding GA hangars		Look at adding GA hangars		
availability				

#### **Development Options**

The Development Options discussion considers long-term revenue options for the two sites. In the table below the second column shows the concepts for each airport, and the third column discusses the timelines for each concept. For Wingham the concepts include sale of agricultural land, developing new GA hangars, growing its RC Jets rally, and fly-in packages for GA pilots. All of these opportunities could be developed within five years. For Goderich the identified opportunities include new GA hangars, multiplex residential development, and attracting scheduled passenger services. These opportunities could also be developed within five years.

#### **Airport Development Opportunities**

	Airport Development Opportunities				
Airport	Development	Timeline			
	Concepts				
Richard W. LeVan Airport	Sale of Agricultural	Year 1 – Land for sale			
	Lands	Year 2 – First interest revenues			
	GA Aviation Hangars	Year 1 - Construction of three (3) 2,500 sq. ft. hangar			
	(like Cessna 150, 172,	units (phase 1). First revenues budgeted on Year 2.			
	Diamond DA 20,	Year 4 – Construction of four (4) 1,500 sq. ft. hangar			
	Cirrus 22)	units (phase 2). First revenues budgeted on Year 5.			
	Growing RC Jets Rally	No specific timeline defined. To be determined by the			
		Township of North Huron.			
	Fly-In Packages for	Year 1 - Launch of the marketing and promotional			
	GA Pilots	activities. First revenues budgeted on Year 1.			
	GA Aviation Hangars	Year 1 – Construction of three (4) 1,500 sq. ft. hangar			
		units (phase 1). First revenues budgeted on Year 2.			
		Year 4 - Construction of four (4) 1,500 sq. ft. hangar			
		units (phase 2). First revenues budgeted on Year 5.			
	Multiplex Residential	Two (2) multiplex units built every year for a total of 20			
		units on Year 10.			
Goderich Municipal Airport		Year 2 – 1 <sup>st</sup> revenues from the first two units.			
	Scheduled Passenger	Year 1 - Launch of the air service. First revenues			
	Service	budgeted on Year 1.			
	Fly-In Packages to GA	Year 1 - Launch of the marketing and promotional			
	Pilots	activities. First revenues budgeted on Year 1.			
	Haskap Culture	Year 1 – plantation			
		Year 2 and 3 – Sprouting years			
		Year 4 – First harvests/revenues			
	Aviation Commercial	Year 1 – Market former Sky Harbour Facility and other			
	and Industrial	building leasing opportunities			
L					

#### 20-Year Projections

When consolidating the development options, actual revenues and expenses the financial projections over a 20-year period for each airport demonstrate the feasibility of working toward sustainability.

#### For PR7

New revenues will allow the airport to generate a surplus in the range of \$1.2 million for the period. Given that the airport infrastructure is in good to excellent condition with no major infrastructure-related costs anticipated within the next 10 years, the surpluses would be allocated to finance airport infrastructure spending, reducing total capital requirements from \$3.4 million to \$2.2 million. One of the key factors impacting the overall financial of PR7 will be the selling price for the AG and NE2 lands and the interest rate on the invested capital. The report budgeted for a selling price of \$17,000/acre for AG lands and \$1,200/acre for NE2 lands. Interest rate was set at 2.75%. If the Township was able to obtain a better selling prices (in the range of \$22,500 for AG lands) and higher interest rate (closer to 5%), it could envision full sustainability of its entire capital management plan.

#### For YGD

The development plan allows for a greater diversification of revenues and better utilization of the airport lands. The proposed plan would generate \$8.4 million in revenue for \$5.4 million in expenses for an estimated gross profit of \$3 million over 20 years. This Plan would allow the Town to finance a sizeable share of the airport deficit reducing the anticipated 20-year cumulative loss from \$6.1 million to \$517,000. Based on the condition assessment of the airport buildings and airfield, the cost to rehabilitate the infrastructure was estimated at \$8.7 million. When adding those expenditures to the 20-years projections, the total loss for the period amounts \$9.2 million.

YGD may have two ways of working toward full sustainability. The first one would be for the Town to be the sole owner of the haskap farm which would raise profit to over \$16 million and expenses to \$11 million providing an extra \$3 million in revenues. The second one would to look at certification of the airport coupled with scheduled air service to become ACAP eligible and obtain up to 100% of funding for the rehabilitation of the runways, taxiways and apron.

#### 1. Introduction

The objective of this feasibility study is to evaluate potential opportunities and development projects to diversify revenues, reduce operating costs and improve financial sustainability of both Goderich Municipal Airport (YGD) and Richard W. LeVan Airport (PR7). To meet this objective, Explorer Solutions analyzed potential opportunities to reduce financing and operating costs as well as the possibility of generating additional revenue sources by developing aviation and non-aviation projects on airport grounds.

The study must include information on the airport replacement value, life expectancy of the assets and funding that needs to be placed in reserves annually to maintain and replace the asset components at the end of life expectancy. To achieve this result, the report comprises the following deliverables:

- Internal Analysis: State of the Airports;
- External Analysis: Economic Landscape, Consultations and Industry Survey;
- Evaluation of Joint-Procurement Options;
- · Airport Benchmarking Analysis;
- Proposed Aviation and Non-Aviation Development Concepts;
- Development Plan;
- · Capital Improvement Plan;
- 20-Year Financial Projections;
- Zoning-By-Law Amendment; and
- Conclusion and Recommendations.

The present study is intended to be an action-oriented, working document that identifies the future development of YGD and PR7 in a practical and sustainable manner.

### 2. Internal Analysis: Current State of the Airports

The analysis of the current state of infrastructure and terminal buildings as well as the review of the Airport Operation Manuals (AOMs), staff and other procedures have allowed us to evaluate the condition of airport assets, its operations and its compliance with Transport Canada regulations.

#### 2.1 Airport Operational Review

#### 2.1.1 Goderich Airport

#### 2.1.1.1 Infrastructure Review

The Goderich Airport is a registered fair size general aviation (GA) facility with three (3) runways, 17 hangar units (11 privately owned and 7 owned by the Town of Goderich), a terminal and all supporting infrastructure (fuel farm, equipment garage, taxiways, ramp).

The main runway (14/32) is 5,034 feet in length and has a width of 100 feet; the second runway (10/28) has a length of 3,002 feet and a width of 50 feet. Both these runways are paved, but only Runway 14/32 has RNAV approaches. The third runway (05/23) is a grass strip of a length of 1,871 feet and a width of 80 feet. The airport is owned and managed by the City of Goderich and is a recognized Airport of Entry for up to 15 passengers and crews (AOE-15) on board the same aircraft.

#### 2.1.1.2 Fuel System and Procedure Review

The fuel farm at the airport offers both AVGAS and Jet-A fuel. The fuel is checked daily by staff. The staff has a spill kit onsite near the fuel pump, which includes kitty litter gravel, socks, absorbent mats, etc., but the location and content of the spill kit are not easily identifiable for an unfamiliar staff member. While checks are being done on the fuel, there are no standard operating procedures on how to carry out fuel inspections or how to order fuel. The fuel farm site is poorly lit for nighttime fueling operations.

#### 2.1.1.3 Operation Review

The overall operation of YGD seems to be handled well. The City has structured its team to share work and responsibilities among various individuals who are fully integrated into the City structure. Public Works staff are used to supplement any staff shortage experienced on site. They are given an operational overview of the airport, and are also required to obtain a radio license. Our research has identified a series of minor adjustments that would improve the overall security and safety at the airport.

Initially, the airport staff is required to receive OLS training that is provided on a cyclical basis. The staff makes efforts to check the OLS and remove the trees and brush that are threatening intrusion. No formal record identifies when the checks are done or how they are being done. No check lists or standard operating procedures are in place to verify and report OLS status.

YGD has an AOM although it is not required for registered airports. This is a best practice to keep. The current manual is content heavy, and some of the information in it is no longer relevant or being practiced. The amendment procedure does not seem to be working as some

information is out-of-date. Transferring the AOM to an electronic format and on a web-based platform may help maintaining and upgrading it.

In the winter the runways are cleared by the staff who work full-time at the airport in accordance with the Snow and Ice Removal Plan (found in the appendix of the AOM). The manager and assistant have historically been sufficient for this work. Currently, there are no Condition Reports being submitted to NAV CANADA although it is identified in the Snow and Ice Removal Plan. We recommend Runway Condition Reporting be added to the tasks of the Airport Manager to inform pilots and aircraft looking to fly in.

The IFR approaches at Goderich Airport are GPS and will no longer be supported by NAV CANADA by the end of 2019. A third-party provider will need to be hired to maintain these approaches. YGD will also have to pay 100% of the expenses of doing so by the end of 2018 in preparation for the 2019 deadline. It could be up to \$ 4,000 per approach annually plus recertification of approaches every four (4) years.

In terms of infrastructure, the airport does not have a preventative maintenance plan in place for ongoing maintenance of the airside infrastructure. Crack sealing activities were performed a few years back, but grass and weeds are growing through cracks and gaps on the ramps. The airport should develop a ten (10) to twenty (20) year maintenance and rehabilitation plan to support capital asset management and assess the required associated funding.

#### 2.1.1.4 Airport Staff Review

The Assistant Manager for Goderich Airport has quite a bit of hands-on experience working at the airport. His experience in his role, as well as time working with the previous Airport Manager has given him a lot of skills that come from doing the job rather than from a formal education. Recently, the long-standing Airport Manager retired and was replaced with a municipal manager responsible for a number of departments. There is a possibility that with the current structure staffing issue may arise during peak snow and summer months.

#### 2.1.2 Richard W. LeVan Airport

#### 2.1.2.1 Infrastructure Review

The Wingham Airport is a smaller facility with one 4,000 foot, paved runway (13/31), three (3) general aviation and commercial hangars and a small terminal building. The airport is registered, owned and managed by the Township of North Huron and is a recognized customs Airport of Entry for up to 15 passengers and crews (AOE-15) on board the same aircraft. The airport is used approximately six (6) months per year by the air cadet gliding program and has a helicopter company (Apex) as the primary tenant using several adjacent hangars. There is one on-site employee who works on a part-time basis.

#### 2.1.1.2 Fuel System and Procedure Review

The airport sells Avgas and jet fuel with onsite tanks. The airport's employee is responsible for fueling activities. The fuel farm has recently been reviewed and updated to industry standard by AGFT. There appears to be adequate signage on the farm identifying the fuel fire hazard and there are several no-smoking signs in place. The airport operator identified that these pumps have three (3) emergency shut offs in place. The air cadets have their own fuel tank that they manage, but the airport operator has no record that they are being maintained to a specific standard. This situation may present an environmental liability issue for the Airport and The Township. Proper legal documents should be in place and avoid responsibility issue if a spill, leak and contamination was to occur.

The airport's fuel is being checked on a daily basis and recorded in a log by the airport operator. The operator is also recording any deficiencies that are found and the remedial actions. The airport identifies a spill kit on site, but only kitty litter like gravel was found as part of the kit.

The Richard W. LeVan Airport is serviced by the North Huron Fire Department. The department has resources and a contractor available to address large fuel spills. Any spill that cannot be contained with the on-site kit would be handled by calling 911 and requesting Fire Department Support.

#### Comment

There is no mandatory spill kit list for registered airports. Environment Canada monitors certified facilities for compliance with SOR/2008-197 Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations. It is a best practice to align with the certified regulations where possible. The regulation does not identify the components of a spill kit, but states that the operator must define what is required (also echoed in AC301-002).

http://www.tc.gc.ca/eng/civilaviation/opssvs/managementservices-referencecentre-acs-300-301-002-1219.htm).

#### **Extract from Transport Canada - Emergency Plan**

- 1. **30 (1)** The owner or operator of a storage tank system must prepare an emergency plan to take into consideration the following factors:
  - (a) the properties and characteristics of each petroleum product or allied petroleum products stored in each tank of the system and the maximum expected quantity of the petroleum product or allied petroleum products to be stored in the system at any time during any calendar year; and
  - (b) the characteristics of the place where the system is located and of the surrounding area that may increase the risk of harm to the environment or of danger to human life or health.
- 2. (2) The emergency plan must include
  - o (a) a description of the factors considered under subsection (1);
  - (b) a description of the measures to be used to prevent, warn of, prepare for, respond to and recover from any emergency that may cause harm to the environment or danger to human life or health;
  - (c) a list of the individuals who are required to carry out the plan and a description of their roles and responsibilities;
  - (d) the identification of the training required for each of the individuals listed under paragraph (c);
  - (e) a list of the emergency response equipment included as part of the plan, and the equipment's location; and
  - o **(f)** the measures to be taken to notify members of the public who may be adversely affected by the harm or danger referred to in paragraph (b).
- 3. **(3)** The owner or operator of a storage tank system must ensure that the emergency plan is ready to be implemented
  - (a) in the case of a storage tank system that is installed before June 12, 2008, no later than two years after June 12, 2008; and
  - (b) in any other case, before the day on which the first transfer of petroleum products or allied petroleum products into any tank of the storage tank system occurs.

Additionally, there is an Advisory Circular out that highlights that TC recommends the practices set out in the CSA B836-14.

#### 2.1.1.3 Operation Review

The airport operator works part-time, so when he is not there pilots fuel their own aircraft and pay on an "honour system. A review of the AOM was completed, and it aligns with the current operation. The components of the manual were created in line with Transport Canada guidelines. The staff utilizes the manual and could quickly reference its location onsite. Grass around the terminal is cut by the airport operator, but the grass around the airfield surfaces is cut by seasonal employees from public works.

The operator explains verbally to the seasonal employees the rules of the airfield, but this briefing is informal and not recorded. Snow removal is done by the Public Works department. It does not use radios to communicate with aircraft and operators do not have a radio license.

#### Comment

It is best practice for snow plow operators at airports to have radios and operate them while airside. Having your plow operators announce their presence airside and communicate increases site safety. A lead plow operator with the license could operate as "Snow plow plus 2" and speaks to aviators.

The cost of a license is around \$80-\$100 per license and its one payment only. It takes half a day to study for the license.

#### **Extract from Nav Canada:**

#### 2. Surface Condition Reports

The NOTAM manual states that an Airport operator is responsible for the following: <a href="http://www.navcanada.ca/EN/media/Publications/NOTAM-Manual-EN.pdf">http://www.navcanada.ca/EN/media/Publications/NOTAM-Manual-EN.pdf</a>

#### 2.3 Airport Operator

The Airport operator is responsible for providing information to the appropriate FIC or FSS for the issuance of NOTAM for any of the following circumstances:

- Any projection by an object through an obstacle limitation surface relating to the Airport
- the existence of any obstruction or hazardous condition affecting aviation safety within the Airport boundaries
- any change in the level of service at the Airport set out in an aeronautical information publication and pertinent to aviation safety, excluding instrument procedures

- the closure of the Airport or any part of the manoeuvring area of the Airport
- the presence of contaminants on the manoeuvring area, and
- any other conditions that could be hazardous to aviation safety at the Airport.

The Airport Operator shall coordinate with AIM SD Production Planning before requesting a NOTAM for any change. A Surface Condition Report is how you would satisfy this section and registered airports do count as an Airport by definition.

There is no security fencing in place, but there are suggestions of a no cross point next to the terminal building as well as for the private hangars.

The operator does not have a preventative maintenance plan in place for the ongoing maintenance of the pavement.

#### 2.1.1.4 Airport Staff Review

The Wingham Airport's operator has been working on a part-time basis for many years. He is keen to see the airport do well and happy to be there to serve customers whenever required. The Director of Recreations and Facilities is the primary manager and works primarily offsite. Best practice is for ongoing training and retraining of staff and contractors at the airport.

#### 2.1.2 Recommendations

Overall, both airports are well operated. They are operated by a small, enthusiastic staff base and handle most of their tasks in-house, which alleviates some potential expenses. The current staff has experience in operating their respective airports. Both airports currently appear to meet the Canadian Aviation Regulations 301 to retain registered status, although for clarity, some of the regulations could be more clearly articulated in the onsite documentation (see suggestions below).

We recommend that both airports review their staffing needs and develop a training plan. This would include developing a training manual for all staff at the airport and reviewed with an on-site trainer.

This training should include a radio communication component. After training takes place, we recommend follow-up testing be administered and recorded on employee records to verify that knowledge was retained.

A training matrix should be available to all staff members to identify what training is required and when recurring training would be necessary or due. The aviation industry is constantly evolving, particularly where risk and safety management is concerned. We recommend preparing a training budget to accommodate regular staff training on industry and safety management topics.

Secondly, it is recommended that both airports review their fueling procedure and spill kits as well as the on-site check sheets. We encourage both airports to enhance these procedures by creating a Standard Operating Procedure (SOP) that would help staff understand the details of the inspection schedule and get familiarized with pump operations.

This SOP should be available to any Public Works and Airport staff who may be tasked with working at the airport and their name could be added on the training check sheet once they receive the training. The review component of this would be particularly important where there are staff members who infrequently are tasked with work at the airport. Additionally, the SOP's should clearly outline how Canadian Aviation Regulations (CAR) 301.09 are followed. Article 301.09 of the CAR is outlined below:

**301.09 (1)** Subject to subsection 301.07(12) and subsections (2) and (3), no person shall, while at an Airport, smoke or display an open flame

- o (a) on an apron;
- o **(b)** on an aircraft loading bridge or on a gallery or balcony that is contiguous to or that overhangs an apron; or
- o **(c)** in an area where smoking or the presence of an open flame is likely to create a fire hazard that could endanger persons or property.
- (2) The operator of an Airport may, in writing, authorize maintenance or servicing operations on an apron that involve the use, production or potential development of an open flame or that involve the production or potential development of a spark where the operations are conducted in a manner that is not likely to create a fire hazard that could endanger persons or property.
- (3) The operator of an Airport may permit smoking in an enclosed building or shelter located on an apron where such smoking is not likely to create a fire hazard that could endanger persons or property.

The Airport Operations Manual (AOM) is another document that both airports have adopted. These documents both identify how the airport complies with regulations.

The Wingham AOM is relatively new, but the Goderich Operations Manual has been in place for more than 10 years. This manual is due for a thorough review and amendment. This manual does not have an amendment procedure in place. If this manual is used as a base line for all staff to understand the operation it should be kept current, with no unnecessary content. An AOM is typically reviewed at least once a year. Additionally, in both AOMs it should be clearly identified how CARs are being met.

#### 301.08 No person shall

- (a) walk, stand, drive a vehicle, park a vehicle or aircraft or cause an obstruction on the movement area of an Airport, except in accordance with permission given
- o (i) by the operator of the Airport, and
- o (ii) where applicable, by the appropriate air traffic control unit or flight service station;
- **(b)** tow an aircraft on an active movement area at night unless the aircraft displays operating wingtips, tail and anti-collision lights or is illuminated by lights mounted on the towing vehicle and directed at the aircraft;
- **(c)** park or otherwise leave an aircraft on an active maneuvering area at night unless the aircraft displays operating wingtips, tail and anti-collision lights or is illuminated by lanterns suspended from the wingtips, tail and nose of the aircraft;
- **(d)** operate any vessel, or cause any obstruction, on the surface of any part of a water area of an Airport that is to be kept clear of obstructions in the interest of aviation safety, when ordered, by signal or otherwise, to leave or not to approach that area by the appropriate air traffic control unit or flight service station or by the operator of the Airport;
- (e) knowingly remove, deface, extinguish or interfere with a marker, marking, light or signal that is used at an Airport for the purpose of air navigation, except in accordance with permission given
- o (i) by the operator of the Airport, and
- o (ii) where applicable, by the appropriate air traffic control unit or flight service station;
- (f) at a place other than an Airport, knowingly display a marker, marking, light or signal that is likely to cause a person to believe that the place is an Airport;
- (g) knowingly display at or in the vicinity of an Airport a marker, marking, sign, light or signal that is likely to be hazardous to aviation safety by causing glare or by causing confusion with or preventing clear visual perception of a marker, marking, sign, light or signal that is required under this Subpart;
- (h) allow a bird or other animal that is owned by the person or that is in the person's custody or control to be unrestrained within the boundaries of an Airport except for the purpose of controlling other birds or animals at the Airport as permitted by the operator; or

(i) discharge a firearm within or into an Airport without the permission of the operator of the Airport.

Considering the different conditions of the airfield pavement at both sites the development of an airside pavement management is recommended, which would include a schedule for crack sealing and plan for handling the inevitable runway rehabilitation required short or long term.

#### 2.2 Airports Infrastructure Assessment

The following section provides an overview and condition assessment of Goderich Municipal Airport and Richard W. LeVan Airport infrastructure. The assessments use visual observations by the inspector and discussions with local airport personnel. A rating is then determined ranging from poor to excellent. When applicable, cost to rehabilitate the infrastructure has been estimated over a five, ten and twenty-year timeframe.

The analysis includes four (4) principal sections:

- A review and assessment of airport facilities and infrastructure (aircraft operating surfaces; airfield lighting and navigational aids; the main terminal apron and aircraft stands; ground side roads and parking; airport operational areas such as aircraft fueling facilities, aircraft maintenance hangar space) and any other facilities and infrastructure that would be affected by the long-term development of the airport;
- 2. Identification of deficiencies;
- 3. Estimate of the asset replacement value and life expectancy; and
- 4. Determination of the maintenance requirements and funding that is required annually to maintain and replace the asset components at their end of life expectancy.

#### 2.2.1 Goderich Municipal Airport

#### 2.2.2 Access Roads and Parking Lots

The Airport Road and airport access road pavement structure include an asphalt surface (approximately 8 m and 6 m wide respectively). The airport connecting road is located at the intersection of Mill Road and Airport Road.

The main access road, constructed in 1990, terminates at a parking lot located south of the terminal building and a secondary access connects to the Town Maintenance Garage.

Airport Road and the internal airport access roads west of the terminal access road have not been rehabilitated since the original construction and are in generally poor condition. In some areas, asphalt millings were used to improve dust control and to strengthen the underlying gravel structure.

Table 1 - Access Road and Parking Lot Rehabilitation Costs

	1-5 Years	6-10 Years
Main access and parking area rehabilitation	\$330,000	N/A

Source: Tetra Tech

#### 2.2.3 Runways

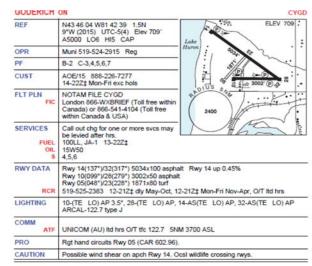
There are three (3) runways at Goderich Airport. In 2008, AMEC conducted a surface condition report for the airfield pavements. It appears that the pavement condition rating has not changed, although it is expected there has been further deterioration over the past ten (10) years. Previous works has minimized crack-sealing further deterioration of the pavement structure, but no annual crack-sealing program is currently in place. Runway 14-32 continues to be rated in generally fair condition. Although, the runway construction did not include edge drains, the overall drainage from the runway appears satisfactory.

Runway 10-28 is in poor to fair condition with a series of 50m to 80m long longitudinal cracks in the asphalt surface. There are multiple surface crack sealing and patch repairs throughout the entire runway length. A number of longitudinal cracks are present and not all are crack sealed.

Local patch repairs are de-bonding from the surrounding asphalt and creating transverse 'speed bumps' and potential foreign object damage (FOD) issues. The last crack-sealing contract was 2012.

The paved surfaces have exceeded a normal life

cycle and will require short-term rehabilitation, probably in the 5 to 10-year timeframe. In the meantime, it is essential that there is ongoing maintenance that includes asphalt patching for isolated areas. Maintenance of this type may provide for short-term improvements; however, the pavement surfaces will continue to degrade, resulting in further deterioration and possible safety-related concerns (e.g., FOD).





A longer-term strategy is to resurface the existing paved surfaces. There are a number of construction techniques that can be used, including: asphalt milling to a maximum depth of 30 mm and a 50 mm HL-3 HS surface overlay, or pulverizing the existing pavements, which would include blending the reprocessed material with 200 mm of granular A to a maximum depth of 350 mm. Two (2) lifts of asphalt would then be placed over the granular base (i.e., 150 mm total pavement thickness). Areas of structural failure would be corrected and infield storm water drainage improved.

Ongoing maintenance can lengthen the pavement lifecycle; however, the potential for pavement surface failure (e.g., delamination) can potentially result in flight safety concerns (FOD).

## 2.2.4 Taxiways and Aprons

Taxiway A connects the main apron to Runway 14-32 at approximately 630m from the 32 end. The taxiway is approximately 45m wide and is moderately weathered and rated in fair to good condition. The main common apron is located north and west of the terminal building. The apron has not been rehabilitated since the original construction and is rated in poor to fair condition.

# 2.2.5 Navigational Aids

Runways 14-32 and 10-28 include an Abbreviated Precision Approach Path Indicator (APAPI) at each end. APAPI provides pilots with vertical guidance. The APAPI system consists of two (2) light units constructed and arranged in such a manner that a pilot making an approach can determine the aircraft position in relation to the runway surface. The APAPI is operational, and with continued calibration will meet the airport needs over the longer term.

### 2.2.6 Runway Lightings

Runway 14-32 and 10-28 are equipped with threshold and edge lighting. Pilots using the Aircraft Radio Control of Airfield Lighting (ARCAL) system, when approaching the airport, operate the lights.

The lighting will require replacement at the same time as the runway rehabilitation.

Considering the actual condition of the airfield pavement, major infrastructure work will have to be undertaken within the next five (5) years. Based on a high-level estimate, total rehabilitation cost is in the \$5.6 million range. Table 2 provides the cost breakdown.

Table 2 - Airfield Pavement Rehabilitation Costs

	1-5 Years	6-10 Years
Runway 14-32 Rehabilitation – includes threshold and edge lighting, including APAPI and sub drains.	\$4,660,000	-
Runway 10-28 Rehabilitation – includes threshold and edge lighting, including APAPI and sub drains.	-	\$2,310,000
Taxiway A Rehabilitation – includes edge lighting	\$620,000	-
Apron rehabilitation (new)	-	\$482,000
Apron rehabilitation (old)	\$565,000	-
Total Costs	\$5,845,000	\$2,792,000

Source: Tetra Tech

In addition to the \$5.85 million, it is projected that Runway 10-28 and the new apron will require rehabilitation work in years 6-10.

#### 2.2.7 General Power

Buildings at the airport access 3-phase power connected to the main power lines located along Airport Road. A new substation may be installed in the near future for a local mine expansion.

### 2.2.8 Terminal Building

The terminal building is approximately 160 m<sup>2</sup> in size. The building is in generally good condition. In 2003, a heating, ventilation, and air-conditioning system (HVAC) was installed (A/C and gas furnace).

The building basement is fully finished; however, is not being used at this time. Renovations to finish the basement and other upgrades took place five (5) years ago after a small flood in the basement.

The large vista windows were replaced last year. The remaining windows (over half) in the terminal are in poor condition and will need to be replaced in the next five (5) years. There are two (2) private washrooms (male/female), but comments from the staff indicate that the private bathrooms are inadequate during times when multiple pilots and passengers arrive.

The airport electrical room is located in the basement and includes all panels and equipment for both the terminal and airfield lighting systems.

The room is congested and may not have ability for future upgrades. A field electrical center (FEC) may be required for any future airfield electrical upgrades.

The building roof was replaced approximately five (5) years ago and is in good condition. The airport beacon, located at the terminal building, was modified to a strobe last year. Replacing the windows was the only item requiring immediate action in the short-term.

**Table 3 - Terminal Building Rehabilitation Costs** 

	1-5 Years	6-10 Years
Terminal building window replacement	\$12,000	N/A

Source: Tetra Tech

# 2.2.9 Maintenance Building

The maintenance garage is a single-storey building, approximately 435 m<sup>2</sup> in size. A hybrid, oil/wood-burning furnace was installed in July 2003. When replaced, the next furnace is expected to be natural gas powered. The galvanized metal roof was last painted five (5) years ago, and is therefore due for another painting.

**Table 4 - Maintenance Building Rehabilitation Costs** 

	1-5 Years	6-10 Years
Maintenance building roof replacement	\$3,000	-
New gas furnace	-	\$7,000

Source: Tetra Tech

### 2.2.10 Water and Sewer

The water pump house, constructed in the 1940s, is located across from the maintenance garage. There was no information available on the well depth, but the well appears to be working fine. Water is pumped from the pump house to all town-owned buildings within the airport property.

The airport has three separate septic tanks: one for each of the terminal, COPA clubhouse, and maintenance garage.

There are no issues noted for the pump house and septic tank operations.

### 2.2.11 Airport-owned hangars

The town owns a 680m² hangar that is maintained by the airport and leased to private owners. The building is a pole barn construction with gravel floors. There is no climate control or separation between any of the hangars. The building is in fair condition, and no major maintenance is required.

#### 2.2.12 Other Observations

The overall storm water drainage at the airport is adequate; however, many of the ditches are overgrown with vegetation and will require regrading to improve flows.

Storm water runoff eventually leads to the river through a storm sewer system that was built at the same time as the airport, in 1990.

There is one known species of endangered snakes that reside on the airport property; therefore, all constructions must consider species at risk species regulations and work closely with regulatory bodies whenever undertaking large construction projects.

The airport has easy access to topsoil for maintenance purposes. There is a large stockpile off Runway 14-32.

# 2.3 Richard W. LeVan Airport

# 2.3.1 Access Roads and Parking Lots

The airport access is via the 6m wide Clegg Line that connects to Amberley Road. The access roads are in generally good condition. There is no requirement for major roadway construction in the near future.

### 2.3.2 Runway, Taxiway and Apron

There is one runway at the Wingham Airport: Runway 13-31 (asphalt). The runway was milled and paved ten (10) years ago. The Town has scheduled line painting for this year. Observations show minor longitudinal cracking. There are no crack sealing programs done at this time.

The runway is not equipped with edge sub drains, but there is no evidence of water ponding or drainage issues. The airport is located on higher ground than the surrounding area and therefore experiences naturally good drainage.

WINGHAM / RICHARD W. LeVAN ON N43 52 03 W81 17 55 1SE 9°W (2013) UTC-5(4) Elev 1067 A5000 LO6 CAP OPR The Township of North Huron 519-357-7991 Reg PF A-1 B-1 C-2.3.4.5 AOE/15 888-226-7277 14-22Z‡ Mon-Fri exc hols FLT PLN NOTAM FILE CYGD London 866-WXBRIEF (Toll free within Canada) or 866-541-4104 (Toll free within Canada & USA) A/D not attended, ctc opr FUEL 100LL, JA 15W50 RWY DATA Rwy 13(130°)/31(310°) 4000x75 asphalt LIGHTING 13-(TE ME), 31-(TE ME) ARCAL-123.0 type K COMM tfc 123.0 3NM 4000 ASL PRO Rgt hand circuits Rwy 13 (CAR 602.96). CAUTION 2 silos 80 AGL NE thid Rwy 31. Numerous twrs in vic. Wildlife ocsl on rwy. Glider activity in the vicinity of A/D Sat-Sun & hol(s) Apr-Jun & Sep-Nov.

The runway, taxiway, and apron are rated in excellent condition.

Nevertheless, in the long term, the runway, taxiway/apron and fuel tanks will require rehabilitation. For capital management purposes, it is estimated that rehabilitating these three items would cost \$3,106,000. See the detailed costing in Table 5.

Table 5 - Wingham - Runway & Taxiway rehabilitation costs

Airfield Rehabilitation	Cost
Runway rehabilitation	\$2,672,000
Taxiway and Apron rehabilitation	\$434,000
Fuel Tanks	\$75,000
Total	\$3,181,000

Source: Tetra Tech

This rehabilitation work will probably be required in a 15-20 year timeframe.

There is a 6,400m<sup>2</sup> apron at the terminal. A 3m by 3m jet parking pad is located on the main apron, presumably because the pavement load rating for the apron does not meet the "typical" jet aircraft load rating requirements.

#### 2.3.3 Groundside Rehabilitation

The airport's access road is in good condition, but will require rehabilitation in a 10 to 15-year timeframe. The rehabilitation costs are estimated at \$121,000.

### 2.3.4 Navigational Aids and Runway Lighting

The airport is equipped with an illuminated wind sock. The airport has a GPS RNAV Approach.

Runway 13-31 is equipped with threshold and edge lighting. Pilots use the Aircraft Radio Control of Airfield Lighting (ARCAL) system when approaching the airport to operate the lights. The lighting will require replacement at the same time as the runway rehabilitation.

### 2.3.5 Terminal Building

The terminal building is a prefabricated building constructed in 1996 and is approximately 160m<sup>2</sup> in size. The building is in generally good condition. In 2013, the airport installed a new airconditioning system. The building is electrically heated. The building includes four (4) offices, two (2) of them are unoccupied, one is rented and the last one serves as a customs office when needed; two (2) washrooms; and an electrical room. Also, the terminal has internet fibre connection and available hook up to the hangars at the owner's expense. The line currently runs to the north end of the taxiway for hangar access.

The roof of the terminal building is flat and the airport was required to completely replace the roof due to leaks in 2015. The airport should budget \$25,000 for future repairs or the replacement of the roof. This should occur in approximately 20 years.

In 2025, the airport will need to acquire a new furnace to replace electric heat for a cost of \$25,000. In addition, the terminal will need to replace its air conditioner in approximately 15 years for a cost of \$5,000.

The terminal includes an unfinished basement. A sump pump is located in the basement to manage potential water accumulations in the basement. A UV water purifier is also located in the basement space. The building is in very good condition.

### 2.3.6 Water and Sewer

Water for the terminal and hangars is provided through a well. There is no gas or water service to the terminal. It is understood there are service lines in the proximity of Amberley Road. The terminal washrooms drain to a septic system that was cleaned out last summer.

### 2.3.7 Other Observations

The airport owns two (2) fuel tanks located on the main apron: one 4,000L Avgas and one 10,000L Jet A. The tanks are not card operated.

Our team analyzed the option to install a Cardlock system in order to improve the unattended fueling process. The company Aviation Ground Fueling Technologies (AGFT) has provided two alternatives:

- System 1 (Full System): This Cardlock includes full fleet card/credit card/debit card capabilities. The Avgas system would need a meter upgrade to produce a digital signal. This first system also includes a "Chip & Pin" component (read debit and credit cards) for a monthly fee of \$225.
  - Cost overview:
    - Main terminal: \$30,000
    - Avgas System (meter upgrade that produce a digital signal): \$6,500
    - Labour and Electrical: \$6,000
    - Total of \$42,500 plus \$225 per month
- System 2 (Basic System): Compared to the Full System, this Cardlock can only read fleet card (internal sales only, no credit or debit card capabilities). This system is less expensive and does not involve monthly fees.
  - o Cost overview:
    - Main terminal: \$12,000
    - Labour and Electrical: \$6,000
    - Total of \$18,000

Considering those two systems and the average annual fuel sales we recommend to Wingham airport to maintain its honor base system at this stage. When fuel sales grow significantly, the airport should re-evaluate the financials and potentially select one of the above systems.

# 2.4 Airports Operations and Budget Review

This section provides an overview of the airport activity, the number and type of tenants based at each airport. The section also analyzes both airports budgets and discusses potential areas for reducing expenses and increasing revenues.

# 2.4.1 Goderich Municipal Airport

### 2.4.1.1 Airport Activity

The information provided by the airport staff gives a good overview of the traffic growth in the last few years. The following figure presents the total aircraft movements and the number of visiting aircraft per year.



Figure 1 - Annual aircraft movements and visiting aircraft (2014 to 2016)

The airport has seen continuous growth over the last few years. Between 2014 and 2016, the total number of aircraft movements increased respectively by 29%, and 28.5% for the transient aircraft segment.

### 2.4.1.2 **Tenants**

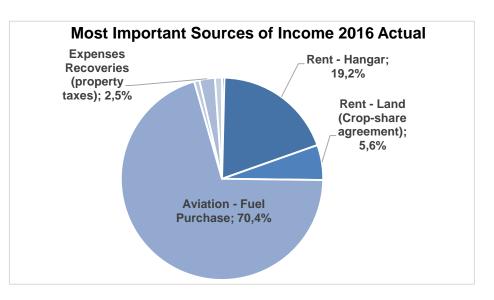
The airport currently has a total of 18 hangar units, 11 are privately owned and 7 are owned by the Town. All the hangars are currently occupied.

# 2.4.1.3 Budget Review

This section analyzes the current financial situation of the airport with the aim of identifying deficiencies, gaps and areas of improvement. The 2016 budget actuals provided information on Goderich Airport's ability to generate income and which activities are contributing the most to the operating income. This exercise was followed by a complete review of airport expenses.

# **Revenue Breakdown Analysis**

ncome items		016 Actual	% of total	
Aviation - Fuel Purchase	\$	82 686	70,4%	
Rent - Hangar	\$	22 579	19,2%	
Rent - Land (Crop-share agreement)	\$	6 586	5,6%	
Expenses Recoveries (property taxes)	\$	2 894	2,5%	
Rent - Equipment (weather station)	\$	450	0,4%	
Aviation - Parking and Landing Fees	\$	996	0,8%	
Other	\$	1 326	1,1%	
Total 2016 Revenues	\$	117 516		



As we can see from the numbers, three (3) income items – fuel sales, hangar and land leases represent more than 95% of all airport revenues. Revenue generated in 2016 through the crop-sharing arrangement with a local farm for the use of 22 acres of agricultural land, brought \$6,586 in 2016 compared to \$16,000 in the previous year. 2016 was low compared to previous years, and the Town of Goderich forecasts that \$9,500 will be generated in 2017. This agreement was signed in 2001 and has not been revisited since. Among the other items, landing fees and parking fees total less than 1% of all sales followed by equipment rental and other sources. The town also recovers around \$2,500 in property taxes from ACW Township, which account for approximately 2.5% of total revenues. In all, 2016 actual revenue amounted to \$117,516.

The key takeaways from this analysis are the lack of a diversified revenue base, as the Airport relies heavily on fuel sales and hangar rentals. Of note is the low amount (\$996) generated by aircraft landing and parking fees. Maintaining and growing the level of revenue from fuel sales, land lease and landing fees along with identifying ways to develop new/alternate sources of incomes will be key to strive toward more financial sustainability.

### Recommendations for Increasing Revenue

Recommended concepts in Section 7 will help the airport diversify its revenues so it relies less on current sources of incomes. That being said, some actions could be undertaken rapidly to adapt its fee schedule so it generates more dollars from its aviation traffic including:

- Basing parking fees on aircraft weight rather than having fixed rates per aircraft type.
  This change would allow the airport to increase revenue from the large business aircraft
  category. This client segment is less concerned with paying airport fees than recreational
  pilots;
- Establish a land lease rate for use of airport lands for aviation activities. The rate could be fixed at \$0.32 per square feet/year for all privately-owned buildings that sit on airport property. It should include both general and commercial-aviation hangars. Recommended rates corresponding to the benchmarked average of comparable airports in Ontario (see Section 5.).

As for the other fees, the pricing structure is pretty much in line with the surveyed airports.

### **Expenses Breakdown Analysis**

Overall, the airport is well managed and expenses are under control. Employee salaries and benefits represent respectively 34.8% and 19% of total expenses, which is consistent with industry standards. Given the size of the airport, it is typical that almost 50% of all expenses are allocated to human resources. Transfer to Reserve Fund corresponds to 19% of 2016 expenses. The \$75,000 annual reserve fund contribution will serve for the reconstruction of the

runway. Fuel sales come in fourth place with 21% of all expenditures.

The airport generates a 43% margin from its fuel operation, which is higher than comparable airports. Regional and municipal airports in Ontario tend to add a 25-35% fuel markup. Although, from the feedback received during the consultation it does not seem that the higher margin hindered fuel sales. We recommend maintaining the current markup.

Expense items	201	6 Actual	% of total
Salaries	\$	116 999	30%
Transfer to Reserve Fund	\$	75 000	19%
Benefits	\$	38 626	10%
Aviation Fuel	\$	58 139	15%
Utilities	\$	13 554	4%
Principle Repayment	\$	12 500	3%
Insurance	\$	10 096	3%
Machine and Equipment - R&M			
Services / Supplies	\$	9 671	3%
Machine and Equipment -	φ.	0.705	20/
Lease/Rent	\$ \$	8 725 7 392	2%
Vehicle	<b>\$</b>	7 392	2%
Capital - Equipment & Machinery (depreciation)	\$	5 380	1%
Property Taxes	\$	5 120	1%
Building - R&M Services /	Ψ	3 120	170
Supplies Rain cervices /	\$	4 900	1%
Bank Charges	\$	3 995	1%
Runway - R&M Services /			
Supplies	\$	3 484	1%
Office and Equipment - R&M			
Services / Supplies	\$	1 618	0%
Tooling and Supplies	\$	3 077	1%
Telephone/Internet/Postage	\$	2 004	1%
Conferences and Training	\$	1 884	0%
Legal	\$	-	0%
Membership, Meetings and			
Travel	\$	997	0%
Other	\$	2 186	1%
Total Expense	\$	385 348	

### **Recommendations for Cost Reduction**

Analysis has not identified any big ticket items for which expenditures were notably high compared to industry averages. However, when analyzing YGD operating cost structure, we found that relatively high funds were disbursed on two (2) budget items:

```
77450 – Insurance ($10,085)
73200 – Bank Services and Charges ($3,816)
```

The two (2) above elements represent almost 4% of the total budget expenses for a total of \$13,901. For an operation of the size of Goderich airport, with \$117,516 in revenues, banking charges correspond to fees usually paid by a \$1M per year business. As for insurance, the \$10,085 charge seems also high for the size and scale of the Goderich airport operation. We recommend verifying with other institutions the cost of insuring the airport.

### Comment

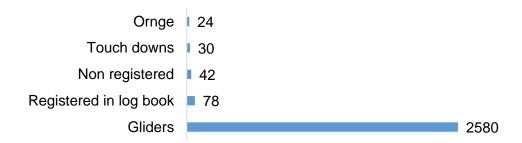
YGD drives an average deficit of \$ 200,000 annually. If the objective is to reduce this deficit, the Airport could consider the closing of Runway 10-28 and turning it into a taxiway. This decision would reduce operation, maintenance and rehabilitation costs. Another avenue is growing aviation and non-aviation revenues. Section 7 presents a few opportunities.

# 2.4.2 Richard W. LeVan Airport

# 2.4.2.1 Airport Activity

Information provided by the airport staff was segmented by aircraft categories. As shown in the following figure, the airport registered 2,754 movements in 2016.

Figure 2 - Aircraft Movements by aircraft categories



The airport keeps records of the Ornge and Glider movements. The other categories are based on traffic estimates made by the staff. With a total of 2,754 movements, Gliders represents 93.6% of the airport's traffic.

### 2.4.2.2 Tenants

The Wingham Airport currently has three (3) hangars. All of these hangars are privately owned. Two (2) of the three (3) are occupied by a helicopter company offering surveillance, monitoring

and spraying services. The third one is owned by a local general aviation pilot and used for aircraft storage.

### 2.4.2.3 Budget Review

### **Revenue Breakdown Analysis**

As opposed to Goderich, the Wingham Airport property has a lot of available land with 449 acres. The airport is renting 230 acres of land to a local farmer at \$260 an acre (\$59,800 per year), accounting for 61% of 2016 revenue. The airport also has lease agreements in place for the three (3) privately owned hangars and with the cadets program that generates an additional \$7,813 in revenue. Besides land rentals, fuel sales account for almost a third of total revenue. Is it important to note that net revenue generated on gross fuel sales (\$28,468) totals only \$5,477. This amount does not even include the cost for fuel tank maintenance.

As we did for Goderich Airport, the following figures represent the 2016 actual revenue breakdown for Wingham Airport. Table and figure show below compare gross revenues and not net values.

Income items		2016 Actual	% of total
Rent - Farm Land	\$	59 800	61,0%
Aviation Fuel	\$	28 468	29,1%
Rent - Hangar Land Lease	\$	2 897	3,0%
Cadet Lease	\$	4 116	4,2%
RC Jet Event Lease	\$	395	0,4%
Tie Downs	\$	340	0,3%
Grants	\$	1 942	2,0%
Total 2016 Revenues	\$	97 958	

# **Recommendations for Increasing Revenues**

Wingham Airport generates sufficient revenues to cover its expenses. Proposed development concepts found in Section 7 will further improve Wingham's financials, but immediate actions could be undertaken to increase revenues from existing activities. Here are some suggestions:

- Basing parking fees on aircraft weight rather than fixed rates per aircraft type. Parking fees should also be slightly increased and aligned with the benchmark average (see section 5.);
- Establish a landing fees structure similar to the one in effect at Goderich Municipal Airport. Landings are actually free of charge at Wingham whether you are a small piston aircraft or a business jet. Wingham should consider charging \$45.00 per 1,000 lbs for aircraft weighting between 5,800 lbs and 12,500 lbs, and \$75.00 for aircraft over 12,500

lbs. Those weight categories correspond to medium-size turboprops and jet aircraft. Landings fees could be waived with 200L or more of fuel purchase. To support collecting the landing fees, we introduced an automated system (automated cameras) option in section 5. The proposed system would respond to the airport need for a low cost yet effective way to track aircraft landing.

• Wingham Airport's land lease rate is actually at \$0.25 per square foot, which is \$0.07 below the average of comparable airports. Benchmarking analysis found in Section 5 shows that the average lease rate was in the \$0.32 per square foot range for small Ontario airports. Raising rates to \$0.32/sq.ft. would allow Wingham to generate additional leasing revenues while still being competitive. It is important to mention that the airport already modified the rate in that regard. More precisely, Apex is paying \$0.33 per sq.ft. for its two hangars. The other current and future tenants should follow that rate.

As for the other fees, pricing structure is pretty much in line with the surveyed airports.

### **Expenses Breakdown Analysis**

As we can see from the numbers, CPR7 spending does not total \$100,000 per year, which demonstrates that great deal of efforts have been made at reducing expenses. The airport is operated by a part-time employee, limiting salary expenses to less than \$20,000 in 2016. All

other expenditures are under control.

Transfer to Reserve Fund corresponds to 14% of 2016 expenses. Fuel ranks first with 24% of all expenditures. The airport generates a 24% margin from its fuel operation. We believe there is room for increasing fuel mark-up to maybe as high as 30-35% for transient traffic so it would more aligned with Goderich's pricing structure.

Expense items		16 Actual	% of total
Aviation Fuel	\$	22 992	24%
Salaries	\$	18 651	19%
Transfer to Reserve	\$	13 000	14%
Utilities	\$	8 847	9%
Building - R&M Services / Supplies	\$	8 002	8%
Taxes	\$	6 669	7%
Insurance	\$	5 820	6%
Snow Plowing	\$	5 265	5%
Contracted Services	\$	2 398	3%
Benefits	\$	1 651	2%
Telephone/Internet	\$	1 373	1%
Membership, Meetings and Travel	\$	806	1%
Office and Equipment Supplies	\$	366	0%
Conferences and Training	\$	-	0%
Legal	\$	-	0%
Other	\$	51	0%
Total Expense	\$	95 890	

### **Recommendations for Cost Reduction**

The airport operation is breaking even and showed a small profit of \$2,068 in 2016. Leased land to the local farmer and strict control of expenditures are the factors contributing to the airport's good financial situation. Budget review has not identified any potential areas where savings could be achieved without impacting the airport's ability to deliver services.

# 3. Evaluation of Shared Procurement Options

This section examines the potential for shared procurement of services between Goderich Municipal Airport operated by the Town of Goderich and Richard W. LeVan Airport operated by the Township of North Huron. The section discusses the range of potential shared procurement, best practices for shared procurement for airports and options and recommendations for the sites.

# 3.1 Multi-Airport Operations

In Canada, there are a number of jurisdictions that operate more than one airport, but this is uncommon. (As the similarities are not apparent, the federal and provincial airport systems have not been considered as they do not appear comparable.) Edmonton Airports operated three (3) GA airports in addition to Edmonton International, and the Alberni-Clayoquot Regional District (ACRD) in B.C. operates the Tofino-Long Beach Airport (YAZ) (certified) and the Alberni Valley Regional Airport (AVRA) (registered). In the case of the ACRD, the following measures are used to share resources:

- One manager oversees both sites.
- Where possible, equipment and materials are bulk purchased.
- Equipment bought for YAZ is used to the benefit of AVRA. The two (2) airports are 1.5 hours apart, or 103 km.
- Trucks from YAZ are moved to AVRA for plowing so that both sites do not require a large truck.

In other cases, multiple, small regional airports will pool resources to purchase bulk resources such as de-icing chemicals or sand. These are generally one-time agreements between airports.

# 3.2 Potential Areas of Cooperation

An overview of the operations and services at Goderich Municipal Airport (YGD) and Richard W. LeVan Airport (PR7) is provided in the table below to give a sense of activity. The two sites are

approximately 47 kilometres apart, and a little over half an hour apart. The distance makes sharing resources potentially awkward but not impossible. Both are registered GA airports. YGD has an on-site Manager while PR7 day-to-day operation is ensured by a part-time resource. The City of Goderich has stated that it does not want to consider sharing staff as its staff is fully integrated in the Town's human resources structure.

**Table 6 - Airport Comparison** 

	Goderich Municipal Airport	Richard W. LeVan Airport
Governance	City owned and operated	Township owned and operated
Management	Municipal manager on-site.	Part-time municipal manager.
	Manager works for Public Works	Oversees airport administration. A
	department. He's also in charge of	part-time resource ensures a
	other services.	presence on-site.
Staff	Municipal employee	Part-time employee (Municipal
		employee)
Budget	\$368,000 in expenses, 2017	\$100,000 in expenses, 2017
Traffic	3177 movements, 2016	2754 movements, 2016
Fuel	Jet A, Avgas	Jet A, Avgas
	\$58,000 in expense in 2016	\$23,000 in expense in 2016

Information gained through our discussions with airport staff, municipal authorities and airport users combined with the results of the comparison analysis indicate potential areas of cooperation between the Goderich and Wingham Airports. Opportunities based on the scale of operations and type of activity at these sites includes:

- Joint purchasing of bulk materials such as fuel, sand, runway de-icing fluid and other materials and equipment.
- Joint purchasing of professional services, such as engineering.
- Sharing equipment on an as needed basis, particularly in case of a breakdown or malfunction.

In the case of the first two (2) items it is assumed that the two (2) airports combined may be able to achieve price discounts, which they would be unable to receive on their own. Of course, it is recommended that the cost-effectiveness of each potential initiative be considered on a case-by-case basis.

# 3.3 Mechanisms for Working Together

The recommended mechanism for the City of Goderich and North Huron Township working together on shared procurement is an MOU. The MOU would lay out the principles for the two

(2) organizations to work together when it was deemed in their best interests without binding either party to joint purchasing. This approach is standard for municipal cooperation.

# 3.4 Supporting Management Excellence and Airports Compliance

Both Goderich Municipal Airport and Richard W. LeVan Airport are registered. In Canada, there are two (2) types of airports, certified and registered. Certified airports have a higher administrative burden. Airports with scheduled charter services, in built-up areas, or where the Minister thinks it's in the public interest, must be certified. Certified Airports are subject to regular Transport Canada inspections and must have both an Airport Operations Manual (AOM) and a Safety Management System (SMS). These are significant management documents that require updating on a regular basis. Registered airports do not require these documents. While not required, both Goderich Municipal Airport and Wingham Airport have an AOM, a good practice.

Aiming for a higher level of management practices than the minimum requirement is recommended, as in the case of the Goderich and Wingham AOMs. The airports have environmental, safety, and business risks. To manage these risks, it is recommended that both airports set higher than necessary minimum requirements. This is true because neither of the sites has a manager who is a trained airport professional.

For Wingham and Goderich, potential methods for increasing the standards include:

- Having annual or biannual (every second year) site inspections. These could be high
  level reviews of fuelling, ramp and equipment operations, and service standards to
  ensure that operations are standardized and in line with modern airport standards. The
  review will have to be performed by an aviation expert knowledgeable of Transport
  Canada regulations and airport operations.
- Hosting annual meetings between airport personnel at the two (2) airports to compare notes and information. This would require support from both airport's owners.

# 4. External Analysis: Economic Landscape, Consultations and Industry Survey

# 4.1 Market and Economic Landscape

# 4.1.1 Geography of Huron County



Located in the south-central quadrant of Ontario and bordering Lake Huron, Huron County is composed of nine (9) municipalities, (and within them 56 communities) which totaled 59,297 people in 2016. The County's main center is Goderich with a total population of 7,628 in 2016. The other eight (8) municipalities have a population ranging from 3,413 to 9,945 people, living mostly in a rural setting.

Major highways in the area include Highway 4 and Highway 8, which respectively link London and Kitchener to Goderich. Other major

roads are Highway 21 and Highway 86. Wingham is located at the intersection of Highway 4 and 86, which link to Waterloo and London directly. The region is also accessible by railway, water and air transport (charter flights, no regular passenger service). Huron County is within 2 hours drive of U.S. border crossings that leads to Michigan (Sarnia) and 3 ½ hours to Windsor (Detroit, MI) and Niagara Falls (Buffalo, NY). Also, Goderich is located three (3) hours west of Toronto without traffic and to/from Wingham, the drive is less than 20 minutes.

# 4.1.2 Local and Regional Socio-Economic Outlook

As part of the 2016-2020 Economic Development Plan, the Huron County Economic Development identified seven (7) key growth sectors, which include Agriculture, Tourism/Culture/Arts, Education, Manufacturing, Health, Information Technology and Retail. The county also has the following objectives<sup>1</sup>:

- 1) Focus on developing specific opportunities and initiatives that lead to investment, jobs and tax revenue:
- 2) Align with the efforts of municipalities across the county; and
- 3) Engage a broader group of stakeholders across the county (i.e. business groups, other government partners, etc.).

Using these main objectives, the Economic Development Department developed a SWOT analysis addressing local strengths, improvement areas and opportunities. Among the region's strengths identified, economic stability, competitive business environment and tourism attractions ranked first.

<sup>&</sup>lt;sup>1</sup> https://www.huroncounty.ca/economic-development/new-strat-plan/

On the other hand, a tightening labor market, some misalignment between workforce supply and demand, and the lack of effort to develop new sector opportunities were seen as the key weaknesses of the region. The County identified that expanding trade deals will provide agriculture and agri-food opportunities and that niche manufacturing may be developed if labour issues are addressed. Specifically, labour issues include the difficulty to find qualified labour, especially in the manufacturing sector, and encourage youth to return/stay within the County.

### 4.1.3 Socio-Economic Data

Population is an important consideration of any workforce. The following figure depicts demographic trends in the County, which remains relatively stable in the last few years:

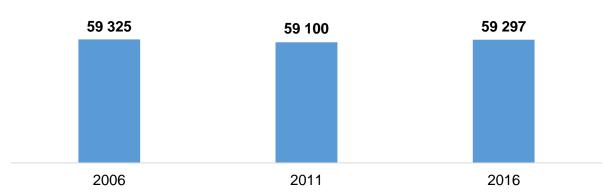


Figure 3 - Huron County Population Growth

From 2006 to 2011, the County saw its population slightly decrease by 0.4%, and from 2011 to 2016, a slight increase of 0.3%<sup>2</sup>.

Considering most recent data, the number of employers within the county increase by 12% in only one year (2012 to 2013) going from 6,110 to 6,859 registered companies<sup>3</sup>. Most of this augmentation is due to micro businesses (self-employed or 1 employee), which went from 3,699 to 4,372 between 2012 and 2013.

Compared to neighboring Counties (Bruce and Grey), Huron County's (2016) unemployment rate is below the regional average (by 2-3%), reaching 4% for the 45 to 64 years population, but as high as 11% for the 15 to 24 years.

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http://perthhuron.unitedway.ca/wp-content/uploads/2014/01/Labour-Market-Trends-Opportunities-and-Priorities.pdf

<sup>3</sup> IDEM

For the South Central Ontario region, the unemployment rate was 4.71% in 2016. In terms of active labor force, numbers have almost not budged over a decade, increasing by only 0.22% from 31,455 to 31,525 workers between 2001 and 2011.

On the education side, the number of people with high school and post-secondary diplomas has substantially increased in the past decades. The following figure depicts the progress made by students, especially at the high school level<sup>4</sup>. From 2001 to 2011, there was 42.6% increase of people holding a high school diploma.

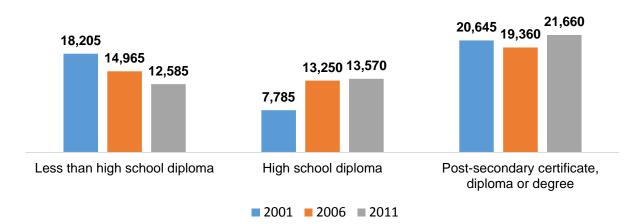


Figure 4 - Education level overview (population 15+ years old)

The housing market has also seen strong increases in the past decade. The 2013 and 2016 Huron Residential Sales Analysis show the positive progression in terms of average sale price and number of sold residential dwelling. In 2013, Goderich sold 111 residential dwellings at an average price of \$212,168 (with a 120 days average sale period). In 2016, Goderich sold 130 residential dwellings at an average sale price of \$245,336 (with a 79 days average sale period). This represents an increase of 19 additional sold dwellings and an increase of 13.5% in dwelling value from 2013 to 2016.

In 2013, Wingham sold 35 residential dwellings at an average price of \$158,748 (with a 156 days average sale period). In 2016, Wingham sold 56 residential dwellings at an average sale price of \$172,935 (with a 97 days average sale period). This represents an increase of 21 additional sold dwellings and an increase of 8.2% in dwelling value from 2013 to 2016. Also, it is important to note that both communities saw their average sale period drastically decrease. These figures demonstrate that the real estate market had recently experienced strong growth.

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http://perthhuron.unitedway.ca/wp-content/uploads/2014/01/Huron-County-2013-Employment-fact-sheet.pdf

# 4.1.4 Educational Institutions in Aviation and Aerospace

This section briefly summarizes some of the main aerospace/aviation education initiatives in Huron County and neighboring regions. It also examines the region's academic institutions and research and development initiatives. Identified programs may create opportunities for Goderich and Wingham airports to partner with aviation schools on training and education. Table 7 lists aviation/aerospace institutions in the County of Huron as well as other prominent colleges offering aviation programming further south. Institutions highlighted in light blue are located within the Huron County.

Table 7 - List of Aviation and Aerospace Academic Institutions

Pilot Training Education	Program Descriptions	Location
Waterloo Wellington FLIGHT CENTRE	This center offers a large array of program and courses from recreational to commercial pilot licenses. They also welcome international students, offer courses year-around and propose UAV pilot training.	Waterloo
HURON FLIGHT CENTRE «	Huron Flight Centre offers stand-alone private pilot licenses, Commercial Multi IFR Program and Float Rating Program. The Centre is affiliated with the Canadian Aeronautical Flight College.	Sarnia
OSFS owen sound flight services	<b>The Owen Sound Flight Service</b> offers a large array of services from charter, sightseeing, and of course, flight courses for beginners and advanced pilots.	Owen Sound
Forest City Flight Centre	Forest City Flight Centre offers a ground school, recreational licenses, private licenses and instrument rating. The organization also offers aircraft rental and a pilot store.	London
Canada	ITPS specialized in the military segment. They offer avionics, tactical, UAS and civil training from the London International Airport.	London

Other Aerospace and Aviation Courses	Program Descriptions	Location
FANSHAWE	Fanshawe Aviation Centre is located at the London International Airport. Students have the chance to work on Boeing 727 and a large variety of fixed wing aircraft and helicopters. The school offers 8 full programs ranging from Drone Operations, Aircraft Structural Repair and Aircraft-Avionics Maintenance. Note that the institution has a satellite office in Goderich, but is not offering aviation classes.	London
WATERLOO	Aviation at the University of Waterloo is relatively new, yet they have quickly grown to become the largest university-level aviation program in Canada. The university offers the Aviation Program through two faculties, which are Environment and Science Faculties, both including the Commercial Pilots Licence.	Waterloo
CONESTOGA Connect Life and Learning	This pilot training program is the only collaborative diploma program that offers students a choice between flying airplanes at Waterloo Wellington Flight Centre or flying helicopters at Great Lakes Helicopter. Through pilot training at one of the flight centres and classes at Conestoga College, students can complete the Aviation - General Arts and Science diploma in only two years as well as the pilot training to allow them to undertake the Transport Canada commercial pilot license testing.	Kitchener

### **Key takeaways**

Huron County, being mostly comprised of rural municipalities, doesn't have large population centers to supply large cohorts of students to Universities and Colleges. We noted that many large flight schools are located south of Huron County, especially in Waterloo and London areas. Also, various colleges offer comprehensive courses in aviation. Similar to the flight schools, they are located south of Huron County. Even if they are relatively close from Goderich and Wingham, some colleges would potentially offer interesting partnership opportunities and may be interested in renting land or using the airport assets to support their program activities.

Outreach to the college and University flight programs administration has not generated any short-term leads. The number of VFR days at Goderich is a concern of most flight training partners we contacted.

# 4.1.5 Local and Regional Industrial Landscape

This section looks at the industrial composition of Huron County and identifies key industry sectors and major employers who are the economic engines of the region. The section presents findings separately for the Aerospace and Non-Aerospace sectors.

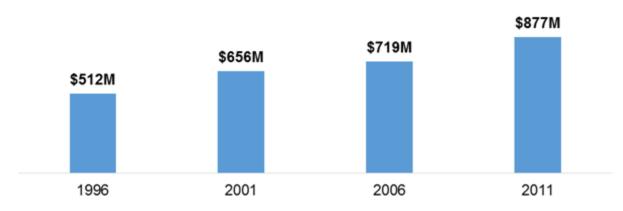
### **Non-Aerospace Sector**

As we saw in the previous sections, the local economy is predominantly dependent on agriculture and manufacturing industries. According to the *2013 Huron County Employment Fact Sheet*, a larger proportion of Huron County residents (aged 15 years and older) were employed in agriculture, manufacturing, healthcare, construction and retail trade. In fact, those top five (5) sectors account for 54.7% of total jobs. Individually, the agriculture and manufacturing sectors respectively account for 13.42% and 11.75% of the workforce over 15 years old<sup>5</sup>.

### **Resource-Based Industries**

Huron County's agriculture sector is one of the most important in the province with more than 290,000 hectares of prime farmland. Huron County offers some of the best agriculture lands in Canada. Agriculture grew by 42% between 1996 and 2011, for total gross farm receipts that reached \$877 million in 2011.





Also, during the same period, the county saw consolidation of farms and therefore a reduction in the number of farms in activity, as shown in figure 6:

<sup>&</sup>lt;sup>5</sup>http://perthhuron.unitedway.ca/wp-content/uploads/2014/01/Huron-County-2013-Employment-fact-sheet.pdf

3 150 2 880 2 738 2 467 1996 2 001 2 006 2 011

Figure 6 - Total number of operating farms in Huron County

From 1996 to 2011, a total of 683 farms have closed or were purchased, which represents a drop of 22% but although there are fewer farms, the farms are now larger in size (Acreage/number of livestock) than they were.

# **Tourism Impact on Local Economy**

The development and continuous enhancement of the tourism industry was one of the key action items referenced in the 2016-2020 Huron County Economic Development Plan. Tourism is a major economic engine for the County, with total visitors spending topping \$60 million annually, according to a County report<sup>6</sup>. The average visitor spends \$63 per day and \$94 for overnight stay. Also, according to the 2014 Annual Tourism Report<sup>7</sup>, the County of Huron has received approximately 1 million visitors per year, with 94% of the visitors coming from Ontario. Out of these visitors, 45% are staying overnight. From 2009 to 2012, the county events experienced an 8% growth in attendance.

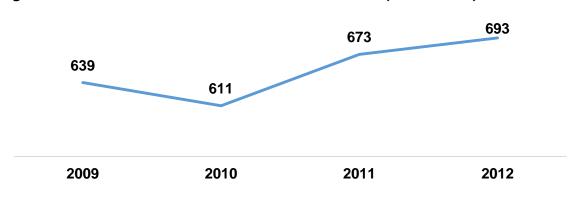


Figure 7 - Events and Attractions Attendance Numbers (in thousand)

7 IDEM

<sup>&</sup>lt;sup>6</sup> https://www.ontarioswestcoast.ca/about/tourism-annual-report/

# **Largest Organizations**

The County of Huron is home to large companies mainly active in the resource sector (notably the mining and agricultural sectors), manufacturing and health-social services. The following table details the notable local businesses located in Goderich and North Huron:

**Table 8 - Goderich and North Huron Companies** 

Company name's	Description
North Huron	
The Old Mill & Baintons	The Old Mill & Baintons is the biggest name in Canada's leather fashion
	district. Located one minute south of Blyth on Hwy 4, The Old Mill &
	Baintons offers an extensive array of leather – coats and jackets.
BI-AX International Inc.	Established in 1999, BI-AX produces rolls of plastic film for food
	packaging and other industrial applications. BI-AX has two (2) major
	locations: Tiverton and Wingham, Ontario.
Howson & Howson	A five generation family company located in Blyth, Howson & Howson
Mills Ltd.	Mills Ltd. has grown since 1875 to include the Flour Mill, Feed Mill, Grain
	Elevator and Crops Inputs Division.
Huron Geomatics Inc.	Huron Geomatics Inc. (HGI) is a Wingham-based and locally owned
	company. HGI is a consultancy that focused on high accuracy data
	collection, analysis and asset management. Their client-base spans
	many disciplines, from municipal governments, electrical utilities,
	telecommunications, and the energy sector.
Royal Homes Ltd.	Founded in 1971, Royal Homes manufactures award-winning modular
	homes that are shipped to sites across Ontario.
Sparling's Propane	In 1951, Grant Sparling began selling propane from his hardware store on
	the main street of the Village of Blyth he offered it as a convenience to
	Customers who bought gas ranges at his store. Today, Sparling's is the
	second largest propane company in Ontario with locations and services
	throughout southwestern and central Ontario.
Westcast Industries	Two (2) casting plants and a machining plant are situated in North Huron
Inc.	and Morris-Turnberry. Westcast is one of North America's foremost
	suppliers of exhaust manifolds.

Goderich	
Sifto Salt Mine	The Sifto Goderich Mine is one of the most important salt mine in North
	America. The production at this mine started in 1880 and it's still active
	today.
Bruce Power	Bruce Power is Canada's first private nuclear generator, providing 30% of
	Ontario's power. Their eight (8) units provide over 4,000 full-time, direct
	jobs to highly skilled employees and thousands more indirectly. They
	inject billions of dollars into Ontario's economy annually, while producing
	safe energy that produces zero carbon emissions.
Signal Star Publishing	Signal Star Publishing is the most important media company in Goderich
Ltd.	and is publishing the Goderich Signal Star. All local news and events are
	covered by this organization.
Akromold	Established in 1957, Akromold is a mold making shop, specializing in
	furnishing the rubber industry with custom designed mold tooling used in
	the manufacturing of parts for the automotive, aircraft, medical and
	industrial industries.

# **Aerospace/Aviation Sector**

Our analysis of the aerospace/aviation sector in the County of Huron was aimed at qualifying its aviation ecosystem. Search results show that most of the large aerospace and aviation firms are located in neighboring counties such as Middlesex, Perth Waterloo, and of course, the GTA.

Table 9 lists some of the aerospace and aviation companies based within 70 kilometers of the Goderich and Wingham airports. The surveyed area was limited to neighboring counties to get a sense of scale and size of aviation-related activities in the region, while making sure that proposed concepts would not compete with nearby projects.

Table 9 - List of Aerospace and Aviation companies around Huron County

Company name's	Location	Description
Apex Helicopters	Wingham	Apex is located directly at the Richard W. LeVan Airport. The company focuses on crop spraying, herbicide / fungicide / insecticide application, forestry spraying, and aerial photography / mapping / inspection.
Platinum Jet Corporation	Clinton	The company offers a various range of services to aircraft owners, from program management, conceptual design to business development. This small company also engages in aircraft sales. They are no located at an airport.
Goderich Aircraft	Huron Park	New United Goderich Inc. provides full aircraft

Inc.		maintenance and support from "tip to tail". Services include Maintenance Inspections, Heavy Maintenance, Composites, Avionics Installation, Exterior Refinishing, Interior Refurbishment and other general Engineering services.
FAG Aerospace	Stratford	Manufacturer of aerospace bearings. Application: main shaft and gearbox bearings for gas turbine engines; helicopter rotor shaft bearings.
Trillium Aerospace Inc.	Lucan	This company offers a wide range of Avionics Engineering Products and Solutions. More precisely, the company creates technical documentation, engineering drawings, consulting services, project management services and online equipment sales.

### 4.2 Results of the Consultation Sessions

On July 19-21, 2017 Explorer Solutions organized two (2) focus groups and conducted a series of interviews with local business leaders, airport tenants, government agencies and other regional stakeholders. The aim of the consultation exercise was to grasp the basic economic strengths and assets of the County of Huron, the City of Goderich and the Township of North Huron as well as getting a local perspective on the airports perceived benefits and future. Information shared was used to determine potential development opportunities for Wingham and Goderich Airports and also served in assessing feasibility of identified projects.

Table 10 lists the organizations that participated in the consultation process. A total of 13 organizations have been interviewed and 15 people attended the focus groups.

Table 10 - List of Organizations Consulted during the Stakeholder Interviews and Focus Groups

Organization Name	Related to	Type of consultation
Bi-Ax International	Wingham	One-on-one Interview
Apex Helicopters	Wingham	One-on-one Interview
RC Jets Club	Wingham	One-on-one Interview
Private Airport Tenant at CPR7	Wingham	One-on-one Interview
Wingham Hospital	Wingham	One-on-one Interview
Europarts	Wingham	One-on-one Interview
Municipality of Morris-Turnberry	Wingham	Phone Interview
Huron Geomatics	Wingham	Phone Interview
Pionner Hi-Bred	Wingham	Phone Interview

Wingham BIA	Wingham	Focus Group	
Huron Tractors	Both	One-on-one interview	
Huron County – Head of Communication and	Both	One-on-one Interview	
Tourism			
Sky Harbour Painting (former employee)	Goderich	One-on-one Interview	
Goderich Port Authority	Goderich	One-on-one Interview	
Gozzard Yachts	Goderich	One-on-one Interview	
Huron Tractor	Goderich	One-on-one interview	
YGD Airport User	Goderich	One-on-one interview	
Bruce Power	Goderich	One-on-one interview	
ACW Township	Goderich	One-on-one interview	
Town of Goderich	Goderich	One-on-one interview	
Township of North Huron	Wingham	Focus Group and one-on-one	
Township of North Fluron		interview	
County of Huron	Both	Focus Group, one-on-one	
County of Fidion	Dotti	interviews with Staff members	
Wingham Business Improvement Area	Goderich	Focus Group	
Huron Small Business Enterprise	Goderich	Focus Group	
Huron Chamber of Commerce	Goderich	Focus Group	
West Harbour Investments	Goderich	Focus Group	
Hyundai of Goderich	Goderich	Focus Group	
Various COPA Members and Based Pilots	Goderich	Focus Group	
Flippin' Eggs Restaurant	Goderich	Phone interview	

To facilitate reporting of the vast amount of information shared by participants, results are presented in two (2) distinct categories. First, a review of the highlights shared during the focus groups. The focus groups gathered people involved or familiar with the airports, which led to discussions that revolve around infrastructure conditions, operations and quality of the services provided. On the other hand, one-on-one interviews targeted a mix of entrepreneurs, airport tenants and small and large businesses addressing both airport and economic topics. The results of the interviews will be presented separately.

### 4.2.1 Focus Groups

During the focus groups, attendees were asked to provide a brief overview of their company/organization as well as their opinion on what efforts should be undertaken to help drive more investment and activity at both airports.

Overall, the focus groups generated interesting ideas on what could be improved or done differently to increase revenues, better operations and ensure sustainability. Proposed ideas and other relevant information have been summarized for each airport.

### **Focus Group in Wingham**

The focus group in Wingham attracted five (5) people out of the ten (10) who had registered. Session highlights are summarized below (the comments below represent information shared by the participants not the opinion of the consultant):

### Comments related to market landscape, airport utilization and services:

- Manufacturing industry has been declining for decades;
- Participants commonly agreed that the airport is underutilized and should be seen as an asset and not a liability;
- It was noted that the airport is home to an important rotary-wing aircraft operator (Apex) and everything within the possible means of the community should be done to satisfy this anchor tenant:
- From a geographic standpoint, developing residential on airport grounds would not be attractive to potential buyers. Airport is too far from services. Participants mentioned that the housing market was booming and the town has become sort of a bedroom community for middle-class family working in the area.
- The fact that there is no car rental at the airport or in town would certainly be problematic for pilots landing in Wingham who wish to visit the area.

### Suggested development ideas and opportunities:

- Part of the discussion was aimed at identifying tourism attractions found in Wingham and within the neighboring regions that could entice pilots to fly-in to Wingham. Participants mentioned the recently opened Micro-Brewery, the Blyth festival, local fashion and art shops were among the distinctive products the region has to offer. They also talked about the outdooring activities such as fly-fishing, hiking and snowmobiling that may be appealing to pilots and their family.
- It was also suggested to build additional hangars to cater to the general aviation pilots' community.
- Biking and ATV trails in the woodlands south of the airport property could potentially be expanded into a pay-and-play concept.
- For many attendees, developing Wingham into a flight test facility for testing drone technology may hold some promise.

### **Focus Group in Goderich**

The focus group in Goderich gathered more than a dozen participants, representing small businesses, economic development agencies, aircraft owners, pilots and aviation enthusiasts. Different topics were addressed, but discussions revolved around the condition of the airport infrastructure, the region's tourism assets, state of the economy and what opportunities exist to increase and diversify airport revenues.

### Comments related to airport infrastructure condition, activity and services:

- Participants mentioned that the airport terminal as well as the infrastructure was in poor condition. Many viewed the current conditions of the infrastructure as a deterrent for companies considering establishing at Goderich Airport. The terminal interior needs to be revamped not to mention that furniture and interior design also need to be updated.
- Regarding other buildings that sit on airport property, they are in fair to good condition based on feedbacks from attendees. The building structure of the former Sky Harbor paint shop is believed to be in good condition, same for the paint booth. As for the other buildings tied to the former Sky Harbor Corporation, one building has a leaking roof and the outside is not attractive, but overall condition is good. It was mentioned that the property was put for auction and did not get any bid. There is a contamination issue on part of the land.
- Goderich airport has a rich aviation history and many attendees believe rehabilitating this story may help promote the airport.
- Among the differentiating factors that make the airport and community stand out, attendees mentioned the sense of community and the movie town feel and unique design of the downtown area. The fact that the airport is a stone's throw from the town and that is centrally located making it an ideal location to explore the region and its many tourism attractions, were among the other cited advantages.
- It was also brought to our attention that despite the fact that the airport has seen better days, it still has a sizeable base of tenants and air traffic activity. Medevac flights and local aircraft traffic represent the bulk of the activity registered at the airport. For some attendees, airport governance and operations need to be re-evaluated. The current situation where the airport is owned by the Town, but sits on Township lands preclude capital investments and land development that may hamper the airport future.

### Suggested development ideas and opportunities:

- It was recommended to evaluate the potential to rehabilitate the former Sky Harbour facility and attract another aircraft painting company at the airport. Other believed the facility could be redeveloped and space redesigned to accommodate mix-use industrial activities.
- The opportunity to partner with an aviation college and offer flight training courses in Goderich should be investigated. There might be a possibility to establish a satellite campus focusing on specialty work like avionics.

- Based on one of the participants, windmill parts manufacturer was potentially interested in expanding in the region.
- Various attendees mentioned the airport should try leveraging the region's location advantages (quality of life, affordable housing, and outdooring activities) to entice pilots to establish in the Goderich area. Promoting tourism attractions was also seen as a way to generate more aviation traffic and potential tenant interests.
- It was mentioned during the discussion that some private parties had expressed their interest in renting hangar space at the airport. The opportunity may exist to develop aviation hangars.
- With Bruce Power revitalization project, some attendees argue that demand for scheduled flight may arise, and it will be worthwhile to investigate the possibility to establish an air service between Goderich and GTA.

#### 4.2.2 Stakeholder Interviews

The consultation process was also comprised of one-on-one interviews with a number of public, business, tourism and academic leaders. Overall, a total of more than forty (40) such meetings were either held in-person or by telephone. The interviews allowed us to gain more in-depth knowledge of ongoing projects and priorities contributing to the regional economy. The meetings also served in collecting valuable information that helped our team to test some hypothesis and assess the sustainability of some of the proposed development ideas raised during the focus groups. Below is a summary of the main discussions and opportunities that came out of the interviews.

### Interviews with Wingham Business and Community Leaders

Overall, representatives from local economic development agencies, tourism and city officials, airport tenants, Municipality of Morris-Turnberry, entrepreneurs and businesses were met with on July 19<sup>th</sup> and part of July 20<sup>th</sup>.

- Overall Airport Users believes Wingham has one of the best infrastructures in the region, but some operational improvements would be required in order to ensure its future. It was recommended that professional staff should be hired to manage the airport. The fact that Wingham is operated by part-time resources slows down the decision process.
- Airport tenants also discussed plans to build, a total of six (6) stand-alone hangars. The plan was to build some of those hangars in front of the existing buildings to improve operational efficiencies. The idea to build a helipad was also mentioned. The project never came to fruition despite several attempts to get the Township's approval and permits. The tenants were not able to precisely identify the reason why the construction project got stalled, but they felt that municipal authorities did not have the process in place to assist

and get things moving in the right direction. In another interview, it was also brought to our attention that the largest airport tenant, Apex Helicopters, was potentially considering selling its business operation.

- Other airport tenants and users also mentioned having difficulties in getting confirmation and approvals from the local government authorities. It seems that there are some disconnects in the communication chain and decisions and action always tend to be deferred.
- We also had a lengthy discussion with Blair Howkins of the RC Jets Club. The RC Jets Clubs annual competition gathers more than 70+ radio-controlled jets owners and more than 1,500 visitors over a weekend in July. The event is the largest of its kind in Canada. Through the conversation, it was determined that an opportunity may exist to increase the scale and scope of the event and cater to an international audience.
- We also met with the Manager of the Wingham hospital. The purpose of the meeting was to determine if Wingham could host additional air ambulance flights. Unfortunately, ORNGE tends more and more to fly to the accident scene with its helicopter reducing the need to use fixed-wings aircraft and the airport. In 2016, the airport registered 12 landings from ORNGE.
- In person and phone interviews were also conducted with Morris-Turnberry representatives to review land use plans, confirm parcels availability and ownership. The meetings were also an occasion to determine the willingness of the Municipality to consider cost-revenue sharing models with the Township of North Huron. They were open to the discussion.

### Interviews with Goderich Business and Community Leaders

- Meeting with Sam Chamas, former employee of Sky Harbour, kicked-off the interviews for Goderich. Based on Sam's recollection of events, the exchange rate was the main factor that led to Sky Harbour closure in 2011. He believes that the market is robust enough to allow for new entrants. He briefly presented Sky Harbour's plan to reopen the facility and provided its own assessment of paint shop building conditions.
- Throughout our 3-day visit, meetings were held with City, Township and County's officials to review the mandate objectives, discuss airport management and operations, and debrief on the information and development ideas shared by participants. Key highlights of the discussions are related to asset management and financials. First, City officials in Goderich were not receptive to sharing resources and services with Wingham. They also mentioned that revamping and upgrading the runway will be in the range of \$4 million and part of that

amount will have to be financed through federal/provincial funds. It is also worth mentioning that the Town of Goderich is in the same situation as Wingham where the airport is located in another jurisdiction (Township of Ashfield-Colborne-Wawanosh). Regarding airport lands, a meeting was organized with the Deputy Clerk of ACW Township to review land uses, parcels limits, and feasibility of rezoning some of the parcels to accommodate non-aviation development. The information provided served to evaluate the possibility to develop alternative airport uses.

- Meetings were also held with airport users to get their perspective on the airport. Overall, people see the potential to offer built-to-fit hangar space for people interested in building their customized space that will meet their requirements.
- Comments were also voiced on the lack of a structured marketing approach that could entice pilots to visit the airport and purchase fuel. The idea of offering fuel card and rebates emerged in one of the discussions. We also met with airport tenants and building owners owning different properties in town and at the airport. Some owners shared building plans and specifications and views on how the building could be utilized.
- One of the most productive meetings was held with Bruce Power. Bruce Power is currently undergoing a complete revitalization project to extend the life of its reactors until 2064. The \$15 billion project is expected to generate \$4 billion in annual economic benefits through the direct and indirect spending on operational equipment, supplies, materials and labour over 20 years, creating 4,500 jobs and a large ecosystem of suppliers. The energy company believes that its suppliers, vendors and partners may be interested in using air service to travel from the GTA to the Goderich area. They agreed to distribute a questionnaire to their suppliers to evaluate the interest for a passenger air service. They also mentioned that their executives may also be potential users. They supported our effort by sending a survey among their management staff and supplier network.
- Other larger organizations having a regional impact were interviewed. The Port of Goderich and major equipment vendors like Huron Tractor participated in the consultation process.
   Their in-depth knowledge of the business landscape has allowed us to confirm and refute some early hypothesis.
- Through our meetings, numerous local leaders highlighted that the Flippin Eggs restaurant has a very well-attended spot for local and transient pilots as well as local workers, residents and travellers on Highway 21. We did not get the chance to meet face-to-face with Flippin Eggs' owner, but we were able to speak to him over the phone to verify and share some preliminary ideas we were contemplating for the lands adjacent to his property.

The owner was very receptive to developing additional commercial shops complementary to his restaurant business behind or even on his property facing Highway 21.

Comments, opportunities and vision expressed in the focus groups and interviews have been taken into consideration to assess and evaluate the feasibility of developing these ideas at the airports. Information shared during the consultations has been verified with industry and market data. The result of the analysis has led to the identification of development concepts for Wingham and Goderich Airports. Identified concepts can be found in Section 8.

# 4.3 Trends in Aviation and Aerospace: Industry Survey's Results

The purpose of this section is to understand from a qualitative standpoint, what trends aviation and aerospace companies believe could potentially impact or disrupt their business, what factors are considered when selecting a site to expand or relocated their operation, and what type of issues they must overcome on a regular basis. Also, the companies were surveyed on their general knowledge and perception of the airports and region.

By going beyond industry statistics and getting a more personal look into these topics, we were able to better define the needs and requirements of the aviation and aerospace industries. Information shared gave us additional insight as to potential development avenues for both airports that could be better aligned with the survey findings. Table 11 lists the 25 surveyed aerospace companies.

Table 11 - List of surveyed companies

Company	Category	Company	Category
AvCorp Engineered Composite	Tier 1	Chartright	FBO & Aircraft Charter
Avro Pattern Inc.	Tier 1 and 2	Innotech/Execaire	FBO & Aircraft Charter
Ben Machine Products Co.	Tier 1	Great Lake Helicopter	Flight School
Defense & Aviation Wiring Inc.	Tier 1	Lake Central Air Services	Aircraft Maintenance and Manufacturing
Avior Inc.	Tier 2	ITPS Canada	Flight School
L-3 MAS	Tier 1	Skylink Express	Air Freight
GS Networks	Tier 1	Partner Jet	Charter

Koss Aerospace	Tier 1	Flightexec	Charter
Bell Helicopter -Textron	ОЕМ	Composites Atlantic	Tier 1
Field Aerospace	Tier 1	COMTEK Advanced Structures	Tier 1
Delastek	Tier 2	MDA Corporation	Tier 1
Applied Precision Inc.	Tier 3	MOOG	Tier 1
Cyclone Manufacturing Inc.	Tier 3		

Table 12 - Aerospace Manufacturers Classification Terminology

Category	Description
OEM	Assemble, then market and sell the final aircraft platform to end customers.
Tier 1	Engaged in the integrated design, development, manufacturing and marketing of major aircraft systems such as landing gear systems, navigation systems and propulsion systems.
Tier 2	Engaged in the integrated design, development, manufacturing and marketing of engineered and proprietary equipment and sub-systems such as sensors, instruments, displays and communications equipment.
Tier 3	Parts and assembly suppliers that act as subcontractors that manufacture or supply components and sub-assemblies such as machined components, minor assemblies and their customers are typically tier 1 and 2 firms along with other tier 3 firms.

### 4.3.1 Key Identified Trends

One of the biggest market trends that companies are seeing is additive manufacturing (3D printing) – there is still a lot of testing and certification that needs to be done, but it is quickly asserting itself. Today, Additive Manufacturing is mainly used and developed at the OEM level. Major research initiatives are being developed between industry and academia. It is anticipated the lower level of the supply chain will be asked to upgrade their equipment within the next 5 to 8 years. Companies are also looking for any material, parts, components or technologies that will lead to overall cost reduction, improved production time while respecting quality standards.

Market diversification, rationalizing supplier' base and outsourcing (notably outsourcing low value manufacturing outside of the country), were among the most common trends cited by

interviewees. Also, with major airports increasing their lease rates, this has led companies to shift to smaller regional airports. But, some aviation companies (FBOs and Charters especially) mentioned that most small airports were not suitable for their operation given limited infrastructure and services. Making sure companies are structured to handle sudden economic downturns such as drops in oil prices and currency fluctuation is something that is being prioritized by several companies for the future. Along the same line, some international companies are afraid of the new Trump Administration, which may reduce accessibility to the U.S. market and compromise some opportunities.

For the future, the aviation companies see the GTA attracting even more companies at the expense of smaller cities-municipalities. Finally, drones are quickly gaining in popularity, are more performant, and will eventually replace some work already performed by some aviation-related companies (i.e. spraying, photography and inspection).

### 4.3.2 Key Identified Issues

Manufacturers mentioned that offering on-time delivery while maintaining quality standards was the most pressing issue. Still related to supply chain management, finding suppliers that can meet their lead times and respect production volumes was another important issue impacting surveyed companies.

Securing long-term agreements, consolidating suppliers, improving communication, encouraging suppliers to increase their level of certification (AS9100, ISO 9000 or 9001 and Nadcap) and developing robust inventory management systems and share the development costs with suppliers were other issues often cited in the conversations. Also, as utilization of composite materials is more widespread, companies are seeking for lighter and more durable parts and components from their suppliers.

For aviation companies, the only issue that was recurrent is the lack of government support for smaller businesses at the provincial and federal level. Most of the time, this will be reflected in the offered financial support and the bidding process (no priorities for Ontario businesses). Furthermore, some companies mentioned the same issues, but from the point of view of airports. Indeed, if regional airports were receiving more financial help, they would be in better shape, and with quality infrastructures, more aviation companies would be willing to use them for their operations.

### 4.3.3 Considered Factors for Expansion or Relocation of Activities

Relocating assets or production capabilities closer to the addressed markets was not perceived as a competitive advantage by the same surveyed organizations. Aviation-related businesses

deal with multiple markets and customers based in different geographic locations which indicate that proximity of the clients in not a must. For large OEM, like Bell Helicopter or Bombardier, there are possible cost savings of being close to the major clients, which explains their national and international presence. Most of the surveyed companies in Ontario are not looking at relocating or expanding operations elsewhere in Ontario. If expansion was needed, manufacturing companies would prefer to grow their presence at their actual base of operation or expand overseas to develop new markets. Some aviation companies mentioned their interest to develop their presence in other Canadian provinces or in Ontario's large centers.

As such, when asked if they would ever consider expanding and/or relocating their business to a different location, surveyed companies provided the following answers:

- (75% of surveyed companies) No, because we want to maintain our proximity with our clientele, we like our current location, and we would like to keep our operations close to one another.
- (25% of surveyed companies) They do not have an immediate expansion plan, but they would consider it. It will all depend if the location possesses some of the following assets: skilled labor, proximity to clients, local demand, very competitive incentives, land availability and suitable infrastructure and hangar available for lease at competitive prices.

### 4.3.4 Ontario's Business Environment

Most Ontario companies in the aerospace manufacturing sector have experienced revenue growth increases over the past years mainly due to international market sales. As opposed to large manufacturers, local and regional aviation charter companies have seen sales show signs of recovery in the past few years, but pre-2008 sales have not been reached yet. Overall, the business environment in Ontario has been favorable due to strong government incentives (notably land and tax incentives, export grants, interest-free loans and funds for R&D), but these applied mostly to manufacturing companies and not to aviation-related companies and airports. Some mentioned that realignment will be needed to better support tier 2-3 manufacturers rather than only large OEM's and Tier 1 companies. Among the negative comments, some note that high costs of energy scaring away potential investments in the province. Three (3) companies mentioned that getting skilled labour is an increasing challenge, leading some companies to go outside the province for skilled workforce.

## 4.3.5 Knowledge and Perception of the Airports

For Goderich, we found that most organizations know the airport by name, and that approximately 25% of the respondents have been there at least once. Furthermore, approximately two (2) years ago, one of Chartright's aircraft was based at the airport, and Great Lakes Helicopter performed training at the airport on some occasions. For Wingham, we found that approximately half of the surveyed organizations know the airport by name, but almost all

respondents have never been at the airport. Many of them were not familiar with the Township of North Huron.

# 5. Airports Benchmarking Analysis

Our team benchmarked six (6) airports of similar size and function to Goderich and Wingham Airports to evaluate revenue generation activities, namely parking and landing fees, land lease and hangar lease. Both the lists of airports and criteria were defined in consultation with the client. This exercise provides an overall portrait of the positioning of both Airports versus some of their competitors. The key conclusions and some recommendations deriving from this benchmarking are summarized at the end of Section 5.

# 5.1 Airport Specifications

This sub-section compares the infrastructures and approach systems at the various airports. Among the evaluated airports, only Wingham and Owen Sound have a single runway, the other benchmarked airports have either two (2) or three (3) runways. Main runway lengths vary between 3,933 feet (Owen Sound) and 5,033 feet (Wiarton).

**Table 13 - Summary of Benchmarked Airport Specs** 

Airport	Runway Length	Surface Type	Approach	Based Aircraft
Wingham	Rwy 13/31: 4000 x 75	Asphalt	GPS RNAV	9
	Rwy 14/32: 5000 x 100 feet	Asphalt	NDB	18
Goderich	Rwy 10/28: 3000 x 50 feet	Asphalt		
	Rwy 05/23: 1870 x 80 feet	Turf		
Owen Sound	Rwy 18/36: 3933 x 75 feet	Asphalt	None	48
Wiarton	Rwy 05/23: 5033 x 150 feet	Asphalt	GPS RNAV	Approx. 25
VVIaiton	Rwy 11/29: 3456 x 100 feet	Gravel		
Kincardine	Rwy 13/31: 4085 x 75 feet	Asphalt	NDB	24
Kilicarulle	Rwy 05/23: 2083-50 feet	Asphalt		
Stratford	Rwy 05/23: 5000 x 100 feet	Asphalt	VOR/DME	44
Stratioru	Rwy 17/35: 3000 x 50 feet	Asphalt		
Collingwood	Rwy 13/31: 5000 x 100 feet	Asphalt	VOR/DME	Approx. 100
Comingwood	Rwy 01/19: 2450 x 75 feet	Grass		
Saugeen	Rwy 01/19: 4000 x 75 feet	Asphalt	LNAV	40
Jaugeen	Rwy 09/27: 2500 x 50	Asphalt		

The most common runway surface is asphalt. Only Wiarton (gravel), Goderich (grass) and Collingwood (grass) have secondary runways made of different surfaces. Regarding approach

systems, half of the studied airports have VOR/DME or NDB approaches, which include Collingwood, Stratford, Kincardine and Goderich. Wingham and Wiarton have GPS approaches.

In terms of the number of aircraft based, Wingham and Goderich have the lowest number. Saugeen, Stratford and Owen Sound have above 40 aircraft based at their airport. Collingwood is highest with 100 aircraft.

# 5.2 Parking and Landing Fees

This section highlights the fares collected by the airports for aircraft parking and landing fees. By analyzing other airport fees and pricing structures, we can determine Goderich and Wingham competitiveness and take note of other pricing structures that could be adopted. It is important to bear in mind that several airports waive some charges if fuel is purchased. We calculated these fees under the assumption that no fuel was purchased to obtain the best possible comparative data.

Table 14 - Aircraft Parking and Tie-down Fee Comparison Table

Aircraft Parking and Tie-Down F Daily Rates		ees
		Monthly Rates
Goderich	\$6.76 + HST (Grass) \$10.88 + HST (Paved) \$16.33 + HST (Paved + Hydro)	\$51.24 + HST (Grass) \$76.24 + HST (Paved) \$106.75 + HST (Paved + Hydro)
Wingham	\$6.94 (Grass) \$9.09 (Paved)	\$69.25 (Grass) \$74.57 (Paved)
Owen Sound	Free between 8am-5pm \$12.00 per night (up to 3 nights) One night free if fuel is purchased	(9 / 1
Wiarton	\$10 (less than 3,000 KG) \$20 (over 3,000 kg)	\$44.73 (less than 3,000 kg) \$100 (3,000 kg - 6,000 kg) \$150 (Over 6,000 kg)
Kincardine	No overnight parking fees	\$81.50
Stratford	\$6	\$67
Collingwood Note: Free if fuel is purchased	\$40 (T ! )	\$50 (Grass) \$60 (Paved)
Saugeen	\$10 - Note: Free if fuel is purchased	\$60 per month

Aircraft parking fees – or daily tie-down fees – for the surveyed airports typically follow a fixed price per day, with the exceptions of Collingwood and Wiarton that follow a fixed rate per weight category and type of aircraft – Single engine, Twin engine and jet. Similar to Collingwood, Wiarton follows the fixed price per weight structure. Note that most airports propose a lower fee for grass parking. The daily and monthly average fees for tie-down are \$11.268, and \$64.809 respectively. For daily rates, Goderich's price structure is similar to other airports, but Wingham is slightly under average. For monthly rates, both Goderich and Wingham offer parking fees in line with region's averages.

It could be worth looking into adding additional weight categories, which would be similar to Collingwood Airport. This would allow increasing rates for heavier or larger aircraft without affecting the light/small aircraft category, typically more price sensitive. The following table presents the landing fees currently applicable at the benchmarked airports. At a first glance, we can see that only Wingham, Saugeen and Owen Sound do not charge landing fees.

Table 15 - Aircraft Landing Fee and/or Facility Fee Comparison Table

Airport	Landing Fees	
	Free for aircraft under 5800 lbs.	
Goderich	\$45,00 (5,800 to 12,500 lbs. Waive with fuel purchase 200L)	
	\$75,00 (Over 12,500 lbs. Waive with fuel purchase 200L)	
Wingham	No landing Fees	
Owen Sound	No landing Fees	
	Free (0 – 2,999 kg)	
Wiarton	\$20 (3,000 – 7,999 kg)	
	\$20 or 200L fuel purchase (8,000+ kg)	
Kincardine	Free (under 3,000 kg)	
Kilicardille	\$71.10 (over 3,000 kg)	
Stratford \$50 Commercial aircraft		
Stratioru	Free of charge for all other aircraft	
	Free (Single)	
Collingwood	\$60 (Twin, Jet, Helicopter under 12,500 kg)	
	\$80 (Twin, Jet, Helicopter over 12,500 kg)	
Saugeen	No landing fees	

<sup>&</sup>lt;sup>8</sup> For Collingwood, the average was determined by calculating only the Single and Twin Engine Aircrafts fees. Goderich, Wingham and Wiarton averages were calculated considering all weight and all surface types' categorizations.

<sup>&</sup>lt;sup>9</sup> For Collingwood, Owen Sound, Goderich and Wingham, the averages were calculated considering all surface types' categorizations. For Wiarton, the average was based on their three weight categorization.

Aircraft landing fees vary greatly between airports and aircraft types. For most of the airports, fees are based on the weight of the aircraft. Stratford applies a flat landing fee exclusively to commercial aircraft and private pilots can land for free.

Based on the observed airports, it is recommended that Wingham considers using Goderich fees structure. Goderich approach of charging landing fees only for aircraft weighting more than 5,800 lbs is in line with the sector practice. Owners of single engine aircraft represent the bulk of the activity at small and regional airports. They purchase decent amount of fuel and other services, which often account for a sizeable share of the airport revenue. Charging them landing fees will be counter-productive and seen negatively by the pilot's community. While the model used by Goderich follows industry practices, it is important to note that for similar weight classification categories, landing in Wiarton is almost three times cheaper than landing in Goderich and Collingwood.

Our team also analyzed the option of implementing a camera system to enable Wingham Airport to track all aircrafts landing at the airport. To assess the systems presently on the market, we contacted Vector Airport System, an international leader of "Landing Fee Collection System".

The company typically charges between \$55,000 and \$60,000 for two cameras, one at the end of each the runway. The system includes wireless, solar-powered and high definition cameras. Annual operation, processing, monitoring, and maintenance would be another \$14,000 per year. This annually recurring fee covers all hardware maintenance, processing the images for the registration numbers, and exporting the data for viewing in the Airport Portal (Web application). Vector can also bill and collect the fee, providing all the required labor and customer service. The charge for this service is typically a percentage of the collected fee. This percentage varies from 15% to 20%.

Obviously, this first option is not viable for the airport due to the low volume of traffic. Another option would be to consult the registry from NAV CANADA. The organization provides the registration numbers of all flying aircraft that filed a flight plan by airport when requested. There is a nominal charge for this data.

The last analyzed option was a basic camera system. GSD Group, a Canadian leader in the distribution and installation of camera systems, mentioned that for an airport of the size of Wingham, the following package would support their needs:

• **Recording Module:** This module permits one to record and save multiple images to a server. The airport manager would need to spend a couple of minutes per day to manually review the pictures and identify the aircraft's serial number. Cost: \$2,000

• LPR Cameras: The License Plate Capture (LPR) Cameras are high resolution cameras that are especially designed to read vehicle's licenses. These cameras are also effective at nighttime. Cost: \$1,500 each (one or two would be required for Wingham)

It is recommended that Wingham considers this third alternative. This basic camera system would cost approximately \$5,000 considering two cameras and would provide a simple yet efficient way to capture landing aircrafts.

#### 5.3 Land Lease

This section highlights the yearly costs per square foot of leasing airport land. This can either be for commercial or private usage and is often used as a mean to generate additional revenues from the airport property. These prices do not include airport maintenance charges and other similar charges.

Table 16 - Land Lease Rate for Serviced Land at Comparable Airports

Airports	Serviced land (\$/sq.ft.)
Goderich	No Land Lease Fees
Wingham	\$0.25-\$0.33
Owen Sound	\$0.36
Wiarton	\$0.29*
Kincardine	\$0.34
Stratford	\$0.28**
Collingwood	\$0.40
Saugeen	\$0.35***
Competition Average Land Lease Rate	\$0.3243

<sup>\*</sup> Rates at Wiarton may vary from \$0.25 to \$0.33, for an average of \$0.29

Average land lease rates for the surveyed airports' serviced lots vary from a minimum of \$0.25 (Wingham) to \$0.40 (Collingwood) per square foot annually, which corresponds to an average of \$0.32/sq.ft./year. Since Wingham airport is roughly \$0.07 under the average (only for one of their two (2) tenants), we recommend increasing the leases rate to (\$0.33) when the contract is due for renewal. Note that Wingham's main tenant (Apex) is already at a rate of \$0.33 per sq.ft.

<sup>\*\*</sup>Rates at Stratford may vary from \$0.23 to \$0.33, for an average of \$0.28

<sup>\*\*\*</sup>Saugeen offers discounted rates on first two years model: Year 1 = \$0.25 / Year 2 = \$0.30 / Year 3 and beyond = \$0.35

Goderich should also consider establishing a land lease rate model aligned with the region's average for lands designated for aviation-related uses. At the moment, YGD does not have land lease fees in place at the airport other than the crop-sharing agreement with a local farmer. This arrangement is for the use of 22 acres of agricultural land, where the Town receives 1/3 of the crop grown on the leased land annually.

# 5.4 Hangar Lease

This section lists the total number of hangars units at each airport and those that are available for rental that are either privately or airport-owned. The purpose of this benchmark element was to determine the type of property and rental price of units at other similar airports.

Table 17 - Availability of General Aviation Hangar and Leasing Rate at other Airports

Airport	Total Units at airport	Available	Hangar Lease Rate (\$ / sq. ft.)	Hangar Surface per unit (sq. ft.)	Hangar Type
Wingham	3	0	Privately owned	Average of 3,600 sq. ft.	Stand-alone
Goderich	18	0	\$179.14 monthly (heated, grass entry) \$221.75 monthly (heated, paved entry)	Average of 1,125 sq. ft.	Both Stand- alone and T- Hangar
Owen Sound	16 (only one serviced lot remaining)	0	Privately owned	From 3,000 to 3,550 sq. ft.	Stand-alone
Wiarton	13	1	\$120k (for sale)	From 2,350 to 4,800 sq. ft.	Stand-alone
Kincardine	20	0	\$200-300 monthly for unheated GA Hangar	From 1,800 to 3,000 sq. ft.	Both Stand- alone and T- Hangar
Stratford	33	0	\$250-300 monthly for unheated GA Hangar / \$400 heated*	Average of 1,500 sq. ft.	Both Stand- Alone and T- Hangar
Collingwood	50	0	Privately-owned	Average of 3,000 sq. ft.	Both Stand- Alone and T- Hangar
Saugeen	24	0	\$175 monthly (no doors, not heated) \$350 monthly for heated GA Hangars (w/ doors and hydro)	Average of 2,250 sq. ft.	Both Stand- Alone and T- Hangar

Generally speaking, the previous table shows that GA hangar space is a scare resource at the surveyed airports. With the exception of Wiarton, which has one hangar for sale, all of the units are fully occupied. Average monthly rates for unheated and heated hangars are respectively \$233 and \$288. Goderich, Saugeen and Stratford are the only airports that own heated hangars. Current rates at Goderich are below the benchmark average. In fact, Stratford and Saugeen are much more expensive than Goderich, \$400 and \$350 compared to \$179-\$222 for Goderich. The price gap could be explained by the difference in size. Stratford and Saugeen average hangar size ranges between 1,500 and 2,250 sq. ft. compared to 1,125 for Goderich.

### 5.5 Observations and Recommendations

Table 18 presents an overview of the recommendations for each of the benchmark elements.

**Table 18 - Overview of Recommended Actions** 

Benchmark Elements	Goderich	Wingham
Parking Fees	Base fees schedule on aircraft weight.	Align fees with benchmark average. Airport should also consider basing its fees structure on aircraft weight.
Landing Fees	No change.	Establish a landing fees schedule similar to Goderich Airport.
Land Lease	Adopt a land lease rate to	Increase land lease to benchmark
Rates	benchmark average	average (\$0.3243 / sq.ft) for the tenants
	(\$0.3243 / sq.ft). For comparison,	that are still at \$0.25. Rate is below
	Kincardine's rate is at \$0.34 per	Wingham's main competitor (Saugeen's
	sq.ft.	rate is at \$0.35 per sq.ft.).
Hangar Lease	No change	Not applicable, all privately owned
Rates		hangars.
Hangar	Look at adding GA hangars	Look at adding GA hangars
availability		

# 6. Identified Development Opportunities

# 6.1 Retained Development Ideas

Information gained from the stakeholder consultations, industry survey and various market research and analysis performed throughout the study have allowed us to validate potential development projects for Goderich and Wingham airports. In the next section, we will give an overview of the retained concepts and provide the context and rationale that led us to select those ideas. Site plans, description, supporting data, and targeted markets and clients as well as associated financial projections for each concept will be detailed in Section 7.

# 6.1.1 Aviation-related concepts

### **Hangar Development (Both Airports)**

Site visits of Wingham and Goderich airports was very enlightening in many aspects. One element that struck us was the limited number of aviation hangars. Goderich has seventeen (17) hangars on its airport property, 11 privately owned and seven (7) owned by the Town, while Wingham has only three (3), all privately owned. When compared to other municipal airports in Ontario, it can be noted that both airports have way less hangars than others.

Discussions held with airport tenants and users at both airports showed that developing small hangar units for recreational pilots may hold potential. Some private parties have shown interest in renting or building hangars. We recommend that both airports consider including hangar development in their land use plan. Proposed development sites, ownership and expected financial returns are detailed in Sections 7.1.7 (Wingham) and 7.2.3 (Goderich).

#### Fly-In-Packages for GA Pilots (Both Airports)

The County of Huron is strong in outdoor activities, but also in culinary, culture, and arts experiences. Despite its many tourism attractions, both airports are having difficulties in attracting pilots. A review of the transient traffic numbers is indicative of this. Pilots are looking for places to visit for a day, a weekend or more. Developing turn-key packages to entice pilots to visit the region has never been tried by the airports. The proposed concept suggests developing customized packages targeting the recreational pilots segment.

#### **Growing RC Jets Event (Wingham)**

Wingham Airport is home to a radio-controlled aircraft event once a year in July. The event is the largest event of its kind in Canada, gathering more than 1,500 people and up to 70 RC pilots over three (3) days. Given its size and the growing popularity of RC Jets among hobbyists, there is the potential to grow the event to one of the largest in North America. Increased attendance and reputation could generate additional revenues and economic impacts for the airport and the Township of North Huron.

### Scheduled Passenger Service (Goderich)

Goderich is an attractive vacation destination 4-5 months a year and the announcement by Bruce Power of \$15 billion investment to revitalize its nuclear facilities will have a profound economic impact on the region, creating 22,000 direct and indirect jobs during construction and a myriad of business opportunities for regional companies and outside vendors. Many of those vendors, contractors and suppliers will be regularly called upon to visit the Bruce Power site during the project duration. Discussions held with Bruce Power management led us to believe that those suppliers may be interested in using air transportation to travel between Goderich (70 km from Bruce Power site) and the GTA. A survey was prepared and distributed to Bruce Power suppliers and managers to evaluate the need for the proposed passenger air service. This mandate did not allow for a similar survey to be carried out to the general public and tourism community. The development concept is described in section 7.2.6.

### 6.1.2 Non-aviation related concepts

## **Residential Development (Goderich)**

Goderich Airport has undeveloped parcels of land at the corner of Airport Road and Lake Avenue. The parcels are presently used by a local farmer under a crop-sharing agreement with the Town of Goderich. The parcel is adjacent to a residential area and offers direct access to road infrastructure and close proximity with the lake, which could make it a good location for a housing development. Preliminary evaluation also shows that it will be possible to build multihousing units without impacting the nearby grass strip and aviation activities. Market data also shows that real estate is booming in the region and that residential lots are scarce. Location and market factors being positive, development of multiplex housing at YGD is retained as one of the concepts. Any new residential land development would require a Sound Study to meet MOE D-6 Guidelines to see if residential is possible, the study to be included with planning applications (zoning by-law amendment as well as a possible official plan amendment).

### **Commercial Development (Goderich)**

Flippin Eggs' Restaurant has forged a solid reputation among pilots, local residents and travellers commuting on Highway 21 for work and leisure. The restaurant is ideally situated to serve both pilots landing at YGD and nearby road traffic. The opportunity exists to add complementary shops to augment the offering and increase customer traffic. Flippin Eggs' owner was receptive to the idea of adding local shops on his premise, like a farmer's market and a bakery.

#### Sale of Airport Lands (Wingham)

A review of developable lands at Wingham identified the potential to sell parcels zoned Restricted Agriculture (AG-2) and Natural Environment (NE2 - Limited Protected Natural

Environment). The sale would not impact airport or tenants' activities. Yearly interest income generated from the land sale would allow North Huron Township to generate revenues while reducing its tax burden. The sizes of the land we suggest selling along with the projected interest income are detailed in Section 7.1.1.

### Attracting an Aviation Related Manufacturer to Goderich

The opportunity to attract light industrial aviation activities and re-use some of the existing buildings – e.g. former Sky Harbour facilities – shows potential. It is recommended that the Town of Goderich and Huron County work in collaboration with hangar and land owners to develop a promotional campaign to market leasing opportunities to aviation and aerospace businesses.

# 6.2 Non-Retained Development Ideas

Throughout the study, various development ideas and potential projects have been raised by focus group participants, interviewees and surveyed organizations. While some ideas showed some potential, further research and analysis have demonstrated the limits and difficulties in implementing those concepts in either Goderich or Wingham. Summarized in this section are the ideas that have been abandoned and the rationale for not retaining those projects in the development concepts.

## Partnering with a Flight Training School

We examined the potential to partner with an accredited college of aviation and validate their interest in establishing a flight training unit in Goderich or Wingham or use one of the airports as a flying base. Discussions have been held with people responsible for Aviation Programs at Fanshawe, Conestoga and Canadore Colleges. Fanshawe's College of Aviation submitted in August a proposal to his Board of Trustees requesting funds to start a flight training unit. The request is still pending. We shared with them the opportunity to use Goderich and Wingham airports, but they were unable to comment as their plans have not been defined yet. One of the managers also mentioned that flying conditions, particularly in Goderich, will be problematic to host training flights.

However, it is recommended to follow up with Fanshawe College of Aviation in the coming months to see if their funding request gets approved. Also, we attempted to connect with people at Conestoga and Canadore Colleges to verify their interest in expanding their footprint in Ontario. Initial conversations held with a Flight Manager at Conestoga College indicate that the institution was not looking at expanding its program. Following discussions with other staff members it was identified that the College would potentially be open to consider an expansion. Further discussions will be needed to clarify the true intentions of the College. Explorer Solutions will closely monitor the situation and will advise if any opportunity arise. At the time of

printing this report, we had not received final feedbacks from Canadore College on their planning and interest to expand their flight training program.

## **Developing Senior Housing in Wingham**

The opportunity to develop senior housing at Wingham airport along Amberley Road has been considered. While the site seems suitable for residential development, the distance from downtown where most services can be found is considered problematic. For seniors, services must be within a walking distance from their place of living or ground transportation means must be available. The distance from downtown has led us to discard this concept.

### **Developing a Residential Neighborhood at Wingham Airport**

The forested area south of the airport property was also considered for residential development. The site offers many advantages like being located next to a water course with direct access to the nearby golf course, making it an ideal location for high-end houses. While the site would be perfect for housing development, the cost to bring infrastructure to it would be prohibitive and there is presently a large housing development project in town.

#### **Drone Test Site**

The idea of developing a drone test site catering to the agriculture sector or others emerged. The concept was to establish a testbed area at Wingham airport where farm owners, suppliers and seed producers could come and test, evaluate and perform research on new type of crops with the aid of drone technology. We had conversations with the industry to validate their interest for the proposed concept and if they own or plan to acquire drones.

Conversations revealed that very few seed growers and other producers were looking to use drones in their plans nor did they have plans to use the technology to monitor and evaluate new crops. Interviewees also mentioned that drone technology would be more suitable for large scale productions requiring airborne solutions to cover hundreds/thousands of acres. In short, size of farm properties in Midwestern Ontario and the type of crop (low yield) were not conducive to the drone market.

There are also several private and public test sites across Canada and around the Great Lakes already offering test sites to drone users. On the regulatory side, drone activity will conflict with regular aviation activities. For those reasons, it was determined that developing a drone test site was not a good fit for the North Huron area.

### **Solar Development**

Many airports have benefited from the Ontario Ministry of Energy's Feed-In Tariff (FIT) Program that allowed non-profit organizations like municipalities to generate additional revenues from

selling produced energy to the Ontario's electric grid. The government of Ontario has decided to shut down all the FIT programs.

The flagship program for large renewable energy contracts ended this past September. There is no sign that the FIT Program will be renewed. As for small renewable energy projects sponsored through the microFIT program, the government of Ontario recently announced that the program will be terminated in December.

# 7. Airport Development Concepts and Feasibility

This section presents the development concepts that have been retained for both airports. This section describes each of the 11 retained projects, provides the supporting data and rationales behind the selection of the concepts, briefly addresses targeted client segments, and analyses revenues, capital investments and profitability.

# 7.1 Richard W. LeVan Airport (PR7)

# 7.1.1 Sale of Agriculture (AG2-2) Lands

### 7.1.1.1 Concept Definition

The size of the airport property is 448.88 acres with 234.49 acres of land for agriculture purpose. Another large section composed of woodlands and zoned natural environment occupied 136.58 acres of land. Those two (2) zones account for almost 83% of the airport property. The remaining area comprises airport lands (74.81 acres) and small parcel of industrial land (3 acres) along the airport entrance. Figure 8 shows the airport property limits and different parcels of land.

Figure 8 - PR7 Airport Property Map



As showed in the above figure, only a small portion of the land designated for airport-related activities (Airport Lands – AL) is presently developed. Surrounding the airport lands (AL), more than 234 acres of agricultural lands are presently leased to a local farmer. Different avenues to increase land rental revenues have been evaluated for the agriculture parcels. The option to establish a crop-sharing agreement or to cultivate new types of crops was among the considered scenarios. All of those options carry higher risks for the airport and potentially additional work/overhead.

We recommend a scenario that would generate recurrent revenues while avoiding any additional administrative burdens and overhead. As such, we suggest the Airport should keep approximately 8.7 acres of agricultural land for future development (facing Amberley Road and bordering the Airport entrance) and selling the remaining 225.79 acres. We recommend this money should be deposited in a trust equity fund. At an annual interest rate of 2.75% this fund will generate enough interest income to cover airport expenses and provide funds to cover part of the future capital costs.

We also recommend that the Township of North Huron sell the lands zoned Natural Environment-Limited Protection (NE2) as part of a block sale with the AG2 lands. If the new

owner is looking to develop this zone, an Official Plan Amendment and Zoning By-law Amendment, along with supporting environmental studies to demonstrate that there will be no negative impact to the natural environment would be required.

Finally, it is important to note that AG2 lands can be used for a large variety of crop types. Even considering its height, corn is among the possible options. This type of crop will not interfere with the OLS, if a 75 meter distance from the center of the runway is maintained.

### 7.1.1.2 Supporting Data

For budgetary purpose, agricultural land (AG2) in the vicinity of Wingham airport was valued at \$17,000 per acre (validated with Farm Credit Canada, OMAFRA and local realtors). The demand for farm lands is high in the region and properties do not stay long on the market. There are favorable market conditions that would allow the seller to get premium prices for the agriculture land parcels. As for the Natural Environment lands (NE2), preliminary evaluation performed by a brokerage firm estimates the value of the land at \$1,100 to \$1,300 an acre plus the value of any potential harvest. For our financial calculations, we will use a selling price of \$1,200 per acre (not estimating the potential harvest).

### 7.1.1.3 Capital Cost

The sale of the 225.79 acres of agricultural land and 136.48 acre of NE2 land does not imply any capital expenditures. The property is in good condition and leased out to a local farmer. No site preparation or infrastructure upgrades will be required.

#### 7.1.1.4 Revenue Projections and Profitability

Selling 225.79 acres of land at \$17,000 an acre would generate \$3,838,430 plus \$163,896 for the NE2 parcels. By depositing those two amounts into a Balanced Fund for example, yielding 2.75% per year, an estimated \$110,064 in interest income will be generated every year. Public service organizations such as municipalities are exempted from capital gains tax or any other income tax. Table 19 depicts the total expected return and surpluses on year 1, over 5 years and 10 years.

Table 19 - Sell of AG2 and NE2 Lands - Projected Revenues

Items	Year 1	5-Year Period	10-Year Period	
Revenues	Revenues			
Land Rental to local farmer	\$59,800	\$59,800	\$59,800	
Sale of Land – Interest	Land sale	\$440,256	\$990,576	
income (2.75%)		(4 years of interest	(9 years of	
		incomes)	interest incomes)	
Total Revenues	\$59,800	\$500,056	\$1,050,376	

\*Revenues are based on a fixed return of 2.75% for the 10-year period. Leasing rate remained at \$260 per acre for the analyzed periods.

The proposed concept, while preserving prime airport lands for future aviation-related uses, allows municipal authorities to generate \$1,050,376 in surplus over 10 Years. Part of this reserve fund could serve to maintain the airport asset and pay for future airport infrastructure rehabilitation and upgrades. Consolidated financials incorporating all of the proposed concepts found in Section 10 will provide a detailed overview of the available funds that will be generated over the long term.

# 7.1.2 Growing RC Jets Event Rally

### 7.1.2.1 Concept Definition

In 2006, a group of radio-controlled jets enthusiasts created the RC Jet Rally at Wingham Airport. The event has been a great success over the years, generating activity at the airport and attracting people to the region. The last happening in 2017 gathered 70 pilots and approximately 1,500 visitors attended the show over the weekend. The Wingham RC Jet Rally is now considered as the largest RC Jets event in Canada.

There is a potential to use experience gained over the years to grow the event into one of the largest RC Jets gathering in North America, catering to US and international clienteles. The proposed concept suggests furthering development of the RC Jet event in Wingham in order to reach a larger audience, attract more pilots and increase attendance numbers.

In order to achieve this objective, we will briefly address what could help the RC Jet Event reach the next level and become a globally recognized RC Jets event. The following strategies could eventually be put in place in order to reach previously mentioned objectives:

- Support marketing efforts to position the Wingham RC Jet Rally as one of the "must attend" RC Jet event across North America;
- Examine the possibility to expand event programming by including other radiocontrolled platforms such as turboprops, Warbirds/Vintage aircrafts and drones;
- Develop strategies to attract large sponsors at the event, both from Canada and the U.S.;
- Carry out a marketing study to understand the targeted audience and visitors;
- Analyse the competitive landscape and determine the best marketing strategy to increase visibility and position the event to an international audience.

The following sections explain the rationale behind the proposed development strategy.

### 7.1.2.2 Supporting Data

In past decades, the number of RC Jet amateur pilots has been constantly growing, thanks to less expensive and lighter parts, better batteries and electronics, and improved aircraft controls. The global RC aircraft sales market increased from \$358 million to \$363 million between 2007 and 2010, mostly driven by the RC Jet growth. To respond to this demand, many events across North America have been created. In 2017, more than 50 RC Jet events have been held in North America compared to less than 30 events 10 years ago. The following table presents the most important gatherings in the US.

Table 20 - Top 5 RC Jet Events in North America

<b>Event Name's</b>	Description – Details
Florida Jet	Florida Jet Week, the World's largest event for Professional "Jet Certified" Radio Control Pilots
Week	comes to Lakeland's Linder Airport in March. Approximately 170 pilots from all corners of the
	globe will fill the skies of Lakeland with 200 mph jet replicas, many measuring over 10 feet.
	Especially exciting is the 50-pound, 10 foot wingspan A-10 Warthog of Desert Storm fame and the
	9 foot long Boeing F-18. All of the jets are powered by real turbo-jet engines.
Top Gun	It is the best of the best by invitation only competing for over \$25,000 in cash and prizes, and to
(Florida, USA)	see who may acquire the title of "Mr. Top Gun". There are also numerous awards of excellence
	given out each year.
Jet Over	Jets Over Kentucky Week will offer even more excitement for 2017. Jets Over Kentucky drew 164
Kentucky (USA)	pilots and 10,000 spectators last year. We're expecting another large crowd and pilots from all
	over the world to attend for 2017.
Best in the West	Best in The West Jet Rally is a non-compete event, this is an open, fun-fly event with very few
Rally (USA)	restrictions. The precise number of participant is not available.
Ottawa Valley	Flying event for both turbine and EDF jets for MAAC Zone G. For EDF, 70MM fan and landing
Jets (Carp	gear are minimum requirements. Pilots will enjoy the 3900 foot long, 100 foot wide paved
Airport)	runway. Wide open flying area, relaxed friendly atmosphere, focused on flying. A good time for
	the whole family, and a great addition to the Father's Day weekend celebrations. Located in Carp,
	Ontario, just minutes from downtown Ottawa.

Discussions with the Wingham RC Jet Rally organizer, Mr. Blair Howkins, confirmed that even if the event had a steady growth over the last years, there is room to further develop the event and to generate more revenues for stakeholders involved.

Year after year, the objective for Mr. Howkins is to reach a break-even point, but generating some net earnings would help developing and enhancing the event. Both in the U.S. and Canada, Mr. Howkins is seeing more and more new hobbyists participating to similar events and an increase in spending at those events.

### 7.1.2.3 Targeted Market and Clienteles

RC Jet hobbyists are the key targeted client segments. Since we suggest expanding scope and including turboprops aircraft and potentially drones, marketing efforts should focus on attracting these new segments.

In the upcoming years, the main markets to target will be Canada and the U.S. In Canada, most RC Jet hobbyists are already aware of the value proposition of the event. Nevertheless, marketing material should emphasize the new segments.

For the general public, Southwest (including GTA) and Central Ontario markets should be at the heart of promotional activities. For the U.S. market, marketing efforts should be focusing on neighboring states, including Michigan, Wisconsin, Ohio, New York and Pennsylvania. Some pilots and visitors of those states already attended the event in recent years.

### 7.1.2.4 Marketing and Promotion

In order to learn more about what makes these larger events successful, our team contacted Mr. Frank Tiano. He is well-known in the RC Jets community because of the numerous events he helped put in place. Mr. Tiano is the principal manager and organizer of the two largest RC Jet events in North America, which are the Top Gun and Florida Jet Week events. The following presents a list of "Best Practices & Ideas" to help grow the RC Jet event.

- **Timing is everything:** Need to set the event at a moment that suit pilots and visitors. A good example is to organize the event during a long weekend or during summer vacation.
- Infrastructures: To have a successful event and make people want to come back, you need good hotels, restaurants and other types of accommodations. Need a large parking, storing place, food & drinks on site and toilets.
- Night activities: Pilots and visitors are attending the RC Jet events because they want to have a great time. After a complete day of flights, it is important to organized additional activities at the airport or in close proximity of the airport, for example, in a local bar or a rented room.
- Air Show: In order to diversify the offering and to attract visitors, it is recommended to do a
  one (1) or two hours (2) Air Show on each day of the event, presenting special aircrafts and
  pilots. The Air Show is the key element that attracts visitors. In some U.S. events, they invite
  the National Air Guard for a short demo.

#### Marketing:

Other than specialized RC Jet websites, blogs and Social Media, it is recommended to invite TV stations to the pilot's preparation day, where they are preparing their equipment and performing test flights. It is important to give visibility to the event before the official demonstrations begin.

- o Radio Stations are also a good communication channel for those types of events.
- Attracting U.S. renowned pilots can also be a good idea to create awareness of the event. Need to be ready to spend money in order to pay their travel costs. Minimizing the travel distance from the airport is important, initially it would be better to focus on the neighbouring States (Michigan, Wisconsin, Ohio, New York and Pennsylvania).
- Frank mentioned that one of his contacts in the U.S. is a specialized Marketing Firm that does all the promotion/flyers for his events. He knows well the market and how to attract visitors.
- Warbird: It can be a great idea to bring Warbird and Vintage RC Aircrafts at the event in order to diversify the pilots and visitors. Drones might also be considered, but are less related to RC Jets that RC Props Aircrafts.

# 7.1.3 Aviation Hangars Development

### 7.1.3.1 Concept Definition

During the stakeholder interviews, existing tenants have expressed their interest to build or lease hangars to support their business expansion needs or store their personal aircraft. A local tenant told us that he had plans to build an additional six (6) hangars, three (3) of which would be for his own use. Although, the six-hangar project may still be an opportunity, but additional conversations held with other airport tenants lead us to conclude in the possibility to develop aviation hangars at Wingham airport.

Based on the level of interest expressed by interviewees for the construction of aviation hangars, we propose marketing on Year 1 the development of three (3) hangar units, two (2) south and one north of Apex's hangars (see Figure 9 (next page)). Following Phase 1 development, we suggest building two (2) additional rows of four (5) hangars each west of the existing hangar buildings. For budgetary purpose, assuming that Phase 1 hangars will be occupied by Year 3, we budgeted the construction of four (4) additional hangars on Year 4.

In terms of ownership, the concept suggests that the hangars be built and owned by the private sector limiting the airport's role to leasing land to the hangar owners. Figure 9 shows the proposed development plan.



Figure 9 - Proposed Hangar Development Site at Wingham Airport

On the next page, the next figure (Figure 10) presents the proposed development concept in regard to the OLS. The most southern hangars would have a height restriction of 5 meters. The current design would also limit aircraft movement on the new taxiway when an aircraft is on the runway or approaching. No vehicle or aircraft can be parked on the new taxiway on the east-west portion of it since the OLS allows only for a 2 to 3 meters clearance.

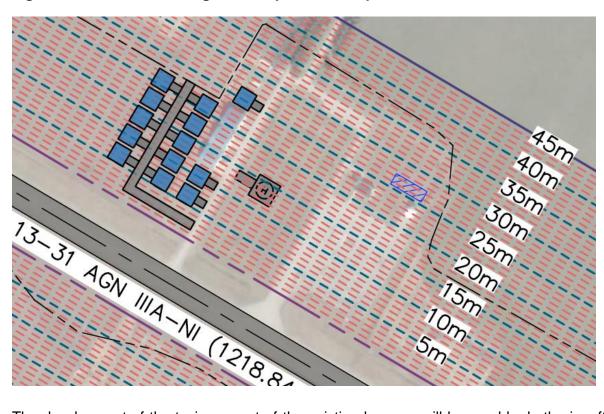


Figure 10 - OLS for the Hangar development concept

The development of the taxiway west of the existing hangars will be used by both aircraft and cars for taxing and accessing Phase 2 hangars and subsequent phases. The concept plan also includes the construction of a helicopter strip in front of the Apex Helicopters hangars. The helicopter strip will support safety and security of helicopter operations at the airport. The 20x20m pad area could be converted into a staging area to host RC pilots' tents and equipment during the RC Jet event.

### 7.1.3.2 Capital Cost

As shown in Figure 9, the development of Phase 2 units behind the existing row of hangars will require the construction of a taxiway to access the new lots. The cost of the taxiway was estimated at \$156,000 (Tetra Tech). This expansion would allow for the construction of ten (10) new standalone hangars with an estimated 2500 sq.ft. size. For the purpose of this exercise we estimated that half of the hangars (5) would be used for commercial purpose (requiring water, sewer, electricity and heating) and the second half for private purpose (requiring only electricity without heating). All of the hangar construction costs will be borne by the developer/owner.

The Phase 2 commercial half in addition to Phase 1 hangars (also commercial) will be required to have their own water and sewer (septic) system. As these public services are not available on

the hangar side, we also evaluate the cost of developing a new septic system and water wells. A septic system to serve up to ten (10) hangars has an estimated cost of \$150,000. Furthermore, four new water wells would be required for a total of \$60,000 (\$15,000 per well).

The taxiway, septic system and wells costs represent an important investment for an airport the size of Wingham. When discussing with interested parties the possibility to have them pay for a portion or all of the cost, they did not close the door. As such, we are proposing two development scenarios suggesting different approaches to fund this project.

The development concept also proposes the construction of the helicopter strip at a cost of \$87,000, again to be borne by the user.

### 7.1.3.3 Revenue Projections and Profitability

Table 21 lists the assumptions used to determine the annual amount of taxes levied on the constructed hangars and the amount corresponding to leasing revenues.

Table 21 – Assumptions of the general aviation hangar development concept

Item	Description	Rate / Cost
Land lease rate	Annual rate charged per sq.ft. of leased land.	\$0.32*
	Based on benchmark average.	*increased by 2%
		every 5 years
Property taxes rate	Morris-Turnberry Rate for commercial use as per	0.01358*
	2017 Tax Schedule	*increased by 2%
	(Commercial Occupied)	every 5 years
Building Assessment	Three (3) 2,500 sq.ft. units constructed in Phase 1	\$700,000
Value	(Year 1). An additional four (4) 1,500 sq.ft. units	
	constructed in Phase 2 (Year 4) followed by one	
	unit every year between Year 5 and Year 10 for a	
	total of 10 units.	
	<ul> <li>Phase 1 units: construction cost based on</li> </ul>	
	\$70 per sq.ft. (concrete and heated hangar)	
	Phase 2 units: construction cost based on	
	\$42 per sq.ft. (unheated soft hangars (not	
	winterized) for GA aircraft storage)	
	,	
Taxiway/Road	8m width taxiway. Total construction cost	\$156,000
Access	estimated at \$156,000	,
	,	

Fuel sale	<ul> <li>\$1.72/litre as per September 2017 price</li> <li>Assumptions: <ul> <li>Based on Cessna 172 aircraft fuel burn (approx. 35 liters per hour)</li> <li>All fuel consumed is assumed to be purchased at PR7</li> <li>75 fl.hr - Average flight hours per year, per aircraft</li> </ul> </li> <li>One (1) Cessna 172 aircraft per constructed hangar, for a total of 7 aircraft (3 for Phase 1, 4 for Phase 2)</li> </ul>	
Fuel cost	As per 2016 budget actual, cost of fuel sold accounts for 81% of fuel sale	
Fuel Tank		
Maintenance	at \$750 on Year 2 and \$1,500 on Year 5.	
Sceptic system and water wells	Sceptic system: \$150,000 Water wells: \$60,000 This new infrastructure is required for the commercial hangars planned for Phase 1 and an additional 5 hangars in future development phases.	\$210,000

### Scenario A - Cost Recovery Model

This model would see the Township of North Huron providing the funds for the construction of the infrastructure - sceptic system, water wells and taxiway. The Township would recoup its investment by imposing a development charge to each new tenant. For the sceptic system and water wells, it is assumed that eight (8) commercial hangars will require the service; therefore, each owner will pay 1/8 of the infrastructure cost in a lump sum amount on their first year of establishment. The same mechanism will apply for the construction of the taxiway needed for Phase 2 hangars. Each of the 10 hangar owners will be charged 1/10 of the taxiway cost to cover for the development of the infrastructure.

Table 22 shows projected 20-year net revenues for Scenario A.

Table 22 - Projected 20-year net revenues for scenario A

	Year 2	20-Year Forecast
Revenues		
Property Taxes	\$7,135	\$257,185
*MT Tax Rate applied		
Land Leases	\$2,400	\$113,631
*Land lease of \$0.32/sq.ft		
Fuel Sales	\$13,545	\$1,091,117
Sceptic system/water wells – cost recovery	\$78,750	\$210,000
Taxiway construction – cost recovery		\$156,000
Total Revenues	\$101,830	\$1,827,933
Expenses		
Fuel Cost	(\$10,971)	(\$883,805)
Fuel Tank Maintenance	(\$765)	(\$31,050)
Sceptic system (built on Year 1)		(\$150,000)
Water wells (built on Year 1)		(\$60,000)
Taxiway construction (built on Year 4)		(\$156,000)
Total Expenses	(\$11,736)	(\$1,280,855)
Net Revenue	\$90,094	\$547,079

Total net revenue for the 20-year period is estimated at \$547,079.

#### Scenario B - Fee Reduction Model

For Scenario B, we suggest the development of Phase 2 be given to a private developer. To entice such a developer, we suggest that both Morris-Turnberry and North Huron Townships waive or reduce significantly taxes and land lease fees for a period that allow the private developer to recoup his investment to build the taxiway and the water-septic systems. We estimate taxes and land lease fees will need to be significantly reduced for 15-20 years before the developer can recoup its investment. After this compensation period, property taxes and leasing fees due by the hangar owners will be collected again.

No financial model has been created for this option. Scenario A has been used for the 20-year consolidated financial projections found in Section 10.1.

# 7.1.4 Tourism Fly-In Packages for GA Pilots

Wingham Airport has the potential to become a destination stop for the GA pilot community. Pilots are looking for a reason to fly and things to do over a day, weekend or more. Wingham and the surrounding communities are able to offer such experiences. We recommend developing Tourism Fly-In packages promoting Wingham's region tourism attractions to the recreational pilots and business aircraft owners segments. Packages should meet the needs of tourists increasingly looking for turnkey solutions, convenience and simplified booking process. Given its expertise in managing tourism activities, we recommend that part of the promotional and marketing efforts be administered by the County of Huron Tourism Office. For example, the tourism program administered by Huron County focuses on destination marketing and development. This work involves publishing compelling collateral content that draws visitors to the region and working with partners to enhance the visitor experience.

Developing and promoting the packages to the GA audience will generate additional traffic at the airport, leading to increased fuel sales and economic activity for the Township of North Huron and across the County. The plan to develop additional private hangars should also be marketed to those new visitors. The development of the packages as well as the marketing material that will accompany the promotional efforts should be done in collaboration with local, county and regional tourism organizations.

# 7.1.4.1 Proposed Fly-In Packages for Wingham

The proposed packages revolve around two (2) main themes: heritage and discovery (especially the Blyth Festival and Alice Munro) and outdooring activities (bike, hiking, cross-country skiing, etc.).

# **Alice Munro and Local Heritage Tour**

Wingham is a beautiful rural town located in North Huron, Ontario. For this package, we recommend promoting the local cultural scene. Wingham is renowned for its local literature scene. The region offers a wide variety of cultural activities, ranging from theatres, museums and other compelling point of interest. To name a few, here is a list of some attractions that should be proposed in this package:

Table 23 - List of proposed attractions for the Alice Munro and Local Heritage Tour

Name	Opened From	Activities
Alice Munro Literary Garden	Full time May to August or; By appointment from September to May	Tribute to the literary achievements of Wingham native and internationally renowned author Alice Munro
Alice Munro Walking Tour	All year around	Self-guided tour of points of interest in the Town of Wingham relating to Alice Munro
North Huron Museum	May to August or; By appointment from September to May	The North Huron Museum celebrates the history of the North Huron area from the Paleolithic era to modern day.
Town Hall Heritage Theatre	All year around, may vary depending proposed plays	Mostly local plays and music concerts
Festival of Wizardry	1 weekend in mid-October	The concept of this festival is to recreate the fantastic universe of Harry Potter, with various fun activities.
Breweries and wineries: Cowbell Brewing + Maelstrom Winery + The Neustadt Spring Brewery + MacLean's Ale + Toity Cellars' Winery	By appointment during summer period	Local beer tasting and guided tour of the brewery. All located approximatively at 30 minutes from Wingham.
Sea Buckthorn Golden Orchard	Summer period	Self-guided or guided visit of the orchard with picnic areas. Located 12 minutes north of Wingham.

Once arrived at the Wingham Airport, the pilot will have the option to call a taxi (Wingham Taxi) if he plans to stay in town. Currently, the closest car rental company is located in Listowel (30 minutes south-west of Wingham).

Therefore, strategies should be considered to bring a car in town before the pilot arrival, or to find a local company/resident that would be willing to rent cars. In the car rental scenario, the car should be waiting for the pilot's arrival at the airport.

For this package, we recommend pilots stay in Wingham (the Maitland Manor Bed & Breakfast or the Wingham Lindon Motel among others), and from there, visit nearby attractions. The first activity to undertake would be the Alice Munro Walking Tour so visitors can get a taste of the things to see and do in town.

During the walking tour, the North Huron Museum and the Alice Munro Garden would be proposed. Also, pilots will be invited to visit the Sea Buckthorn Golden Orchard, the Town Hall

Heritage Theatre and/or local breweries and wineries. Note that most of the activities proposed in this package can be done within one day.

Rebates should be proposed to create a compelling bundle offer to pilots. We recommend including the following:

- Rebates on key activities highlights listed in Table 21;
- Coupons for local partner restaurants;
- Preferential rates with partner hotels;
- Preferential rates on outdooring activities;
- Preferential rates on car rental companies and taxis; and
- Aviation fuel rebate.

**Blyth Festival Package** Blyth is a picturesque town located 15 minutes south-west of Wingham. The most important attraction of this small Town is the Blyth Festival which attracts an average of 20,000 visitors annually and proposes 45 sessions from mid-June to Labor Day. Once arrived at the airport, the airport's staff could provide a small map highlighting points of interest in Blyth. Taxi, car rental or shuttle service will need to be offered. Once arrived at destination, the pilot will have the opportunity to visit one of the following attractions:

- The Blyth Festival: This is the core attraction of the Town. Most of the plays are presented in the afternoon or at night and vary in length.
- Before the beginning of the play's, the following activities could be proposed:
  - Visit the Cowbell Brewing Co, probably the best brewery in the County of Huron according to locals. They offer a large variety of high quality crafted beers.
  - Visit the Blyth Farm Cheese where you can taste one of the best Artisan Cheese in the region.
  - Visit the Part 2 Bistro, a restaurant loved by locals and visitors for its fresh and delicious food.
  - Visit the Wonky Frog Studio, a charming little gift boutique that offers artisanal decoration, paints and furniture's.

Once the day is over, the pilot will have the opportunity to rest at the Blyth Inn or to return to Wingham. Similar to the first package, rebates should be proposed to create a compelling bundle offer to pilots (See the list at the end of the Alice Munro and Local Heritage Tour.).

## 7.1.4.2 Targeted Markets and Clienteles

The target demographics for the proposed packages will be mainly composed of pilots seeking hassle-free and turnkey solutions for a daily, week-end getaways or longer stay. Packages will cater to different clientele profiles. Pilots selecting the Culture and Heritage packages might

typically be older couples seeking a more relaxing and cultural experience. The younger pilot generation might feel more engaged by the Hiking package, especially if they bring their children.

A large share of the clientele will be Ontarians (main market), with occasional visits from pilots from other states and provinces. Marketing efforts should be focusing on the Ontario market first. In a few years, depending on the success of the tourism packages, adding promotional efforts in Quebec and the U.S. Great Lakes States like Michigan and Ohio could be considered.

### **General Aviation (GA) Market Size**

The GA market in Ontario is one of the biggest in North America with 7,998 piston single engine registered private aircraft in 2016. Representing approximately 30% of the Canadian GA fleet, Ontario is the Canadian province with the largest fleet. The Province of Quebec arrives in second position.

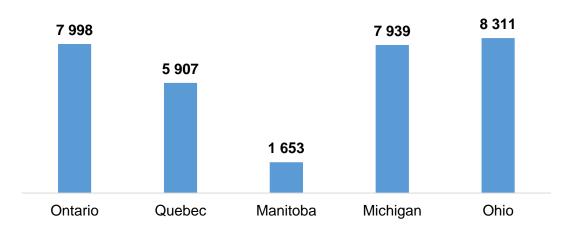


Figure 11 - Number of private registered private aircraft per Province and State

#### 7.1.4.3 Capital Cost

No capital cost has been budgeted for the tourism fly-in packages. As for expenses related to the development and promotion of the fly-in packages, the Township of North Huron should be assuming a portion of the cost. Table 48 (section 13.4 – Marketing Plan) details the budget requirements to support the development of the marketing material and promotional efforts. Starting on Year 4, revenues generated from the increased pilot activity will cover for marketing expenses.

# 7.1.4.4 Revenue Projections and Profitability

Promoting fly-in-packages to the GA pilots' community will result in increased aviation traffic for Wingham airport. Conservative forecasts suggest that the marketing effort will generate 50 visits on Year 1, increasing steadily during the following years to reach 200 aircraft visits on Year 9. The forecasted increases are for a budgetary purpose only. We recommend to CPR7 that it measures the net traffic gains on first years and adapts forecast accordingly.

Table 24 shows the projected traffic movements between Year 1 and Year 10. Air traffic movements will reach a peak on Year 9.

Table 24 - 10-Year Projected Increased Traffic in CPR7 Resulting from Fly-In-Packages

	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Aircraft										
Movements	50	70	90	110	130	150	170	190	200	200

Note: 1,221 transient movements were registered in 2016.

The increased traffic will translate into additional fuel sale revenue for CPR7 not to mention the economic impact for the Town and the County resulting from purchasing of goods and services by pilots and their families. As for the benefit for the airport, Table 25 presents the set of assumptions used to calculate the impact increased traffic will have on revenues.

Table 25 - Assumptions Used for Calculating Fly-In-Packages Revenues

Item	Assumption
Gross fuel sales	Based on \$1.72/litre -
	(September 2017 average price)
Fuel cost	Approx. 81% of fuel sale value
	As per 2016 actual
Percentage of visitor aircraft purchasing fuel	36%
Average volume of fuel purchased	150 litres
Aircraft parking fees	\$6.94 per day (grass)
Number of parking days	2 days on average per aircraft visit

Revenues will be drawn from fuel sale and parking fees.

Table 26 compares revenues to the amounts necessary to market the tourism fly-in-packages. Section 13.4 provides the marketing budget breakdown and explains how the funds could be used to promote the tourism packages to the GA pilots' community.

Table 26 - 10-Year Projected Revenues and Expenses for CP7 Tourism Fly-In-Packages

Revenues/Expenses	Year 1	10 Year Total			
Revenues					
Fuel Sales	\$4,644	\$126,317			
Aircraft Parking	\$694	\$18,877			
Total Revenues	\$5,338	\$145,194			
Expenses					
Fuel cost	\$3,762	\$102,317			
Marketing and Promotion Activities (see section	\$8,300	\$38,999			
13.4 for breakdown)					
Net Revenue	(\$6,724)	\$3,878			

<sup>\*</sup>Cost for CP7 to purchase fuel has been subtracted.

Overall, over ten (10) years, fly-in-packages are expected to generate \$3,878 in gross profit. The bulk of the marketing efforts will be needed in the first three years to create brochures, develop a dedicated or updated website (Year 1) and attend aviation events and trade shows. Following the 3-year period, expenses have been reduced to \$2,300 since most of the marketing material will have been developed. It's also worth nothing to add that the pilots visiting Wingham will also generate positive economic impacts throughout the region. Those impacts have not been calculated in our analysis, but they will be substantial.

# 7.2 Goderich Municipal Airport (YGD)

### 7.2.1 Residential Development (Southwest Area)

#### 7.2.1.1 Concept Definition

The County of Huron is a thriving region and flourishing community and home to 60,000 people. The County and especially Goderich offer the opportunity to accomplish personal goals, work in dynamic environment while combining the benefits of urban and rural lifestyles. Many people met during the interviews have highlighted those advantages and underscored the growing interest from families and retirees to move to the area. Discussions held with general contractors and realtors confirm this trend. Many mentioned that the housing market was experiencing a steady growth region-wide and that residential real estate was scarce.

From a location standpoint, Goderich Airport has the advantage of being in relatively close proximity to the town and services. The Airport is also bordered to the west by a residential development along the Lake Huron shoreline. Most of the residential development is situated just across the western Airport property boundary delimitated by Lake Avenue.

Also, just east of Lake Avenue lays one of the largest airport's land parcels with ideal dimensions to develop residential units. Overall, when considering the need for additional housing development in Goderich and the complementarity with the neighboring residential development, we suggest developing the southwestern parcels for residential use. Figure 12 shows the site layout plan for the construction of 20 multiplex units, occupying approximately five (5) acres of airport land.

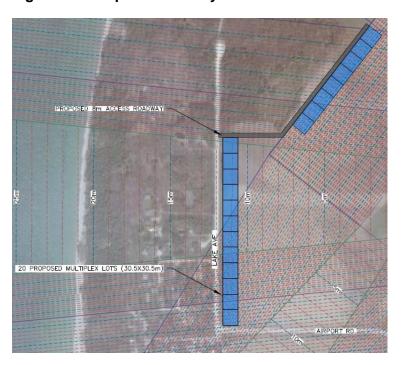


Figure 12 - Proposed Site Layout Plan for Residential Development

The proposed plan is to develop twelve (12) multiplex lots along Lake Ave and an additional eight (8) lots along a new access road to be built along the airport western perimeter. Construction schedule will span over 10 years at a rate of two multiplex units per year for a total of 20 units over Year 10. Construction of the first two multiplex units is scheduled for Year 1. Average multiplex lot size is 10,000 sq.ft. (100x100 ft.). Each unit includes four (4) apartments, parking and plenty of backyard space to enjoy an unmatched view of the airport. The proposed layout optimizes land utilization, respect the OLS limits with the nearby grass strip runway and provide the minimum road setbacks indicated in the By-Laws.

As previously stated, a sound study will be required to meet MOE D-6 Guidelines to see if residential is possible, the study to be included with planning applications. Zoning will have to be changed as current zoning only permits airport-related and aviation uses. Section 11 discusses the amendment to be made to accommodate residential development.

### 7.2.1.2 Supporting Data

Large general contractors and home builders who are doing business in the Goderich area confirmed that the market was in good health. They mentioned having difficulty to find residential lots to meet demand for housing units. Realtor data for the region of the Goderich is aligned with the Contractors' statements. Demand for single homes in the last three (3) years increased by 17%, reaching 130 units sold in 2016, compared to 111 units in 2013. Average sale price follows national trends, increasing by 16% from \$212,168 to \$245,336 for the same period<sup>10</sup>. As indicated in the market outlook, the amount of time a property takes to sell has also significantly dropped. In 2013, properties stayed on average 120 days on the market compared to 79 days in 2016. A 63% drop in less than three (3) years.

### 7.2.1.3 Capital Cost

All costs will be borne by the developer. The Town of Goderich would be selling the 5-acre parcel of land to developers for the construction of the twenty (20) multiplexes. The value of the housing development was estimated at \$8,000,000, around \$400,000 per multiplex unit. The entire building construction cost, including the cost to bring services to the site will be at the charge of the developer.

### 7.2.1.4 Revenue Projections and Profitability

Property taxes levied on the \$8 million residential development represents the bulk of the revenues. The remaining portion comes from the expected returns made by investing the money from the land sale into equity funds. An acre of residential land (unserviced) is worth around \$82,500 based on information shared by general contractors<sup>11</sup>. Selling 5 acres to the developer would generate about \$412,500. Table 27 details revenues generated over five (5) and ten (10) years.

<sup>&</sup>lt;sup>10</sup> Huron Perth Association of Realtors (Aug 11)

<sup>&</sup>lt;sup>11</sup> Conversation held with people at Larrry Otten Contracting. <a href="http://www.larryottencontracting.com">http://www.larryottencontracting.com</a>.

Table 27 - Financial Projections for the Residential Development Concept at YGD

Items	Year 2	5-Year Period	10-Year Period
Revenues			
Sale of Land – Expected equity	\$11,344	\$45,375	\$102,094
fund return (2.75% annual return)			
Property taxes	\$4,441	\$44,406	\$202,933
Tax rate - CT occupied, based on			
ACW Township 2017 Tax Schedule			
Total Estimated Revenues	\$15,784	\$89,781	\$305,027

Total estimated revenues for the 10-year period reach \$305,027. Taxes levied on the newly constructed properties represent 67% of total revenue. Understanding that the airport sits on ACW Township lands, all taxes raised go to the Township and not the Town of Goderich. In our recommendations, we are proposing a revenue-sharing mechanism that will foster cooperation and help support maintenance and rehabilitation of airport infrastructure.

# 7.2.2 General Aviation Hangar Expansion

# 7.2.2.1 Concept Definition

Goderich has registered 3,177 aircraft movements in 2016 and about 38% were visiting aircraft (1,222 movements). Transient traffic has grown by 40% since 2014 despite limited efforts made in promoting the airport. The increased traffic represents an opportunity for YGD to entice some of the regular visitors to move permanently at the airport or have them considered short-term lease options. Presently, all of the 17 hangars are leased out.

We recommend to YGD to verify the appetite of the market for hangar construction and rental opportunities. The Airport should advertise its intent to rent its property to interested developers or private parties looking to build hangars. Under this scenario, the Town of Goderich will act as the landlord, renting the land to the developer/hangar owner. The proposed concept suggests developing four (4) stand-alone hangars of 1,500 sq. ft. each to accommodate needs of GA aircraft owners. This first construction phase could be followed by other installments if demand is there.

### 7.2.2.2 Targeted Markets and Clienteles

General aviation pilots will be the primary client segment. Efforts should focus on promoting the hangar development opportunity to local and transient pilots. The first promotion effort would be to advertise the availability for general aviation hangars on the airport's website. A more rustic, but efficient way to communicate the development of hangars to the airport visitors is to display

posters in the terminal and to create leaflets that can be given to transient pilots. On a larger scale, the airport could promote the opportunity to rent a hangar at the airport through pilot clubs and associations. An email/newsletter can be send to the clubs/associations responsible or, if available, the information can be transmitted through a newsletter.

### 7.2.2.3 Supporting Data

Existing airport users had already expressed their interest in renting space at the airport to the former Airport Manager. At least two (2) to three (3) individuals have mentioned their desire to lease hangar space. We suggest the airport should reach these individuals to revalidate their level of interest and start building a waiting list of interested parties.

# 7.2.2.4 Development Site

We suggest developing two (2) hangar rows of four (4) units each. Phase 1 development site is located west of the existing hangars. A second development phase comprised of 4 units is also projected to the east when phase 1 buildings would have been rented out.

In terms of development timeframe, the financial model assumes that the first block of 4 hangars will be built on Year 1 followed by the construction of four (4) four additional units on Year 4. Figure 13 shows suggested locations for the two (2) development phases.





# 7.2.2.5 Capital Cost

All of the hangar construction costs will be borne by the developer. The Phase 1 building and site already provides direct access to the taxiway. As for Phase 2 hangars, a new taxiway will have to be built. Infrastructure costs are assumed to be covered by the developer.

#### 7.2.2.6 Revenue Projections and Profitability

Revenues come from two (2) principal sources: property taxes and land leases. Both types of revenues will be included in our analysis even if under the current arrangement, taxes levied on airport property go to the ACW Township and not the Town of Goderich. New taxation revenues represent a financial benefit for the community. Table 28 shows the assumptions used to build our revenue projections.

Table 28 - Used Assumptions for the Construction of the Four (4) GA Hangar Units at YGD

Item	Description	Rate / Value			
Land lease rate	Annual rate charged per sq. ft. of rented	\$0.32			
	land. Based on benchmark average.				
Property taxes rate	Municipal Tax Rate for commercial land use	1.072656%			
	as per 2017 Tax Schedule				
Building Assessment	Phase 1: Four (4) 1,500 sq. ft. units to be	\$252,000			
Value	constructed				
	@ a cost of \$42.00 / sq. ft. on Year 1				
	Phase 2: Four (4) 1,500 sq. ft. units to be	\$252,000			
	constructed @ a cost of \$42.00 / sq. ft. on				
	Year 4				
	Total construction cost (8 hangar units)	\$504,000			
Fuel sale	Fuel mark-up estimated at \$0.43/litre - based on September 2017 fuel price				
	Assumptions:				
	<ul> <li>Based on Cessna 172 aircraft fuel burn (approx. 35 liters per</li> </ul>				
	hour)				
	All fuel consumed is assumed to be purchased at YGD				
	75 fl.hr - Average flight hours per year, per aircraft				
	One (1) Cessna 172 aircraft per constructed hangar, for a total of 8 aircraft				
Fuel Tank	The new constructed hangars will increase the number or based aircraft				
	from 18 to 26.				
Maintenance	Additional cost to maintain the fuel tank is estimated at \$800 per year.				

Land lease and taxation revenues over a 10-year period amount to \$70,271. Table 29 provides the breakdown per revenue source.

Table 29 - YGD General Aviation Hangar Development Financial Projections Breakdown

Revenue Item	Year 2 Revenues	5-Year Estimated	10-Year Estimated		
		Revenues	Revenues		
Revenues					
Property Taxes	\$2,703	\$13,515	\$41,087		
Land Leases	\$1,920	\$9,600	\$29,184		
Fuel sales (net revenue)	\$4,515	\$18,609	\$70,301		
Total revenues	\$9,138	\$41,725	\$140,572		
Expenses					
Fuel Tank Maintenance	\$811	\$3,264	\$7,344		
Net Revenues	\$8,327	\$38,460	\$133,228		

No revenue has been budgeted for Year 1 as part of the year will be dedicated to construction. This analysis gives a taste of how much revenue could be generated from one block of hangars. As opposed to other revenues, direct purchase and maintenance costs must be accounted for fuel sales. Table 29 shows net revenue for fuel. Net revenues total \$133,228 for the 10-year period.

#### 7.2.3 Aviation Commercial Activities

### 7.2.3.1 Concept Definition

YGD is home to several privately owned hangars that may represent great leasing opportunities for aerospace and aviation companies looking at expanding or relocating their business. During our site visit, an inventory of the vacant buildings was performed to determine their marketable potential. The objective was to confirm if overall building appearance and condition would be attractive to potential buyers and tenants.

This exercise showed the possibility to market the 26,400 sq. ft. building east of the terminal, owned by a private investor. This hangar is overall in fair condition and with minor upgrades and alterations to the interior; the building could be used for commercial or light industrial aerospace activities. Building sits right next to the apron, which is ideal for businesses needing to move regularly aircraft in and out of the hangar for repair, inspections or any other activities requiring convenient access to the airside area.

One of the owners also shared some concept plans to redesign the interior, add additional parking stalls and redo the building exterior finishing. We suggest including this hangar rental opportunity in all of the Town's future efforts to promote the airport.

In Section 7.2.4, we recommend developing Fly-In-Packages to promote tourism attractions to GA pilots and entice them to fly in YGD to visit the region. It might be worthwhile to advertise the commercial hangars in the marketing material destined to the GA pilots since many of them work for the aerospace industry and some owns businesses in the sector.

# 7.2.4 Tourism Fly-In Packages for GA Pilots

We recommend growing the General Aviation activities at YGD through the development of Tourism Fly-In Packages. This section describes the different packages we suggest developing for Goderich in order to promote local tourism attractions, entice pilots to fly to Goderich and visit the region.

Packages will help attract additional traffic, increase fuel sales and activity at the airport. The increased volume of airport users also represents a great opportunity to market the hangar construction and rental opportunities at YGD. The development of the packages as well as the marketing material that will accompany the promotional efforts should be done in collaboration with local, county and regional tourism organizations. For example, the tourism program administered by Huron County focuses on destination marketing and development. This work involves publishing compelling collateral content that draws visitors to the region and working with partners to enhance the visitor experience.

### 7.2.4.1 Proposed Fly-In Packages for Goderich

The proposed packages revolve around three themes, which are: 1) Goderich Heritage Tour, 2) The Fishing Experience and 3) Outdoor Adventure.

#### Goderich Heritage Tour (Spring, Summer and Fall)

Goderich promotes itself as one of the prettiest towns in Ontario and the heart of "Ontario's West Coast". Other than its numerous outdooring attractions, Goderich is a town with a fascinating history and rich cultural assets.

In this package, we recommend promoting the local museums, art galleries and other key landmark attractions to experience in the Town and region. To name a few, here is a list of some attractions that could be proposed in this package:

Table 30 - List of Museums, Art Galleries and Theatres in Goderich

Name	Opened From	Activities		
Huron Historic Goal May to October		Visiting tour of the historical site		
Huron County Museum	All year around	Permanent and seasonal exhibition galleries		
The Livery (Goderich	Vary depending the	Professional and Amateur theatre in the		
Little Theatre)	schedule	heart of downtown Goderich		
The Reuben R. Sallows	All year around	Art gallery		
Gallery	(12:00 to 17:00)			
Goderich Co-op Art	All year around	Art gallery		
Gallery	(10:00 to 17:00)			
	Closed to public	Visit the Park, the lighthouse is within the		
Goderich Lighthouse		park. Great view of the port and the Lake		
		Huron		

After arriving at the Goderich Airport, the pilot will have the option of calling a taxi if he/she plans to stay in town, or, a car can be rented for the duration of the stay. In the second scenario (car rental), the car should be waiting at the airport terminal. Thrifty and Goderich Toyota are companies that offer car rental service. Also, at the arrival of the pilot, the airport staff will give a map of Goderich highlighting the Heritage Tours (see details below), points of interest and partner restaurants.

For this package, we would initially recommend pilots to follow the Heritage Tours, which consist of four (4) predefined paths of one (1) hour each that allows the visitors to discover the architectural and cultural history of this beautiful town. Through those tours, we suggest promoting the best attractions and restaurants along the paths. Because all of the proposed activities are directly located in Goderich, the visitors will gradually encounter the proposed activities along the Heritage Tour.

If the pilot planned to stay for more than one (1) day, he can either visit remaining Goderich attraction's or head out of town to discover the charms of other communities.

As mentioned for Wingham, rebates should be proposed to create a compelling bundle offer to pilots.

**Note**: depending on the season, some of the proposed museums, art galleries and theatres might not be opened.

### **Goderich Fishing Experience Package** (Spring and Summer)

This package aims at promoting Goderich best-known fishing spots along Lake Huron and the Maitland River. Pilots will have two (2) fishing options, standard fishing on Lake Huron or fly fishing on the Maitland River. Once arrived at the airport, the pilot and its companions will be picked-up directly at the airport by the selected fishing guide. We suggest considering Maitland Valley Fishing Charters for fishing adventures on Lake Huron and Fly Fitters for fly fishing on the Maitland River.

Both companies have extensive experience and knowledge of these waters and already offer multiple packages that vary in type and length. For example, Fly Fitters offers the "Learn to Fly Fish" experience, a three (3) hour beginner workshop that gives a complete and detailed introduction to the relaxing and challenging sport of fly fishing. Single to Multiple day trip packages are also available for both companies. During each day of the trip, the guides will propose different fishing spots and short seminars on how to prepare the caught fishes for cooking.

It would be interesting to explore potential partnership between the two (2) local fishing guide companies in order to combine their currently proposed activities. This would offer pilots the choice of doing, for example, one day of fishing on Lake Huron and a day or two of fishing on the Maitland River. This partnership would offer more flexibility to pilots, which will be able to experience both types of fishing. The fishing companies could also be involved in funding the marketing of the package.

### Outdoor Adventure Package (Autumn, Summer and Fall)

The rural County of Huron is home to a large variety of outdooring activities that will satisfy the most demanding adventurers. This package is based on the multiple natural assets and outdoor activities available directly in town, and in the various parks/reserves of the region. Three (3) main sites, and their respective activities, will be promoted through this package: The Falls Reserve, The Point Farm Park and The Beaches.

Falls Reserve and Point Farm Park both offer camping areas, hiking and cycling trails, swimming areas, bird observation and much more depending on the season (hunting in late October and cross-country skiing in winter). For each site, staff member will greet the pilot, provide a map of the park/reserve and explain where to perform some specific activities. During summer time, Goderich offers three (3) different beaches easily accessible from downtown. The city is also the starting point of many cycling and hiking routes. To name a few, the Tiger Dunlop and the Guelph-Goderich trails seem to be the most appreciated by locals and visitors.

In terms of equipment rental, 360 Bikes'n Boards could be a partner hence their downtown location. They offer bicycle and paddleboard rental. Similar to the other proposed packages, the

Outdoor Adventure Package will also offer rebates in local partner restaurants, hotels/camping/rooms, attractions and equipment providers.

### 7.2.4.2 Positioning – Markets and Clienteles

The markets and clienteles for the turnkey tourism packages are similar to those proposed for Wingham. Please consult Section 7.1.4.2 for more details.

### 7.2.4.3 Supporting Data

The development of the Fly-In packages concept is viable and relevant due to various market rationales. With its strategic location, Goderich is well positioned to attract a large population of GA pilots from various regions, including the province of Ontario and Quebec, but also pilots from neighbouring U.S. states.

According to our estimates, there are approximately 20,000 registered aircrafts in a one to two (2) hours of flight from Goderich (see details in the Marketing Strategy, Section 13.2.1.), which represent an enormous market to tap into. Also, the Goderich Sky Harbour Airport is an airport of entry and has all the customs clearance services on-site, which can accommodate international visitors and airport carrying up to 15 passengers and crews.

This concept also aligns with current and future economic development strategies of the County. Tourism being one of the key industry for the County of Huron, we identified compelling activities and attractions in order to build thematic packages that can catch the interest of various clienteles. These packages also concords with the Ontario's West Coast objectives to attract more tourists and increase spending, which can be achieved through catering to new client segments with higher income. Pilots fit well with those two (2) objectives.

### 7.2.4.4 Capital Cost

No capital cost has been budgeted for the tourism fly-in packages.

### 7.2.4.5 Revenue Projections and Profitability

Promoting fly-in-packages to the GA pilots' community will result in increased aviation traffic at YGD. Preliminary estimate suggests that visitor movements will augment by 5% on Year 1, followed by 1.6% annual increases reaching 16% on Year 10. The forecasted increases are for budgetary purpose only. We recommend to YGD that it measures the net traffic gains of year 1 and adapts the forecasted growth accordingly.

Table 31 represents the projected transient traffic when applying the estimated increases to 2016 movements.

Table 31 - 10-Year Projected Increased Traffic in YDG Resulting from Fly-In-Packages

	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Aircraft Movements	50	70	90	110	130	150	170	190	200	200

In Year 10, it is estimated that an additional 200 aircraft will visit YGD to enjoy the many tourism attractions the region has to offer. The increased traffic will translate into additional fuel sale revenue for YDG not to mention the economic impact for the Town and the County resulting from the purchasing of goods and services by pilots and their families.

Regarding the airport, Table 32 presents the set of assumptions used to calculate the impact increased traffic will have on revenues.

Table 32 - Assumptions used for Calculating Fly-In-Packages Revenues

Item	Assumption
Fuel markup (%)	Approx. 25%
Fuel markup (\$)	\$0.43
	Based on \$1.72/litre. Price charged at YGD
	in September 2017.
Percentage of visitor aircraft purchasing fuel	36%
Average volume of fuel purchased	150 litres
Aircraft parking fees	\$6.76 per day (grass)
	Assumed 2 days of parking per aircraft visit
Number of parking days	2 days on average per aircraft visit

Revenues will come from fuel sale and parking fees. As for landing fees, aircraft below 5,800 lbs are not charged any fees. Most GA aircraft fall under this weight category and therefore, no revenue has been budgeted for this element. Table 33 compares projected revenues to the promotional expenditures necessary to market the tourism fly-in-packages. Section 13.4 details how the marketing funds will be used to promote tourism packages to the GA pilots.

Table 33 - 10-Year Projected Revenues and Expenses for YGD Tourism Fly-In-Packages

Revenues/Expenses	Year 1	10 Year Total
Revenues		
Fuel Sale (Margin)*	\$1,161	\$35,109

Aircraft Parking	\$676	\$20,423
Total Revenues	\$8,972	\$55,532
Expenses		
Marketing and Promotion Activities (see section	\$8,300	\$38,999
XYZ for breakdown)		
Gross Profit	\$(6,463)	\$16,533

<sup>\*</sup>Cost for YGD to purchase fuel has been subtracted.

Over ten (10) years, fly-in-packages are expected to generate \$16,533 in gross profit. The bulk of the marketing efforts will be needed in the first three (3) years to create brochures, develop/upgrade the website (Year 1) and attend air shows and trade shows. Following the 3-year period, expenses have been reduced to \$2,300 since most of the marketing material will have been developed. Section 13.4 provides the marketing expenses breakdown.

### 7.2.5 Scheduled Charter Service

### 7.2.5.1 Concept Definition

With road traffic congestion that often extends over rush hour, coupled with ongoing construction work and maintenance, travelling from Midwestern Ontario to the Greater Toronto Area (GTA) is becoming more and more challenging. Understanding that time is a non-renewable resource and that businesses are trying to optimize schedule efficiencies, this concept suggests developing scheduled charter service between the GTA (Billy Bishop Airport – YTZ) and YGD Airport to accommodate those travel needs.

Bruce Power is the largest employer in the region dealing with a wide array of vendors and contractors, the proposed air service will cater to Bruce Power suppliers that regularly travel to the area and to visitors and residents traveling back and forth to the GTA. The Town of Goderich and its airport are located 70 km south of the Bruce Power nuclear site in Kincardine, making it the ideal point of entry for companies conducting business in the region. Another advantage of the Goderich Airport (YGD) lays in the unique capacity of its infrastructure. With its 5,034 ft. main runway, YGD is the closest airfield in the region that can safely accommodate medium-size turboprop aircraft typically used by regional airlines to serve business travelers throughout Ontario.

### **Client Segments and Profiles**

It is anticipated that Bruce Power suppliers will frequently use the air service. With \$15 billion in investment forecasted for the duration of the revitalization project, the energy company will create thousands of jobs and secure work for a myriad of contracting, engineering, consulting, manufacturing and service companies. Those contractors and engineers from the GTA having

to travel regularly to Bruce Power site are the targeted customers. In Section 7.2.6.2 we will further detail the size of that population and how Bruce Power has help to assess part of the demand for the air service.

Besides businesses that need to travel to the region, it is expected that other client segments will be interested in using the air link as well. Regional Business leaders, health requirements and tourists visiting the region during the spring /summer and early fall will also be part of the targeted clientele.

### Flight Schedule and Frequency

The new air service can propose year-round or seasonal daily roundtrip flights between the two (2) locations using small turboprops aircraft such as the P-31 Navajo that could seat up to seven (7) passengers. Flight schedule will propose a flight departing from the GTA in the morning and returning late afternoon or early evening depending on user's preferences. Preferred travelling schedule, passengers forecast and overall interest from businesses leaders should be validated through an air service study. Depending on the volume additional flights can be added.

## **Airport Capital Assistance Program (ACAP)**

Maintaining an annual scheduled Air Service carrying a minimum of 1,000 passengers per year for three consecutive years would render the airport eligible for Transport Canada's ACAP program (Airport Capital Assistance Program). This program provides federal funds to help eligible airports finance capital projects that will maintain and improve safety. To be eligible, the Airport must also be a certified airport and maintain the various manuals, plan and policies required.

### Eligible airports

Airports that can receive ACAP funding if they:

- Are not owned or operated by the federal government
- Meet certification requirements
- Offer year-round regularly scheduled commercial passenger service. This means that in each of the three most recent calendar years, the airport handled at least 1,000 yearround regularly scheduled commercial passengers as reflected in Statistics Canada "official" passenger statistics. If you are not part of these statistics, you must complete a statutory declaration

#### **ACAP** evaluation criteria

To be approved for ACAP funding, you must:

- show that the airport cannot self-finance the project
- provide audited financial statements for the airport for the past three years

To be approved for ACAP funding, your project must:

- be needed to maintain or improve safety
- meet accepted engineering practices
- · be justified on the basis of current demand

Transport Canada will consider funding projects to expand facilities only if you can show that the current facilities put safety at risk. Becoming ACAP eligible would enable the airport to receive up to 100% of reimbursement for project identified as Priority 1 and 3 in table XYZ.

Table 34 - ACAP Reimbursement per annual passenger enplanements

Year-round regularly scheduled commercial passengers	Percentage reimbursed by ACAP
1,000 - 49,999	100%
50,000 - 74,999	95%
75,000 - 99,999	90%
100,000 - 124,999	85%

### Types of projects ACAP funds

ACAP funding is for projects needed to meet an airport's required level of safety. These are, in order of priority:

- Priority 1: Safety-related airside projects such as:
  - rehabilitating runways, taxiways and aprons
  - runway, taxiway and apron lighting
  - visual aids
  - sand storage sheds
  - utilities to service eligible items
  - site preparation costs, including directly related environmental costs
  - · aircraft firefighting equipment required by regulation
  - aircraft firefighting equipment shelters
- Priority 2: Heavy airside mobile equipment (safety related) such as:
  - runway snowblowers
  - runway snowplows
  - runway sweepers; spreaders
  - winter friction testing devices
  - heavy airside mobile equipment shelters
- Priority 3: Air terminal building/groundside (safety related) such as:

- sprinkler systems
- asbestos removal
- barrier-free access

### Types of projects ACAP doesn't fund

- · land purchases
- feasibility, planning or zoning studies
- projects that have already been started or completed

### 7.2.5.2 Targeted Markets and Clienteles

As previously mentioned, we envision that people who need to travel to the Bruce Power site will represent a good portion of the future passengers' traffic. Based on conversations held with Bruce Power and Bruce County, there are several occasions where suppliers and tradespeople must travel to and stay in the area surrounding Bruce Power. Outages and maintenance campaigns, supplier employee meetings, senior management meetings and suppliers' events all require travel from the GTA to the Bruce Power site. During outages and maintenance campaigns, there will be up to 1,000 people who support work being undertaken at the Bruce Power site.

There are also many on-site meetings (often weekly) requiring employees to travel to the area for days or overnight trips. In addition to the supplier meetings, Bruce Power's executives and senior staff are often required to travel to the area to attend senior management meetings or meet with large suppliers. Finally, a number of suppliers have established a local presence in the region having staff from the GTA travel to work in the local office 1-2 days a week not to mention that many of those workers travel weekly to their head office in GTA.

In summary, the opportunity may exist to develop a scheduled air service that will cater to the Bruce Power workers, suppliers and senior staffers' client segments to generate enough volume to sustain daily flights between Goderich and YTZ. To help us assess the demand for the proposed air service, the Corporation of the County of Bruce in collaboration with Bruce Power, has accepted to distribute a survey to the company's top 15 suppliers. Apart from evaluating the demand for the air service, the questionnaire will help us to determine passenger's travelling requirements and preferences when it comes to flight destinations and schedules.

The survey was distributed to the suppliers in mid-September and three (3) weeks was given to respondents to complete the questionnaire. A similar survey should also be prepared for local and regional tourism agencies to assess the need from their clientele in using the air service.

From the result of this small survey, we have made some conservative passenger assumptions to estimate revenues the air link would potentially generate for the airport. The following sections present the preliminary results of the financial analysis.

### 7.2.5.3 Capital Cost

Existing airport infrastructure would be able to accommodate daily passenger flows and flight operations. Under the current assumptions (See section 7.2.6.4.), it is projected that passenger volume would not exceed five (5) passengers per flight. Current terminal size and layout could support expected enplanement volumes. However, interior design and overall look would have to be revamped to adequately accommodate a business clientele. We did not budget the cost to perform those cosmetic improvements.

Current human resources should suffice to support the daily flight. Discussions would have to be held with the regional air carrier to determine staff requirements to support passengers and ramp operations. However, current airport staff should suffice to accommodate forecasted passenger and aircraft traffic.

### 7.2.5.4 Revenue Projections and Profitability

Financial projections for the proposed air service have been based on the following demand and revenue assumptions.

Table 35 - Demand and Revenue Assumptions for the Air Service Concept

Items	Description	Assumptions
Revenue Assumptions		
Fuel mark-up	Approx. 25%	Corresponds to \$0.43
		per litre (based on
		September fuel price)
Aircraft type / average fuel	PA-31 Navajo	172 liters
purchase per trip		
Airport parking fees	Parking on paved surface	\$10.88 per day
Airport landing fees	Waived with 200L fuel purchase	
Airport Improvement fees	Charge per enplanement	\$20
(per enplanement)		
Passenger Demand Scenario		
Estimated number of	Number of passengers boarding in	5
passengers per flight	YGD	
Passenger load	Percentage of seats occupied	71%

			(5 out of 7)	
Days in operation			Year around service	365
Total	number	of		1,825
enplanemen	ts at YGD			

The model is based on conservative demand projections, assuming that a total of 1,825 passengers will use a flight linking Goderich to YTZ on an annual basis. The load factor is below the standard 80% mark experienced on most regional flights. Table 36 details revenue projections for Year 1, 5 and 10.

**Table 36 - Scheduled Charter Service Revenue Projections** 

Revenues Item	Year 1	5 Year Total	10 Year Total	
Fuel sale mark-up	\$11,503	\$59,865	\$125,960	
Airport parking fees	\$3,971	\$3,971	\$43,484	
Airport landing fees	Waived with fuel purchase			
Airport Improvement fees	\$36,500	\$189,947	\$399,665	
Total	\$51,974	\$253,783	\$569,109	

<sup>\*2%</sup> annual inflation has been applied to revenues

What can be taken away from the previous table is that the proposed air service will be a good revenue generator for Goderich, generating \$569,108 in revenue over 10 years. We did not add any new flights on Year 6-10 as it will be premature to speculate on future passenger traffic. Initial survey results would help refine this preliminary forecast and assess potential feasibility of the proposed air service. If Bruce Power's and regional community survey results are conclusive, a complete air service analysis should be performed to determine feasibility, load factors, flight schedule, airfare and preferred routes.

### 7.2.6 Haskap Culture

### 7.2.7 Concept Definition

Many airports lease out land for agricultural use. To generate even more revenue out of this activity, a growing number of airports have taken an approach that consists in sharing costs and benefits with farmers through lease rates defined in terms of a revenue percentage. As an example, Denver International Airport leases out approximately 16,000 acres of farmland on a per acre basis to local farmers. Under the lease program, farm revenue from the sale of crops (mainly wheat, sunflowers, millet, and corn) is divided, with one-third going to the airport and two-thirds to the farmers. Other models exist where airports act as the landlords and just lease land to developers.

The town of Goderich is familiar with crop-sharing arrangements. The Town has an agreement with a local farm for the use of 22 acres of agricultural land, where the Town receives 1/3 of the crop revenues grown on the leased land annually. The arrangements has generated \$6,585 in 2016 but in good years, when market prices are up and harvest good, revenue could reach \$16,000. Currently, wheat and beans are grown at YGD, which brings around \$254.47 per ton for wheat (See Table 36.).

Cash-crop are easy to grow, but do not generate high returns. In light of this observation, our team investigated the opportunity to grow other types of crops that would yield higher revenue while being suitable to the type of soil found at YGD. Results of the analysis show that a new berry fruit called haskap (also known as honeyberries) represents the best alternative to cash-crops both from a revenue and market standpoint. Therefore, is it recommended that the Town of Goderich considers establishing and harvesting haskap on airports lands through a cropsharing agreement or as the sole owner.

### Why Haskap?



Haskap<sup>12</sup> offers good production yields and interesting revenues to growers and the fruit is starting to be adopted by consumers. Haskap is now present in many farmer's markets and local shops in Canada and conversations held with retailers and processing companies concluded that large food groups may be interested in using Haskap in some of their products. Apart from the fact that demand for the product seems to be trending upward, higher prices for the crop is another factor that

led us to recommend developing Haskap at YGD. Table 37 compares prices for different crop types. As we can see from the numbers, Haskap generates better yields per acre of land harvested for prices than are on average much higher.

<sup>&</sup>lt;sup>12</sup> Description: Haskaps are a small oval berry often compared to an elongated blueberry. The Haskap has a similar skin to the blueberry, but its flesh is an intense purple. The fruit has small seeds, almost imperceptible in the mouth. The juice of the berry is of a very dark burgundy color. Haskaps have a unique and complex taste, often attributed to blueberry, raspberry and blackcurrant.

Table 37 - Yields and Prices for Different Type of Crops

	Number of acres of land used for 1 ton of	Average price
	production	per ton
Wheat (winter)	2.1	\$236.07
Wheat (spring)	1.5	\$254.47
Soybeans	1.23	\$503.80
Barley	1.85	\$218.50
Oat	2.07	\$251.52
Corn	4.38	\$232.10
Canola	1.17	\$547.00
Berries	1.33	\$4,500.00
Haskap	0.44	\$5,000.00

Sources: Agriculture and Agri-Food Canada; Ontario Ministry of Agriculture, Food and Rural Affairs. Haskap production yield and price have been based on a 2015 report commissioned by the CRAAQ (Cultivating Expertise Knowledge Centre)<sup>13</sup>.

Products	Prices (2017)
Whole Sales (to Freezing Plant)	\$6 per Kg
Pick your own (at the farm)	\$9 per Kg
Direct sale to artisan transformers (frozen haskap)	\$12 per Kg
Direct sale to restaurants, hotels and institutions	\$15 per Kg
Direct sale of fresh haskap to end consumers	\$20 per Kg

### Suitability of the soil at YGD for Haskap Culture

Haskaps are able to grow on a range of soil types from clay-loam to sandy soils and in a range of pH from 5.5 - 8. A review of soil surveys data and land maps for the region of Goderich conducted by OMAFRA confirmed that the airport lands sit on Berrien soil series (sandy loam soil). Therefore, this soil type will be suitable for the culture of Haskap. OMAFRA's evaluation did not assess the condition of the land, and they strongly recommend that we perform a soil test to get a baseline reading of specific nutrients, pH level and organic matter percentage (OM) as historical land uses and vegetative cover will impact site specific levels.

<sup>&</sup>lt;sup>13</sup> The CRAAQ, a Quebec-based non-for-profit organization funded by the agro-food industry, has the mandate to communicate knowledge, create and disseminate reference tools and carry out networking activities in the agriculture and agro-food sectors.

### **Proposed Business Model**

The municipality cannot legally be involved in a commercial enterprise. Therefore, it is necessary that the promoters put in place a legal structure that makes it possible to start and operate the company. Promoters could establish a non-profit organization (NPO). The NPO is a model that lends itself well to the project objectives since its income should not be distributed among its owners and shareholders, but rather serve, for example, the development/rehabilitation of key local infrastructures for economic development (especially the airport). In a general manner, the NPO also has tax advantages and is likely to be more eligible for certain funding programs than private companies.

Initially, the municipality would be responsible for creating the non-profit organization, composed of an independent board of directors. It will be necessary to have a level of independence between the municipality and the NPO in order to avoid potential cases of conflict of interest.

The NPO offers an interesting structure allowing greater latitude in the distribution of overpayments. In fact, when the non-profit organization's charter of regulations is created, it will be possible to precisely determine the allocation of overpayments. In a realistic scenario, a proportion of the overpayments will go, in order of priority, in the working capital of the organization to support the operations, but also to pay the debts of the company and to make investments if required. Ultimately, a portion of the overpayments will be transferred to an "airport fund" that will be used to meet the NPO's primary mission.

At the end of the fiscal year of the NPO, the board will be able to allocate a portion of the overpayments to the airport fund, which should be managed externally by the local economic development agency. The agency will then be tasked with evaluating the most relevant rehabilitation projects according to airport recommendations and priorities.

### **Board of directors**

The NPO should have a board of directors varying between five (5) and seven (7) members. These directors should be chosen primarily based on their skills and knowledge, but also on their motivation for the project. Since the heart of the operations will be agriculture, at least one member of the Board should be from the farming community to obtain technical expertise. It is important to remember that in order to avoid any conflict of interest, no employee of the municipality should be directly involved in the governance of the organization. There may be one (1) or two (2) observer seats on the board.

### 7.2.7.1 Development Site

Inventory of YGD lands shows that additional parcels could be developed for haskap culture. Figure 14 depicts the different parcels, including the ones being currently cultivated at YGD. Total developable surface was estimated at 76.4 acres. Changing the type of crop for the land that is currently cultivated will not require any zoning modification. Although, enlarging the cultivation area to other airport land parcels will require a zoning amendment. Obstacle limitation surfaces with the three (3) runways have been considered and are compliant.



Figure 14 - Total Available Acreage for Haskap Development (76.4 acres)

Land parcels are either zoned Airport Lands Related Uses (AL1) or Airport Lands Related Uses (AL2). Agricultural uses are not permitted under those two (2) zones. In fact, the existing agriculture area meets the requirements of a 'non-conforming' use as set out in the Township of Ashfield-Colborne-Wawanosh Zoning By-law (32-2008), this Agriculture use can continue to occur as a non-conforming use. The following Zoning By-law rules explains applicable the limitations.

Non-Conforming Use (3.24.1) - The provisions of this By-law shall not apply to prevent the use of any lot, building or structure for any purpose prohibited by this By-law if such lot, building or

structure was lawfully established and used for such purpose on the date of passing of this Bylaw, and provided that it continues to be used for that purpose.

Enlargement, Extension or Replacement of Non-Conforming Uses (3.24.5) - The extension, enlargement or replacement of a non-conforming use, or building or structure for a non-conforming use, will require an amendment to the Zoning By-law.

### 7.2.7.2 Proposed Business Model and Partners

For our financial projections, two (2) ownership scenarios have been evaluated. The first model suggests that the Town of Goderich be the sole owner of the Haskap farm, assuming all of the expenditures and keeping all of the revenues from the sale of the crops.

The second model is similar to the crop-sharing agreement the Town has with a local farmer for the use of 22-acre of airport lands. Under this arrangement, the Town gets a portion of the profit realized from selling the crop grown on the airport land annually. Operational Expenses (OPEX) such as equipment maintenance and repair, tooling and suppliers are deducted from revenues and profit calculation.

The actual crop-sharing agreement does not include any provisions for capital expenses (CAPEX). The farmer has the equipment and infrastructure to run the 22-acre operation. For the haskap concept, start-up expenses will have to be incurred by the partners to pay for equipment, infrastructure and buildings. In the proposed model, 50% of those expenses are considered to be assumed by the Town of Goderich. In exchange, the Town keeps 50% of all revenues from the sales of the crops.

Partner for this concept could be the actual farmer who has the crop-sharing agreement with the Town of Goderich. If the farmer does not have the expertise to grow haskap or the desire to expand production from the current 22-acre to 75-acre production, the Town could work with the local farmer associations to identify potential partners. Moreover, should the airport decide to move forward with haskap culture, we recommend reaching out to the Ontario Haskap Association to work with them to identify potential partners for this project.

### 7.2.7.3 Capital Cost

For the Town of Goderich, developing the identified land parcels for Haskap culture will require investments in the range of \$1.4 million under scenario A (100% ownership) and approximately \$700,000 for the joint-venture model (50% ownership).

Table 38 - Estimated capital requirements for the development of a 76-acre haskap farm

Type of Investments Required	Scenario A	<u>Scenario B</u>	
	100% ownership	50% ownership	
Equipment – irrigation systems, anti-bird nets, tooling and supplies	\$692,116	\$346,058	
Buildings – dry warehousing	\$79,676	\$39,838	
Harvesting machinery/ Tractors, mowers, trimmers, sprayers	\$599,006	\$299,503	
Total	\$1,370,798	\$685,399	

Equipment needs represent the bulk of the investment. Capital expenditures are assumed to be financed through a 25-year loan at 5% interest rate for an annual loan payment of \$97,261 (\$48,630 for the joint-venture model). In addition to those investments, a total of \$380,740 over three years will be needed for site preparation and the plantation phases. The table below breaks down the additional expenses to be incurred during the first years for each of the ownership scenarios.

Table 39 – Costs of site preparation, purchases of plants and plantation for both scenarios

Site preparation, purchases of plants, plantation	Year 1	Year 2	Year 3	3-Year Total
Scenario A - 100% Ownership	\$342,170	\$21,813	\$16,758	\$380,741
Scenario B - 50% Ownership	\$171,085	\$10,907	\$8,379	\$190,371

Total investment required to develop the Haskap farm is estimated at \$1,751,539 for Scenario A and \$875,769 for the joint-venture model.

### 7.2.7.4 Revenue Projection and Profitability

Costing and revenue assumptions were drawn from a study titled "Mechanical harvesting of the Haskap, operating budget", a 2015 report commissioned by the CRAAQ (Cultivating Expertise Knowledge Centre)<sup>14</sup>.

<sup>&</sup>lt;sup>14</sup> The CRAAQ, a Quebec-based non-for-profit organization funded by the agro-food industry, has the mandate to communicate knowledge, create and disseminate reference tools and carry out networking activities in the agriculture and agro-food sectors.

The CRAAQ report evaluates the equipment, material, and other expenses required for the operation of a five (5) hectares (12.4 acres) parcel. Based on averages production yield (2.75kg/plant) and prices for Haskap plants (\$5/kg), CRAAQ study evaluates profitability of a 5-hectare Haskap production. The 5-hectare model developed by the CRAAQ has been used to determine the potential financial returns for YGD 76-acre farm concept. Revenues and expenses have been pro-rated for the size of cultivated surface at YGD.

Table 40 provides the revenues and expenses breakdown for each of the scenarios. These projections should be considered as high level profit estimates and used for a general budgetary purpose only. If the Town of Goderich decides to develop Haskap at YDG, a complete market analysis shall be performed to validate costing and revenues items.

Table 40 – 20-Year High Level Financial Projections for Haskap Culture at YGD

Revenues and Expenses	20-Year Total Scenario A 100% owned	20-Year Total Scenario B 50% owned	
Revenues (Town's expected revenue per scer	nario)		
Production Value – Sale of haskap	\$16,795,650	\$8,397,825	
Expenses (Town's expected contribution for each scenario)			
Capital Expenditures (loan payments)	\$1,945,229	\$972,615	
Start-up costs - Site preparation, plantation	\$380,740	\$190,370	
Operating costs	\$7,140,693	\$3,570,347	
Depreciation of assets	\$1,360,703	\$680,352	
Estimated Gross Profit for Period	\$5,968,285	\$2,984,142	

Cultivated land will start yielding revenue on Year 4 only, as Year 1 is dedicated to planting and site preparation, and years 2 and 3 to sprout years. Under scenario B, where the Town gets 1/2 of the receipts, it is estimated that Haskap will generate \$2.98 million in profit over a twenty-year period. Despite that no revenue will be generated during the first three (3) years due to sprouting and plantation phases, the model generates strong returns. The sole ownership model generates twice the amount of profits than the joint-venture model for a total of \$5.97 million.

# 8. Development Plan

All proposed concepts are implemented on Year 1. Otherwise indicated, all of the buildings and infrastructure work takes place on Year 1, with Year 2 being the first year where revenues start to be generated. The objective is to simplify the financial modeling and provide the County of Huron with a realistic and easy to understand financial plan for each airport. Table 41 summarizes the development timeline for the proposed concepts.

Table 41 - Proposed Timeline for YGD and PR7 Development Concepts

Airport	Development Concepts	Timeline
	Sale of Agricultural Lands	Year 1 – Land for sale
		Year 2 – First interest revenues
	GA Aviation Hangars	Year 1 – Construction of three (3) 2,500
	(like Cessna 150, 172,	sq.ft. hangar units (phase 1). First
	Diamond DA 20, Cirrus	revenues budgeted on Year 2.
	22)	Year 4 - Construction of four (4) 1,500
Richard W. LeVan		sq.ft. hangar units (phase 2). First
Airport		revenues budgeted on Year 5.
	Growing RC Jets Rally	No specific timeline defined. To be
		determined by the Municipality of North
		Huron.
	Fly-In Packages to GA	Year 1 – Launch of the marketing and
	Pilots	promotional activities. First revenues
		budgeted on Year 1.
	GA Aviation Hangars	Year 1 - Construction of three (4) 1,500
		sq.ft. hangar units (phase 1). First
		revenues budgeted on Year 2.
		Year 4 - Construction of four (4) 1,500
		sq.ft. hangar units (phase 2). First
Goderich Municipal		revenues budgeted on Year 5.
Airport	Multiplex Residential	Two (2) multiplex units built every year for
		a total of 20 units on Year 10.
		Year 2 – 1 <sup>st</sup> revenues from the first two
		units.
	Schedule Passenger	Year 1 – Launch of the air service. First
	Service	revenues budgeted on Year 1.

Fly-In Packages to GA	Year 1 - Launch of the marketing and
Pilots	promotional activities. First revenues
	budgeted on Year 1.
Haskap Culture	Year 1 – plantation
	Year 2 and 3 – Sprouting years
	Year 4 – First harvests/revenues
Aviation Commercial and	Year 1 - Market former Sky Harbour
Industrial	Facility and other building leasing
	opportunities

# 9. Capital Improvement Plan

The capital improvement plan comprises the infrastructure cost to develop the different concepts as well as the needed capital to rehabilitate the existing airfield infrastructure and terminal buildings. Construction of new buildings has not been included in the cost breakdown. Those costs will be borne by the developer and/or future building owners.

## 9.1 Richard W. LeVan Airport (PR7)

CPR7 airfield infrastructure is in excellent condition and there is no major rehabilitation cost anticipated in the next 10 years based on the assessment performed by the engineering firm TetraTech. On the other hand, when analyzing total rehabilitation cost at the end of life of the infrastructure, we show in the 20-year period, the required capital costs:

(see next page)

Table 42 - PR7 20-Year Capital Requirements

Items	1-5 Years	6-10 Years	11-20 Years
Airfield Infrastructure			
Runway rehabilitation	-	-	\$2,672,000
Taxiway and apron rehabilitation	-	-	\$434,000
Fuel tanks (replacement based on condition or changing regulation)	-	-	\$75,000
Camera System	\$5,000	-	-
Cardlock System	\$18,000	-	-
Total airfield rehabilitation costs	\$23,000	-	\$3,181,000
Groundside Infrastructure			
Access Road	-	\$121,000	-
Airport-Owned Buildings			
New air conditioner	-	-	\$5,000
New furnace to replace electric heat	-	\$25,000	-
Terminal Building Roof (\$25,000)	-	-	\$25,000
Total building costs	-	\$25,000	\$30,000
Infrastructure upgrades for development of	oncepts	·	
Taxiway development (hangar concept)	\$156,000	-	-
Helipad development	\$88,000	-	-
Septic System (hangar concept)	\$150,000	-	-
Wells (4) (hangar concept)	\$60,000	-	-
Total development concept costs	\$454,000	-	-
Total Costs	\$477,000	\$146,000	\$3,211,000

The proposed hangar development concept and airfield enhancements (cardlock and cameras) represent the bulk of the costs for the first five years and total \$477,000. Between 6 to 10 years, the main cost will be the rehabilitation of the access road (\$121,000). Finally, more than 80% of the capital requirements will be needed between 11 to 20 years, especially for the runway rehabilitation.

The following table presents the same data as table 43, but with the detailed construction, engineering and contingency costs:

Table 43 - PR7 20-Year Capital Requirements (Segmented)

Items	Construction	Engineering (7% to 15%)	Contingency (20%)	Total Cost
Airfield Infrastructure				
Runway rehabilitation	\$2 104 000	\$147 000	\$421 000	\$2 672 000
Taxiway and apron rehabilitation	\$342 000	\$24 000	\$68 000	\$434 000
Fuel tanks	\$75 000	-	-	\$75 000
Cardlock System	\$18,000	-	-	\$18,000
Camera System	\$5,000	-	-	\$5,000
Groundside Infrastructure	•			
Access Road	\$95 000	\$7 000	\$19 000	\$121 000
Airport-Owned Buildings				
New air conditioner	\$5 000	-	-	\$5 000
New furnace to replace electric heat	\$25 000	-	-	\$25 000
Terminal Building Roof	\$25 000	-	-	\$25 000
Infrastructure upgrade for development concepts				
Taxiway development (hangar concept)	\$116 000	\$17 000	\$23 000	\$156 000
Helipad development	\$65 000	\$10 000	\$13 000	\$88 000
Septic System (hangar concept)	\$150 000	-	-	\$150 000
Wells (4) (hangar concept)	\$60 000	-	-	\$60 000
Total	\$3,085,000	\$205,000	\$544,000	\$3,834,000

## 9.2 Goderich Municipal Airport (YGD)

Airport infrastructure in YGD will require significant investments in the coming years to rehabilitate Runway 14-32, taxiway, access road and old apron. In total, when adding the cost for edge lighting, the total reaches \$6.2 million. On the long term, an additional \$2.8 million will be needed for the newest apron and Runway 10-28 rehabilitation. Apart from airfield infrastructure costs, smaller amounts will be needed to upgrade the terminal windows, fix the roof of the terminal building and purchase a new furnace.

Table 44 details the cost breakdown per type of infrastructure and building assets.

**Table 44 - YGD 10-Year Capital Requirements** 

Cost Items	1-5 Years	6-10 Years
Airfield Infrastructure		
Runway 14-32 Rehabilitation – includes threshold and edge lighting, including APAPI and subdrains.	\$4,660,000	-
Runway 10-28 Rehabilitation – includes threshold and edge lighting, including APAPI and subdrains.	-	\$2,310,000
Taxiway A Rehabilitation – includes edge lighting	\$620,000	-
Apron rehabilitation (new)	-	\$482,000
Apron rehabilitation (old)	\$565,000	-
Cardlock System	\$18,000	
Total airfield rehabilitation costs	\$5,863,000	\$2,792,000
Groundside Infrastructures		
Access Road	\$330,000	-
Airport-owned buildings	1	
Terminal building – window replacement	\$12,000	-
Maintenance building – roof replacement	\$3,000	-
Maintenance building – new gas furnace	-	\$7,000
Total building costs	\$15,000	\$7,000
Infrastructure upgrades for development concepts	<u>'</u>	
All infrastructure costs borne by the developer	-	-
Total Costs	\$6,208,000	\$2,799,000

## 10. 20-Year Financial Projections

This section consolidates revenues and expenses for all proposed concepts and presents financial projections over a 20-year period for each airport. Results of the analysis will help to identify main sources of revenue and cost. This exercise will also be useful in evaluating how the new generated revenues contribute to the airports' financial sustainability.

## 10.1 Richard W. LeVan Airport (PR7)

Table 45 provides the 20-year financial projections breakdown per development concept. As we can see from the numbers, revenues for the period will principally come from the return generated from investing the land sale money into an equity fund, and 42% of all revenues will originate from that source. Fuel sales ranks second with 27% of all revenues. The remaining 30/31% is separated between property taxes (5%), land leases (2%), aircraft parking (1%), cost recovery for taxiway construction and utilities (7%) and lastly, existing airport revenues which account for 15%.

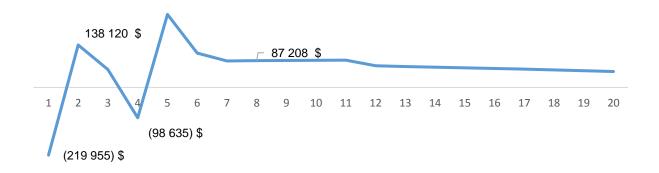
Table 45 - 20-Year Financial Projections for PR7 Concepts

WINGHAM DEVELOPMENT PLAN - 20-YEAR FINANCIAL PROJECT	TIONS	
REVENUES		
		0/
	20-YEAR TOTAL	% of total revenues
Land Sale - Interest Income	\$2 151 015	42,23%
	φ2 131 013	42,2370
Fly In Packages for GA Pilots		
Aircraft parking	\$46 637	0,92%
Fuel sales	\$312 077	6,13%
Aviation Hangars		
Property taxes	\$257 185	5,05%
Land lease	\$113 631	2,23%
Fuel sales	\$1 091 117	21,42%
Existing Revenues (without ag land lease)	\$751 500	14,76%
Septic system and water wells - cost recovery	\$210 000	4,12%
Taxiway construction - cost recovery	\$160 000	3,14%
Total Revenues	\$5 093 162	
EXPENSES		
Fly-In Packages for GA Pilots - Promotion and Marketing Activities	(\$67 928)	
Aviation Hangars / Fly-In Packages - Cost of fuel	(\$1 136 587)	
Increased GA and Commercial Aviation Traffic - Fuel tank maintenance	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Aviation Hangars (commercial) - Septic system & water wells	(\$210 000)	
Aviation Hangars (phase 2) - Taxiway construction	(\$156 000)	
Total Airport Budget Expenditures (2% annual inflation applied)	(\$2 270 146)	
TOTAL ESTIMATED SURPLUS/(LOSS)	\$1 377 452	
Capital requirements - Rehabilitation of the airport infrastructure	(\$3 441 000)	
Required funds to finance airport upgrades and rehabilitation (buildings and airfield)	(\$2 063 548)	

New revenues will allow the airport to generate a surplus in the range of \$1.2 million for the period. With the exception of Year 1 and Year 4 all years are in the black.

The revenues generated from the land leasing arrangement with a local farmer (\$59,800) and others Year 1 and 4 revenues will not be sufficient to cover for all the airport operating expenses and the capital spending to pay for the construction of the septic systems and water wells and regular expenses. The Township of North Huron will start recovering its investments on Year 2 after the hangar construction phase. As for Year 4, the Township will have to incur a one-time charge of \$156,000 to pay for the taxiway construction. Township will start recovering its investment the following Year. This explains the \$219,955 and \$98,635 losses on Year 1 and Year 4. Figure 15 details the annual gross profits generated from the recommended concepts at PR7.





The implementation of the development concepts will allow the airport to become financially sustainable. Given that the airport infrastructure is in good to excellent condition with no major infrastructure-related costs anticipated within the next 10 years (See section 9.1.), the surpluses generated could be used for new development projects or saved for long-term rehabilitation work estimated at \$3.4 million. This amount will be required to repair and rehabilitate the airport airfield, access road and terminal building. In table 44, we assumed that cumulative surpluses would be allocated to finance airport infrastructure spending, reducing total capital requirements from \$3.4 million to \$2.2 million. In section 14.1, we proposed a series of potential options on how the Township of North Huron could make the best use of the new revenues and surpluses to finance the projected capital expenditures

### 10.2 Goderich Municipal Airport (YGD)

The development plan allows for a greater diversification of revenues and better utilization of the airport lands. The proposed plan suggests the development of five (5) concepts, two (2) of which are non-aviation related. Table 46 shows the 20-Year revenue and expense projections for each of the proposed concepts at YGD.

Table 46 - 20-Year Financial Projections for YGD Concepts

REVENUES		
		% of total
	20-YEAR TOTAL	revenues
Interest Income on Land Sale Revenue	215 531 \$	2%
Property Taxes		
Residential Development (Southwest Area)	660 399 \$	6%
GA Aviation Hangars		
Land lease on (8) constructred hangars	69 535 \$	1%
Property taxes on (8) constructed hangars	97 895 \$	1%
Fuel sales (net revenue)	190 385 \$	2%
Passenger Air Service		
Fuel sales (net revenue)	279 505 \$	3%
Aircraft Parking Fees	96 490 \$	1%
Aircraft Landing Fees		
Airport Improvement fees (per enplanement)	886 854 \$	8%
Fly-In Packages for GA Pilots		
Aircraft Parking	74 936 \$	1%
Fuel sales (net revenue)	128 732 \$	1%
Haskap Culture		
Sales of Harvests (1/2 of revenues)	8 397 825 \$	76%
Total Estimated Revenues	11 098 107 \$	
EXPENSES		
Fly-In-Packages for GA Pilots - Promotion and Marketing	(67 928) \$	
Haskap Farm - Operational and Capital Expenditures (1/2 of expenses)	(5 413 682) \$	
Total Airport Budget Deficit (2% annual inflation applied)	(6 118 175) \$	
Aviation hangars - fuel tank maintenance	(15 504) \$	
TOTAL ESTIMATED SURPLUS/(LOSS)	(517 182) \$	
Projected Capital Expenditures (CAPEX) - Rehabilitation of the airport infrastructure	(9 007 000) \$	
Required funds to finance airport upgrades and rehabilitation (buildings and air	(9 524 182) \$	

Proposed multiplex units at the corner of Lake Rd and Airport Rd will provide stable revenue generation for the airport, totalling \$660,399 in revenue for the period. The development of 76.4 acres of land for haskap culture is also expected to contribute to a fair portion of total revenues. For the consolidated financials, the scenario where the Town keeps ½ of the harvest sales and contributes to ½ of operational and capital expenses was retained for the analysis. This model generates \$8.4 million in revenue for \$5.4 million in expenses for an estimated gross profit of \$3 million over 20 years. The model where the Town is the sole owner of the haskap farm will generate twice the profit of the joint-venture scenario.

What can be taken away from the 20-year financial projections is that the proposed development plan will allow the Town to finance a sizeable share of the airport deficit reducing

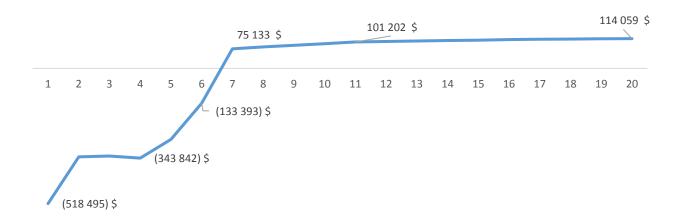
the anticipated 20-year cumulative loss from \$6.1 million to \$517,000. Based on the condition assessment of the airport buildings and airfield, the cost to rehabilitate the infrastructure was estimated at \$8.7 million. When adding those expenditures to the 20-years projections, the total loss for the period amounts \$9.2 million.

The haskap concept is the largest contributor to the revenues, accounting for 76% of total receipts. Property taxes levied on the new buildings (multiplex units, aviation hangars) account for 7% of all revenues, followed by the passenger air service with 11% of all revenues generated over the period. From a financial standpoint, developing the haskap farm is advantageous for the Town of Goderich as the model allows the Town to keep all of the revenues (50%) generated by the sales of harvests.

As opposed to other concepts, haskap culture does not generate part of its revenue from raising property taxes that will go to the Township of Ashfield-Colborne-Wawanosh. The haskap model offers the possibility to the Town of Goderich to administer and use the generated surpluses without the need to make any financial arrangements with the Township. On the negative side, the haskap concept requires important investments in the first years to start the production. The required investments and the fact that haskap needs three (3) years before producing fruits will impact profitability of the model in the first years. Figure 16 shows the 20-year consolidated surplus/loss on an annual basis.

**Note**: we have not included the potential grant coming from the ACAP program where the Airport could be eligible to up to 100% of funding for the rehabilitation of the runways, taxiways and apron.

Figure 16 - 20-Year Annual Surplus/Loss Breakdown for YGD Concepts



The consolidated model starts generating surpluses on Year 7, which corresponds to the time that haskap plants would have reached full production yield. From Year 7 and onward, the model is profitable with annual gross profit ranging from \$75,133 in Year 7 up to an estimated \$114,059 on Year 20.

Despite the needed investment in the first years, the addition of haskap culture to the proposed development concepts will allow the airport to be almost break-even on Year 6 (\$78,581). The financial analysis shows the bulk of revenues coming from non-taxable sources. Only 7% of revenues are tied to property taxes levied on new property. While the proposed development concepts allows the airport to become more sustainable, the new generated revenues will not be sufficient to pay for the rehabilitation of the airport infrastructure which should occur within the next ten years based on engineering assessment.

## 11. Zoning By-Laws Amendment

This section addresses the land designation and zoning amendments required to develop the proposed concepts.

### 11.1 Richard W. LeVan Airport (PR7)

According to Morris Tunrberry Zoning By-Laws, three (3) zones are defined for the airport property: Airport Lands (AL), Restricted Agriculture (AG2-2) and Natural Environment (NE2). Permitted uses for AL zone comprise all activities related to airport and aeronautic uses, which include all types of activities and buildings proposed in our aviation concepts.

For the parcels with AG2-2 zone, the recommendation is to sell 225.79 acres of the 234.49 acres of land with the AG2-2 designation. No zoning amendment is required since the land use will not change. Building and structures related to agricultural uses are permitted under AG2-2 zone. As for the 8.7 acres parcel reserved for future development, we suggest keeping the AG2-2 zone until a new development purpose has been identified.

# 11.2 Goderich Municipal Airport (YGD)

All of the development sites for the proposed concepts sit either on AL1 or AL2 zones. AL1 is strictly reserved for buildings and structures needed for the airport operation. Permitted uses are limited to runways, taxiways, navigational equipment and the related accessory uses. AL2 zone allows for airport-related commercial, industrial and service uses to be established at the airport. In short, all aviation-related activities are permitted under this zoning designation.

As for the non-aviation related concepts only the multiplex residential Development will require a zoning change.

### **Multiplex Residential Development**

In order to accommodate the 5-acre housing development at the corner of Lake Rd and Airport Rd, zoning should be changed to Lakeshore Residential (LR2). LR2 allows for year-round residential use. Maximum building height (9m) permitted under LR2 zone is sufficient for the construction of the multiplex units.

## 12. Funding Strategies

### 12.1 Vision

Over and above the revenues generated by the development of the various concepts, and the support airports may at time receive from provincial and federal funding programs, our team looked at the overall taxes generated by the airports and associated alternate funding mechanisms.

With both airports located in an adjacent Municipality, all taxes levied on buildings located on airport property go to these Municipalities, which are not financially supporting the maintenance, operations and development of the airport.

Considering that an airport is a public transportation infrastructure, that it serves a larger community than solely the Town of Goderich and/or the Township of North Huron, we recommend establishing a tax-sharing mechanism where a portion of the new taxes raised would support airports funding and operations.

Proposed funding principles:

- 1- As the airport is a public infrastructure, it should be funded by various tiers of Municipal government (Town, Township) and the County;
- 2- Airports require large capital investment and a capital management plan (Reserve Fund) supporting long-term runway and infrastructure rehabilitation costs;
- 3- Developing and leveraging land use for revenue generation can help general aviation airports become more sustainable;
- 4- Reinvesting taxes into the airport to support infrastructure rehabilitation and development can have a multiplier effect;
- 5- Proposed tax-sharing model will be applied to new construction only and not to existing buildings;
- 6- Airports are part of the economic lifeline of a community, a growth asset and should be considered as an economic development tool that benefits the entire community and therefore, be jointly funded by the various tiers of municipal government.

### 12.2 Airport Maintenance and Rehabilitation Fund (AMRF)

We recommend the creation of an Airport Maintenance and Rehabilitation Fund (AMRF) for each airport. The purpose of this fund is meeting long-term funding requirements for airport infrastructure maintenance and rehabilitation needs. The AMRF is based on the capture of portions of future property taxes. The AMRF would apply exclusively to taxes levied on new buildings generated by the attraction of new tenants and investments to the airport.

The creation of this fund will require the airport owners to negotiate an agreement with their host Township. The proposed agreement could be based on the capture by an AMRF of up to 100% of new taxes generated on airport property. The objective is to build up the capital required to rehabilitate the infrastructure when it reaches its end of life. The AMRF would mandatorily assign all of its funds to the maintenance and rehabilitation of each airport infrastructure.

This model is similar to Tax Increment Financing (TIF). If a Community Improvement Plan (CIP) is in place, a TIF can be activated. TIF are not tax assistance, but rather a grant. CIP's are used for revitalizations. They are not designed to support greenfield developments. They are designed for the redevelopment or repurposing of existing lands.

### **Options**

Option 1: County Financial Involvement

The County could be asked to cover the annual shortfall that may occur in the early years of the AMRF or match the annual contribution made by the owner and the Township to the AMRF. The County contribution could be a fix or variable amount.

### Option 2: Recovering In-excess Taxation Funds

If taxation and airport revenues were to provide more than the required funding to meet the annual funding requirement of the AMRF, any tax revenue surpluses could be returned back to the taxing Municipalities.

### Option 3: Scaled Tax Capture

Captured taxes could also be scalable (increased/decreased) as years progress.

### Option 4: Leverage excess fund for Economic Development purposes

Part of the fund could also serve to develop an "Economic Development Fund" focused on attracting investors and businesses to the airports. The fund could help to finance an incentive program, supporting marketing efforts and the preparation of marketing material.

# 13. Marketing Recommendations

The marketing recommendations present general marketing strategies that could be put in place to foster the airports development and specific marketing tools that would help developing the Fly'In Packages of both airports.

#### 13.1 Website

As the general public has become sophisticated Internet users, stand-alone content-driven websites are increasingly replacing brochures. Nowadays, airport websites are an effective way to keep tenants, prospects, visitors and other users of the airport informed and aware of current services and activities. As a consequence, we recommend updating the current website with the new services and value propositions, in accordance with the basic guidelines listed below. Also, depending on the available budget, both airports should consider the creation of a stand-alone website with more content and information on the airport.

### Key considerations when designing a website:

- Establish reciprocal links to/from other related websites of interest to your users (Tourism, commerce, economic development, airline, etc.).
- Optimize search engine visibility to increase the airport's position and presence on the Internet.
- Consider video streaming to advertise the airport and make the website visually exciting.
- Use e-newsletters, e-blasts, and rich site summary (RSS) feed to communicate with.
- Add a weather tab
- Add Fly-in packages

#### Newsletters

Newsletters are a good way to keep in touch and maintain relationships with current users. Although airports can request contact lists from other civic organizations, newsletters make it rather hard to reach potential prospects who are not already interested in the airport. The newsletters can be used to advertise exclusive offers, new services made available, highlight the community's events in line with users' interests and simply help remain "on top of mind". Distribution list should be built through the website link and emails directly collected at the airport. Typically though, to make things right, the airport would need to invite individuals to receive the newsletter via an email and ask for a return email with a request to "subscribe" or "unsubscribe." Free websites like MailChimp are convenient and user-friendly tools that can help create and manage newsletters. Additional considerations are listed below for the airports to stay in touch with their tenants and GA pilots, and advertise development opportunities to investors.

### **Key considerations for newsletters:**

- Comply with Canada's Anti-Spam Law;
- Four (4) newsletters per year (one per quarter) seems like a reasonable frequency;
- For smaller GA airports, newsletters can also be used as weather alerts to inform pilots about upcoming flying conditions;
- Creation of the distribution list implies increased efforts to collect users' information at their arrival. It is also a great opportunity to build a solid, exhaustive computerized registration log keeping track of airport activity; and
- Publish newsletters on the website and include a way to subscribe.

### Leaflets and Brochures

Compared to e-brochures, printed documentation has significant advantages in terms of retention factor and portability. In fact, printed brochures can sit on a desk for a while, or may be read while riding a commuter train to work or even when flying. As a result, they generally have a longer-lasting impact on audience than online versions and thus still represent an essential tool. We recommend developing separate brochures for each target clientele.

### **Key considerations for brochures:**

- Ask for testimonials from satisfied customers or tenants and consider advertising them in the brochure, and of course, communicate key brand messages;
- · Make sure pictures and templates look crisp and professional; and
- Don't be afraid to think outside the box: think about different ways the airport's print
  materials might grab readers' attention. Humor, catchy phrases and local celebrities also
  often work well.

timeline, a marketing strategy was developed for each development concept that requires a specific marketing approach. The marketing plan identifies key markets and clienteles, outlines key messages to promote to the targeted audience, recommends lists of events and provides additional information as to which marketing material will best convey the intended message.

### 13.2 Marketing Strategy per Concept

## 13.2.1 General Aviation Expansion

The concepts that require specific marketing strategies are the establishment of Fly-in Packages and the Aviation Hangar Construction and Leasing Opportunities. Both of these concepts aim to expand GA activities and applied to both Goderich and Wingham airports.

### Targeted markets and clientele

### 1. Fly-in Packages

Packages should meet the needs of GA tourists increasingly looking for turnkey solutions, convenience and simplified booking process. Marketing efforts should be undertaken to leverage tourism activities in both regions as an attempt to attract recreational pilots (main targeted clientele) from Ontario and the neighboring U.S. states, as well as a segment of Quebec pilots.

In order to estimate the potential number of pilots that may be attracted by the fly-in packages, we can base our estimates on a range radius that small pleasure aircraft owners are normally ready to travel, which was set at 500 km for our estimates. The following table presents the potential number of aircraft located in each targeted markets:

Table 47 - Number of private aircraft in surrounding provinces and states

Provinces and States	Total number of private aircrafts
Ontario	7,998
Quebec	6,133
Michigan	7,939
Ohio	8,311
Pennsylvania	6,854
New York	7,373
TOTAL: 44,588	

It is important to note that only a proportion of private aircraft would be in range. For example, with our proposed 500 km range, the potential attraction radius covers approximately 60% of the Pennsylvania, 50% of New York and 75% of Ohio. Only the western regions of Quebec (Montreal for example) would be in range.

### 2. Aviation Hangar Construction and Leasing Opportunities

Compared to the General Aviation Fly-in packages, the targeted market for the hangars should be focused on the province of Ontario, since outsiders will be less interested in leasing hangar space far from their place of residence. In order to attract additional General Aviation pilots who wish to store their aircraft at the airport, both airports should focus their marketing efforts in Ontario. Also, more personalised direct contacts can be prioritized to reach pilots living in the County of Huron as well as surrounding counties. Cold calls or interest surveys are generally the best communication channel to use. We also suggest promoting leasing opportunities

through the airports' websites and social Media. The airport staff should also visit the pilot clubs in order to assess their current and future interest in hangar leasing.

The second target for the hangar construction and leasing opportunities is the aviation service companies. These companies can generate good amount of activities at the airport and have need for larger hangars than GA pilots.

### **Marketing Material**

The following table explains the marketing material that the airport should develop and the targeted communication channels to promote the message for both the Fly-in packages and the aircraft hangars.

Table 48 - Proposed marketing material for the Fly-in Packages and the Hangars Development

Marketing activities and material	Targeted audiences	
Update the airport website	The new updated website will directly target the aircraft owners, pilots and aviation enthusiasts that have an interest in the region and its numerous activities.	
Create a Fly-in package brochure describing the value proposition. The brochure should be available in paper and electronic format.	The brochure should be distributed through the many stakeholders involved in the concept in order to reach the final customer:	
Create a separate brochure for the hangar development opportunity.	The brochure should be distributed through the following channels:  • Aviation services  • Industry Association (i.e. newsletters);  • Industry events;  • Email to local company owners.  • GA Pilots:	

	<ul> <li>GA associations / clubs;</li> </ul>	
	o GA events.	
Participation to GA events	Pilots gathering and air shows are great places to meet	
	GA pilots. During those events, both airports should	
	promote the value proposition of their fly-in packages	
	and the hangar opportunities through direct discussions	
	and the distribution of brochures.	
Advertising placement in specialized	The following magazines/publications should be	
magazines (higher cost)	considered by the airport for the promotion of the Fly-in	
	package content:	
	Canadian Aviator;	
	<ul> <li>The COPA Flight newsletters;</li> </ul>	
	Wings Magazine;	
	Skies Magazine.	
Create an Interest Assessment	A short survey may be send to Ontario's pilot	
Survey asking questions on the	associations in order to distribute the survey in their	
requirements and needs for GA	network. The COPA Chapters and regional Pilot Clubs	
Hangars.	are examples of organizations that would be willing to	
	promote this initiative.	
	·	

## Reaching the Clientele - List of Events and Trade Shows

We suggest that both airports participate in events in the targeted markets. Below is a list of some identified events in Ontario and neighboring U.S. States:

Table 49 - List of potential GA events

GA Events	Location	Date	Description
The Canadian International Air Show 2017	Toronto, ON, Canada	September 1-2, 2018	The Canadian International Air Show (CIAS) is Canada's largest and longest-running aviation display; and one of the largest air shows in North America. Over
			its six-decade-plus history, the CIAS has been proud to feature many air shows 'firsts' including appearances by the Concorde, F-22 Raptor, the V-22 Osprey and more. The event gathers aviation enthusiasts and important aviation sector companies.
Great Lakes	St.	TBD	This event promotes passion, interest and education in

International	Thomas,		aviation. Despite the fact that this event is foremost of a
Airshow	ON,		recreational nature, it is a great place to meet GA
	Canada		enthusiasts and propose the numerous attractions and
			beauty of the County of Huron. The "Air Experience
			Pavilion" could offer the opportunity to present the Fly-
			in Packages and other local attractions around Richard
			W. LeVan Airport.
Quinte	CFB	TBD	World-class air show that highlights the men and
International	Trenton -		women of the Canadian Armed Forces while
Air Show	Quinte		showcasing the natural beauty of the Bay of Quinte
	West, ON,		Region. The largest base in the Royal Canadian Air
	Canada		Force (RCAF), Trenton is the home of Air Mobility as
			well as the Canadian Armed Forces Parachute Team,
			the SkyHawks.
EAA Air	Oshkosh,	July 23-29,	The EAA Air Venture is one of the largest Air shows in
Venture	WI	2018	the world, regrouping more than 550,000 aviation
Oshkosh			enthusiasts from more than 80 countries. The event
			offers numerous opportunities to promote GA
			opportunities and trip packages through exhibition.
Air show	London,	TBD	Air show London - a new not-for-profit venture and
London 2017	ON,	(September	unique collaboration of business, education and public
	Canada	22-24 for the	sector leaders, attracts 100 pilots, 50 planes and
		2017 edition)	several high-profile aviation acts - including the
			Canadian Forces Snowbirds and CF18 Demonstration
			Team – on the show grounds at the London
			International Airport for its air power demonstration
			event.

Aside from these large events, we suggest that both airports keep track of pilot gatherings. These types of events are smaller, but contain almost exclusively GA pilots and their families. Airport personnel should keep track of events published on the COPA website and the various Flight Clubs across Ontario.

## 13.3 Marketing Plan Timeline

The proposed marketing plan timeline suggests items to prioritize in terms of marketing material development. The timeline is presented on a 3-year basis and most of the development work should be completed in the first year.

### Table 50 - Marketing timeline and action plan

Boxes in **burgundy** represent on-going task

Boxes in **blue** represent end of task

Marketing Timeline																																			
				Ye	ar '	1 (2	018	8)							Υ	'ea	r 2	(2	019	))				Year 3 (2020)											
	W	Winter Spring Summer Autu		utur	nn	Winter Spring Summer Autumn			Winter Spring Sumr		ımn	mer Autumn																							
	1	2	3	4 5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Development of local partnerships and																																			
the content of the packages																																			
Definition and development of incentives																																			
(Fly'in packages)																																			Ш
Define web site and brochure content																																			
Creation and launching of the new																																			
website																																			
Creation of brochures																																			
Sending brochures to associations																																			
Improved and updated social media																																			
Publication in specialized magazine																																			
Send Newsletters																																			
Participate to GA Events																																			

## 13.4 Budget

In order to promote the development concepts to targeted clients, the airports will have to allocate funds for marketing and business development activities. A 3-year budget estimate presenting the amount of financial resources necessary to deploy the marketing efforts is presented below.

**Table 51 - Wingham 3-Year Marketing Budget** 

	Year 1	Year 2	Year 3	
Common Marketing Initiative				
Enhance Web Site - dedicated sections for each	\$6,000	\$500	\$500	
development concepts		(updates)	(updates)	
GA Expansion and Tourism				
Brochure for Fly-In-Packages	\$1,500	\$500	\$500	
Present the two (2) touristic packages: Alice Munro				
and Local Heritage Tour and the Blyth Festival				
Package				
Promotional Leaflet for Hangar Development	\$1,000	\$500	\$500	
Market lots available for construction: dimensions,				
services, rates and location advantages.				
Media Advertising	\$3,000	\$3,000	\$3,000	
Purchase advertising space in aviation publications. 3-	(for 1/6 page	(for 1/6 page	(for 1/6 page	
4 times per year in specialized magazines: Wings,	advertising in 3	advertising in 3	advertising	
Adventure Pilots, Canadian Aviator. Advertise fly-in-	different	different	in 3 different	
packages and hangar construction opportunities.	magazines)	magazines)	magazines)	
Advertising Placement on GA website	\$1,000	\$1,000	\$1,000	
Promote the fly-in-packages opportunities and adjust				
content with the season.				
Air Show Participation (2 events)	\$1,800	\$1,800	\$1,800	
Great Lakes International Air Show and The Canadian				
International Air Show 2017. Network with aviation				
enthusiasts, present the Wiarton tourism offering and				
hangar development opportunity, and distribute				
brochures and leaflets.				
Sub-total Sub-total	\$8,300	\$6,800	\$6,800	

Table 52 - Goderich 3-Year Marketing Plan

	Year 1	Year 2	Year 3	
Common Marketing Initiative				
Enhance Web Site - dedicated sections for each	\$6,000	\$500	\$500	
development concepts		(updates)	(updates)	
GA Expansion and Tourism				
Brochure for Fly-In-Packages	\$1,500	\$500	\$500	
Promotional Leaflet for Hangar Development	\$1,000	\$500	\$500	
Market lots available for construction: dimensions,				
services, rates and location advantages.				
Media Advertising	\$3,000	\$3,000	\$3,000	
Purchase advertising space in aviation publications. 3-	(for 1/6 page	(for 1/6 page	(for 1/6 page	
4 times per year in specialized magazines: Wings,	advertising in 3	advertising in 3	advertising	
Adventure Pilots, Canadian Aviator. Advertise fly-in-	different	different	in 3 different	
packages and hangar construction opportunities.	magazines)	magazines)	magazines)	
Advertising Placement on GA website	\$1,000	\$1,000	\$1,000	
Promote the fly-in-packages opportunities and adjust				
content with the season.				
Air Show Participation (2 events)	\$1,800	\$1,800	\$1,800	
Sub-total	\$8,300	\$6,800	\$6,800	

## 14. Recommendations on Next Steps

From the proposed concepts we recommend developing at YGD and PR7, we summarize below the key steps and actions to be undertaken in the next twelve (12) months to help launch the projects. It should be noted that recommendations do not appear in order of importance and should be realised concurrently.

#### 14.1 For Goderich Municipal Airport (YGD)

# 1. GA Hangar Development - Market the hangar construction opportunity to the pilot's community

- Include language about the GA aviation Hangar construction opportunity in the brochure promoting the Fly-In-Packages to GA pilots;
- o Identify potential developers/investors and present them the development opportunity;
- Create an investment prospectus to attract and raise the level of interest from investors;
- Signature of the letter of intent with a qualified investor/developer or individual owner.

# 2. Tourism Fly-In Packages – Start developing marketing material and promoting YGD and the region to GA pilots.

- Accomplish the tasks scheduled for Year 1 in the marketing plan (See section 13.3.);
- Ensure user-friendly transportation options to meet the need of visitors;
- Monitor success of the promotional efforts by measuring monthly transient traffic;
- Identify areas of improvements for subsequent years;
- This concept can be developed with the County Tourism Office.

# 3. Residential Development – Secure real estate developer's interest and start collecting required documentation and approvals

- Change land designation and zoning to allow residential use on the zone identified for residential development;
- Perform a land appraisal on the 5-acre parcel identified for residential development;
- Prepare documentation showcasing the site and project information and the advantages of developing multiplex residential in the designated area;
- Identify real estate developers interested in the development opportunity;
- Signature of the letter of intent with a qualified investor/developer.

### 4. Schedule Passenger Service - Assess Demand and Determine Feasibility

- Conduct a full air service study to understand potential segments that may be interested in using the proposed air service: regional businesses, local residents, GTA residents visiting Huron County for leisure, Bruce Power management and executives and other vendors and contractors who need to regularly travel to the Bruce Power nuclear facility;
- Integrate data from all survey results and determine the feasibility of the proposed air service;
- Negotiate with a regional air carrier and sign a contract;
- o Market the air service ahead of time (pre-sell tickets) and on a continuous basis;
- Upgrade the terminal interior;
- Launch service press conference first arrival/first departure.

# 5. Haskap Culture - Perform studies, confirm ownership model and launch pilot project

- Perform a soil test in order to get a baseline reading of specific nutrients, pH level and organic matter percentage (OM) and confirm soil potential for haskap culture;
- Prepare the business plan of the farm;
- Evaluate the development options sole ownership or joint-venture and select preferred model;
- If joint-venture option is retained, identify and approach potential partners with the concept.
- Based on market study findings, adapt the scale of the project (production size, capital requirements, and cultivated surfaces) to projected demand volumes;
- o Identify potential sources of public funding to help finance the haskap farm.

# 6. Aviation Commercial and Industrial - Market the leasing opportunities to the industry

- Assist the hangar owners in developing the needed marketing material to promote former Sky Harbour facility and other building leasing opportunities;
- Advertise the buildings available for lease or purchase in the marketing brochures developed for the Tourism Fly-In Packages;
- o Evaluate the possibility to jointly promote the buildings with the hangar owners;
- This concept can be developed in partnership with the County Economic Development Office.

### 14.2 For Richard W. LeVan Airport (PR7)

# 1. Aviation Hangar Development – Secure interest and building plans with interested parties and start the permitting process

- Revisit construction plans with tenants and confirm building and infrastructure requirements;
- Get a letter of intent from interested parties confirming their interest in building at PR7 and that they will cover the infrastructure cost in exchange of having their taxes and fees waived for a period of time equivalent to their infrastructure investment;
- Start the permitting process to get all of the required permits and other needed documents;
- Supervise construction work.

# 2. Tourism Fly-In Packages – Start developing marketing material and promoting PR7 and the region to GA pilots.

- Work with the County tourism department in defining the marketing material, targeted audience and promotional activities;
- Accomplish the tasks scheduled for Year 1 in the marketing plan (See Section 13.3.);
- o Monitor success of the promotional efforts by measuring monthly transient traffic;
- Identify areas of improvements for subsequent years.

# 3. Sell off Agricultural Lands – Obtain the required approvals to sell property and identify potential buyers

- Perform a land appraisal of the 225.79 acres of agricultural lands designated for the sale;
- Obtain the needed approvals (if any) from Municipality of Morris-Turnberry to proceed with the land sale;
- Market the sale Identify potential buyers;
- Secure interest from potential buyers through a letter of intent;
- Proceed with the land sale.

# Appendix A

List of 14 Surveyed Organizations for Proposed Air Service between GTA and YGD

Acuren
Aecon
Areva
CTS NA
Hatch
Ian Martin Group
Kinectrics
NA Engineering
RCM Technologies
Rolls Royce
Sargent & Lundy
SNC Lavalin
Stantec
Tundra Technical Solutions

# NORTH HILIRON

### **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: 05/02/2018

SUBJECT: Wingham Ice-In Police Adjustment for Fall 2018

ATTACHMENTS: North Huron Ice In and Out Policy

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approve the request to extend the ice season by 7 days at the North Huron Wescast Community Complex arena for the 2018 ice season start up, by changing the start date from Tuesday September 4, 2018 to Monday August 27, 2018 with the following provisions:

- That all three committed ice users that have made pre-season bookings to confirm their ice use and pay in advance for their ice by June 1, 2018
- That no ice reserved by these three groups may be cancelled after June 1, 2018
- That the total revenue for ice booked by June 1, 2018 totals at least \$7,300 (before tax)
- Once this ice is confirmed and meets the minimum \$7,300 revenue, the rest of available ice will be advertised to other ice users, under the conditions of normal ice rental operations
- All ice prior to labour day is sold as Prime Time ice rates. Ice sold on Labour Day would be at the Holiday Ice rate and rental conditions.

#### **EXECUTIVE SUMMARY**

The Township of North Huron has an Ice In and Out policy which is attached to this report. There is a request to extend the ice season earlier in Wingham. This report summarizes the request and conditions by which the ice season may be extended for Council's consideration

#### **DISCUSSION**

According to the North Huron policy, the demand for ice in the spring and summer is not dependent upon availability of rental time. The issue is whether the facilities are open and operating ice. The issue becomes an economic one, that is, whether sufficient demand and revenue warrants a facility to be in operation. The decision to extend the standard regular ice season is at the discretion of the Township of North Huron.

The regular ice season at the arena at the North Huron Wescast Community Complex is for ice to be ready for rentals the Tuesday after Labour Day. This was established with the policy in 2012. The rational is that there is sufficient demand for September ice at the Wingham Arena to justify this ice-in date.

Typically minor sports programs will begin their ice use once the school season begins. Prior to Labour Day, the Wingham Ironmen do require ice, but not enough to offset the cost of operations. They use a different arena until ice is available at the Wingham Arena.

It typically takes 10-14 days to install the ice so that it is ready for public use. If the ice were to be ready for August 27, 2018, the ice plant will be started between August 13-15, 2018. Starting the ice plant when weather is typically very hot and humid puts additional run hours on the system that is not typical in a month like November. However, the Wingham Arena is relatively new with technology that can sustain ice in the warmer months. There is still additional stress on the system to operate in August. The additional week of ice operations does increase the overall cost of operations. Once the ice plant is started, it is safe practice to have the building staffed with a Recreation Operator at all times that the building is open to the public. This requires additional staff hours starting the day the ice plant is started, not the date the ice is available for rent.

Corey Hater, owner and operator of Hater Hockey has proposed to the Township that he will operate a hockey school the week of August 27-31, 2018. He has also contacted the Wingham Ironmen and Saugeen Maitland Hockey Association who have made commitments for enough ice to cover the \$7,300 revenue required. With Council's approval, staff will secure those ice bookings now, with a deadline of June 1, 2018 to provide payment on those rentals, with a no refund policy after June 1, 2018. Once the Township has secured the required \$7,300 revenue, the remaining ice will be made available for other rentals.

The economic benefits of operating the ice early are that the community will have increased visits from families with children attending the camp, and from the planned pre-season Ironmen games. There are also potential spin offs for pool rentals by the camp.

The challenge is operating the arena at the same time as parks work is being performed by the staff that are shared by parks and arena operations. The Wingham Facilities Manager has confirmed that both duties can be achieved. It is anticipated that minimal ice will be booked over the Labour Day weekend, the majority of bookings will take place during the M-F week.

#### **FINANCIAL IMPACT**

To offset the additional expenses for utilities and staffing, based on budget figures from 2015-2017, staff have calculated that an additional \$7,300 in revenue is required to offset the staffing and utility costs associated with the additional week of summer operations.

The estimated hydro cost is \$3,300. The additional staffing cost is estimated at \$3,000. The additional \$1,000 required in revenue is to offset the cost of equipment wear and tear, water and gas heating of the water tank for flood water, Olympia operations and fuel.

The challenge with providing an accurate estimate on the hydro cost is that the building is not separately metered for each area, but estimates were calculated using known hydro numbers in previous years during August and September. The heat and humidity during these specific days in 2018 will also be an uncontrollable factor.

Proposed ice use August 27 to September 2, 2018

Ice User	# hours	Rate	Total
Hater Hockey School	30	\$131.53	\$3,945.90
Wingham Ironment	10	\$143.83	\$1,438.30
Saugeen Maitland	15	\$143.83	\$2,157.45
Total	55		\$7,541.65

These rates do not include tax.

Ice rates are all charged at prime time in August, there is no time of day discount. There is a youth program discount for the Hockey School because it provides a program that meets the youth discount rate definition.

### **FUTURE CONSIDERATIONS**

This proposal is for the 2018 ice in date, and there is no recommendation by staff to adjust the policy at this time.

#### **RELATIONSHIP TO STRATEGIC PLAN**

Our administration is fiscally responsible and strives for operational excellence.

Pat Newson, Director of Recreation and Facilities

Dwayne Evans, CAO

Section: Recreation	Policy Number:
Sub-section: Arenas	Effective Date: May 2012
Subject:	Revision Date:
North Huron Ice In/Ice Out Policy	

# **North Huron Ice In/Ice Out Policy**

# Purpose:

To clarify the regular ice season at the NHWCC and the Blyth CC.

To establish any conditions when that ice season may be extended or decreased.

# Policy:

#### **Regular Ice Season**

- Ice will be made available at the Blyth Arena from the first Monday in October to March 31 each year establishing the regular ice season to be 6 months.
- Ice will be made available at the Wingham Arena from the Tuesday after Labour Day to March 31 establishing the regular ice season to be 7 months.
- If ice usage in March at both arenas does not warrant that both arenas remain open, ice will be taken out at one facility and all activities moved to the remaining ice pad. This will be at the discretion of the Township of North Huron.

#### **Extending Ice Season**

- The demand for ice in the spring and summer is not dependent upon availability of rental time. The issue is whether the facilities are open and operating ice. This issue becomes an economic one, that is, whether sufficient demand warrants a facility being in operation. This decision is at the discretion of the Township of North Huron.
- Due to high operational costs, groups that require the ice to extend beyond the regular season due to a "play off" situation. (i.e. Junior C team), will be subject to additional fees. This will be at the discretion of the Township of Township of North Huron.
- Any bookings approved for the spring or summer season, where the ice season is extended for this purpose, the renter will pay in advance for all ice booked prior to the ice plant start date. This fee is non-refundable once the ice plant has been started.

# NORTH HURON

### TOWNSHIP OF NORTH HURON

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Sean McGhee DATE: 05/02/2018

SUBJECT: Blyth Treated Water Quality Reporting

ATTACHMENTS: Blyth DWS Notification – Huron County Health Unit, Notification letter - NH

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated February 5, 2018 regarding Sodium and Fluoride levels in the Blyth treated water system for information.

#### **EXECUTIVE SUMMARY**

As required by provincial legislation, the Township's municipal drinking water systems are monitored for Sodium and Fluoride. The Blyth water system has historically experienced elevated naturally occurring levels for both Sodium and Fluoride.

Water samples taken on January 2<sup>nd</sup>, 2018 indicated a Sodium level of 23.1 mg/l with a level of 22.5 mg/l measured in the resample taken on January 9<sup>th</sup>, 2018. An aesthetic objective for sodium in drinking water has been established at 200mg/l, although the local Medical Officer of Health is to be notified when concentrations exceed 20mg/l. Elevated sodium in drinking water can contribute to overall sodium intake which will be of interest to individuals who are on a sodium restricted diet.

The Ontario Drinking Water Quality Standards indicate that the acceptable level of Fluoride in drinking water is 1.5 mg/l or less. In the event of naturally occurring concentrations of Fluoride between 1.5 mg/l and 2.4 mg/l, it is recommended that local Health Units be notified and public information be provided to assist in managing additional fluoride exposure. Fluoride levels were identified at 1.77 mg/l and 1.81 mg/l in the January 2018 sample programs.

All appropriate notifications have been completed. An insert with information provided by the Huron County Health Unit will be distributed to the residents of Blyth with the water billing mail-out in February.

#### **DISCUSSION**

The attached documents are being provided to the residents of Blyth. These documents contain detailed information and recommend courses of action for the water users. Contact information for the County Health Unit and Township staff has been included in the information being provided to our water system users.

#### **FINANCIAL IMPACT**

There are no significant financial implications to the Township noted.

#### **FUTURE CONSIDERATIONS**

Although the regulatory requirement for sampling of Sodium is based on a five-year interval, the Township has, and should continue to monitor Sodium levels annually.

### **RELATIONSHIP TO STRATEGIC PLAN**

This project relates to **Goal No. 3** of the Strategic Plan in that the Township is healthy and safe.

Sean McGhee, Director of Public Works

Dwayne Evans, CAO



January 16, 2018

Sean McGhee Director of Public Works Township of North Huron P.O. Box 90, 274 Josephine Street Wingham, Ontario, NOG 2W0

RE: Blyth Drinking Water System 201 Thuell Street East, Blyth

Dear Mr. McGhee,

Provincial legislation requires that drinking water supplied from communal drinking water systems be tested every 5 years for the presence of sodium and fluoride. The results of the analyses of water samples taken from the Blyth Drinking Water System on January 2, 2018 and on January 9, 2018 show the presence of sodium in the drinking water at levels of 23.1 mg/L (milligrams per litre) and 22.5 mg/L respectively, and the presence of fluoride at levels of 1.77 mg/L and 1.81 mg/L respectively.

A Maximum Acceptable level for sodium in drinking water has not been established however, persons suffering from hypertension or congestive heart disease may require a sodium-restricted diet. The intake of sodium from drinking water contributes to the overall sodium consumption. People, especially those who are on a sodium-restricted diet, receiving water containing a level of sodium higher than 20 mg/L, should be notified of the sodium level present in the water in order that they may consult with their health care provider.

Under the Ontario Drinking Water Quality Standards, the acceptable level for fluoride in drinking water is 1.5 mg/L or less. Continuous exposure to elevated levels of fluoride can increase the risk of dental fluorosis in young children. Dental fluorosis is not a health related condition, but a cosmetic one, that is characterized by white spots on the teeth

Included with this letter is information on ways to reduce exposure to fluoride when the level in the drinking water is between 1.5 mg/L and 2.4 mg/L.

Please share the contents of this letter, along with the attached information on fluoride, with the users of the drinking water provided by the Blyth Drinking Water System. The Health Unit recommends that this be done on a yearly basis.

If you, or the users of the drinking water, have any questions regarding this letter, please contact me at 519-482-3416 extension 2002.

Sincerely,

Jean-Guy Albert Public Health Manager Huron County Health Unit

Attachment

c.c. File



### IMPORTANT WATER QUALITY INFORMATION

The results of the analyses of samples taken from the Blyth Drinking Water System indicate a naturally occurring fluoride level of 1.81 mg/L (milligrams per litre) in the water. This level exceeds the Ontario Drinking Water Quality Standard of 1.5 mg/L of fluoride in drinking water.

#### What is Fluoride?

Fluoride is a natural mineral found in the soil, in water (fresh and salt) and in various foods. Fluoride levels in water, including in groundwater, can vary. At low levels in the drinking water, fluoride helps in the prevention of dental cavities and in the improvement of dental health. As such, many Canadian communities add fluoride to their water supply. Health Canada recommends a level of 0.7 mg/L when fluoride is added to drinking water to maintain the prevention of tooth decay. The consumption of drinking water containing elevated levels of fluoride can increase the risk of dental fluorosis, a cosmetic condition characterized by white spots on the teeth.

# Recommendations if the natural fluoride level in the drinking water is between 1.5 mg/L and 2.4 mg/L.

The water can be used, including for consumption purposes. Infant formula should be prepared with drinking water containing a level of fluoride of 1.5 mg/L or less. Parents of children up to the age of 6 years should consult with a health care professional to determine if their child is at risk of developing tooth decay and whether fluoridated toothpaste should be used. If fluoridated toothpaste is recommended, only a small amount should be used; a rice grain sized amount for children up to 3 years of age, and a green pea sized amount for children between the ages of 3-6 years. Parents should assist their children with the brushing of their teeth and teach them not to swallow the toothpaste. Fluoridated mouthwash or mouth rinses should not be given to children under the age of 6 years. Fluoridated mouthwash and fluoride supplements should not be used unless specifically recommended by a health care professional. See your family dentist or physician for advice on your situation.

A treatment system can be installed in the home to reduce the amount of fluoride in the drinking water to concentrations of less than 1.5 mg/L.

# A PUBLIC HEALTH NOTICE PROVIDED BY THE HURON COUNTY HEALTH UNIT

**Huron County Health Unit** 

77722B London Road, RR 5, Clinton, ON N0M 1L0 CANADA

Tel: 519.482.3416 Fax: 519.482.7820

www.huronhealthunit.ca



January 25, 2018

Re: Blyth Water System Sodium and Fluoride Levels

Dear Resident or Water System User;

The Township of North Huron is required under the Safe Drinking Water Act, to sample, monitor, and report various chemical and physical characteristics of the water provided to the residents and users within our community by the Drinking Water System.

Please note that in our most recent scheduled sampling program, elevated levels of Sodium and naturally occurring Fluoride were identified.

The Huron County Health Unit was notified of these results and provided the Township with the attached information for distribution to users of the Blyth Water System.

Background information and details surrounding the sample results as well as Health Unit recommended courses of action are included in the attached documents.

If there are any questions or concerns, please do not hesitate to contact the Township of North Huron Public Works Department at (519) 357-3550 ext. 128 or the Huron County Heath Unit at (519) 482-3416 ext. 2002.

Sincerely,

Sean McGhee

Director of Public Works Township of North Huron

> P.O. Box 90, 274 Josephine Street, Wingham, Ontario N0G 2W0 Phone: 519-357-3550 Fax: 519-357-1110

# NORTH HURON

### **TOWNSHIP OF NORTH HURON**

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Chad Kregar, Deputy Chief

DATE: 05/02/2018

SUBJECT: 2017 Annual Fire Report

**ATTACHMENTS:** 

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the 2017 Annual Fire Report prepared by Deputy Chief Kregar, dated February 5, 2018, for information purposes;

AND FURTHER, that in accordance with the fire agreements with adjacent municipalities, the Clerk is directed to distribute the 2017 Annual Fire Report to the Municipalities of Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh;

AND FURTHER, that staff attend and speak to the report at the Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh Council meetings, if requested.

#### **EXECUTIVE SUMMARY**

The North Huron Fire Department is committed to the enhancement of the quality of life through the protection and preservation of life and property within the jurisdiction of the Township of North Huron from the effects of fire and other emergencies.

Our mission will be accomplished through the delivery of fire prevention, public education and professional emergency response programs to all who work, live and play within our community. We will work to educate people in fire safety in order that they may protect themselves and their families.

We will strive to minimize any adverse effects on individuals, families and businesses as a result of these emergencies and work to safeguard the environment. Through this effort we will protect our lifestyle and the general economic welfare of the community.

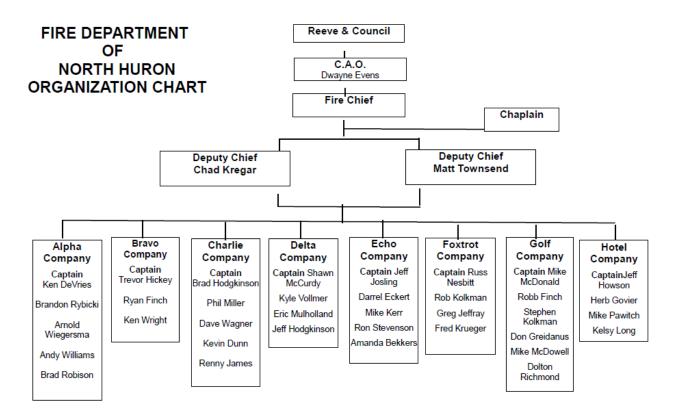
The terms of the fire agreements in place with the Township of Ashfield-Colborne-Wawanosh, the Municipality of Central Huron and the Municipality of Morris-Turnberry, all require that the Fire Department of North Huron distribute an annual report to each respective Council.

#### **DISCUSSION**

#### Goals

- 1) Provide for the safety of the public and the firefighters.
- 2) Identify and review the fire service requirements of the municipality
- 3) Provide the administrative process consistent with the needs of the department.
- 4) Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable time.

- 5) Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to cooperate with other departments of the corporation with respect to assistance and other programs.
- 6) Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is ready to respond to emergency calls.
- 7) Provide an effective fire prevention program to:
  - a. Ensure, through cooperation with the building department and inspection compliance with applicable municipal, provincial and federal fire prevention legislation, statutes codes and regulations.
  - b. Reduce and/or eliminate fire hazards.
- 8) Develop and maintain an effective public information system and education program with particular emphasis on school fire safety programs.
- 9) Ensure that in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and agencies.
- 10) Develop and maintain a good working relationship with all outside agencies related to the protection of life and property.



#### **Core Services**

Fire Department of North Huron provides a wide range of fire protection services to our residents. Fire protection services means a range of programs and services designed to protect the lives and

property of the inhabitants of the Township of North Huron, Central Huron and Morris-Turnberry from the adverse effects of fires or exposure to dangerous conditions created by individuals or nature.

#### These services include:

- structural fire suppression and rescue
- motor vehicle firefighting
- fire prevention activities including Fire Code enforcement and inspections \*
- fire safety education \*
- communications
- technical rescue operations including extrication of patients from motor vehicle accidents and industrial accidents
- farm accident rescue
- awareness level hazardous materials response
- awareness level confined space rescue
- awareness level trench rescue
- shore based ice/water rescue
- emergency medical first response
- training of persons involved in the provision of fire protections services rescue and emergency services and the delivery of all those services

This list of services was developed by the Councils of Central Huron, North Huron and Morris-Turnberry during the formation of the department during the fall of 2009. It represents the services that the residents of the communities expect their fire department to perform.

\*The FDNH does not perform this service for the Municipalities of Central Huron and Morris-Turnberry.



FDNH firefighters working on large Barn fire.

#### **Public Education**

Captain - Ken DeVries

Our Public Education efforts again this year have centered on getting fire safety information out to the public. We have hosted information tables at several local events, given fire safety information to local community groups and organized a well-attended Open House in conjunction with Fire Safety Week. North Huron provides complete spring and summer fire safety kits to members of the

surrounding municipalities resulted in better public awareness of home fire safety and emergency preparation for families in our communities.

Our door to door smoke alarm campaign this year was focused in Ashfield Colborne Wawanosh. This is a very successful program where firefighters visit homes to ensure all families have working smoke detectors. In addition this year firefighters were also ensuring compliance with new laws related to carbon monoxide detectors and taking the opportunity to educate the dangers and the symptoms related to carbon monoxide poisoning.

- Homes visited- 62
- Smoke alarms installed- 45
- Homes in compliance- 17
- Homes not in compliance- 26
  - \* Older than ten years -23
  - o \* Missing- 4
  - Home owners not home 11
  - Denied entry 8

In addition we had numerus station tours with local organizations leading the groups around each station, explaining each truck and equipment use. The FDNH also visited different church groups and schools demonstrating fire drills, fire extinguisher operation and fire safety.

#### **Training Division**

Captain - Brad Hodgkinson, Captain Russ Nesbitt

The training division is one of the most important areas of the FDNH, as we thrive to be the best and ready for any type of emergency, we have ongoing training in areas of medical response, auto Extrication operations, and fire suppression techniques. In addition to regular training nights we had 3 new goals set out for 2017 which were training on safety, medical first response patient care, auto extrication, and have all recruits complete Firefighter 1 and standard first aid.

#### OBJECTIVES - 2017

- -Training every Monday and Thursday evening
- On going Medical first response patient care
- -Firefighters compliant with safety
- -Personal protective equipment and SCBA training
- -Radio procedures
- -Hose lays
- -RIT training
- -Fire Fighter Survival
- -Medical response including having EMS attend with new ambulance (power lift stretchers)
- -Weekend training Fire Suppression and Search & Rescue Auto Extrication
- -HazMat Awareness
- -Driver Training for Crews on heaviest truck
- -Alarms for Life

- -Basic skills Operating chainsaws, power tools
- -Water Shuttle relay pumping
- -Fire tactics hose streams
- -New recruit training

For 2017 there were 46 weekly training sessions for each station resulting in 92 individual regular training sessions. We changed our training schedule this year to include a full weekend training session one in May and one in September in lieu of long weekend stat holidays. The sessions each week were the same in both stations, which allows firefighters who cannot attend a session in their home station, to attend the same session in the other station. This has resulted in many of our firefighters being able to keep up with their training while still maintaining a balance with home life.

In addition our officers took a firefighter 2 course were they all received met their job performance reviews.

Canadian Critical incident Stress Foundation provided training in post-traumatic stress disorder as well as a course was offered to all fire fighters spouses on the signs and symptoms. FDNH is trained to SITT level1

Captain Ken DeVries completed his Fire public educator level 1 and 2.

#### **Objectives for 2018**

- Complete Firefighter 2
- Air Management
- Rapid intervention team
- Firefighter survival
- Fire attack
- New recruits Firefighter 1 Cert
- Emergency first responder
- Hose lavs
- Fire attack
- Pumping apparatus
- Auto extrication

In recent years it was encouraged by the firefighter to obtain a DZ licence on their own, but in recent years we have noticed I high failure rate. In January we started training 10 firefighters on receiving their DZ license. This being conducted by Canada Heavy Equipment College. The plan is to have 2 full weekends of instruction with service Ontario coming to the fire station to complete the driver's test.

#### **Mechanical Division**

Captains Trevor Hickey & Bill Burkholder

The Mechanical Division is one of the busiest of the department. We have record keeping procedures, maintenance schedules and other documentation to ensure our equipment is always in ready shape.

Mandatory equipment testing on our equipment was completed and repairs / replacements made. This included the testing of our fire engine pumps, six month ongoing testing of our breathing air compressors, visual and hydrostatic testing of our SCBA cylinders, flow testing of the SCBA packs, ladder and hose testing.

Most of these are for compliance with having a Respiratory Protection Program as is required by the Ministry of Labor. We also fit tested all of our personnel and supplied them with individual face masks.

In summary, we continue to take pride in our equipment and its imperative that all equipment is ready and in excellent working condition as it's never known what condition we are approaching at a moment's notice.

Fire Department North Huron Blyth station has 5 Pieces of apparatus:

- E6 2000 Freightliner Engine (front line pumper)
- R7 1996 Freightliner Rescue Truck (Rescue truck equipped with extrication equipment)
- U10 Cub Cadet with skid unit for grass fires which also tows rescue sled
- T8 2004 Freightliner Tanker that holds 3000 gal of water
- T9 2012 Pierce Sabre Tanker with on board pump

In 2017 we had regular annual testing on apparatus and equipment. Testing that was completed:

- Annual pump test on E6.
  - T9 (Tank 9) also has an on board pump but is considered a second line pump.
     Therefore in the best interest of budgeting that pump was not certified (pump test) as it isn't used in fire ground operations considered hazardous to life safety.
- Annual Truck safeties and service were done
- Annual Ladder test which passed
- Annual Air flow test on Self Contained Breathing Apparatus (SCBA) which passed with minor

#### Repairs

Throughout the year there are always some repairs that are ongoing some we can do in House and other we must source out. Those were:

#### T9:

- Marker light(s) replacement (in house repairs)
- add 12v outlet in cab for new LED scene light (in house)
- Scene light(s) installation (in house)
- Fabrication repair to underbody heater pan that was damaged during a call when the truck encountered clearance issues with the ground (Joe Kerr)

#### R7:

- Significant oil leak repair. (Joe Kerr)
- Minor addition and deletion of new/old tools as technology changes and tools wear out (in house)

T8:

- Small repair to front bumper to alleviate vibration/noise problem (in house)
- No other significant repairs to report.

#### Equipment repairs:

- Minor adjustments and repairs are ongoing throughout the year as regular maintenance.
- Nothing significant enough to report.

#### NOTES:

-This year is our bi-annual time to conduct stationary ladder tests which affects both stations. The estimated amount has been included in our current proposed budget as "repair and maintenance". -We have also changed our needs for preventative rust protection to reflect fiscal restraints as well. Last year we refrained from oiling our apparatus. This year will be the start of our new 2 year rotation for this process.

#### Fire Department North Huron Wingham station has 5 Pieces of apparatus:

- E1 -2008 Pierce Engine (front line pumper)
- L2 -2004 Pierce Ladder Truck (2nd pumper with 105' ladder)
- T4 -2016 Freightliner Tanker with pump that holds 3000 gal of water
- Sq. 5 -Dodge Ram 1500 crew cab Squad with tool box and medical equipment

In 2017 we had regular annual testing on apparatus and equipment.

#### Testing that was done:

- Annual pump test on E1, L2 which both pumps passed.
- Annual Truck safeties and service were done
- Annual Ladder test which passed
- Annual Air flow test on Self Contained Breathing Apparatus (SCBA) which passed with minor

#### **Repairs**

Throughout the year there are always some repairs that are ongoing some we can do in House and other we source out. Those were:

#### E1:

- Marker light(s) replacement (in house repairs)
- add 12v outlet in cab (Joe Kerr's)
- Scene light(s) build replacement (in house)

#### L2:

- Overheating do to thermostat (Joe Kerr's repair)
- Fold out step air diverter replaced (Joe Kerr's)
- Rear outrigger seal leak (Joe Kerr's)
- Added 12v outlets in cab (Joe Kerr's)
- Hydraulic filter seal leak (Joe Kerr's)

T4:

Flash lights (in house)

#### Sq5:

Marker light(s) replacement (in house)

#### **Equipment repairs:**

- Hydraulic cutters open/close issues repaired (Darch fire)
- 4" portable pumps service (oil change ext.) (In house)
- PPV portable fan recall repaired issues (Darch fire)
- Broken nozzle(s) bail (in house repairs)

#### **Medical Division**

Captain - Mike McDonald, Shawn McCurdy

In 2017 our focus was to keep up to date with ongoing medical training to ensure the communities we serve get the best patient care immediately when in time of need.

As the leaders in this Division, we attended a train-the-trainer defibrillator training course in Paisley. Doctor Ebey, our medical director, led the session and updated our skills and training in the new CPR protocols for 2017.

#### **Activities**

- Order and restock medical supplies for training or on medical responses in both stations
- Planned and led 4 medical training nights throughout the year
- Planned and led downed firefighter CPR rescue
- Instituted a back to basics medical refresher
- Invited Huron EMS to attend 2 training sessions to review new ambulances and stretchers

#### Objectives for 2018

- Recertify all FDNH staff to full Emergency First Responders; this training will take 40hrs
- New EMS guidelines on patient care and backboard use
- Continue medical training basics and scenarios

#### Health & Safety including gear

Captain - Jeff Howson

2017 was busy year for bunker gear replacement. We had 16 complete sets replaced. We had other replacements of gloves, balaclava's and helmet's as well. Gear has a 10 year life expectancy so we were able to donate our expired gear to the Mexican relief program on fire-fighting equipment thru local Doug Scrimgeour. 2018 has minimal replacements required at this point pending new recruits and sizing's of extra's in storage, looking to only replace 2 or 3 sets this

year. We will be sending out all gear for our annual wash/repair program as in previous years. We continue to monitor and clean gear internally as needed throughout the year.

Health & Safety, FDNH is part of North Huron's committee. Quarterly meetings and station inspections with information available to all members on H&S. FDNH have named 2 firefighters who are both part of the Huron EMS as our Communicable Disease designates going forward in case any situation arises. Continued in house department checks on both H&S and Gear items are completed and checked on monthly truck check nights.

We had 1 firefighter injured this year during a training evolution where the firefighter had a miss step dismounting ladder 2. The fire fighter received 2 stiches above his left eye from his helmet. Upon investigation it was found that the firefighter did not dismount the apparatus correctly with 3 point contact and helmet was not fasted. No further action was required.

#### **Emergency Calls**

CENTRAL	HURON			
Number	Date	Alarm Time	Response Type Description	Address
17-166	Dec 12 17	13:04:25	Vehicle Collision	BLYTH RD / DUTCH LI
17-161	Dec 6 17	02:09:18	Vehicle Collision	BASE LI / LONDESBORO RD
17-131	Oct 9 17	11:39:37	Alcohol or drug related	40891 WINTHROP RD
17-126	Sep 30 17	12:35:59	Alarm System Equipment- Accider	ntal activation
				40678 LONDESBORO RD
17-120	Sep 16 17	13:17:14	Fire	40991 BLYTH RD
17-113	Sep 1 17	04:06:35	Fire	80969 Baseline
17-100	Aug 4 17	12:04:08	Vehicle Collision	LONDESBORO MAIN ST / KING'S RD
17-066	May 24 17	22:36:00	Oxygen administered	82651 SANDHILL LI
17-059	May 11 17	16:24:27	Oxygen administered	38649 BLYTH RD
17-049	Apr 18 17	12:53:38	Fire	LONDESBORO RD / BURNS LI
17-047	Apr 18 17	10:41:23	Human – Accidental (alarm accide	entally
				269 KING ST
17-048	Apr 18 17	10:41:23	Human – Accidental (alarm accide	entally
				269 KING ST
17-042	Apr 7 17	23:20:43	Seizure	82316 BURNS LI
17-038	Mar 26 17	11:39:11	CO false alarm -perceived emerge	ency (no
				141 Goderich Street Auburn
17-033	Mar 9 17	01:44:12	Vehicle Collision	LONDON RD / BLYTH RD
17-028	Feb 25 17	03:02:28	Assistance to Other Agencies (exe	c 921 and
				82835 LIMEKILN LI
17-023	Feb 15 17	14:18:31	Alarm System Equipment- Malfun	ction
				269 KING ST
17-018	Feb 9 17	06:23:19	Rescue no action required	
				82909 HARLOCK LI
17-017	Feb 5 17	19:08:27	Oxygen administered	82779 BANDON LI
17-011	Jan 22 17	18:24:10	Vehicle Collision	LONDON ROAD - BLYTH ROAD
17-005	Jan 6 17 17:05:2	26	Other Medical/Resuscitator	
NORTH H	URON			
Number	Date	Alarm Time	Response Type Description	Address
17-170	Dec 29 17	04:48:51	Medical/resuscitator call no action	
			,	·

				390 MORRIS ST
17-169	Dec 22 17	14:44:07	Overheat (no fire, e.g. Engines, me	
27 200	200 == 17		G vermeut (ee, e.gges)	252 JOSEPHINE ST
17-168a	Dec 18 17	19:12:54	Oxygen administered	84437 HOOVER LI
17-168a	Dec 18 17	19:12:54	Oxygen administered	84437 HOOVER LI
17-168	Dec 18 17	19:12:54	Oxygen administered	84437 HOOVER LI
17-167	Dec 13 17	17:36:05	Vehicle Collision	LONDON RD / AMBERLEY RD
17-165	Dec 9 17	09:04:03	other pre fire conditions (no fire)	20.12011.12,7.11.1221.1221.112
			, , , , , , , , , , , , , , , , , , ,	233 VICTORIA ST W
17-173	Dec 9 17	09:04:03	Overheat (no fire, e.g. Engines, me	echanical
			, , , , ,	233 VICTORIA ST W
17-164	Dec 8 17	08:57:05	Vital signs absent, DOA	308 BLYTH RD
17-163	Dec 6 17	18:26:37	Other Cooking/toasting/smoke/	
				359 EDWARD ST
17-162	Dec 6 17	07:14:06	Oxygen administered	45 ALFRED ST E Room 209
17-159	Dec 5 17	11:36:49	Medical/resuscitator call no action	n required
				100 DAVID ST
17-158	Nov 27 17	12:17:13	Alarm System Equipment- Accider	ntal activation
			,	231 VICTORIA ST E
17-156	Nov 20 17	11:32:07	Medical/resuscitator call no action	n required
				282 SUMMIT DR
17-152	Nov 19 17	10:54:59	Vehicle Collision	MONCRIEFF RD / LONDON RD
17-149	Nov 15 17	19:07:48	Call cancelled on route	250 JOHN ST E
17-148	Nov 14 17	02:59:58	CO incident, CO present (exc false	alarms)
				436 HIGHLAND DR
17-147	Nov 10 17	13:31:08	Human – Accidental (alarm accide	ntally
				239 WILLIAM ST
17-146	Nov 10 17	13:01:17	Alarm System Equipment- Accider	ntal activation
				239 WILLIAM ST
17-143	Nov 5 17	14:13:40	Vehicle Collision	BLYTH RD / LONDON RD
17-142	Nov 3 17	03:44:06	CO false alarm -equipment malfur	ection
				270 SHUTER ST
17-141	Nov 2 17	16:43:50	Alarm System Equipment- Malfun	ction
				161 DINSLEY ST
17-140	Oct 31 17	21:40:37	Fire	39769 MONCRIEFF RD
17-139	Oct 30 17	23:25:25	Other - Medical/Resuscitator	
				141 CATHERINE ST
17-136	Oct 28 17	22:43:58	Alarm System Equipment- Malfun	ction
				99 KERR DR
17-135	Oct 18 17	15:20:11	Chest pains or suspected heart att	
				412 QUEEN ST
17-134	Oct 13 17	09:32:00	Oxygen administered	242 HAMILTON ST
17-130	Oct 2 17	20:56:40	Alarm System Equipment- Malfun	
				299 QUEEN ST
17-129	Oct 2 17	20:51:38	Oxygen administered	369 JOSEPHINE ST
17-124	Sep 28 17	19:05:35	Alarm System Equipment- Malfun	ction
				132 JOSEPHINE ST
17-123	Sep 25	17 08:02:22	Alarm System Equipment- Malfun	
				260 GYPSY LN
17-122	Sep 19 17	16:06:29	Alarm System Equipment- Malfun	
				183 DRUMMOND ST
17-119	Sep 12 17	15:20:08	Alarm System Equipment- Malfun	
	_			231 VICTORIA ST E
17-118	Sep 10 17	21:27:01	Alarm System Equipment- Malfun	
				198 JOSEPHINE ST

17-111	L Aug 26 17	19:25:08	Fire	161 DINSLEY ST
17-110	) Aug 23 17	22:38:54	Gas Leak –Refrigeration	99 KERR DR
17-109	9 Aug 20 17	12:52:33	Medical/resuscitator -call no ac	tion required
				252 JOSEPHINE ST
17-108	3 Aug 19 17	20:04:46	Oxygen administered	294 SHUTER ST
17-107	7 Aug 18 17	13:23:54	Alarm System Equipment- Accid	dental activation
				428 QUEEN ST
17-105	5 Aug 13 17	09:16:58	Other Response	200 WATER ST
17-104	l Aug 12 17	11:02:13	Alarm System Equipment- Malf	unction
				145 CORNYN ST
17-101	U	11:49:34	Call cancelled on route	250 JOHN ST E
17-099		01:13:37	Spill - Gasoline or Fuel	284 DRUMMOND ST
17-098	3 Jul 31 17	16:31:54	Alarm System Equipment- Accid	dental activation
				231 VICTORIA ST E
17-097		20:22:06	CPR administered	272 DRUMMOND ST
17-094	Jul 13 17	10:50:19	Alarm System Equipment- Malf	unction
				270 CARLING TR
17-092		00:14:12	NO LOSS OUTDOOR fire	303 JOSEPHINE ST
17-091	L Jul 9 17	17:29:49	Human – Malicious intent, pran	
				270 CARLING TR
17-090	) Jul 3 17	11:52:07	Accident or illness related - cuts	
				38939 BRUCE ROAD 86
17-087	7 Jun 27 17	03:27:18	Alarm System Equipment- Malf	unction
				401 CARLING TR
17-086	5 Jun 25 17	06:49:56	Other - Medical/Resuscitator	
				77 CATHERINE ST
17-085		16:16:38	Other Public Hazard	369 JOSEPHINE ST
17-084		10:46:16	Call cancelled on route	14 VICTORIA ST E
17-083	3 Jun 23 17	05:52:12	Alarm System Equipment- Malf	
				270 CARLING TR
17-081	L Jun 21 17	10:13:56	Rescue no action required	
				BLYTH RD / LONDON RD
17-080	) Jun 19 17	23:25:32	Accident or illness related - cuts	
				356 MORRIS ST
17-078	3 Jun 18 17	06:58:20	Alarm System Equipment- Malf	
				270 CARLING TR
17-077	7 Jun 18 17	00:36:11	Alarm System Equipment - Mal	
4= 0==		40.00.00		270 CARLING TR
17-075		12:23:09	Other Response	84141 LONDON RD
17-074	Jun 10 17	16:59:07	Alarm System Equipment- Malf	
47.070	) 0.47	47.24.27	Other and fine and distance for fine	232 WESTMORELAND ST
<b>17-07</b> 3	3 Jun 8 17	17:24:37	Other pre fire conditions (no fir	
17.07	) lun F 17	16.20.00	Call as realled an revets	307 KING ST
17-072		16:38:09	Call cancelled on route	239 WILLIAM ST
17-071		08:53:19	Other Response	433 GYPSY LN
17-070	) May 31 17	01:35:39	CO false alarm - equipment ma	
17.00	7	05.40.50	Alama Custom Faurings ant Mali	39724 MONCRIEFF RD
17-067	7 May 25 17	05:40:56	Alarm System Equipment - Mal	
17.00	NA 24.17	12.10.57	Call as realled an reven	145 CORNYN ST
17-065	•	13:10:57	Call cancelled on route	200 WATER ST
17-063	May 19 17	09:55:52	Medical/resuscitator call no act	· · · · · · · · · · · · · · · · · · ·
17.000	) NA 47 47	10.47.43	Modical/servesitetes !!	33 VICTORIA ST W
17-062	2 May 17 17	10:47:13	Medical/resuscitator call no act	
17.000	) May 11 17	20.00.07	Modical Aid Not Boarrised as As	39377 AMBERLEY RD
17-060	May 11 17	20:00:07	Medical Aid Not Required on Ar	IIVaI

				257 SHUTER ST
17-057	May 6 17	13:36:25	Accident or illness related - cuts,	207 0.110 1 2.110 1
	,		,	39517 NATURE CENTRE RD
17-056	May 5 17	03:08:20	Oxygen administered	659 QUEEN ST
17-054	, May 3 17	09:34:47	Alarm System Equipment- Accider	
	,		,	329 JOSEPHINE ST - APT 3
17-053	May 2 17	02:38:58	NO LOSS OUTDOOR fire (see exclu	sions)
	•		·	274 JOSEPHINE ST
17-052	Apr 26 17	13:04:27	Alarm System Equipment- Accider	ntal activation
			,	270 CARLING TR
17-051	Apr 24 17	00:50:40	Overheat (no fire, e.g.engines, me	chanical
				393 SHUTER ST
17-046	Apr 15 17	14:30:35	Assistance to Police (exc 921 and 9	922)
				83689 LONDON RD
17-045	Apr 14 17	15:31:26	Medical/resuscitator call no action	n required
				83689 LONDON RD
17-044	Apr 13 17	08:38:25	Gas Leak - Natural Gas	163 BOLAND ST
17-043	Apr 8 17	13:49:12	Medical/resuscitator call no action	n required
				59 ALBERT ST E
17-041	Apr 6 17	19:14:18	Gas Leak - Natural Gas	264 WELLINGTON ST
17-039	Mar 28 17	16:29:39	Call cancelled on route	52 BRISTOL TR
17-037	Mar 25 17	14:56:26	CO false alarm -perceived emerge	ncy (no
				230 MORRIS ST
17-036	Mar 16 17	12:59:00	Call cancelled on route	200 WATER ST
17-034	Mar 9 17	12:04:00	Other - Cooking/toasting/smoke/	
				359 EDWARD ST Apt 209
17-032	Mar 8 17	18:53:17	Call cancelled on route	163 PARK DR
17-031	Mar 2 17	07:35:49	Vital signs absent, DOA	39703 BELFAST RD
17-030	Mar 1 17	16:46:33	Call cancelled on route	366 SUMMIT DR
17-027	Feb 23 17	12:23:16	Other pre fire conditions (no fire)	
				99 JOHN ST W
17-026	Feb 21 17	09:50:37	Pot on Stove (no fire)	303 FRANCES ST
17-024	Feb 16 17	13:02:56	Medical/resuscitator call no action	
				153 JOHN ST W
17-022	Feb 13 17	16:03:08	Fire	4 QUEEN'S ST
17-021	Feb 13 17	10:13:32	Call cancelled on route	JOSEPHINE ST N / NORTH ST W
17-019	Feb 12 17	09:47:52	Assistance not required by other a	
17.015	- 1 2 4 7	10.05.47	00.51	220 CARLING TR
17-015	Feb 3 17	19:06:47	CO false alarm -perceived emerge	-
17.010		40.05.00		60 PATRICK ST E
17-013	Jan 27 17	13:36:09	Other-Medical	470 ALICE ST
17-012	Jan 27 17	09:24:05	Vital signs absent, DOA	274 GYPSY LN apt 2
17-010	Jan 17 17	04:00:02	Vital signs absent, DOA	73 CARLING TR
17-004	Jan 5 17	09:58:52	Oxygen administered	192 DRUMMOND ST
17-002	Jan 4 17	10:51:10	CO false alarm - equipment malfu	
17 001	lan 1 17	12.50.21	CO falso alarm assuinment assisti	5 VETERANS RD
17-001	Jan 1 17	12:59:31	CO false alarm - equipment malfu	390 MORRIS ST
				250 INIOUNI 251

ASHFIELD	/ COFROOKI	<u>IE / WAWANO:</u>	<u>SH</u>	
Number	Date Alarm	Time	Response Type Description	Address
17-153	Nov 19 17	10:49:43	Vehicle Extrication	BLYTH RD / MAITLAND TR
17-145	Nov 10 17	06:56:51	Vehicle Collision	NILE RD / BLYTH RD
17-076	Jun 13 17	19:04:48	Other Response	DUNGANNON RD/ST AUGUSTINE LI

17-069	May 29 17	10:13:01	CO incident, CO present (exc false	alarms)
				39724 MONCRIEFF RD
17-068	May 29 17	07:42:51	Fire	38006 HAWKINS RD
MORRIS 1	TURNBERRY			
Number	Date	Alarm Time	Response Type Description	Address
17-171	Dec 31 17	09:32:40	Fire	87004 RAMSAY LI
17-160	Dec 5 17	21:44:29	Public Hazard no action req'd	MARY ST / ROYAL RD
17-157	Nov 23 17	10:58:25	Other pre fire conditions	261 STACEY ST
17-155	Nov 19 17	12:24:30	Vehicle Collision	BLYTH RD / ELEVATOR LI
17-154	Nov 19 17	11:29:44	Vehicle Collision	AMBERLEY RD / MAPLE RD
17-151	Nov 19 17	07:39:48	CO false alarm -perceived emerge	
				89721 GILMOUR LI
17-144	Nov 9 17	20:53:06	Vehicle Collision	AMBERLEY RD / MAPLE RD
17-138	Oct 30 17	04:12:09	Fire	40222 JAMESTOWN RD
17-137	Oct 28 17	20:48:40	Fire	40222 JAMESTOWN RD
17-133	Oct 11 17	18:10:10	Vehicle Collision	LONDON RD / BOK LI
17-132	Oct 10 17	11:41:10	Vital signs absent, DOA	40440 JAMESTOWN RD
17-125	Sep 29 17	14:57:56	Vehicle Collision	London Road and North St.
17-121	Sep 18 17	22:22:02	Vehicle Collision	40914 AMBERLEY RD
17-117	Sep 9 17	08:09:27	Vital signs absent, DOA	40717 B LINE RD
17-116	Sep 5 17	19:16:45	Vehicle Collision	CLYDE LI / ST MICHAELS RD
17-115	Sep 4 17	16:59:23	Fire	86587 WHEELER LI
17-114	Sep 1 17	22:00:06	Vehicle Collision	HOWICK-TURNBERRY RD /
				LONDON RD
17-112	Aug 27 17	17:34:01	Vehicle Collision	TURNBERRY-CULROSS
				WEST / KINGS RD
17-106	Aug 17 17	05:08:19	Alarm System Equipment-	719 JOSEPHINE ST N
17-103	Aug 11 17	08:12:15	Medical/resuscitator - call no action	on required
				40440 JAMESTOWN RD
17-102	Aug 10 17	15:13:48	Fire	83872 LONDON RD
17-096	Jul 25 17	17:07:26	Vehicle Collision	LONDON RD / BELFAST RD
17-095	Jul 22 17	10:21:36	Fire	89694 KIEFFER LI
17-093	Jul 12 17	18:03:40	Vehicle Collision	40937 BLYTH RD
17-089	Jun 28 17	12:17:02	Fire	CLYDE ST / MORRIS ST
17-088	Jun 27 17	19:24:14	Other Rescue	86817 GIBBONS LI
17-082	Jun 22 17	13:12:44	CO false alarm	26 BRANDON ST
17-064	May 20 17	20:43:49	NO LOSS OUTDOOR fire	40702 HOWICK-TURNBERRY
17-061	May 12 17	16:33:30	Chest pains / heart attack	41535 MORRIS-TURNBERRY
17-058	May 9 17	09:33:24	Vehicle Collision	LONDON RD / MONCRIEFF
17-055	May 3 17	13:23:47	Alarm System Equipment	40767 JAMESTOWN RD
17-050	Apr 23 17	18:13:22	NO LOSS OUTDOOR fire	B LINE RD / MCLEAN LI
17-040	Apr 2 17	14:46:26	NO LOSS OUTDOOR fire	42045 HURON-BRUCE RD
17-029	Feb 27 17	17:36:39	Assisting Other FD:Mutual Aid Mu Blyth Stn, MORRIS-TURNBERRY	tual Aid - Morris-Turnberry -
17-020	Feb 12 17	18:16:38	Power Lines Down, Arcing	LONDON RD AND AMBERLEY
17-016	Feb 4 17	16:49:08	Vehicle Extrication	LONDON RD / MONCREIFF
17-014	Jan 27 17	13:28:42	Chest pains or heart attack	9 JANE ST
17-008	Jan 11 17	00:48:27	CO false alarm	39724 AMBERLEY RD
				TRAILER 14
17-009	Jan 11 17	00:36:54	Power Lines Down, Arcing	40767 JAMESTOWN RD
17-006	Jan 7 17	23:12:25	Assisting Other FD:Mutual Aid	MUTUAL AID - BRUSSELS
17-003	Jan 4 17	16:48:09	Gas Leak - Natural Gas	39724 AMBERLEY RD TRAILER 19

#### **FINANCIAL IMPACT**

n/a

#### **FUTURE CONSIDERATIONS**

The agreements with each partner municipality were established for a 5 year term and are set to expire as follows:

- Agreement with Morris-Turnberry 5 Year Term Expires January 1st 2019
- Agreement with Central Huron 5 Year Term Expires January 1<sup>st</sup> 2019
- Agreement with Ashfield-Colborne-Wawanosh 5 Year Term Expires January 1<sup>st</sup> 2020

Prior to the expiration of these agreements, discussion and negotiation must take place and establish the terms of new agreements.

#### **RELATIONSHIP TO STRATEGIC PLAN**

Goal #3: Our community is healthy and safe.

Chad Kregar	Quage L	
Chad Kregar, Deputy Chief	Dwayne Evans, CAO	



### **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Chad Kregar, Deputy Chief

DATE: 05/02/2018

SUBJECT: Implementing Naloxone for Opioid Emergencies

ATTACHMENTS: FDNH Naloxone Administration Best Practice, All Chiefs - Naloxone

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the February 5, 2018 report of the Deputy Chief regarding Implementing Naloxone for Opioid Emergencies for information purposes;

AND FURTHER, that Council supports the Fire Department of North Huron's interest to enroll in the provincial program for free Naloxone kits for first responders;

AND FURTHER, that Council approves the Fire Department of North Huron Naloxone Administration Best Practice Policy as attached;

AND FURTHER, that Council authorizes staff to take the necessary steps to complete enrollment in the program.

#### **EXECUTIVE SUMMARY**

In the recent years the use of opioids and opioid deaths have been on the rise, At least 1,460 Canadians have died from opioid-related overdoses in the first half of 2017. As first responders we need to be prepared to protect ourselves and members from our community from this crisis. I'm asking that we enroll in the program that the province is offering of free Naloxone kits to first responders.

#### **DISCUSSION**

FDNH has had training from the Huron County Health Unit regarding Naloxone and FDNH's medical provider has approved the attached Naxloxone Administration Best Practice policy.

The following is an excerpt from an All Chief's memo dated January 26, 2018 (memo is attached to this report):

Further to the announcement by Ministers Hoskins and Lalonde on December 7, 2017, and my letter of the same day, the Ministry of Health and Long-Term Care (MOHLTC) and the Ministry of Community Safety and Correctional Services (MCSCS) are pleased to launch the expansion of the Ontario Naloxone Program (ONP) to include police and fire services. This expansion will make naloxone kits available to all fire services to mitigate the impact of overdoses, and potentially to help firefighters in case of exposure to opioids.

Effective January 29, 2018, fire services will be able to contact their local Public Health Unit (PHU) to order naloxone (kits and/or refills). This expansion is available to all full-time, composite, volunteer and northern fire departments as well as First Nation fire services.

To enroll in the ONP, fire services should:

- Consult with your municipal council and boards as appropriate.
- Consult with your own legal counsel and other experts about the use of naloxone to mitigate the impact of overdoses, and also to potentially to help front-line firefighters in case of exposure to opioids.
- Enter into an agreement (e.g. Memorandum of Understanding, Service Level Agreement) with the appropriate PHU.
- Develop and/or adopt program-related policies and procedures within each service, including policies on how naloxone would be carried, stored and deployed.
- Arrange training and education for firefighters that will have access to naloxone.
- Complete a MOHLTC form to confirm enrollment and the number of naloxone kits being ordered (Form available from the PHU).
- Contact the appropriate Public Health Unit on or after January 29, 2018 to begin the enrollment process. (See link below for list of PHUs).

#### **FINANCIAL IMPACT**

This program is being offered free of charge by the province.

#### **FUTURE CONSIDERATIONS**

n/a

#### RELATIONSHIP TO STRATEGIC PLAN

Goal #3: Our community is healthy and safe.

Chad Kregar	Quage L
Chad Kregar, Deputy Chief	Dwayne Evans, CAO

# Fire Department of North Huron

#### Naloxone Administration Best Practice

#### **PURPOSE:**

To establish procedures to ensure that before the arrival of paramedics, trained firefighters, when administering Naloxone, follow best practices in order to provide the best care to patients experiencing diminished hypoxic drive due to opioid narcosis.

#### **RESPONSIBILITY:**

It is the responsibility of all Fire personnel to be familiar with and to follow this guideline.

#### **DEFINITIONS:**

*Naloxone* - also known by its trade name, NARCAN™, is a medication used to block the action of opioid narcotics.

Opioids (opioid narcotics) - are medications that are chemically related and interact with opioid receptors on nerve cells and the brain. Opioids are common pain relievers, which may be misused for their euphoric effects.

Most Commonly Used Opioids include the following:

<u>Drug Names</u> <u>Trade Names</u> <u>Street Names</u>

Heroin

Opium

Morphine Statex, MS Contin, Fentanyl Duragesic, Sublimaze

Hydrocodone Vicodan Hydromorphone Dilaudid

Oxycodone OxyContin, Percocet, Percodan Oxys, Percs

Methadone

Codeine Tylenol 1,2,3,4

Carfentanyl

#### **GUIDELINE:**

- 1. Protect Naloxone from freezing. Naloxone must be stored at room temperature.
- 2. For suspected opioid overdoses, responding firefighters shall wear as a minimum:
  - Nitrile gloves
  - Safety glasses
  - ➤ N95 mask
- 3. Ensure the scene is safe before making contact with the patient. Be aware of the potential for uncapped needles.
- 4. Check the level of responsiveness, airway, breathing, and pulse. Ensure airway patency.

- Ensure the patient has an adequate respiratory rate and volume.
- 5. If the patient has no pulse, initiate CPR and AED Protocol.
- 6. If the patient has a pulse but is not breathing (or less than 10 breathes/min), insert an oropharyngeal airway (OPA), and initiate rescue breathing with bag-valve-mask (BVM) device using 100 percent oxygen at 10 l/min. Administer 1 breathe every 5 seconds, and monitor the person's vital signs.
- 7. Where opioid overdose is suspected gather information from bystanders, family or friends. Helpful information includes:
  - > Specific drug use. There may be drug paraphernalia.
  - > Route of administration and time of last use.
  - Medical history of the person if available.
- 8. Ask if there is known previous hypersensitivity reaction to Naloxone/ NARCAN™ and if so, do not administer Naloxone. Report this to the paramedics.
- 9. Look for other indications of an opioid use including:
  - Absence of breathing or a decrease in respiratory rate (rate less than 10/min). Also observe if gurgling or snoring types of sounds are present.
  - Altered mental status—is the patient drowsy or unable to be aroused?
  - > Cyanosis, a bluish discolouration of the skin resulting from poor circulation.
- 10. Where an opioid overdose is suspected and if there is no response after for two (2) minutes of rescue breathing, OR rescue breathing is impossible / difficult to perform, then administer first dose of Naloxone nasal spray.
- 11. Be aware that patients emerging from the effects of opioids after administration of Naloxone may be confused, violent and may vomit.
- 12. Evaluate patient again for spontaneous breathing. Continue rescue breaths unless there is a return to spontaneously breathing greater than 12/min.
- 13. Repeat Naloxone every 3-5 minutes (with a new container in alternating nostrils).
- 14. Check pulse every 60 seconds. If pulse is absent initiate cardiac arrest protocol.
- 15. Check and record vitals when breathing on their own.
- 16. Continue rescue breathing until respiratory depression has resolved or until Paramedics arrive.
- 17. Place the person in the recovery position if they don't regain full consciousness or if the person does not require further BVM respiration support.
- 18. The report to the paramedics should include the number of doses of Naloxone, the vital signs, and the response to treatment.
- 19. Bring used Naloxone spray bottles back to the Fire Hall for disposal into the garbage.
- 20. Upon return to the fire station, document the details of the event in the Emergency Incident Report in FirePro2, including all information given in #7.
- 21. Notify Chief/Deputy of the use Naloxone (NARCAN™) to ensure timely replacement.

#### **COMPANION DOCUMENTS:**

a) APPENDIX A: Opioid Overdose and NALOXONE (NARCAN™)

## **Clinical Features of Opioid Overdose**

- Absence of respiration (apnea), shallow breathing, or decreased respiratory rate a respiratory rate of less than 10/min is the best clinical predictor of opioid intoxication
- Difficulty maintaining an open airway gurgling or snoring type sounds
- Altered mental status drowsy, sleepy, unable to arouse
- Constricted/pinpoint pupils while often present, the presence of pinpoint pupils alone is not sufficient to infer opioid intoxication
- Slow or absent heart rate
- Cool grey, cyanotic (dusky blue) skin

#### **Goal of Naloxone Administration**

The goal of Naloxone administration is to improve breathing and restore airway reflexes in the person. This prevents organ damage from hypoxia or anoxia. The goal is to restore the person's respiratory drive, not to restore full level of consciousness.

#### **Warnings and Precautions**

Some narcotics can be absorbed through the skin, mucous membranes, or lungs. It is extremely unusual to accidently receive a toxic dose this way. However, because this is possible, PPE and exposure precautions must be used. If a fire fighter is suspecting a contamination might occur, follow the Department's policies for PPE use.

The following shall be the minimum PPE worn on suspected opioid overdoses

- Nitrile Gloves
- > Safety Glasses
- ➤ N95 Mask

There may be uncapped needles or fire hazards present at the scene of an overdose. Like any other rescue situation, make sure the scene is safe before contact with the person is made.

The beneficial effects of Naloxone begin to wear off in 20-40 minutes. People who overdose on a very large amount of opioid or a long acting one, e.g. Methadone, may start to exhibit the symptoms of overdose when the Naloxone wears off. Therefore, all people who Fire Fighters attend for an opioid overdose, especially if Naloxone was given, must be transported to hospital. Care will be transferred to Paramedics upon their arrival.

The dose used in the Naloxone (NARCAN $^{\text{m}}$ ) Nasal Spray provided is approximately 5 times the dose the paramedics give initially. This is a large dose. The effect of opioids can end rapidly (30-90 seconds) after the administration of Naloxone. Some people emerge from their overdose state, confused and aggressive. This usually does not last long. However, they can become violent. Be prepared for this type of emergence reaction.

People who are dependent on opioids to control chronic pain will have this effect blocked by the administration of Naloxone. These people might emerge from the overdose state complaining of pain. They might need to be reassured that their pain will recede in 20-40 minutes when the Naloxone wears off.

#### **Indications**

- People of any age presenting with signs of a suspected opioid overdose
- Unable to rouse with loud voice or by shaking
- Respiratory depression absent, shallow, infrequent breathing

#### **Contraindications**

Known previous hypersensitivity reaction to Naloxone

#### **Obtain Information and Perform Assessment**

- ➤ History of opioid use or suspected use from bystanders, family, or friends. It is helpful for hospital care givers to know the specific drug use, route of administration and time of last use. There may be evidence of drugs of abuse paraphernalia present.
- > Medical history of the person if available
- Assess the airway and breathing. Look for the absence of breathing or a decrease in respiratory rate (rate less than 10/min). Also observe if gurgling or snoring types of sounds are present
- > Assess the pulse
- > Altered the mental status is the person alert, drowsy, able to be roused or not
- > Assess the pupils constricted/pinpoint pupils
- Assess the skin especially for the presence of cyanosis

#### Procedure (S.A.V.E.M.E.)

#### **Stimulate**

> Assess responsiveness and stimulate using verbal and painful stimuli

#### **Airway and Ventilate**

- > if unresponsive, simultaneously assess airway, breathing, and circulation
- If no pulse, initiate CPR and AED Protocol
- > If pulse present and not breathing (or less than 10 breathes /min) initiate rescue breathing with bag-valve-mask (BVM) device using 100 percent Oxygen at 10 l/min
- > Administer one breathe every 5 seconds
- Insert OPA
- Monitor the person's vital signs

#### **Evaluate the Situation**

If no response after rescue breathing for 2 minutes, then administer first dose of Naloxone.

#### **Medication Administration**

Administer 4mg intranasal Naloxone

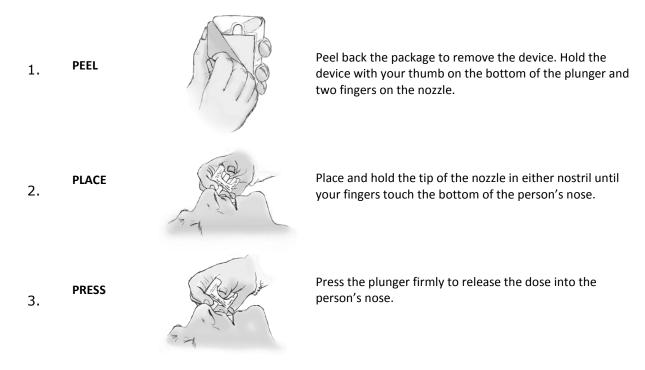
#### **Evaluate again**

- ➤ Continue rescue breaths unless there is a return to spontaneously breathing greater than 12/min.
- Repeat Naloxone every 3-5 minutes (with new container in alternating nostrils)
- Check pulse every 60 seconds, if pulse is absent initiate cardiac arrest protocol
- Check and record vitals when breathing on their own

- Continue rescue breathing until respiratory depression has resolved or until Paramedics arrives
- > Place the person in the recovery position if they don't regain full consciousness or if the person does not require further BVM respiration support.
- Constantly monitor to check if the person's condition deteriorates and requires a repeat dose of Naloxone.

#### **ADMINISTERING NALOXONE (NARCAN™) NASAL SPRAY**

Follow this step-by-step guide to using Naloxone (NARCAN™) Nasal Spray in the event of an opioid overdose.



Video: <a href="https://www.youtube.com/watch?v=aR3qA63TrAl">https://www.youtube.com/watch?v=aR3qA63TrAl</a>

#### **Uncommon Side Effects After Administration of Naloxone**

- Rapid heart rate
- Nausea and vomiting
- Sweating
- > Blurred vision
- Many people can become agitated that "their high" has been interrupted. So be aware of your surrounding and your own protection.

**Note**: Our role is to support the Paramedics in dealing with Opioid overdoses. Should we arrive prior to the Paramedics or one of our members have been expose to opioids we shall follow the above protocols.

#### Ministry of Community Safety and Correctional Services

Office of the Fire Marshal and Emergency Management

25 Morton Shulman Avenue Toronto ON M3M 0B1 Tel: 647-329-1100 Fax: 647-329-1143 Ministère de la Sécurité communautaire et des Services correctionnels

Bureau du commissaire des incendies et de la gestion des situations d'urgence

25, avenue Morton Shulman Toronto ON M3M 0B1 Tél.: 647-329-1100 Téléc.: 647-329-1143 Ontario

January 26, 2018

## Dear Fire Chiefs:

Further to the announcement by Ministers Hoskins and Lalonde on December 7, 2017, and my letter of the same day, the Ministry of Health and Long-Term Care (MOHLTC) and the Ministry of Community Safety and Correctional Services (MCSCS) are pleased to launch the expansion of the Ontario Naloxone Program (ONP) to include police and fire services. This expansion will make naloxone kits available to all fire services to mitigate the impact of overdoses, and potentially to help firefighters in case of exposure to opioids.

Effective January 29, 2018, fire services will be able to contact their local Public Health Unit (PHU) to order naloxone (kits and/or refills). This expansion is available to all full-time, composite, volunteer and northern fire departments as well as First Nation fire services.

To enrol in the ONP, fire services should:

- Consult with your municipal council and boards as appropriate.
- Consult with your own legal counsel and other experts about the use of naloxone
  to mitigate the impact of overdoses, and also to potentially to help front-line
  firefighters in case of exposure to opioids.
- Enter into an agreement (e.g. Memorandum of Understanding, Service Level Agreement) with the appropriate PHU.
- Develop and/or adopt program-related policies and procedures within each service, including policies on how naloxone would be carried, stored and deployed.
- Arrange training and education for firefighters that will have access to naloxone.
- Complete a MOHLTC form to confirm enrollment and the number of naloxone kits being ordered (Form available from the PHU).
- Contact the appropriate Public Health Unit on or after January 29, 2018 to begin the enrollment process. (See link below for list of PHUs).

Enrolled fire services will be required to report quarterly to their local public health unit using a standardized form on the use of naloxone in their service. (MOHLTC has advised to contact the PHU to obtain the form).

Fire services that have already procured naloxone are eligible to apply to the program to receive new supplies of naloxone as needed. The province will not be reimbursing fire services for naloxone previously procured.

Fire services should be aware of storage considerations and that not all fire apparatus are located in heated bays, particularly in some northern municipalities, which may make it difficult to store naloxone at the required ambient temperature.

For further information on the ONP you can visit the MOHLTC website at https://www.ontario.ca/page/get-naloxone-kits-free.

To obtain a list of Public Health Unit locations please visit the MOHLTC website at <a href="http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx.">http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx.</a>

Sincerely,

**Ross Nichols** 

To Reichels

Fire Marshal and Chief, Emergency Management Office of the Fire Marshal and Emergency Management

# NORTH HURON

## TOWNSHIP OF NORTH HURON

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Dwayne Evans, CAO

DATE: 05/02/2018

**SUBJECT:** Fire Chief Recruitment Process

ATTACHMENTS: Position Profile for Director of Fire and Emergency Services Last Revised January

30 2018

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approves the attached job profile for the Director of Fire and Emergency Services position;

AND FURTHER, THAT the Council of the Township of North Huron hereby approves the recruitment process outlined in the CAO's report, dated February 5, 2018;

AND FURTHER, that the Council of the Township of North Huron hereby appoints Reeve Vincent as a member of the interview panel.

## **EXECUTIVE SUMMARY**

At a December 11, 2017 special meeting, Council approved changes to the organizational structure of the ESTC and directed the CAO to amend the job titles and job descriptions of the Director of Fire and Emergency Services position and the Vice Principal/Assistant Chief position to reflect the organizational changes to the ESTC, as approved by Council. At the same meeting, Council also directed the CAO to proceed with the recruitment of a Director of Fire and Emergency Services and to consult with Senior Fire Department Staff in the development of the process for recruiting for the position. At the January 15, 2018 regular meeting, Council also authorized the CAO to investigate the possible sharing of an existing municipal fire chief. The recruitment of a Director of Fire and Emergency Services and investigation into the possible sharing of an existing municipal fire chief are to be undertaken simultaneously.

In consultation with Deputy Chief Townsend and Deputy Chief Kregar, a revised job description for the Director of Fire and Emergency Services position is attached for Council's consideration. Most of the references to the Emergency Services Training Centre have been removed and a provision has been added requiring the Director of Fire and Emergency Services to be on-call on a rotational basis. At the request of the Deputy Chiefs, the job description has also been revised requiring the individual to be a resident of the community for the purposes of responding to emergency calls.

Further and in consultation with the Ontario Association of Fire Chiefs, the following recruitment process has been developed. This process has the support of the Deputy Chiefs.

- Set the job description, mandatory requirements, secondary requirements and review with council.
- 2. Distribute job posting.
- 3. In consultation with the Ontario Association of Fire Chiefs, prepare interview questions.

- 4. Review the general nature of the questions with council to ensure the information gathered answers questions of council.
- 5. Finalize the questions ensuring there are no allegations of impropriety with the security of the questions
- 6. An Ontario Association of Fire Chiefs representative and the CAO receive and short-list candidates to be interviewed
- 7. Set date and conduct interviews with the interview panel approved by council. It is suggested the panel consist of an Ontario Association of Fire Chiefs representative, the Reeve or his designate and the CAO.
- 8. Check references
- 9. Job Offer

#### DISCUSSION

As directed by Council, Senior Fire Department staff continue to be involved and have input into the recruitment process. As previously stated, the key attribute fire personnel are seeking in the next fire chief is commitment to the community. Through a shared arrangement or through the recruitment process with the assistance of the Association, the Deputy Chiefs believe this objective can be achieved.

## **FINANCIAL IMPACT**

As previously reported, the Ontario Association of Fire Chiefs has been retained to assist with the recruitment process. Their fee for service is \$500/day.

### **FUTURE CONSIDERATIONS**

n/a

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #3 Our community is health and safe.

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

Dwayne Evans, CAO



## TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title: Director of Fire & Emergency Service
--

Report to Title: CAO

Updated: January 2018

Pay Range: Band 4

Position Status: Full time employee

Pay Method: Salary Normal Work Week: 37.5 hours

Overtime paid No (Management)

Location: Blyth

## A. POSITION DESCRIPTION

## 1. Scope of Position

• The Director of Fire & Emergency Services has responsibility for the overall operation of the Fire Department of North Huron (FDNH) including, fire prevention, fire suppression, hazardous materials incidents, auto extrication incidents, rescue, all life and property saving functions with which the Department may be involved, purchasing, ensuring personnel receive appropriate training and all health and safety regulations are in compliance, maintenance and budgeting. The Director also has responsibility for the preparation and monitoring of the annual operating and capital budgets as well as overseeing the maintenance of all buildings, apparatus and equipment for the Fire Department of North Huron.

His/her work is administrative and supervisory oriented. Although suppression is an essential component of any fire department the primary focus will be on fire prevention and public education as the first line of defence. This position has a high degree of responsibility for the prevention of loss of lives and property in the Township and the neighbouring municipalities who purchase fire suppression services from the Township of North Huron and FDNH.

## 2. Key Responsibilities

- Be on-call on a rotational basis and respond to emergency calls.
- Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.
- Preparation, presentation and administration of the Fire Department budget.
- Plans, co-ordinates and directs the fire prevention, fire suppression, rescue and life and property saving functions.
- Reports to and assumes command at major incidents.
- Direct and co-ordinate fire prevention activities.
- Maintains discipline and morale of the Department.
- Purchases all major equipment and ensures the maintenance of same.
- Ensures that all the stations are maintained and kept in good repair.
- Maintains comprehensive records in areas such as staff training, attendance, apparatus and equipment maintenance, personnel, emergency responses and fire safety inspections.
- Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the Department will maintain, and where possible, recommend improvement to the level of service in the Township.
- Confers with the CAO to ensure that the activities of the Department are consistent with the Department's Establishing and Regulating By-law and with the goals and objectives of the Township as established by Council.
- Meets regularly with the Deputy Chiefs and other officers to ensure that they are following the procedures and goals of the Department.
- Recommends to Council the hiring of personnel as required to maintain the manning level as established by Council.
- To act as North Huron's Alternate Community Emergency Management
  Co-ordinator (CEMC) and, in consultation with the Community Emergency
  Management Coordinator appointed by Council, ensures the development,
  maintenance and implementation of the Municipal Emergency Management
  Program and Emergency Plan. Plays a focal role in the Township's response to
  emergencies and disasters.
- Attends Senior Management Team (SMT) meetings and provides updates on FDNH projects and initiatives and contributes to the overall discussion regarding corporate initiatives.
- Assists with the Emergency Services Training Centre (ESTC), as needed
- Oversee Fire Prevention and Education activities and manage the Fire Prevention Officer (FPO).

- Attend quarterly meetings of the Huron County Mutual Aid Association, Huron County Fire Chiefs and the Huron County Emergency Management Committee and other meetings as necessary to represent the Township's interests.
- Carry out and fulfill the contractual obligations outlined in the fire suppression agreements with the Municipalities of Ashfield Colborne Wawanosh, Central Huron and Morris-Turnberry and provide quarterly updates to our municipal partners and appear before their Councils as requested.
- Complete performance evaluations on those under his/her direct supervision and ensure that evaluations are completed for the fire fighters.
- Comments on site plans, rezoning, subdivision agreements and new buildings.

## 3. Key Relationships

## Internal

- Council Members: interaction as arranged with CAO
- CAO: daily interaction re affairs of Township/FDNH
- All Associated Staff

## External

- Township Professionals: as appropriate
- Ontario Government Officials: bi-weekly interaction re policies & legislation
- Public: daily re Township operations
- Media: as appropriate
- Other Authorities: as appropriate

## Strong interpersonal and communication skills are essential to perform this position competently.

## 4. Decision Making Authority

The Director of Fire & Emergency Services' role is administrative in nature and involves the responsibility for the planning, co-ordinating, operating and efficiency of the Fire Department. The work is performed under the general direction of the CAO. This rank allows considerable exercise of independent judgement in accordance with established policies and objectives.

## 5. Problem Solving Responsibility

The Director of Fire & Emergency Service position is required to solve many complex and varying problems. Often the problems require detailed analysis and research.

Data must be collected from various sources. Projects often will take weeks or months to complete. Often problems must be solved and recommendations made autonomously.

## **B. POSITION SPECIFICATIONS**

To perform the Director of Fire & Emergency Services position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications. The individual also needs to be a resident of the community for the purposes of being on-call and responding to emergency calls.

The formal education and training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.

## 1. Formal Education and Training

Minimum Degree required: Ontario Fire College, Regional Fire Schools or education seminars.

## 2. Work Experience

**Minimum Years Required** 

Experience as a Fire Fighter Experience as an Officer

Ten Five

## 3. Key Skills, Knowledge & Abilities

- ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.
- ability to create complex reports and Standard Operating Guidelines.
- ability to foster and maintain a close working relationship between the Blyth and Wingham Fire Stations.
- ability to enforce fire safety legislation to achieve compliance.
- ability to assess and evaluate program and performance effectiveness.
- knowledge of modern fire prevention and fire suppression methods.
- knowledge of the Township and surrounding areas protected by agreement.
- knowledge of the type of buildings in the Township.
- knowledge of rescue and first aid procedures.
- knowledge of safety procedures, rules and equipment.

## C. POSITION CHARACTERISTICS

## 1. Impact & Accountabilities

The Director of Fire & Emergency Services is directly responsible to the CAO and ultimately responsible to Council for the Fire Services of the Township, according to applicable legislation.

## 2. Supervisory Responsibility

Directly supervises the Blyth and Wingham Stations and all associated staff, specifically the Fire Prevention Officer (FPO).

## D. WORKING CONDITIONS

## 1. Physical Effort and Environment

The Director of Fire & Emergency Services is required to attend evening and weekend meeting and events. The Director will be expected to and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

## 2. Mental Effort

The mental strain resulting from the work of the Director of Fire & Emergency Services is considerable and constant. There are many interruptions. Decisions must be made quickly. Tight deadlines must be met.

The Director of Fire & Emergency Services is required to speak in public quite often. Problems to be addressed are complex and varied.



## **TOWNSHIP OF NORTH HURON**

**REPORT** 

Item No.

REPORT TO: Reeve Vincent and Members of Council

PREPARED BY: Dwayne Evans, CAO

DATE: 05/02/2018

**SUBJECT:** Policing Cost Analysis

ATTACHMENTS: Public Information Session Notes and Written Comments; Wingham Police

Service Petition

#### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated February 5, 2018 regarding the policing cost analysis;

AND FURTHER, the Clerk be directed to call and advertise a special Council meeting on February 21, 2018 to discuss this report in more detail;

AND FURTHER, the Clerk be directed to extend an invitation to the Wingham Police Association and the Wingham Police Chief to attend as a delegation at the February 21, 2018 special Council meeting.

## **EXECUTIVE SUMMARY**

At the request of Council, the OPP prepared and presented a proposal for Council's consideration. The proposal was presented to Council at a special meeting held in the Wingham Town Hall Theatre on September 25, 2017. Several members of the public were in attendance.

At the October 2, 2017 regular meeting, Council directed staff to investigate the following three options: OPP assuming responsibility for the Wingham Ward only; maintaining the Wingham Police Service and maintaining OPP policing for the Blyth and East Wawanosh wards; and expanding the Wingham Police Service to assume responsibility for the Blyth and East Wawanosh wards.

At the December 4, 2017 regular meeting, staff presented a policing service analysis for Council's consideration. The analysis looked at the three policing options directed by Council. By motion, Council invited the OPP to attend the December 18, 2017 regular meeting to provide more information on the OPP Billing Model. After the OPP delegation on December 18, 2017, Council directed the holding of a public information session. As discussed with Council, two public information sessions were held in the Wingham Town Hall Theatre on January 17, 2018; 3:00-5:00 pm and 7:00-9:00 pm. A copy of the notes from the public information session are attached for Council's reference.

In addition to the above, several written comments were received and are attached to this report for Council's consideration. Of particular note, are the written comments received from the Wingham Police Association and the Wingham Police Chief. Over the last 5 months, Council has received delegations from the OPP however, no delegations have been received from the Wingham Police Association or the Police Chief. It is recommended the Association and Police Chief be invited to a special council meeting to discuss the opportunities and challenges of policing the Wingham ward.

To allow for advertising, a suggested meeting date is February 21, 2018. Council has until March 25, 2018 to accept or refuse the OPP's proposal.

#### **DISCUSSION**

The Wingham Police Service currently provides policing services to the Wingham ward. The Wingham Police Service is comprised of 1 Police Chief, 1 Sergeant, 5 Constables, 0.8 Administrative Clerk and a part-time time prisoner guard. The service is provided 24/7 with one uniformed officer on duty at all times. When an emergency call is received which exceeds the resources and/or expertise of the Wingham Police Service, the OPP provide service to the Wingham ward. The services the OPP provide to the Wingham ward are currently provided 'free of charge'.

The OPP currently provides integrated policing services to the Blyth and East Wawanosh wards. This integrated service is based on the calculated expectation of the resources required in a region or zone under normal circumstances and the fee charged is based on community characteristics; core calls for service; patrol standards; and officer safety. Because there are no 'dedicated' resources to a region or zone, the model offers immediate flexibility in rare or unusual circumstances to support incidents where required.

At the October 2, 2017 regular meeting, Council passed the following motion:

"Moved by: T. Seip

Seconded by: Y. Ritesma-Teeninga

That the Council of the Township of North Huron hereby receives the October 2<sup>nd</sup>, 2017 report of the CAO regarding OPP Servicing Costs;

AND FURTHER, that Council directs staff to prepare a report outlining the costs associated with all available options for municipal policing of the Blyth, East Wawanoh and Wingham wards."

The options investigated included OPP policing of the Wingham Ward; maintaining and expanding the Wingham Police Service to include Blyth and East Wawanosh wards; and maintaining status quo. A staff report in the form of a presentation was presented to Council at the December 4<sup>th</sup> regular meeting. A summary of the report is included under the heading 'financial impact'.

## **Public Comments**

At the January 17, 2017 public information sessions, several comments were received. It is estimated 30 residents attended the afternoon session and approximately 50 residents attended the evening session. Some of the residents who attended the afternoon session also attended the evening session.

As per the attached notes, a number of questions and comments were received from the public. The comments expressed support for keeping the Wingham Police Service and in at least one case, support was expressed for expanding the Wingham Police Service to include the Blyth and East Wawanosh wards. In response to a question, the OPP advised that should Council decide to accept the OPP's proposal, Wingham Police officers who become OPP officers will be provided with the opportunity to continue to police the Wingham ward. Concern is also raised regarding driving behaviour in the vicinity of the high school in the absence of a police presence.

In addition to the verbal comments received at the public information sessions, several written comments have been received.

In an email dated January 18, 2018 and on behalf of the Listowel Wingham Hospitals Alliance, Karl Ellis, President and CEO, stresses the importance of response times remaining timely. Like most small hospitals in Ontario, the Listowel Wingham Hospitals Alliance does not have security services on site and relies on local police to assist, patients with mental health challenges; violent patients and visitors; missing patients; and safety and security concerns. In the absence of a responsive local police service, providing on-site security services 24/7 would impact the Listowel Wingham Hospitals Alliance budget by at least \$500,000 per site annually. In his email, Mr. Ellis notes the Listowel Wingham Hospitals Alliance currently receives an excellent response from the Wingham Police Service to the Wingham and District Hospital and an excellent response from the OPP to the Listowel Memorial Hospital. In their response, the OPP request any data regarding the number of times the Wingham and District Hospital has contacted police for assistance. The OPP also asked if the hospital has signed a Transfer of Care protocol with the OPP in Listowel or any other police agency.

In a letter dated January 28, 2018 (attached), the Wingham Business Improvement Association expresses strong opposition to replacing the Wingham Police Service with OPP Policing. Reasons for the objection include, but are not limited to, slower response times to calls; safety of workers at local eateries during late hours; wasted money on renovating the Bristol Terrace OPP location; lack of available policing during shift changes; anticipate payback does not begin until year 4 at which time the costing formula could adversely change; the OPP proposal does not include court costs, overtime or 'enhancements'; other municipalities that have gone to OPP policing are regretting the move; and any increase in the number of calls will result in increased costs being added.

In a letter dated January 29, 2018 (attached), Archie MacGowan, Wingham resident, expresses support for maintaining the Wingham Police Service. Mr. MacGowan argues that the only way policing will become cheaper for Wingham residents is to reduce the service level and he does not believe there are many Wingham ratepayers that have an appetite for that option. Mr. MacGowan concludes by stating that the Wingham community is very proud of their municipal police force and residents like the level of service, even though it costs more.

In an email dated January 25, 2018 (attached), Grant and Deborah Currie, Wingham residents, advise that their choice is to keep the Wingham Police Service. Similarly, in an email dated January 29, 2018 (attached), Mary Campbell, Wingham resident, expresses appreciation for the Wingham Police Service and ask that the service be maintained. This sentiment is echoed in an email dated January 31, 2018 (attached) from Mark Foxton advising that he wishes to maintain the Wingham Police Service in the Wingham ward.

In an email dated January 26, 2018 (attached), John Manning, Blyth resident, suggests the Wingham Police Service should be disbanded as has been done in every other small municipal area. He strongly objects to any idea of expanding the Wingham Police Service to cover the Blyth ward and he is prepared to pay a little more to continue with the OPP.

In an email dated January 29, 2018 (attached), Ken Whitmore, Owner, Blyth Printing, voices strong opposition to expanding the Wingham Police Service to cover other part of the municipality. As a small business owner he states that costs and taxes have risen exponentially over the past years and he doesn't want to pay extra taxes for service he doesn't feel is needed. He states "other municipalities did away with small police forces 25-30 years ago due to the costs of carrying on status quo being too high and not economically feasible." He comments that he is "proud to live and own a business in North Huron and wants to stay here not being forced out due to unneeded services making the cost of living out of [his] financial reach". In his email, Mr. Whitmore advises he has spoken with some Wingham residents who say they are not in favour of keeping the local force. He suggests a vote be taken allowing all ratepayers the right to have a say in the matter.

In an email dated January 26, 2018 (attached), Mary Beth Foxton-Chippa Wingham resident, expresses support for keeping the Wingham Police Service. In her opinion, the cost of maintaining the Wingham Police Service is priceless in terms of quick response times and knowing that an offer or officers are on duty at all times and based in town. She suggests the figures quotes by the OPP are misleading as she does not know of anything where costs go down over the years. She concludes by stating that if council were to do their due diligence they would realize that the smaller communities who have switched to the OPP have regretted that decision immensely but lack the funds to go back.

In a letter dated January 19, 2018 (attached), the Wingham Police Association strongly supports North Huron being policed by one police service. The letter is also states that approximately 17 years ago the Association found itself in this same costing issue and back then and still now, the Association supports disbanding the Wingham Police Service. The Association states, "The Council should be aware that the numbers presented for the options that involve the Wingham Police Service are quite "light" as to what the Association feels is required to continue to provide adequate and effective policing. It's not that we can't do the job, it's about having the proper resources to do the job in an adequate and effective manner. We feel that the Council should be aware it is about Officer and public safety! The Association is currently in negotiations with North Huron Police Services Board and although we cannot completely divulge our requests we are standing firm on having two (2) officers on duty at all times, 24 hours a day seven days a week." The Association expresses appreciation for the support the Townspeople have shown however, goes on to comment that there has to be an understanding that it is becoming increasingly difficult to maintain a "bare minimum" Police Service. The Association concludes by stating, "We want to continue to exist as a Police Service but given the presentations and no possibility of expansion and the potential increase cost in manpower it would only make sense that the township accept the O.P.P proposal and initiate the process of disbanding the Wingham Police Service."

In a letter received January 18, 2017 (attached), Chief Tim Poole, Wingham resident, speaks highly of the Wingham Police Service and discusses a number of accomplishments. As a local ratepayer he expresses that he very much wants to keep the local police service however, highlights six areas of concern. The areas of concern are with regards to the number of staff on duty; the increased seriousness of incidents; limited staff to compensate for sickness or injury of officers; ensuring the officers have a supervisor to contact at all times; cost to repair vehicles and vehicles being out of service; and potential that the OPP will charge for services currently being provided at no cost to the municipality.

In an email dated January 30, 2018 (attached), Bob Armstrong and Faye Moir, Wingham residents, advise that they are "long time residents and feel the men have done a good job over the years". They state that they are definitely on the side of keeping the local police force in operation.

In an email dated January 30, 2018 (attached), Sandra Bailey, Blyth resident, advises that the OPP have sufficiently provided all policing that is necessary for our community of our size. She believes that same service would be adequate for the Town of Wingham. Her desire is remain status quo of OPP in Blyth and East Wawanosh.

In a letter dated January 20, 2018 (attached) Susan and George Duvall, Wingham residents, express concerns that at some point the Wingham Police Service may cease exist. They highlight two experiences with the Wingham Police Service. They suggest that with the OPP the Wingham ward would be a number and the crime rate would go up. They also suggest the response time will increase. They support an increase in taxes to keep the Wingham Police Service.

In a letter received at Town Hall (attached), Marjorie McKay, Wingham resident, express support for keeping the Wingham Police Service and raise concern regarding people on a fixed income. She highlights a number of other expenses for the municipality and the wages of staff. She suggests people in Walkerton are unhappy about switching to the OPP.

In a letter received at Town Hall (attached), Dale Beninger, Wingham resident, states that the municipality should keep the Wingham Police Service. He highlights experiences in Walkerton when the OPP contract was up for renewal. He suggests that when a lot of municipalities went OPP, many would have gone to a local police services however, all of that was gone and it would be very expensive to start again. He also questions how the OPP "can be less expensive when their contract says they must be the highest paid police force in Ontario". He also speaks to the Huron OPP Detachment office being located in Clinton and the travel distance for small things and he expresses concern with comments his relatives have made regarding the OPP's response time.

In a letter dated January 29, 2018 (attached), Evonne Carter, Wingham resident, expresses support to keep the Wingham Police Service. She speaks to officer availability in the Wingham ward under the OPP and she suggests there is not a 'standard level' of OPP policing because enhancements cost extra. She comments that specific questions were not asked or answered at the public information session in regards the 'standard level' of OPP policing. In her letter, Ms. Carter expresses sadness that the Wingham community has been left to feel that OPP policing for the same service to going to be less expensive. She suggests the opposite. She also comments that Mount Forest, Kincardine and South Bruce are not happy with the OPP and St. Marys has left the OPP to join the Stratford police service. She also questions why communities near Owen Sound are considering joining the Owen Sound service. In closing, Ms. Carter states there have been several vehicle thefts in the neighbouring communities and that this should be a lesson for North Huron to keep the Wingham Police Service. She states that in the long run, not only is OPP policing going to be a lesser service, but to get the service level provided by the Wingham Police Service, the OPP service is going to be more expensive.

In an email dated January 31, 2018 (attached), Dan Bailey, Blyth Business Owner and resident, expresses satisfaction with the OPP police service. He is opposed to having the Wingham Police Service expand to include the Blyth ward and states that property taxes are already far too high. He concludes by stating that if Wingham residents "wish to continue status quo rather than choose substantial long term financial saving by switching to the OPP that is for them to decide. "

In an email dated January 31, 2018 (attached), Lisa Hearnden, Wingham resident, voices support for maintaining the Wingham Police Service. She comments the cost of maintaining the Wingham Police Service is priceless in terms of quick response times and knowing that an officer or officers are on duty at all times and based in town and she suggests the response time provided by the Wingham service will not available if the municipality switches to the OPP. She also feels that the figures quoted by the OPP are misleading and states, 'With our current system, OPP services such, as investigation costs, prisoner transfers, court time are NOT billed to the municipality as the OPP are obliged to provide them upon request-they are paid in advance from our Provincial tax levy. If we switch, another murder or man running around town with a gun, a school lockdown, could set the town back hundreds of thousands of dollars as neither would be covered under the "basic plan" council is considering. Additionally, salaries will increase, the price of fueling vehicles will increase, the wear and tear on the vehicles will be higher with driving back and forth to Clinton to name a few." In closing, Ms. Hearnden states that if money is the only concern, why not wait and see how this plays out for other communities who have made the switch in 2017/2018, at the end of their 5<sup>th</sup> year and she suggest that "if council were to do their due diligence they would realize that the smaller communities who have switched to OPP have regretted that decision immensely but lack the funds to go back."

#### Petition

On January 31, 2018, a petition (attached) was hand delivered to Town Hall. The description of the petition reads as follows:

The Council of the Township of North Huron has requested and received costing from the OPP for the Huron County OPP to police the Wingham ward, and whereas the Township CAO has completed analysis and presented those findings during a public meeting January 17, 2018; I/We the undersigned, petition the Council of the Township of North Huron to retain the current service provided by the Wingham Police Service.

Based on staff's review, approximately 320 individuals signed the petition and approximately 20 were non-Wingham residents. Some of those who signed the petition also provided written comments, as per above.

#### Other Municipalities

At the January 17, 2018 public information session and as noted above, there was a suggestion to speak with municipalities who switched from their own local police force to the OPP. Contact was made with Central Huron, Goderich, Pembroke and St. Mary's. At the time of writing this report, contact has not been made with Mount Forest, Kincardine, Walkerton or neighbouring municipalities of the City of Owen Sound. These municipalities came to staff's attention at the time of reviewing and summarizing the written comments received.

In an email dated January 18, 2018, Steve Doherty, CAO, Municipality of Central Huron, advised that Clinton switched to the OPP in 1993 and they don't have crime rate info from 25 years ago. Based on staff's memory, the switch did not result in much crime change because the OPP essentially took over the Clinton Police Service and there was still police presence in the area. This change at the time of amalgamation in 2001 because the OPP wanted to charge more to have a detachment in Clinton while offering general coverage in Goderich and the former Hullett Township. The Council of the day did not want to see an increase in policing costs so they opted to go with a general coverage contract for the entire amalgamated area which resulted in the closure of the Clinton detachment. That general coverage contract was in place until 2011 when the Municipality of Central Huron opted to pay for a satellite detachment out of Clinton Hall again. In closing, Mr. Doherty suggests Central Huron's OPP situation isn't really comparable with what North Huron has on the table. Central Huron suggests Goderich's situation is probably more comparable.

With respect to Goderich, CAO Larry McCabe advised that based on his experience and as a member of the Goderich Police Services Board, the crime rates have not increased. He also commented that the OPP have more resources than the Town of Goderich ever had with the local service. In an email addressed to Lisa Hearnden, Susan Armstrong, Goderich BIA Manager, comments that her dealings with the OPP, though not numerous, have always been positive, timely, helpful and sensitive. The Goderich BIA works with the OPP when organizing any events in Town and in her opinion, Ms. Armstrong states that the Goderich BIA has well established contacts for both the BIA emergency plans and the seasonal Farmers and Flea Market.

In 3 examples where Ms. Armstrong has required assistance for the OPP (a break in at the office; a person causing a disturbance at the market; and a discomforting repeat visitor to the tourism centre), the OPP responded quickly and dealt with the matter at hand in an efficient and sensitive matter. In the same email, Ms. Armstrong acknowledges that because Goderich has a Court House in the centre of town and especially when court is in session, she expects to see a higher number of OPP officers walking around downtown than what others might be accustomed to in other municipalities. She also comments that the OPP station is right on the Square and has two parking spaces reserved for OPP parking so cruisers are parked directly in front of the OPP station. Ms. Armstrong concludes by stating, "I imagine we are likely to have a higher than average OPP presence felt by both visitors and businesses, because the Courthouse and OPP station in our downtown core. Overall, [she] feels that the OPP bring an important aspect of the "safety" vibe to the down core. They are approachable, courteous and helpful".

In a related but separate email, Elizabeth Van Den Broeck, Chair of the Goderich BIA, comments that she agrees with Ms. Armstrong's observations noting her business is located adjacent to the downtown station and she sees them coming and going every day. In closing, Ms. Van Den Broeck invites further discussion with the Goderich BIA Board and businesses.

With respect to Pembroke, the Deputy Clerk provided notes and information. The notes outline the process undertaken (similar to the process undertaken in North Huron). After an extensive process, Pembroke constructed a new OPP station and leases the building to the OPP. The estimated initial start-up costs contained in the OPP proposal came in \$18,500 under the estimate.

Pembroke's additional costs during the transitional period totalled 1.5 million, including the OPP start-up costs of \$337,000. The additional costs were the result of file review, transfer, archive, storage and destruction of media files; termination of leases and contracts; payouts of vacation and overtime banks; severance, pension top-up; legal fees; benefit continuation to age 65 for retirees; OPP initial start-up costs and internet. Based on current dollars, the total projected savings for Pembroke when the phase in is complete in 2018 is \$2,028,586 annually.

The notes indicate the municipality is happy with the level of service that the OPP is providing and since transitioning to the OPP, one public complaint has been received. The general feeling is that the Pembroke community is happy with the level of service the OPP is providing. The notes suggest other considerations include, but are not limited to, less workload on the Treasury department (e.g. payroll); loss of special constables who did by-law enforcement; dispatch contract termination cost; annual reconciliation has resulted in money back to the municipality every year; and dealing with files and records not assumed by the OPP.

Further to a discussion regarding policies between Reeve Vincent, Councillor Ritesma-Teeninga, CAO Evans and Administrator Clerk-Treasurer Rebecca Clothier (Perth South) at the ROMA Conference recently held in Toronto, the CAO reached out to the Town of St. Mary's to get more information. Policing services in the Town of St. Marys are currently delivered as provided for under Section 5. (1) (5) of the Police Services Act where the Town directly contracts with the OPP. The services delivery arrangement is described in a police services agreement with the municipality and the Town's contract with the OPP expired at the end of a three year fixed term contract, on December 31, 2017.

At the request of Council, St. Marys CAO Brent Kittmer prepared and presented a report regarding alternative methods for providing policing in the Town. Seven options were presented and three were determined to be viable: (1) reconstitute a municipal police force; (2) continue to contract with the OPP; or (3) contract with the City of Stratford for policing services. In a letter to the Ontario Civilian Police Commission, dated January 12, 2017, CAO Kittmer states, "Through the Town's research and analysis it has been determined that contracting with the City of Stratford's Police Services will provide a higher level of policing services and reduced annual costs to the Town compared to the current OPP model. It has also been determined that the requirements of O. Reg. 3/99 Adequacy and Effectiveness of Policies Services will be met or exceeded by the Stratford Policing model".

## **FINANCIAL IMPACT**

As reported at the December 4, 2017 regular Council meeting and the January 17, 2018 public information session, there will be an increase in policing costs for Wingham ward residents should Council decide to accept the OPP's 3+ year transitional contract. Based on the OPP's current billing model, there will be annual savings of approximately \$400,000 starting in 2020 and every year thereafter. When the 5 year cost of OPP policing for the Wingham ward is compared to policing by the Wingham Police Service, there are minimal savings. Approximately \$2 million savings are projected after an initial 10 year time period. The average OPP Cost per Property during the initial 5 years is projected to be \$730. During this same time period, the average Wingham Police Service cost per property is \$770. During the initial 3+ year transitional period, Wingham residents would pay, on average, \$100-\$200 more per year. The average OPP cost per property after the initial 3+

transitional period reduces to approximately \$500. These average costs per property do not include one exit costs.

If the Wingham Police Service is maintained, the average cost per property for Wingham residents is projected to climb from approximately \$750 to \$800 over a 5 year period. This projection is based on the current level of service and staffing. If additional staff are hired, the average cost per property will increase accordingly.

If the Wingham Police Service was expanded to include the Blyth and East Wawanosh wards, the average cost per property across the entire municipality is approximately \$660. Over a 5 year period, this is projected to increase to \$680 over a 5 year period. If the expanded service model was area rated, Wingham residents would be responsible for approximately \$1,000,000 of the project cost whereas the Blyth and East Wawanosh wards would be responsible for approximately \$650,000. The projected costs for an expanded Wingham Police Service includes approximately \$78,000 in needed capital purchases.

The Blyth and East Wawanosh wards currently receive policing services from the OPP at a cost of approximately \$320,000 per year. The average cost per property for Blyth and East Wawanosh ward residents is \$340/year for OPP services.

As previously reported, the one-time exit costs are estimated at \$450,000.00 - \$480,000.00. In order to mitigate the impact to the Wingham ward ratepayers, council can consider using the funds accumulated in the Westario Shareholder Reserves in the amount of \$382,329.00. Staff are also investigating deferring the one time exit costs until savings are realized in future years.

## **FUTURE CONSIDERATIONS**

In addition to costs, Council needs to consider the ability of the Wingham Police Service to remain competitive and recruit personnel. Council also needs to future provincial requirements and standards which may be imposed on all police services. For example, the Safer Ontario's Act (Bill 175) is currently being debated in the legislative and if passed with no changes, the Wingham Police Service will be responsible for navigable waterways. This will require training and equipment for Wingham Police personnel. Further, it is noteworthy that there is no guarantee that the OPP Billing model will not change, positively or negatively. Through the Police Services Act, the OPP also has the ability to impose costs for services currently not billed to municipalities. On a final note, should Council decide to accept the OPPs proposal, the future of the existing Wingham Police Facility will need to be determined. Preliminary information suggests the facility is in a state of much needed repairs.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #3 Our community is healthy and safe.

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



Dwayne Evans, CAO



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 1 of 10

## **PETITION**

To: The Council of the Township of North Huron

Whereas: (provide a brief description of issue/problem/request in question)

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Name (print)	Signature
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JAMES SAINT	O and of
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John Chipps	
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EMILIA MORELL	29M SCH
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 2 of 10

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Name (print)	Signature
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Maria Vander Klippe	Our
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DOUG CASEMORE.	Dog Carmero
RYTH LATOUR	Sathlertan



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 3 of 10

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Name (print)	Signature
Sandra Murahu	Smurphy
Christine To Broth	Christine Mc Shall
KENEN DUNN	for fun
Kerri Dunn	Jen Dur
Tean Willest	J. EAN HILBERT
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	Frang C Campbell
Mary C. Campbell	MARILYN SONES
Marilyn Jones	Rob Jones
J. Ila Ritch	DeloRisher
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Jin Hans	Jan Aden
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RAY BATEMAN	



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 4 of 10

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Name (print)
Emily Chester
Alexa Dore
JIM WICKEYS
Liz Louth t
Manu Waller Waller
Debbie Wickens
Diseles Beggin
NEW SIEWAND
Jan Heinmiller
Kim Phillips
Granthillers
ANDY MCBRIDE
BEN MEBRIDE
Wayne Elston
Lynda Elston

Signature

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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 5 of 10

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Name (print)	Signature Communication of the second of the
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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Name (print)	Signature
Audrey McKaque	Q Boy Hingham, DN
CAROL PHILLIPS	thillips
Jone Lath	Total buth
Jenn Baurne	function of
PANDE KUBINSON	Mit ah
EVUNUE CARTER.	Kloeite
Amy Adams	Deed Clous
Joe Cayter.	2
Danna Mast	Agricult
JAN RUFF	Jan
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MARILYN WEOD	Ma Yara
KEN WOOD	Killord
Rose McKAGUI	Rew Mysque
Sandra Buchanan.	A Suchann.

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**Township of North Huron** 

274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE \_\_\_\_\_ of \_\_\_\_\_

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All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-357-3550, 274 Josephine Street, Wingham, Ontario, NOG 2WO.

more on back

Lathy Van Engen

KATHY VANENCEN



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE & of 10

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Name (print)	Signature
RALPH METCALFE	Ralph Metcaffe
Jack Matherson	Jack When
JAY MARSTON	Jes Mut
WAMEN JOHNSTON	um (My
BRC MErath.	Bell Mc Mad
PAVE WILLIS	Dail letter
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Bill DEANS	Bed Chair
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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Name (print)	Signatyre
JUDY CULLEN	Jest fleelle
BRIAN LATOUR	Brian Laterer
Shirley Norman	Sherley norman
lanet Stare	Janet Stokes
Julia Norman	Gely 1
1 zu tellara	Lise Mon /p
BILL TOLTON	112
HOMER EMKE	Momeranho
DAVID Shaw	David Shaw
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Bard Norm	· · · · · · · · · · · · · · · · · · ·



274 Josephine Street Wingham, Ontario NOG 2W0 <u>www.northhuron.ca</u>

PAGE 型 of 10

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	Signature
Name (print)	Signature
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Monda Muyell	and The leg - Uf
Medallmdelwoord	made Almodelwood.
Jolie Steffen	Julio Stolker

Keep Our Town Police



Township of North Huron 274 Josephine Street Wingham, Ontario NOG 2W0

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PAGE 1 of 4

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Name (print)	Address	Signature
BRANDON RYBICK	262 JOSEPHINE	3
GREG STOREY	42 JOHN STE	Ling Stoory
Sayna Dagns	47 Patrick St. N	Janafa
George Duvall	5/2 ALFRED STW	Jose Pulat
Suran Dunall	56 ALFREDSTW	The Provide
CHERYL INGLIS/JORDANA	MO87 NORTH ST	al Las
Vinasa Reinhadt	131 Carling Terr.	
Lisan Machonald	250 Josephine St	Desar Wawloaute
Tin R Willes	210 FRANCE ST	Z-72 Willis
MARCARET WILLIS	210 FRANCES ST	many Esillin
ERIC SKILLEN	79 PARK ST	Jan Hell
terri Mahe	North St	Jalle-
Anda Wicke,	Mictoria St. /	Inda Arckel
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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Name (print)		—Signature
GRAG STERRY		( Lary
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Joan Moore		Jan Moore
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## PETITION

Township of North Huron

274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 3 of 4

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Name (print)	or the state of th	Signature
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 4 of 4

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Shula Ku lory	
KATTA HADLIKINSON	
T 1 2 1/12 211	Burey
Jackie Kysurney	1/1/1 20
Speila Moore	1/Dheila Wood
LEONE KASTER	1 Jones July
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Rennie Hlexander	result war

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**Township of North Huron** 

274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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Name (print)		Signature /
Kevin Choi	1	Amme
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Carol action		207 Land alter
Java Lanningto		Harrington)
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and and a second		
Pala Green		and Ann
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WAYNE GORDON		There Gorden
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Chara M. John		045
Steve Repleton		Manyon Man
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REGGE SEWERS		Kogg Saves
Lydia Cho	2.0	Mong



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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Name (print)	The section of the se	Signature
		Line Ford
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Scott & Amy Schiestel		samy scruster
BILL ROYD	:	1 Bul Boyd
Janice Pyke		Janie Pyke
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274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE \_\_\_ of \_\_\_

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I/We the undersigned, petition the Council of the Township of North Huron as follows:

Name (print)	Signature
Douglas Barfoot	Douglas Bryfod
Brendan Thebeau	Both
Anifa Dekken	@ Taldon
Ban Calo	Bary Calling
Relavabenda	Letter her Parkage
ANDREW VAN LINGEN	O Van Filder
ANSON RULLARY	anson Rutter
TERRY W TAYLOR	- Two and
Mike MuBurney	The Same
dennith o milliam	Wingham on O
Goor Bollads	Bay Rallay
Sherry & ffen	My AD
Will Willel	and mill
Linda Shaw	Lynda Shaur
Maris Erdard	Maux Erdad



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 2 of 3

#### **PETITION**

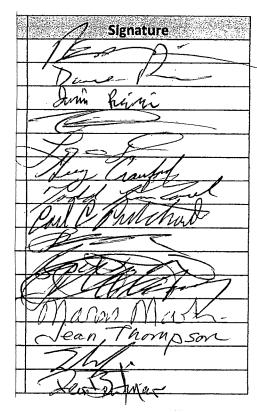
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Name (print)
Rick Dupuis
DAVE PETAL
Janie Reinink
Clarence Dosome
Laura Hammer
ERECT CRAWFORD
Todd Rintoal
CARL PRITCHARD
SIMONCHIARIBLE
BRETT MARTIN
Mille justos IN
MAKIONMARIN
Glan Thompson
Filmy Algose
LEW BREITMANER





274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 3 of 3

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PAGE 1 of 3

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Name (print)	Signature
Mark Foxton	Myld
MARY BETH FOXTOW-CHIPPA	John Brown Class
Dan Cameron	Da Can
HEATHER QUENUECL	Mend
Bul Faston	n foton
JUE BROPHY	In Buye
Annette Carter	in Chulle Coxter
KuthDroBushel	Toward.
MARLENE FOXTON	Darley Foston
Ronald Baird	Marghet 18
Bornic Barley	16
Janne Graties	to Janne proting
SAUN FRIEBURGER	ly factor
Gwen Laidlaw	Seven Laudlaw
CanRobertson	Con Roberts



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE  $\vec{a}$  of  $\vec{3}$ 

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Name (print)	Signature
KUTHY She here KATHY DICKISON	Latty Dulisi
Sally Campeau	Akely Campeau
Richard Campeau	R. Campleau
Convie Hickey	Prosie Hickory
Dann Hickey	Her Du & Del
Josh Johnston	
P. R. Iles M. Kees	Phylle Mikes
Brian McKer	3
Cheryl Foxlan	C. Frotter
JIM HALL	La basa
DAUE 1. JAMACEE	Mulluce
Diane Leadman	Diarre Bodman
Brent Foxton	Beautito
KEITH MUNNISON	TAN
Cons KASTRA	11



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 3 of 3

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Name (print)	Signature  West
BARRY UNDERWOOD Steve Readings	Barry Underwood
Sham McCordy	Nh-



274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

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### **PETITION**

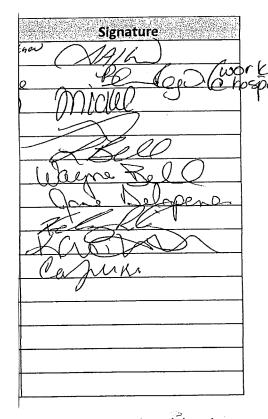
To: The Council of the Township of North Huron

Whereas: (provide a brief description of issue/problem/request in question)

The Council of the Twp of North Huron has requested and received costing from the OPP for the Huron County OPP to police the Wingham ward; and Whereas the TWP CAO has completed analysis and presented those findings during a public meeting on January 17, 2018; I/We the undersigned, petition the Council of the Twp. of North Huron to retain the current service provided by the Wingham Police Service.

I/We the undersigned, petition the Council of the Township of North Huron as follows:

Name (print)
Sonja Altan
BRIGITTE GOAR
nnice Nickel
Stephen Vander Clippe
Laurie Bell
Wayne Bell
lane beh sera
Kelsen Riber
Kathleen Chilton
Carolyn Wood
54.65





274 Josephine Street Wingham, Ontario NOG 2W0 www.northhuron.ca

PAGE 7 of 1

### **PETITION**

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#### Police Meeting 3:00pm

Jim Campbell welcomed everyone in attendance at 3:08pm and asked that those wishing to ask questions approach the microphone and state their name, ward in which they reside, and their address prior to asking their question.

CAO Dwayne Evans delivered a presentation regarding Wingham Policing Options and outlined the following items:

- Details that Council has received thus far
- Year 1 cost of OPP = \$1.4 million vs. Year 1 cost of Wingham Police = \$1.1 million
- One-time exit costs to disband Wingham Police Service, approximately \$450,000 to \$480,000
- Year 1 Summary of costs OPP = \$1.9 million (due to exit costs) vs. Wingham Police = \$1.1 million
- Initial 3 Year Transitional Contract with OPP
- After third year then move to OPP Billing Model
- OPP cost is a combination of base cost plus calls for service
- Discussed additional costs such as Enhancements
- Discussed the option of expanding Wingham Police Service to Blyth and East Wawanosh wards
- Cost per property details were provided for OPP in all three wards, Wingham Police expanded option, and status quo option
- Other considerations were outlined, for example future of Wingham Police Facility, ability to remain competitive and recruit personnel, OPP billing model may change, future provincial requirements/standards, OPP may impose costs for services currently not bill to municipalities.
- Base cost of OPP is \$191.35 multiplied by 1561 properties = \$298,657 after 3 year transitional contract.
- OPP website tool was used to estimate calls for service which indicated an estimated cost of \$446,000.
- A 10 year forecast was provided outlining savings with OPP in year 4 and over the 10 years an estimated savings of \$2 million.

**Question and Answer Period** 

### Mike Martin

Question for Dwayne Evans regarding cost calculation of expanding the Wingham Police to Blyth and East Wawanosh

Follow up – by expand you mean adding 2.4 people and equipment.

# Brian Sharpe

Comment regarding the OPP being top heavy, noted no control over OPP costs, indicated that he supports keeping the Wingham Police Service.

# Mike Martin

Question for the OPP, requested an explanation as to whether after transitioning from a municipal service to the OPP if there is a change in criminal statistics.

Response from Peter Marshall and Kulvir Deol, explained OPP billing model and the full time equivalent officers, noted that quarterly reports with statistics are provided.

Follow up – during the transition period the same number of officers will be in the Wingham area, after the 3 year transition period the cost drops so does this mean that less officers will be available in the area and hence there would be more potential for criminal activity and potential for crimes with victims.

# Evonne Carter

Question for the OPP, does the crime rate go up when a municipality changes to OPP service.

Response from Jason Younan, during the transition period the same number of officers would be in the Wingham area. Noted that Central Huron and Goderich have disbanded and those communities could be contacted to inquire regarding their experience with OPP service.

Mike Martin,

Requested that Council check with Central Huron and Goderich regarding their experience with the transition to OPP.

# Steve Hill,

Question regarding response times and what the response time of the OPP would be. Would it be quicker than that of the Wingham Police Service.

Commented regarding an incident at the Wingham Hospital.

Response from Kulvir Deol, the OPP have technology to be more efficient including mobile workstations and fleet tracker for dispatch, these items improve response times.

# Lorene Casemore,

Question regarding if North Huron does not select the OPP, who would be responsible for the renovations to the current OPP station in Wingham.

Response from Peter Marshall, the renovations are to support the addition of the Wingham Police Service officers and if Council chooses not to proceed with that option then the renovations would not be required.

Follow up question regarding some examples of items that the OPP may not be charging for currently but may charge for in the future.

Follow up question regarding police presence in the schools.

Response from Jason Younan, noting that the OPP have proactive focused patrols during drop off and pick up times.

Commented that she has lived and had a business in a small community with OPP service and crime rate was higher.

# Mike Martin

Question regarding what the item was that would be moved to Clinton after the 3 year transitional period.

Response from Jason Younan, a new OPP detachment building is being built in Clinton, officers would be moved to Clinton and Wingham facility would be closed.

Follow up question, regarding whether the OPP Wingham facility would be closed in 3 years regardless of whether Wingham were to go select OPP or not.

Response from Jason Younan, yes the plan is to close the Wingham facility once the Clinton one is complete.

# Mike Martin,

Question to Tim Poole, regarding keeping the Wingham Police Service up to date in terms of technology.

Response from Tim Poole, through the OPTIC membership Wingham Police Service maintains updated technology. However, the service does not have mobile workstations because the cost is approximately \$5000 per car.

# Steve Hill,

Commented that Wingham Police require support from OPP.

Question regarding why Wingham would pay twice as much for Wingham Police Service vs. the OPP.

Response from Tim Poole, the OPP provide specialized assistance however the only time that assistance is typically required is during homicide investigations.

# George Duvall,

Commented that he respects the OPP however Wingham Police Service is always available and noted that he often sees them on patrol. Noted that he would like to keep Wingham Police Service.

# Bernie Bailey,

Commented that he is in favour of expanding the Wingham Police Service to Blyth and East Wawanosh.

Question of clarification regarding the proposal to expand the Wingham Police Service and the service level.

Response from Tim Poole, the proposal included one officer in Wingham and one in Blyth and East Wawanosh noting that the proposed expansion is not the same as what the OPP would be providing.

Follow up question regarding the one-time exit costs and if they would be area rated to the Wingham ward, noting that this would equate to a tax increase for Wingham residents, how does Council plan to fund the increase.

Response from Neil Vincent, Council is considering the options and looking for feedback from Wingham ward ratepayers.

Follow up question, the Wingham ward pays for the Wingham Police Service so should it not be only the Reeve and the two Wingham Councillors who make the decision.

Response from Neil Vincent, no Council makes decisions as a whole and this would be a Council decision.

# Mike Martin,

Question for Dwayne Evans, regarding one-time exit costs, why have the funds to cover these costs not been put into reserves anticipating the costs.

Response from Dwayne Evans, he is unable to speak to that item due to being with North Huron for only a short time.

Response from James Campbell, funds have not been included in the budget as funding infrastructure has taken precedence.

Follow up question regarding what the mechanism was which originally formed the Wingham Police and what mechanism would be used to disband.

Response from Tim Poole, referred to the Police Services Act for creation and disbandment of a service.

Response from Neil Vincent, reiterated that feedback from ratepayers is essential to Council to make the decision.

# Susan Duvall,

Commented that she sees the Wingham Police Service multiple times per day, however only sees the OPP twice per week. Noted that the Wingham Police Service know residents and OPP do not, and further noted that she would like to keep the Wingham Police Service.

Response from Peter Marshall, the current Wingham Police Service officers will have the option to apply to the OPP and could end up remaining in Wingham with the OPP should Council proceed.

### Evonne Carter,

Question regarding what happens to the Wingham Police Service officers after the initial three years.

Response from Peter Marshall, the officers would still stay with the community.

Response from Jason Younan, noted that a fair amount of OPP officers live in the Wingham community currently and that there is no plan to displace officers.

# Mike Martin,

Commented by telling a story about an oiler in a factory and related the story to the Wingham Police Service and OPP.

#### Unidentified female

Commented that she would like to keep the Wingham Police Service.

# Steve Hill,

Question for Tim Poole, the OPP offer many services and issue press releases, what does the Wingham Police Service do in this regard.

Response from Tim Poole, noted that Wingham Police Service issues press releases to bonified media outlets and does much of the same as OPP in this regard. Commented that he just completed a presentation to seniors the week prior, he has conducted drug seminars at FE Madill, however noted that the Wingham Police Service does not have the same media budget as the OPP.

# Tim Willis,

Commented regarding that a similar thing has happened in education. Noted that with the Police Services Board the municipality can direct the service and without the OPP and no Police Services Board there would be less control. Noted that he supports keeping the Wingham Police Service.

Response from Kulvir Deol, explained that a Police Services Board would still exist and commented on the different services offered by the OPP explaining the enhancements using example of requesting a dedicated officer to be made available in the schools.

# Evonne Carter,

Commented that enhanced service means an increased cost which is another service level.

Response from Kulvir Deol, provided clarification regarding enhancements.

# Susan Duvall,

Question regarding whether the decision could be determined by a vote of Wingham and surrounding residents.

Response from Neil Vincent, noted that this is a decision of Council and reiterated that feedback from ratepayers is essential.

### Archie MacGowan

Commented that he supports the Wingham Police Service and wishes to keep the service. Noted that he does not believe there will be savings as costs will go up and once the local force is disbanded it would be unfeasible to reestablish the force. Noted that there is currently control of collective bargaining through the Police Services Board however with the OPP that would be handled through the province. Noted that it does not make sense to pay for exit costs and renovations for the OPP station in Wingham only to close the facility in the near future.

Response from Peter Marshall and Kulvir Deol, explained the cost of renovations to the OPP station noting that the amount for actual renovations is \$14,000 and the remainder of the \$200,000 is for other costs such as additional equipment and firearms required.

# Tim Willis, Viingian

Commented that he still supports keeping Wingham Police Service.

Neil Vincent thanked everyone and ended the meeting at 4:50pm

Police Meeting - 7:00pm

Neil Vincent welcomed everyone to the meeting at 7:05pm

CAO Dwayne Evans delivered a presentation regarding Wingham Policing Options and outlined the following items:

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- Year 1 cost of OPP = \$1.4 million vs. Year 1 cost of Wingham Police = \$1.1 million
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- A 10 year forecast was provided outlining savings with OPP in year 4 and over the 10 years an estimated savings of \$2 million.

**Question and Answers Period** 

Neil Vincent introduced staff and Councillors present. Kulvir Deol introduced the OPP members present.

# Steve Hill,

Questioned if Wingham Police Service were to become OPP whether the current Wingham Police Service officers would remain in Wingham and requested confirmation that Wingham Police Service officers would have more opportunities for advancement with the OPP.

Response from Jason Younan, current Wingham Police Service officers will have the opportunity to apply for positions with the OPP and would remain in Wingham unless they requested to be transferred.

Follow up question, requested confirmation that Blyth and East Wawanosh wards have low tiered contracts so the cost is less and inquired as to whether this means less service, yes or no.

Response from Kulvir Deol, the OPP does have not tiered contracts, across the province everyone receives the same policing service which is adequate and effective.

Follow up question to Tim Poole, regarding whether he or any of the Wingham Police Service officers are interested in the opportunities for advancement with the OPP.

Response from Tim Poole, indicated that he could not speak for the other officers however there would most likely be more opportunity for advancement with the OPP. Noted that he is retiring in 2019 so he may not transition to the OPP.

### Lisa Hernden

Question regarding there currently being 24 hour coverage in Wingham and inquired as to how the OPP would provide this level of service

Response from Jason Younan, coverage is based on calls for service and noted that it is common for OPP officers to be in the Wingham area already.

Follow up question, if you are spread out across Huron County how is it possible to maintain the same coverage particularly in terms of visibility at schools.

Response from Jason Younan, noted that a special officer is available to support schools in Huron County and that specific officers are available for traffic control during key times.

Follow up question regarding response times, currently the calls go to a local officer that is in town, how would that work with contacting the OPP.

Response from Jason Younan, noted that he cannot say with certainty that someone will always be in Wingham but in the regular day someone would typically be in Wingham.

Response from Kulvir Deol, noted that OPP are equipped with mobile workstations, and utilize fleet tracking which enables effective dispatching and response times.

Follow up question regarding cost and the initial 3 year transitional period, inquired if Wingham is the first community to have gone through the 3 year transition period or are there others now in the billing model.

Response from Peter Marshall, indicated that he could not provide exact information but suggested contacting the City of Pembroke who has gone through the process and is now in the OPP billing model.

# Jason Schiestel

Commented that during the 3 year transition there would be 7 officers,

Question regarding after the 3 years, what is the number of officers at that time

Response from Kulvir Deol, noted that after the 3 year transition the number of officers would remain at 7 in the area however the officers would be moving around Huron County.

# Archie MacGowan

Commented that there is uncertainty after the 3 year transition period noting that prices could increase. Noted that call volumes are cyclical. Indicated that he strongly supports the Wingham Police Service and requests Wingham Councillors to support the Wingham Police Service as well. Noted that there will not be savings in the short term and switching to OPP gives away control of things like collective bargaining. Noted that the OPP will not provide the same level of visibility. Noted that the last time a review like this of the Wingham Police Service was done the public support was to keep the Wingham

Police Service. Noted that it would be possible to reestablish the Wingham Police Service if we switched to the OPP. Indicated that he is concerned that Wingham will not get the same level of service as it receives now.

# Evonne Carter

Question regrading whether the OPP can guarantee that there will be a car on the streets in Wingham at all times yes or no answer only.

Response from Jason Younan, no.

### Ken Wood,

Commented regarding response time of Wingham Police Service to schools has always been quick and noted that he supports keeping the Wingham Police Service.

Question regarding whether it is possible to have an OPP officer at the high school within one minute yes or no answer.

Response from Jason Younan, no.

### Steve Hill,

Question regarding whether the Wingham Police Service can respond to call within 1 minute and whether the Wingham Police Service can say that there is a car on the road in Wingham at all times.

Response from Tim Poole, noted that he cannot say that a car will be on the road at all times in Wingham as they may be doing paperwork. Noted that the Wingham Police Service can respond within a minute or two.

Follow up question, regarding whether the OPP could accomplish a similar response time.

Response from Jason Younan, indicated that yes depending on availability of officers a similar response time would be possible.

# Dave Hill

Question regarding the situation if roads are closed how would an OPP officer get to Wingham

Response from Jason Younan, noted that the OPP are able to travel on closed roads. The OPP also have other equipment available such as ATV's and snowmobiles if required.

Follow up question, who ultimately makes the final decision regarding Wingham ward policing.

Response from Neil Vincent, noted that this is a Council decision and that feedback from the public os important to the process.

# Steve Hill,

Question regarding whether all councillors will make the decision or Wingham ward councillors only

Follow up question, if council were to hold a plebiscite vote would that be honoured.

Response from Neil Vincent, yes he would honour a vote and noted that the decision would be made by Council as a whole.

Denny Scott -

Question regarding where funds in the amount of \$450-480,000 for exit costs will come from and whether this expense would be area rated to the Wingham ward.

Response from Neil Vincent, yes it would be area rated. The CAO and Director of Finance are working on scenarios to source the funds.

### Jason Schiestel,

Question regarding the cost to have a full time officer in Wingham as an enhancement after the 3 year contract.

Response from Peter Marshal, noted that the current constable cost is around \$98,000 plus other expenses however cannot say what that may be beyond year 3.

Follow up comment that he lives by the high school and kids drive erratically, without a police presence he worries that someone will be hurt.

Response from Jason Younan, explained the resources available from the OPP to provide visibility at schools.

### Bill McGrath,

Question regarding the true cost of what you will provide today vs. what I am currently getting today.

Follow up question regarding what the OPP will cost 5 years from now, noted that that it would not be possible to go back to the Wingham Police Service.

Follow up question regarding a scenario where the OPP decides that another car is needed in Wingham who pays for that. Noted that he believes it is Wingham residents that would pay.

Follow up question requesting the cost for a 5 year contract with what Wingham is receiving today.

Response from Peter Marshal, noted that the contract that is put in place is a 3 year term to gather information prior to entering into the billing model. The municipality has the option to select a Section 10 which has a Police Services Board or a Section 5.1 which means no contract and the Police Services Board would be disbanded. Noted that he cannot say for certain what the cost would be beyond 3 years however the CAO has provided an estimate based on what is known today.

Follow up comment that at the end of 3 years there is nothing left and the Police Services Board is disbanded.

Response from Peter Marshall, noted that it is a difficult decision however the municipality would need to make that decision.

# John Brown

Commented that he had previously expressed concerns at the Town Hall Public Meeting.

Question regarding whether Council is considering expansion of the Wingham Police Service to the Blyth and East Wawanosh wards.

Response from Neil Vincent, noted that there is no appetite for a change in Blyth and East Wawanosh.

### Jason Schiestel,

Question regarding whether the one time exit costs would be added to one year or spread out.

Response from Dwayne Evans, noted that discussion would need to take place with the Treasurer but that staff are currently evaluating ideas and are not expecting that the cost would be funded all in one year.

### Lisa Hearnden, (Carpense )

Comment regarding the quality of the officers will be the same but the quantity of service will not be the same. Noted that she would like to remain with the Wingham Police Service.

Response from Jason Younan, noted that the Wingham Police Service and the OPP collaborate often and outlined the services provided by OPP. Noted that the OPP is an effective police service and can provide effective service to Wingham. Noted that the integrated services model provides access to additional resources.

#### Archie MacGowan,

Question regarding what the next steps in the process are now.

Response from Neil Vincent, noted that a decision is required prior to end of March and indicated that a decision could potentially be made at the February 20 Council Meeting. Urged residents to provide feedback to aid in Council's decision.

Response from Dwayne Evans, noted that everything being recorded and will be summarized and form a report to Council with all information. Council has until March 25 to make this decision. Noted that additional comments will be received and requested that they be sent in as soon as possible to ensure they are included in the report.

# Bill Gregoriadis,

Question regarding whether the Wingham Police Service officers have been asked for their opinions regarding this process.

Response from Neil Vincent, noted that the Wingham Police Services officers may voice their concerns to the Police Services Board. Further noted that nothing has come to him or Council as of yet.

Neil Vincent thanked all those in attendance ending the meeting at 8:26pm

### **Dwayne Evans**

From:

Wednesday, January 31, 2018 4:29 PM

Sent: To:

Yolanda Ritesma; Neil Vincent; Bill Knott; Trevor Seip; Ray Hallahan; Brock Vodden;

James Campbell

Cc:

Dwayne Evans

Subject:

OPP

#### Dear Mr. Al:

I am writing to voice my support of maintaining the Wingham Police Service. I believe the majority of Wingham citizens have said recently and in the past that we want to keep our police department.

The cost of maintaining our own department is priceless in terms of quick response times and knowing that an officer or officers are on duty at all times and based in town. For example, last year while crossing the Hanna bridge I watched a group of kids climbing on the bridge, with what looked like, the intent to jump into the river below. I was able to drive to the police station, explain the situation and the office was at the bridge within minutes, ensuring the kids did not jump from the bridge into the water below. That kind of response time will not be available if we switch to the OPP. I like that feeling of security that comes with having our own Police force. I appreciate the services that are provided to our community.

I feel that the figures quoted by the OPP are misleading. They are based on nothing changing and no additional services being needed. For example, in the past we have had a murder investigation and a person running around town with a gun. The OPP was available for assistance with both incidents. With our current system, OPP services such as, investigation costs, prisoner transfers, court time are NOT billed to the municipality as the OPP are obliged to provide them upon request – they are paid in advance from our Provincial tax levy. If we switch, another murder or man running around town with a gun, a school lockdown, could set the town back hundreds of thousands of dollars as neither would be covered under the "basic plan" council is considering. Additionally, salaries will increase, the price of fueling vehicles will increase, the wear and tear on the vehicles will be higher with driving back and forth to Clinton to name just a few. Is our contribution/cost toward the new Clinton detachment covered in the amount that has been quoted?

I believe it is the duty of our elected officials to listen to their constituents. Please do not let the voice of the few, whose constant complaining and only consideration is saving their own money as opposed to the safety, security and overall benefit of our town, be the deciding factor in your decision. Our town is more than the bottom line and at the current moment, even if that was the only consideration, we are not certain switching to the OPP is the best option. The OPP is not going anywhere. If money is the only concern, why not wait and see how this plays out for other communities who have made the switch in 2017/2018, at the end of their 5<sup>th</sup> year.

If council were to do their due diligence they would realize that the smaller communities who have switched to OPP have regretted that decision immensely but lack the funds to go back. Please, let us not join those communities.

January 31, 2018. Township of North Huron

Regarding the issue of policing in the various portions of North Huron.

As a business owner and resident of Blyth it is my opinion that we presently have sufficient police protection with the OPP.

I also strongly believe that the current Wingham Police Department are overbearing and myself, my immediate family

and various others I have spoken with have had negative experiences with the "ticket in hand and pen happy" Wingham

Police Department. Having lived in various rural area's, towns and cities throughout Ontario over the past 60 plus years I have

never encountered a police force I had so much disrespect for and am strongly opposed to having the that type of

enforcement where I reside. And FYI; I am NOT anti-police. Have police officers in my family and it seems as though there

is a different mandate between the Wingham Department and others I am familiar with. And then there is the issue of costs. We presently have sufficient police protection and property taxes that are already

far too high. To increase the financial burden on our residents and businesses to provide an unnecessary and in my mind

a very undesirable type of protection is absurd and anything but fiscally responsible. As for the citizens of Wingham. If they so

wish to continue the status quo rather than choose substantial long term financial savings by switching to the OPP that is for them to decide.

Dan Bailey

# Wingham Police Association.

IAN 25 2018

Reeve Neil Vincent

January 19, 2018

North Huron Council Members

The Wingham Police Association has felt strongly since amalgamation that the Township of North Huron be policed by one Police Service. The members are confident that they can provide adequate and effective Policing to the entire Township of North Huron. At the public meeting on January 17, 2018 Reeve Vincent made comment in an open forum "that there was no appetite" for the Wingham Police to expand into the rest of the Township. The Association was disheartened to hear this comment made several times during the course of the public meeting. It was approximately 17 years ago the Association found itself in this same costing issue. The Association can tell you that it was in support of disbanding the Wingham Police Service then and that it still supports the disbandment, given the projected costs in the presentation of Dwayne Evans, CAO for the Township of North Huron.

The Wingham Police Association appreciates the time and effort Mr. Evans put in to preparing the presentation on the three options of Policing for North Huron. Of the three options it is quite clear from a financial standpoint that the OPP would be the suitable choice given their costing model is more accurate. The Council should be aware that the numbers presented for the options that involve the Wingham Police Service are quite "light" as to what the Association feels is required to continue to provide adequate and effective Policing. It's not that we can't do the job, it's about having the proper resources to do the job in an adequate and effective manner. We feel that the Council should be aware it is about Officer and public safety! The Association is currently in negotiations with North Huron Police Services Board and although we cannot completely divulge our requests we are standing firm on having two (2) officers on duty at all times, 24 hours a day seven days a week. This alone would dramatically increase the forecasted budget Mr. Evans has prepared for the next five (5) years. The Association recognizes the ratepayers being concerned over the one time exit cost of approximately \$450,000.00 to \$480,000.00 and can only imagine what the ratepayers might feel if that amount was added to the current budget with an annual increase of inflation at the very least over the 5 years.

We absolutely appreciate the support the Townspeople have shown us and it doesn't go unnoticed. There has to be an understanding that it is becoming increasingly difficult to maintain a "bare minimum" Police Service. The O.P.P. have suggested that if the Town of Wingham decided to accept the O.P.P. proposal and after the Initial 3 year contract the Town could consider entering into another contract if the Town so desired. Thus, keeping the local officers here to police Wingham.

# Wingham Police Association.

We want to continue to exist as a Police Service but given the presentations and no possibility of expansion and the potential increase cost in manpower it would only make sense that the Township accept the O.P.P. proposal and initiate the process of disbanding the Wingham Police Service.

Regards,

Mark Kirkby

President

**Murray Foxton** 

Vice-President

### **Dwayne Evans**

From:

Dwayne Evans

Sent:

Thursday, January 25, 2018 10:02 PM

To:

Karl Ellis

Cc:

Richard Al

**Subject:** 

Fw: Police

Hello Karl,

Thanks for your email. Below is the OPP's response.

Please share this response with the appropriate individuals.

Thanks,

Dwayne

Sent: Thursday, January 25, 2018 1:17 PM

To: Deol, Kulvir (OPP)

Cc: Marshall, Peter J. (OPP); Burrow, Wendy (OPP)

Subject: RE: Police

#### Good Afternoon.

As you are aware we do not track our response times. We currently respond to and provide timely responses to hospitals across Huron County for similar issues mentioned below. We provide this response as a county deployed police service where our members are strategically deployed based on analyzed data and community needs. We've received no complaints to date regarding the timeliness of our responses. In Huron County we have regular meetings with hospital administrators regarding their responsibilities relative to hospital security and their mitigation strategies regarding violent and/or missing patients.

If the hospital has any data regarding the number of times they have contacted police for assistance in Wingham, I would be interested in reviewing the same. I am also interested to know if the hospital below has a signed Transfer of Care protocol with the OPP in Listowel or any other police agency.

Thanks.

Jason

Jason Younan

Inspector - Detachment Commander

Ontario Provincial Police - Huron Detachment



Date: January 18, 2018 at 3:59:07 PM EST

To: "Dwayne Evans

Cc: Cherie Dolmage

Subject: Police

Dwayne:

I hope you are doing well. Sorry that we didn't get a chance to speak yesterday at the police services public meeting.

My purpose for attending was to communicate the value that the hospital receives from timely local police response. Given some of the emotion in the room, it seemed prudent to make our comments directly to council.

I won't state a preference for which patch is on the shoulder of the officers as we currently receive an excellent response from the Wingham Police Service to the Wingham and District Hospital as well as an excellent response from the OPP to the Listowel Memorial Hospital.

It is very important to us that the response times remain timely. Like most small hospitals in Ontario, we do not have security services on site and rely on local police. Patients with mental health challenges, violent patients and visitors, missing patients, safety and security concerns are all reasons that we call police and require a timely response. In the absence of a responsive local police service, providing on-site security services 24/7 would impact our budgets by at least \$500,000 per site annually. The only specific question that I had following the meeting was needing to understand better how the OPP could maintain a timely Wingham presence from a Huron County headquarters located in Clinton.

As council moves forward with decision-making, we would appreciate our requirements for timely police response to be taken into account.

We are happy to provide more details or information if required. Please share this correspondence with council.

Karl Ellis President and CEO Listowel Wingham Hospitals Alliance

Listowel Memorial Hospital Elizabeth Street East Listowel, Ontario N4W 2P5 Wingham and District Hospital 270 Carling Terrace Wingham, Ontario NOG 2W0



North Huron Council Wingham Town Hall Wingham, ON NOG 2W0

Subject: Wingham Policing

Councillors

At the January 18 Wingham BIA meeting, discussion was held regarding moving to OPP policing for the Town of Wingham. The consensus of the membership in attendance was that the Wingham BIA is **strongly opposed** to replacing the Wingham police force with OPP policing.

Jan. 28, 2018

The following motion was passed unanimously by members in attendance: "Moved by Christine McGrath and seconded by Sandy Walker that the Wingham BIA will write a letter to Council in support of keeping the Wingham Police Department."

Some reasons for objection to the change are:

- Slower response time to calls, especially from the schools and hospital
- The safety of workers at local eateries during late hours (Frosty Queen, Subway, New Orleans etc)
- o The surprise relocation of the Bristol Terrace office to Clinton after 2 years which will result in:
  - Wasted money being spent on renovating the Bristol Terrace location
  - A significant lack of available policing during shift changes.
- The anticipated payback does not begin until year 4 at which time the costing formula could adversely change
- Current OPP pricing does not include court costs, overtime or "enhancements"
- O Other municipalities that have gone to OPP policing are regretting the move
- Any increase in the number of calls will result in increased costs being added.

We do not believe this is a one-time offer from the OPP and there is no reason for North Huron Council to rush into a decision at this time. The BIA is also recommending a petition program in businesses for residents to sign if they want the Wingham force to remain in place.

Respectfully

Dave Tiffin Secretary Wingham BIA Begin forwarded message:

From: Mary Campbell Date: January 29, 2018 at 3:21:00 PM EST

Subject: Policing

I wish to express my appreciation for the Wingham Police force, and ask that you vote to retain their services. Thank you Mary Campbell

Sent from my iPad

Begin forwarded message:

From: Mary Beth Foxton-Chippa

Date: January 26, 2018 at 4:59:41 PM EST

To:

Subject: Wingham Ward Policing

Dear Mr. Al:

I am writing to voice my support in favour of maintaining the Wingham Police Service. I believe the citizens of Wingham have said recently and in the past that we want to keep our police department. The cost of maintaining our own department is priceless in terms of quick response times and knowing that an officer or officers are on duty at all times and based in town. I like that feeling of security in our small town. I like the services that are provided to our community.

I feel that the figures quoted by the OPP are misleading as I know of nothing where costs go down over the years. Salaries will increase, the price of fueling vehicles will increase and the wear and tear on the vehicles will be more with driving back and forth to Clinton to name just a few.

I believe it is the duty of our elected officials to listen to their constituents. Please do not let the voice of the few loud and negative persons influence their decisions. If council were to do their due diligence they would realize that the smaller communities who have switched to OPP have regretted that decision immensely but lack the funds to go back. Please, let us not join those communities.

Yours sincerely,

Mary Beth Foxton-Chippa

#### Begin forwarded message:

From: Blyth Printing

Date: January 29, 2018 at 3:53:00 PM EST

To:

Subject: Wingham Police in Blyth

Good Day,

Being a business owner and valuing my business relationship with the township I typically avoid voicing any opinions on politics etc.

That being said on the topic of expanding the Wingham Town Police force I want it known that I am vehemently opposed to it.

Our costs and taxes have risen exponentially over the past years and I don't want to pay extra taxes for a service I feel we don't need.

Other municipalities did away with small police forces 25-30 years ago due to the costs of carrying on status quo being too high and not economically feasible.

I am proud to live and own a business in North Huron and want to stay here not being forced out due to unneeded services making the cost of living out of my financial reach.

I spoke to Councillor Brock Vodden and he stated the cost of O.P.P. is estimated to rise in the future — my answer was if you think that our local Force would stay at a static cost you are sadly mistaken. I have also spoken to some Wingham residents who say they are not in favour of keeping the local force. In my opinion this is a matter that has huge financial impact on not only us but future generations. I suggest we have a vote allowing all rate payers the right to have a say in the matter.

Thank you for the opportunity to voice my opinion.

Regards,



From: John Manning

Date: January 26, 2018 at 3:09:56 PM EST

To:

Subject: north huron policing options

this weeks Citizen for comments on the upcoming policing policy. From the coverage in the paper it seems like the people in Wingham are totally in love with their police force and are more than happy to deal with the very high cost of it going forward. In my humble opinion much like every other small municipal area it should have been cancelled years ago. I strongly object to any idea of expanding it to cover Blyth. If I have to pay a little bit more to continue with the O.P.P ( the real Police ) I am OK with that but to double the cost for us is insane. Even with North Huron's track record of controlling costs, wasting money on consultants, and struggling to hire competent people, hopefully the right decision will be made for the taxpayers of Blyth this time for once. Thanking you giving me the chance to speak to this issue.

January 29, 2018

The Twp of North Huron Council

Your Worship and Council members,

I have taken the time to review the contract policing proposal from the OPP dated August 30, 2017. I have also reviewed the CAOs "Wingham Ward Policing Analysis" and I have also attended the public meetings regarding this issue. This coupled with my historic knowledge of disbandment's within Huron County and the challenges that has caused I am writing to you today to express my opinion that it would be my wish for Wingham to maintain its Municipal Police Force.

As a ratepayer in Wingham I have become used to those who claim moving to the OPP would be cheaper and have known this not to be true from the various Municipal contacts that I have known over the years as well as my years of experience on the Police Services Board. The only way that policing becomes cheaper is if you reduce the service level and it would seem that there are not that many Wingham ratepayers that have an appetite for that option.

This issue has had a substantial amount of time and money spent on it and now that it has become clear that the residents of Wingham are not in favour in transitioning to the OPP it is my hope that the two Wingham councillors as well as all of Council will listen to them and stop pushing this issue. The residents are not alright with paying more over the course of the three year transition agreement nor are they alright with a lower level of service after the three years just so that some councillors can claim that it saved money.

In closing I just have to say that this community is very proud of their Municipal force and we are used to seeing them often. We like that level of service, even though we know its cost us more but that is the level of service that we feel we want and need to keep our schools our streets, our families and our children safe.

From:

Date: January 25, 2018 at 4:50:43 PM EST

To:

Subject: Wingham Ward Policing Options

Our choice is to remain with present police services.

Grant Currie & Deborah Currie

From: G

Date: January 25, 2018 at 4:50:43 PM EST

To:

Subject: Wingham Ward Policing Options

Our choice is to remain with present police services.

Grant Currie & Deborah Currie

#### **Dwayne Evans**

From:

Dwayne Evans

Sent:

Thursday, January 25, 2018 10:02 PM

To:

Karl Ellis

Cc:

Richard Al

Subject:

Fw: Police

Hello Karl,

Thanks for your email. Below is the OPP's response.

Please share this response with the appropriate individuals.

Thanks, Dwayne

From: Younan, Jason (OPP)

Sent: Thursday, January 25, 2018 1:17 PM

To:

Cc: M

Subject: RE: Police

### Good Afternoon,

As you are aware we do not track our response times. We currently respond to and provide timely responses to hospitals across Huron County for similar issues mentioned below. We provide this response as a county deployed police service where our members are strategically deployed based on analyzed data and community needs. We've received no complaints to date regarding the timeliness of our responses. In Huron County we have regular meetings with hospital administrators regarding their responsibilities relative to hospital security and their mitigation strategies regarding violent and/or missing patients.

If the hospital has any data regarding the number of times they have contacted police for assistance in Wingham, I would be interested in reviewing the same. I am also interested to know if the hospital below has a signed Transfer of Care protocol with the OPP in Listowel or any other police agency.

Thanks, Jason

Jason Younan

Inspector - Detachment Commander

Ontario Provincial Police - Huron Detachment

(51

From: Karl Ellis

Date: January 18, 2018 at 3:59:07 PM EST

To: "Dwayne Evans (d

Cc: Cherie Dolmage

Subject: Police

Dwayne:

I hope you are doing well. Sorry that we didn't get a chance to speak yesterday at the police services public meeting.

My purpose for attending was to communicate the value that the hospital receives from timely local police response. Given some of the emotion in the room, it seemed prudent to make our comments directly to council.

I won't state a preference for which patch is on the shoulder of the officers as we currently receive an excellent response from the Wingham Police Service to the Wingham and District Hospital as well as an excellent response from the OPP to the Listowel Memorial Hospital.

It is very important to us that the response times remain timely. Like most small hospitals in Ontario, we do not have security services on site and rely on local police. Patients with mental health challenges, violent patients and visitors, missing patients, safety and security concerns are all reasons that we call police and require a timely response. In the absence of a responsive local police service, providing on-site security services 24/7 would impact our budgets by at least \$500,000 per site annually. The only specific question that I had following the meeting was needing to understand better how the OPP could maintain a timely Wingham presence from a Huron County headquarters located in Clinton.

As council moves forward with decision-making, we would appreciate our requirements for timely police response to be taken into account.

We are happy to provide more details or information if required. Please share this correspondence with council.

Karl Ellis President and CEO Listowel Wingham Hospitals Alliance



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# **Dwayne Evans**

From:

Deol, Kulvir (OPP)

Sent:

Thursday, January 25, 2018 2:37 PM

To:

Dwavne Evans

Cc:

Marshall, Peter J. (OPP); Deol, Kulvir (OPP); Younan, Jason (OPP)

Subject:

Fw: Police

Mr. Evans,

Please find below the response from Inspector Jason Younan, Detachment Commander of Huron County OPP reference the question of hospital response.

Thank you,

Kulvir Deol
Sergeant
Contract Analyst (West Region)
Municipal Policing Bureau
General Headquarters
Ontario Provincial Police



"If you have any accommodation needs or require communication supports or alternate formats, please let m e know"

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Younan, Jason (OPP)

Sent: Thursday, January 25, 2018 1:17 PM

To: Deol, Kulvir (OPP)

Cc: Marshall, Peter J. (OPP); Burrow, Wendy (OPP)

Subject: RE: Police

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with the OPP in Listowel or any other police agency.

Thanks, Jason Jason Younan Inspector - Detachment Commander Ontario Provincial Police - Huron Detachment



506-3410 - VNET

From: Deol, Kulvir (OPP) **Sent:** 24-Jan-18 12:38 PM To: Younan, Jason (OPP)

Cc: Deol, Kulvir (OPP); Marshall, Peter J. (OPP)

Subject: FW: Police

Insp. Younan,

Below is a question/statement received by Mr. Dwayne Evans, the CAO for the Municipality of North Huron. Can you provide an answer that we can share with him please.

Thank you,

# KULVIR DEOL

Sergeant Contract Analyst (West Region) Municipal Policing Bureau **General Headquarters Ontario Provincial Police** 



"If you have any accommodation needs or require communication supports or alternate formats, please let me know"

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From: Dwayne Evans Sent: 18-Jan-18 8:07 PM

To: Deol, Kulvir (OPP) Subject: Fwd: Police

Kulvir,

Please see below.

If you would like to comment, please do so.

Thanks, Dwayne

Sent from my iPhone

Begin forwarded message:

Date: January 18, 2018 at 3:59:07 PM EST

To: "Dwayne Evans (de Cc: Cherie Dolmage Boshart

Subject: Police

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Karl Ellis President and CEO Listowel <u>Wingh</u>am Hospitals Alliance





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From: Dwayne Evans

Sent: January 25, 2018 10:02 PM

To: Karl Ellis

Cc: Richard Al

Subject: Fw: Police

Hello Karl,

Thanks for your email. Below is the OPP's response.

Please share this response with the appropriate individuals.

Thanks, Dwayne

From: Younan, Jason (OPP)

Sent: Thursday, January 25, 2018 1:17 PM

To: Deol, Kulvir (OPP)

Cc: Marshall, Peter J. (OPP); Burrow, Wendy (OPP)

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Jason Younan Inspector – Detachment Commander Ontario Provincial Police - Huron Detachment Date: January 18, 2018 at 3:59:07 PM EST

To: "Dwayne Evans (decomposition of the control of the

## Dwayne:

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January 29, 2018. In The Members of the Gorth June Council -When I was fold by the OPP officer at the January 17, 2018 meeting at the Wingham four hall that the OPP would not have even one cruser in the Noun of Winghern, after the first three years, it made me very uncutain ous to what we were actually gitting for aur money, if anything? Our Wingham Police Service har at least one offren and cruiser available at all times in our town. That officer MAY be doing reports, but, he is still available at a noments

notice. He doesn't have to be summoned from a neighbouring community Il Sometimes a crime hus to be finded to at a moments notice, six to few minutes is for let !! ALSO- at that same meeting, the OPP insisted that there was no layered policing policy, BUT, They have a pure for "standard level" policing service and everything else is labelled as " enhanced" which means we pay extral This " standard level" of policing list was very guickly skimmed over during the presentation, and thus,

spirific questions were mut asked, or answered, in regards to it at the meetings. I feel it very sad that our comming has been left to ful that opp policing for the same server is guing to be less expensive than the Wingham Rollie Sewere, when in reality, in fruth, it is skartly the appoints? In the presentation, in upon 4 and 5, the comparison wen Opp wave bones, drive through, service to an Town Police full server of I feet deceived and That it was unfair to do so? This

made the OPP hook less upensive when in righty it will be more expensive as ather communities fave experienced. Munt Fruit, Kincondine, and Sunta Bruce are not Lappy with the OPP and St Marys has lift the OPP to jour the Stratfund poine service. Also, there are communities mean Owen Sound that are considering jaining the Owen Laurd service. If OPP is 30 good why is this Lappening?? Also, there have been sound wehrele thefte etc. in communities neighbouring us. I ful this should be a lisson for us to keep our

Wingham Ratice Lervice. I feel that, in the long sun, not only is OPP policing going to be a clesser service, but also in order to get the server we now have and need more expensive & Therefore, I, as many, ifnot most of the Mingham community, feel that keeping am present Wingham Police Service is the best choice, both for safety sake, as well can financially &! Cevanne Carter 

Members of North Huron Council my name is Dale Beninger my address is my phone number is My opinion is we should stay with our Town of Wingham Police Service as it is O.P.T. say they are less expensive but that is not true, I have reletives in Walkerton and I get the Walkerton newspaper and remeber articles and columns when the contract was up for renewal. and was alot more expensive after the first 3 year term, then what they were told. The cost was so much higher that they went on a "per call system" for a while, until it was settled, and it was more then they were told, but they settled on a contract, Remember when alot of ontario went OPP, many towns would have went back to what they had before but after all the equipment is gone its too late because it would be very expensive to start over again. Also how can OPP be less expensive when their contract says they must be the highest paid police force in Ontario If the office will be centralized in Clinton alot of things Rights 72 have to handled there

that's along way to go for small things?
and in the winter that's along way when the
roads are closed, no matter wether its small
things or big emergencies.
also reletives of mine say when you call for
help they could be hours before they get to you can
Also reletives of mine say when you call for help they could be hours before they get to you can if at all. Our police are there when we need the
These are only a few things I have here and I know you will have many other opions to
need but my oxinion is stay with our
read, but my opinion is stay with our "Town of Wingham Police Services" as most people are
happy with our police services.
Dale Beningen
Dule portinger
Page 373
rage 3/3

Keep our present town police whatever you do. the find 3 mps is apring to sky-nocked, The cost of switching to OPP after & people on first misme count offord thought walled at copat well to (HAR som), gled heer must in door it Etteran ander deer utrendste museum aft ? at no risque asknew or dog shing at to the work of our sound afford the OPT.

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The work of our work of the doing a within the trib. (ARANAM), betilding veres and llos rever Tak to Walteston people; unhappy about them pyinted a word word with and lestrate and Marjone MRay,

# Jan, 20th, 2018

To The Town of North Hunon

(1)

RE: OPP Proposal V.S Wingham Police Services

Reeve and Councilor's.

It is really concerning that we could at Some point not have The Wingham Police. In our Town.

Why are we not investing in the men 9 women that are here for US 365 Days a year and Have given us there all to this community.

Example: 2012
Had Our BQ Stolen OPP were called
We never Heard any thing Back from the
OPP. This was in BL4th. There were Other's
That Had things Stolen they Never got there
Belongings Back and Heard Nothing from
Them.

Moved to Wingham Our Tools were stolen. Officer Smith had them back to us IN a Week.

11 2015 - We were assaulted By Some one on Drugs and Drunk.

Officer Verrhaggie was here in 20 mins. He First of all made sure we were OK. Than delt with the Person That assaulted us.

	$\mathcal{D}^{-}$
Jan, 20th, 2018	
The Come back and took the	
explain what we could do and what Meth	
dose to the mind (why This Happen) He Checked on us Till we got in to Court.	
He made Shure we were Safe. He had Patrol from the Police Officer's Check on	
US.	
With OPP we be a number and Our Crime Rate will go up.	
Poto will an UP.	
raic will go I	. 1 0
The Wingham Police Service do an Outstar	nains
Job.	
We move here because of them.	
IF we have OPP Take Over at Some Point	
Our response times will Get less	
and are Crime rate will Go up.	
If are Taxes have to go up to keep the Wingham Police 7-hen So be it	
The rates response Police Then So be it	
The wingham .o.	
formation our Community is What	
These Extraordinary Officer's Do.	
01 0-010	27
We WANT TO Keep Wingham Police Service	
Sugar of George Duvall	
Susan & George Durall	

# **Dwayne Evans**

From:

Sent:

Wednesday, January 31, 2018 9:38 AM

To:

Dwayne Evans

Subject:

North Huron - Wingham Police Service

North Huron General Contact Form

Subject: Wingham Police Service

Message:

Please be advised that I wish to maintain the Wingham Police Service in the Wingham Ward



Wingham Police Service 274 Josephine St PO Box 533 Wingham, ON NOG 2W0

(519) 357-1212 (Fax) (519) 357-1215.

North Huron Council

PO Box 90, Wingham, ON N0G 2W0

#### Dear Council Members:

I am writing this letter to express my opinion with regard to the upcoming decision to be made on policing in the Township of North Huron, Wingham ward.

As a local ratepayer, I very much want to keep our municipal service. The peace of mind you have knowing that there is an officer on duty in Wingham 24 hours a day, seven days a week is amazing. There is no other area in Ontario that can claim that for such a small population. Although as a police officer I have constantly preached "lock it or lose it," there are several times when my home is left unlocked and I do not have the fear that it may be entered.

I have been with the Wingham Police Service for over 20 years now, coming here after retiring from 23 years with the Military Police and serving at several locations in Canada and around the world. In 2006, Chief Dore retired and I was appointed as the Chief of Police. I take that position very seriously and over the past 11 years, I have upgraded our equipment and training as much as possible given budgetary restraints. Following one of the many Ministry reviews, it was recommended that all of our officers be trained in Criminal Investigation. We took that on and every member is a trained criminal investigator. To my knowledge we are the only police service in Ontario that has that level of training for front line officers. Our officers are highly trained at the Provincial level for the following specialties:

- Breath technicians (3)
- Scenes of crime officer (1)
- Interview techniques (2)
- Fraud investigation (1)
- Search Warrant course (2)
- Sex assault investigation (2)
- Crimes against children (1)
- Major Case Management (2)
- Domestic assault investigation trainer (1)
- Drug investigator (1)
- Forensic Identification (1)
- DNA Specimen collectors (3)
- Professional standards investigator (1)
- Front line supervisor (2)
- Police Leader (1)

In my opinion, you will not find better trained officers anywhere in the province handling front line patrols. We have to do that because of our size and we cannot pass things off to the specialty units that other agencies have.

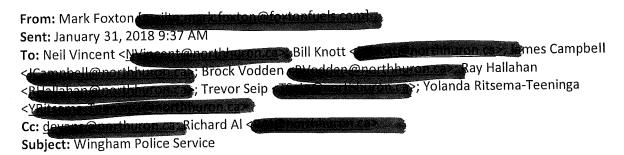
- I mentioned above that culprits attempted to run over our officers. In those same attempts, our cruisers were severely damaged. Each time the repair was made within a couple months but this came at a major cost to the municipality/police service. Had the vehicles been written off, we would have to order a new one which can take up to six months to come in and cost the municipality approximately \$39,000. The OPP have a fleet of vehicles and it would be replaced from that fleet and there would be no additional cost in their budget,
- Currently the OPP provide many policing features at no cost to the municipality. Our service is equipped to handle most instances however if we were to have another homicide or armed standoff, the OPP would again have to be called in. The new Police Services Act which will be coming into effect soon, has provisions for cross billing when services are supplied. A homicide similar to the one we had in 2010 (which was basically open and shut) could amount to a bill in excess of \$1,000,000 effectively bankrupting the service and municipality. In that investigation there were approximately 50 officers involved.

Council faces a very difficult decision. I hope that you are able to sort through the emotional wants of people and cater to the needs of the community.

Sincerely,

Timothy W. Poole

Chief



Please be advised that I wish to maintain the Wingham Police Service in the Wingham Ward.

MF

Mark Foxton



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----Original Message-----

From: Scientific Control of Contr

Sent: Wednesday, January 31, 2018 9:38 AM

North Huron General Contact Form

Subject: Wingham Police Service

E-mail: Message:

Please be advised that I wish to maintain the Wingham Police Service in the Wingham Ward



# PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA **Phone:** 519.524.8394 Ext. 3 **Fax:** 519.524.5677 **Toll Free:** 1.888.524.8394 Ext. 3 **www.huroncounty.ca** 

# NOTICE OF AN APPLICATION FOR CONSENT FOR SEVERANCE

DATE: January 22/18

File # B 01/18

TO:

Owner/Applicant – Tylor House / Joe Reinhardt
Clerk- Municipality of Morris-Turnberry
Abutting Municipality with 1 km of subject property – North Huron
Huron County Public Works
Huron County Health Unit
Jenn Burns, Planner, Huron County Planning Department

Enclosed is a copy of an application for Consent for your review and comments to the Huron County Planning & Development Department.

# **LOCATION OF PROPERTY**

Municipality: Morris-Turnberry Owner: Tylor House

Lot: Part Lots 64 & 65, Plan 162, Belgrave, John Street

Applicant/Agent: Joe Reinhardt

### PURPOSE AND EFFECT

The purpose and effect of this application is for the creation of a new lot. There are 2 concurrent applications to sever, this file and File B 02/18. The vacant land to be severed in this first application is approximately 0.43 acres. The land to be retained is approximately 1.52 acres and contains a house and shed.

### LAST DAY FOR RECEIVING COMMENTS

We would appreciate your comments by February 5, 2018 as to whether or not your department or agency has any comments to this severance and whether or not any conditions should be imposed. All comments should be addressed to the Attention of Senga Smith, Land Division Administrator at the following by e-mail address <a href="mailto:ssmith@huroncounty.ca">ssmith@huroncounty.ca</a> or by regular mail to the address above and to the Attention of Senga Smith, Land Division Administrator. We will assume you have no objections to the application if no comments are received by the time specified. If this does not provide you with sufficient opportunity to consider the application, please advise.

### **DECISION AND APPEAL**

If you wish to be notified of the decision in respect to the proposed consent, you must make a written request to the Huron County Planning & Development Department c/o Mrs. Senga Smith, Land Division Administrator, Huron County Consent Granting Authority at 57 Napier Street, 2<sup>nd</sup> Floor, Goderich, Ontario, N7A 1W2.

If a person or public body, that files an appeal of a decision in respect of the proposed consent, does not make written submission to the Huron County Planning Department before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

### ADDITIONAL INFORMATION

Further information regarding this application will be available to the public for inspection between 8:30 a.m. to 4:30 p.m. - Monday to Friday at:

Huron County Planning & Development Department 57 Napier Street, 2<sup>nd</sup> Floor, Goderich, Ontario N7A 1W2

Alternatively, you may review the application at the local municipal office.





For office use only	File # <b>B</b> 01)18
Received JA	J 11 , 20 18
Considered complete on IA	119,2018

Bookerton I A 7

# APPLICATION FOR CONSENT COUNTY OF HURON

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	PKF.	SUBI	VII > > I	CINI (	UNIV	л гатки	u

Applicants are strongly encouraged to contact the County and speak/meet with the Planner assigned to the Municipality before submitting an application for information specific to their application. Date of Applicant's consultation meeting with County Planner assigned to Municipality: 2. APPLICATION INFORMATION Name of Applicant JOE REIN HARDT CONST Name of Owner Tylor House Check if same as Applicant Telephone Numbers **Telephone Numbers** Home 519 291 7815 Work\_\_\_\_\_ Home <u>519 - 335-60 34</u> Work \_\_\_\_ Fax <u>379-335-6634</u> Cell <u>579-357-6449</u> Email TYLER-KENT-223@HOTMANLCan Emaily JRCONSTOWIGHTMAN, CA Address 35 Queen St. Belgrave Address BOX 1506 WINGHAM Postal Code NOG-2WO Postal Code NOG 150. Solicitor name (if known) 1055 DHUES Address WING HAW Tel:\_\_\_\_\_ Email: Correspondence to be sent to: to all parties, or owner. applicant, and\or 3. LOCATION OF THE SUBJECT PROPERTY - SEVERED & RETAINED (Complete applicable lines) Municipality: MOVERIS - TUENBEREL MORRIS Ward: Lot Number(s): PTLOT 64+65. Concession: Registered Plan: PL 162 Lot(s) Block(s): Reference Plan: \_ Part Number(s): \_ Street Number: 35 Municipal Address (911 number and street/road name): Roll # (if available) 404054001105000 Queen's St. a) Are there any right-of-way easements or restrictive covenants affecting the severed or retained land? Yes No If Yes, describe the location of the right-of-way or easement or covenant and its effect: b) Is any of the severed or retained land in Wellhead Protection Area C? Yes No 💢 Unknown 🗌 If Yes, please obtain a Restricted Land Use Permit from the Risk Management Official. If Únknown, please consult with your Municipal Planner and obtain a Restricted Land Use Permit if necessary.

3 | 9

Replication 1022

4. **PURPOSE OF THE APPLICATION** Type of proposed transaction: (Check appropriate box) पि creation of a new lot Other: charge addition to a lot lease correction of title an easement other purpose (please specify) Briefly, describe the proposed transaction. Name(s) of person(s), if known, to which land or interest in land is to be transferred, leased or charged: Peinhardt If a surplus severance, provide legal description and locations of other farm holdings of owner/purchaser. If a lot addition, identify the lands to which the parcel will be added. Ward: Municipality: Lot Number(s): \_\_\_\_\_\_ Concession: Lot(s) Block(s): \_\_ Registered Plan: Part Number(s): Reference Plan: \_\_\_\_ Street Number: Name of Street/Road: \_\_\_ 5. DESCRIPTION OF SUBJECT LAND Description of land intended to be retained: Description land intended to be severed: a) Frontage: ± 31,98 metres a) Frontage: Depth: Area: 1699 sq.m Existing Use(s) Existing Use(s \_\_\_\_\_ Proposed Use(s) \_\_\_ Residental Proposed Use(s) \_\_\_ Existing Building(s) or Structure(s) 1 house Existing Building(s) or Structure(s) 1 Thed Proposed Building(s) or Structures \_\_\_\_\_ S ame\_\_\_\_ Proposed Building(s) or Structures 1 residence above single family b) Type of access: (check appropriate space) b) Type of access: (check appropriate space) provincial highway provincial highway county road county road municipal road, maintained all year municipal road, maintained all year municipal road, seasonally maintained municipal road, seasonally maintained other c) Type of water supply proposed: (check appropriate space) c) Type of water supply proposed: (check appropriate space) publicly owned and operated piped water system publicly owned and operated piped water system privately owned and operated individual well privately owned and operated individual well ☐ drilled dug dug drilled

Application 192

7		
privately owned and operated communal well lake or other water body other means (please specify)	privately owned and operated communal well lake or other water body other means (please specify)	
d) Type of sewage disposal proposed: (check appropriate space)  publicly owned & operated sanitary sewage system privately owned & operated individual septic tank	d) Type of sewage disposal proposed: (check appropriate space)  publicly owned & operated sanitary sewage system frivately owned & operated individual septic tank	
privately owned & operated communal septic system privy other means (please specify)	privately owned & operated communal septic system privy other means (please specify)	
6. LAND USE	1 2 1 4	
a) What is the existing Official Plan designation of the property?	Urban names	
b) What is the zoning of the property? VP-1 (VIII Q	e residential)	
Are any of the following uses or features on the subject land or within 500 metres of the subject land?		

Use or Feature	On the Subject Land (yes or no)	With 500m of subject land, unless otherwise specified (indicate approximate distance) (yes or no)
An agricultural operation, including livestock facility or stockyard	M	<b>№</b>
A landfill	M	W
A sewage treatment plant or waste stabilization plant	Mo	No
A provincially significant wetland (Class 1, 2 or 3 wetland)	NO	W
A provincially significant wetland within 120m of the subject lands	N/A	W
Flood plain	w	NO
A rehabilitated mine site	m	N
A non-operating mine site within 1 km of the subject land	m	· ~
An active mine site	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	N
An industrial or commercial use (specify the use(s))	on	NO
A former industrial or commercial use	m	W
An active railway line	Mo	22
A municipal airport	w	NO
An underground storage tank or buried waste	1000	Mo
A current Environmental Site Assessment for the site or has one been prepared within the last 5 years. If yes, please submit with application.	W	NO.

7.	Н	STORY OF PROPERTY		
	a)	Has the subject land ever been the subject of an application for approval of a plan of so the Planning Act or a consent under Section 53 of the Planning Act? Yes N		er Section 51 of
	If	Yes, and known, provide file number of the application and the decision made on the ap	plication.	
	Fi	e Number:		
	De	ecision:		
	b)	If this application is a re-submission of a previous consent application, describe how it original application.	has been chan	ged from the
	c)	Is the subject land reserved for manure applications under the nutrient management p was submitted to the municipality?  Yes N		agreement that
	d)	Has the subject land ever been the subject of an application for approval of a plan of such the Planning Act? Yes $\square$ N		onsent under oknown 🗌
		If Yes, provide for each severed, the date of transfer, the name of the transferred and t	the land use.	
8.	PROVI	NCIAL POLICY		<del></del>
-		application consistent with the provincial policy statement issued under Section 3 (1) of	the Planning.	Act?
	15 (110			nknown 🗌
9.		RALHERITAGE	<del></del> -	
		e Planner advised the Applicant that this application needs to be reviewed by the Huron	County Stewa	rdship
		nator for comments on Natural Heritage matters.  (submit a fee of \$200.00 made payable to the County of Huron)  No		
		Submit a rec of \$250.00 finade payable to the country of fracting		
10.	HEALT	H UNIT REVIEW: Please answer <u>Section A</u> OR <u>Section B</u> , depending on the type of servici	ng available.	
	Section	n A – Where <b>SANITARY SEWERS</b> are available.		/
	ls th	e property within 183 metres (600 feet) of an abattoir? (slaughter house)	Yes [ ]	No [ゾ
	Section	n B – Where SEPTIC SYSTEMS are available.		
		application is for the creation of a new lot for which the primary use will be a new Illing (other than a new dwelling on a farm).	Yes [	No [ ]
	syst	severed parcel contains a residence or other building(s) serviced by an on-site sewage em?	Yes [ ]	No ( 🗡
		f you answered Yes; is the on-site sewage system older than 5 years of age?	Yes [ ]	No [V
		f you answered Yes; has the on-site sewage system been inspected by a licenced ontractor within the past 3 years?	Yes [ ]	No [Y
		f you answered Yes; you are required to provide a certificate of inspection with your application.		***************************************
		f you answered No; you will be required to have an inspection carried out and provide certificate of inspection as a condition of consent (severance) approval.		
	***********	e property <u>less than</u> .4 hectares (1 acre) in area?	Yes [ ]	No [ ]
		s the property have less than .2 hectares (1/2 acre) of "useable land"* for a septic tank tile bed? See definition of "useable land" below.	Yes [i/	No [ ]
	I am	uncertain of the location of the existing septic tank and tile bed on the property.	Yes [ ]	No [4
	**********	re will be <u>more than</u> one dwelling unit on each lot.	Yes [ ]	No [ريار
		ndustrial or commercial use is proposed which will require a septic system.	Yes [ ]	No [J
	It th	e property within 183 metres (600 feet) Of an abattoir (slaughter house)?	Yes [ ]	No [4]
	The	application is for a new Plan of Subdivision.	Yes [ ]	No [C)

Application 1062

"Usable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures, swimming pools, etc. and such land is or will be used solely for a septic tank and tile bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet) from any property line, at least 15 metres (50 feet) from any drilled well, at least 30 metres (100 feet) from any dug well, at least 15 metres (50 feet) from any top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (Other restriction may apply according to legislation).

**Note:** Regardless of the results from Section A or B, some applications may require comments from the Health Unit as identified through the planning process. In these cases, the relevant fee shall apply.

If the answer to any question in Section 8 is "Yes" the Health Unit comments will be required and a fee must be submitted with your application: Cheque should be made payable to County of Huron.

Health Unit Review Fee:

\$ 268.00.

Severance resulting in 2 lots or fewer:

\$268.00

Severance resulting in 3 lots or more:

\$509.00

**Total Paid** 

\$ 268. W.

### 11. SKETCH CHECKLIST

The application shall be accompanied by a clean, legible sketch showing the following information. Failure to supply this information will result in a delay in processing the application.

Please do not use pencils for completing sketch as they do not copy well.

Plea	ase check the boxes indicating that your sketch provides the following information:
	boundaries and dimensions of the land that is to be severed and the part that is to be retained;
	boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
	distance between the subject land and the nearest township lot line and/or landmark, such as a railway crossing or bridge;
	location of all land previously severed from the parcel;
	location of all wells, including abandoned wells, on neighbouring properties within 30m of lot lines of both the severed and retained lands subject to this consent application
	location of all natural and artificial features in the subject land and adjacent lands such as railways, roads, watercourses, drainage ditches, field drains, river or stream banks, wetlands, wooded areas and the location and nature of any easement affecting the subject land;
	location of all buildings, all wells, including abandoned wells and all components of a sewage system (i.e. septic tanks and weeping beds, communal sewage systems) on the severed and retrained lands, and the distance of each to the proposed new lot line;
	location of all buildings, wells, abandoned wells and all components of a sewage system (i.e. septic tanks and weeping beds) on the severed and retained lands, and the distance of each to the proposed new lot line;
	existing uses on adjacent land such as residential, agricultural and commercial uses;
	location of beach access - if the property is a recreational property, adjacent to or in proximity to the waterfront;
	location and nature of any easements affecting the property.
	whether sewage disposal will be provided by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.

# (This must be completed by the Person Filing the Application for the proposed development site.) of the In the Region/County/District solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act." I hereby acknowledge and accept the requirements and costs referred to the in Notes listed **NOTES:** Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality. All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant. In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality. DECLARED before me at: Haron Region/County/District \_ In the Municipality of \_\_\_\_ This Municipality of Morris-Turnberry PO Box 310,41342 Morris Road.

BRUSSELS, ON NOG 1HO

APPLICANT'S/OWNER'S DECLARATION

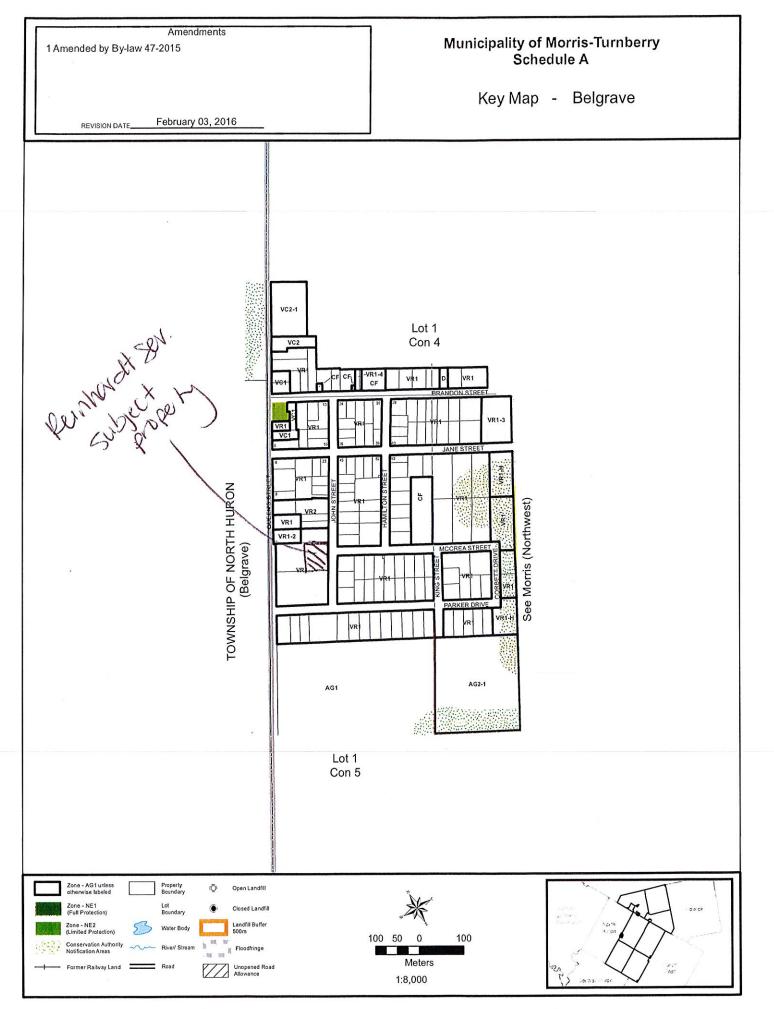
12.

Application 1022

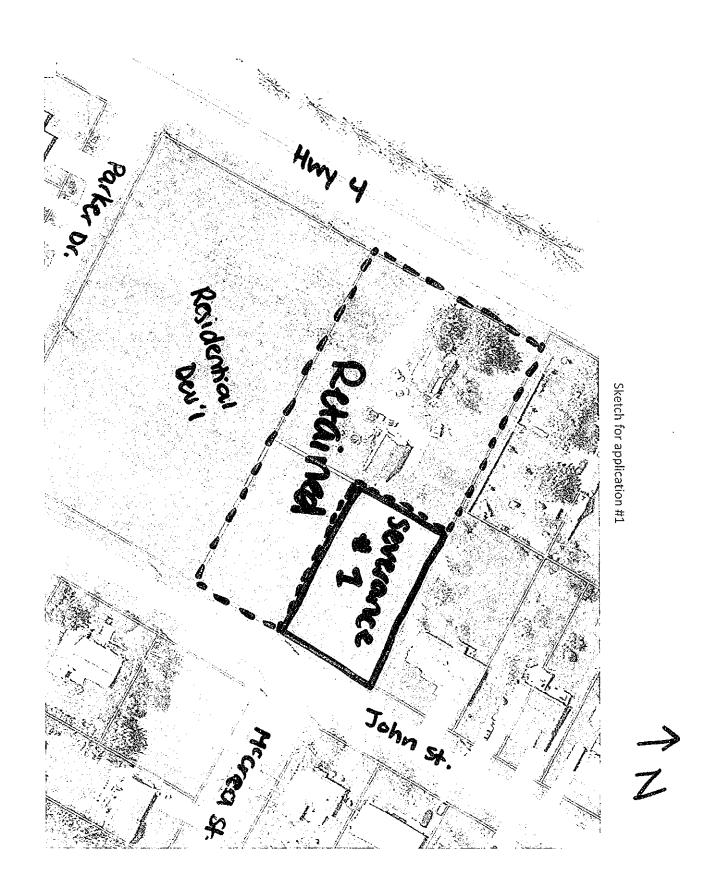
## 13.

13.	OWNER/APPLICANT'S CONSENT DECLARATION			
	In accordance with the provisions of the <u>Planning Act</u> , it is the policy of the public access to all development applications and supporting documentations.	ation.		
	In submitting this development application and supporting documentation owner/the authorized applicant, hereby acknowledge the above-noted put the provisions of the Municipal Freedom of Information and Protection of application and any supporting documentation provided by myself, my a public record and will also be available to the general public.  I hereby authorize the County of Huron staff, municipal staff and council access to the subject site for purposes of evaluation of the subject application.	policy and provide my consent, in accordance with of Privacy Act, that the information on this gents, consultants and solicitors, will be part of the members of the decision making authority to have		
	If the application is deemed incomplete, the applicant has 60 days to pro- lapsed, the application and fee will be mailed back to the applicant.	ovide the necessary information. After 60 days has		
	Signature Joen Renkust	JAW 2/18		
	Print Name: TOE REIN HARDT	Title:		
	Note: Where the owner is a firm or corporation, the person signing th bind the corporation or affix the corporate seal.	is section shall state that he/she has authority to		
14.	AUTHORIZATIONS			
	If the applicant is not the owner of the land that is the subject of this app that the applicant is authorized to make the application must be included must be completed.			
	Authorization of Owner for Agent			
	to Make the Application  I, Tylicy House, am the owner of the land that is the purposes of the Freedom of Information and Protection of Privacy Ac	the subject of this application for a consent and fo		
	, to make this application on my b	pehalf.		
	Signature	JAN 9/18 Date		
	If the applicant is not the owner of the land that is the subject of this app concerning personal information set out below.	olication, complete the authorization of the owner		
	Authorization of Owner for to Provide Personal Inform	nation		
	for the purposes of the Freedom of Information and Protection of Privace	the subject of this application for a consent and, cy Act, I authorize		
	as my agent for this application to proincluded in this application or collected during the process of the application	tion.		
	Signature	JAN 9/18		
	Print Name: TWO HOESE	Title:		
	Note: Where the owner is a firm or corporation, the person signing th	is section shall state that he/she has authority to		

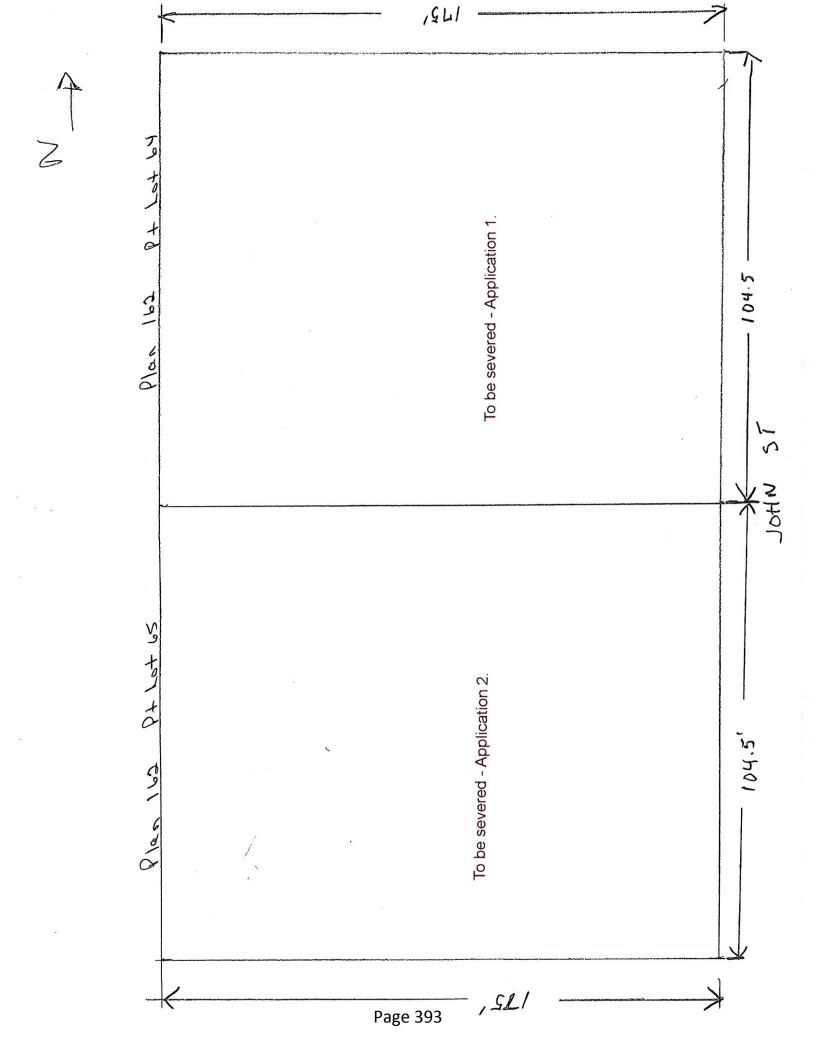
bind the corporation or affix the corporate seal.



Page 391



Page 392





# PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA **Phone:** 519.524.8394 Ext. 3 **Fax:** 519.524.5677 **Toll Free:** 1.888.524.8394 Ext. 3 **www.huroncounty.ca** 

## NOTICE OF AN APPLICATION FOR CONSENT FOR SEVERANCE

DATE: January 22, 2018

File # B 02/18

TO:

□ Owner/Applicant – Tylor House / Joe Reinhardt

□ Clerk- Municipality of Morris-Turnberry

☐ Abutting Municipality with 1 km of subject property – North Huron

☐ Huron County Public Works☐ Huron County Health Unit

Jenn Burns, Planner, Huron County Planning Department

Enclosed is a copy of an application for Consent for your review and comments to the Huron County Planning & Development Department.

## **LOCATION OF PROPERTY**

Municipality: Morris-Turnberry

Lot: Part Lots 64 & 65, Plan 162, Belgrave, John Street

Owner: Tylor House

Applicant/Agent: Joe Reinhardt

### **PURPOSE AND EFFECT**

The purpose and effect of this application is for the creation of a new lot. There are 2 concurrent applications to sever, this file and File B 01/18. The vacant land to be severed in this second application is approximately .43 acres. The land to be retained after this second application is approximately 1.09 acres and contains a house and shed.

### LAST DAY FOR RECEIVING COMMENTS

We would appreciate your comments by February 5, 2018 as to whether or not your department or agency has any comments to this severance and whether or not any conditions should be imposed. All comments should be addressed to the Attention of Senga Smith, Land Division Administrator at the following by e-mail address <a href="mailto:ssmith@huroncounty.ca">ssmith@huroncounty.ca</a> or by regular mail to the address above and to the Attention of Senga Smith, Land Division Administrator. We will assume you have no objections to the application if no comments are received by the time specified. If this does not provide you with sufficient opportunity to consider the application, please advise.

### **DECISION AND APPEAL**

If you wish to be notified of the decision in respect to the proposed consent, you must make a written request to the Huron County Planning & Development Department c/o Mrs. Senga Smith, Land Division Administrator, Huron County Consent Granting Authority at 57 Napier Street, 2<sup>nd</sup> Floor, Goderich, Ontario, N7A 1W2.

If a person or public body, that files an appeal of a decision in respect of the proposed consent, does not make written submission to the Huron County Planning Department before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

### ADDITIONAL INFORMATION

Further information regarding this application will be available to the public for inspection between 8:30 a.m. to 4:30 p.m. - Monday to Friday at:

Huron County Planning & Development Department 57 Napier Street, 2<sup>nd</sup> Floor, Goderich, Ontario N7A 1W2

Alternatively, you may review the application at the local municipal office.





Application 2002

For office use only	File # <u>B 02/18</u>
Received _	JAN 11,2018
Considered complete on _	JAN 19, 20 18

# APPLICATION FOR CONSENT COUNTY OF HURON

<ol> <li>PRE-SUBMISSION CONSULTATION         Applicants are <u>strongly</u> encouraged to contact the County and sp     </li> </ol>	peak/meet with the Planner assigned to the Municipality before
submitting an application for information specific to their application	
Date of Applicant's consultation meeting with County Planner as	signed to Municipality:
2. APPLICATION INFORMATION	
Name of Applicant TOERE IN HARO'T CONST	Name of Owner LOR House
Telephone Numbers	Telephone Numbers
Home <u>519~335-6634</u> Work	Home 59291315Work
Fax <u>519-335-6634</u> Cell <u>579-357-6449</u>	Fax Cell
Email JRCONSTO WIGHTMANICA	Email Tho-Kent-223 @ Html.com
Address BOX 1506 WINGHAM	Address 35 aleas & belgrave
Postal Code NOG - 2WO	Postal Code MAR NOGICO
Solicitor name (if known) Ross DAVIG	
Address WING HAM	Tel:
<del></del>	Email:
Correspondence to be sent to:  to all parties, or	applicant, and\or
3. LOCATION OF THE SUBJECT PROPERTY – SEVERED & RETA	
Municipality: MUYVIS- LUIN De(VV)	Ward: Movis.
Concession:	Lot Number(s): Pt lot 64 t 65.
Registered Plan: Pl 62	Lot(s) Block(s):
Reference Plan:	Part Number(s):
Municipal Address (911 number and street/road name):	Street Number: 35
35 Queen's St.	Roll # (if available) 40605400 [105000
a) Are there any right-of-way easements or restrictive covenant of Yes, describe the location of the right-of-way or easement or c	ovenant and its effect:
watermain at rear of p	
b) Is any of the severed or retained land in Wellhead Protection If Yes, please obtain a Restricted Land Use Permit from the Risk Municipal Planner and obtain a Restricted Land Use Permit if nec	Management Official. If <b>Unknown</b> , please consult with your

Application 292

7
Other: charge
correction of title
of Let 64+65 for
l is to be transferred, leased or charged:
f other farm holdings of owner/purchaser.
τ
ded.
Ward:
Lot Number(s):
Lot(s) Block(s):
Part Number(s):
Street Number:
Description of land intended to be retained:
a) Frontage: 63,97 m. =
Depth: 64 m +  Area: 4100 m 2 + 1.09 acres+
Existing Use(s) Residental
Proposed Use(s) Residental
Existing Building(s) or Structure(s) house
Existing Building(s) or structure(s) 1 170000
Proposed Building(s) or Structures <u>Same</u>
b) Type of access: (check appropriate space)  provincial highway
▼ county road
municipal road, maintained all year municipal road, seasonally maintained
other
c) Type of water supply proposed: (check appropriate space)
publicly owned and operated piped water system privately owned and operated individual well dug drilled

Applications

privately owned and operated communal well lake or other water body other means (please specify)	privately owned and operated communal well lake or other water body other means (please specify)
d) Type of sewage disposal proposed:     (check appropriate space)     publicly owned & operated sanitary sewage system     privately owned & operated individual septic tank     privately owned & operated communal septic     system     privy     other means (please specify)	d) Type of sewage disposal proposed:     (check appropriate space)     publicly owned & operated sanitary sewage system     privately owned & operated individual septic tank     privately owned & operated communal septic     system     privy     other means (please specify)
<ul> <li>6. LAND USE</li> <li>a) What is the existing Official Plan designation of the property?</li> <li>b) What is the zoning of the property?</li> </ul>	age peridemal)
<ul> <li>Are any of the following uses or features on the subject land of Please respond "yes" or "no" to each use or feature.</li> </ul>	or within 500 metres of the subject land?

Use or Feature	On the Subject Land (yes or no)	With 500m of subject land, unless otherwise specified (indicate approximate distance) (yes or no)
An agricultural operation, including livestock facility or stockyard	M	M
A landfill	M	M
A sewage treatment plant or waste stabilization plant	NO	M
A provincially significant wetland (Class 1, 2 or 3 wetland)	M	NO
A provincially significant wetland within 120m of the subject lands	N/A	M
Flood plain	N0	MO
A rehabilitated mine site	NO	M
A non-operating mine site within 1 km of the subject land	Mo	NO
An active mine site	ND	No
An industrial or commercial use (specify the use(s))	I N/O	WO
A former industrial or commercial use	$\sim$	MO
An active railway line	$\sim$	$\sim$
A municipal airport	m	M
An underground storage tank or buried waste	$\sim$	<b>₩</b> .
A current Environmental Site Assessment for the site or has one been prepared within the last 5 years. If yes, please submit with application.	M	NO.

Application 2012

### 7. HISTORY OF PROPERTY

		Has the subject land ever been the subject of an application for approval of a plan of su the Planning Act or a consent under Section 53 of the Planning Act? Yes $\square$ N		er Section 51 of nknown 🔲
	If Y	es, and known, provide file number of the application and the decision made on the app	olication.	
	File	Number:		
		ision:		
	b)	If this application is a re-submission of a previous consent application, describe how it horiginal application.	nas been chan	ged from the
		Is the subject land reserved for manure applications under the nutrient management pl was submitted to the municipality? Yes No	an or manure	agreement that
		Has the subject land ever been the subject of an application for approval of a plan of su the Planning Act?  Yes \( \) No Yes, provide for each severed, the date of transfer, the name of the transferred and the	o 🗹 Ur	onsent under nknown
3. 9.	Is the a	CIAL POLICY  Application consistent with the provincial policy statement issued under Section 3 (1) of  Yes No  UNIT REVIEW  Inswer Section A OR Section B, depending on the type of servicing available.		Act? nknown 🗌
		A – Where <b>SANITARY SEWERS</b> are available.	r	
	Is the	property within 183 metres (600 feet) of an abattoir? (slaughter house)	Yes [ ]	No [√]
		B – Where SEPTIC SYSTEMS are available.		
		pplication is for the creation of a new lot for which the primary use will be a new ing (other than a new dwelling on a farm).	Yes [	No [ ]
	The s	evered parcel contains a residence or other building(s) serviced by an on-site sewage m?	Yes [ ]	No [4
		you answered Yes; is the on-site sewage system older than 5 years of age?	Yes [ ]	No [ ]
	со	you answered Yes; has the on-site sewage system been inspected by a licenced ntractor within the past 3 years?	Yes [ ]	No [ ]
		you answered Yes; you are required to provide a certificate of inspection with your plication.		
		you answered No; you will be required to have an inspection carried out and provide certificate of inspection as a condition of consent (severance) approval.		-
		property <u>less than</u> .4 hectares (1 acre) in area?	Yes [ ]	No [V]
		the property have less than .2 hectares (1/2 acre) of "useable land"* for a septic tank ile bed? See definition of "useable land" below.	Yes [ ]	No [L
	Iam	uncertain of the location of the existing septic tank and tile bed on the property.	Yes [ ]	No 4
		will be more than one dwelling unit on each lot.	Yes [ ]	No [V]
		dustrial or commercial use is proposed which will require a septic system.	Yes [ ]	No [4
		property within 183 metres (600 feet) 0f an abattoir (slaughter house)?	Yes [ ]	No.L.}
	The a	pplication is for a new Plan of Subdivision.	Yes [ ]	No [1

verify -

Application for Consent Updated December 20, 2016 "Usable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures, swimming pools, etc. and such land is or will be used solely for a septic tank and tile bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet) from any property line, at least 15 metres (50 feet) from any drilled well, at least 30 metres (100 feet) from any dug well, at least 15 metres (50 feet) from any top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (Other restriction may apply according to legislation).

Regardless of the results from Section A or B, some applications may require comments from the Health Unit as identified through the planning process. In these cases, the relevant fee shall apply.

If the answer to any question in Section 8 is "Yes" the Health Unit comments will be required and a fee must be submitted wi	ith
your application: Cheque should be made payable to County of Huron.	

Health Unit Review Fee:

Severance resulting in 2 lots or fewer:

Severance resulting in 3 lots or more:

**Total Paid** 

#### 10. SKETCH CHECKLIST

The application shall be accompanied by a clean, legible sketch showing the following information. Failure to supply this information will result in a delay in processing the application.

Please do not use pencils for completing sketch as they do not copy well.

Plea	se check the boxes indicating that your sketch provides the following information:
	boundaries and dimensions of the land that is to be severed and the part that is to be retained;
	boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
	distance between the subject land and the nearest township lot line and/or landmark, such as a railway crossing or bridge;
	location of all land previously severed from the parcel;
	location of all wells, including abandoned wells, on neighbouring properties within 30m of lot lines of both the severed and retained lands subject to this consent application
	location of all natural and artificial features in the subject land and adjacent lands such as railways, roads, watercourses, drainage ditches, field drains, river or stream banks, wetlands, wooded areas and the location and nature of any easement affecting the subject land;
	location of all buildings, all wells, including abandoned wells and all components of a sewage system (i.e. septic tanks and weeping beds, communal sewage systems) on the severed and retrained lands, and the distance of each to the proposed new lot line;
	location of all buildings, wells, abandoned wells and all components of a sewage system (i.e. septic tanks and weeping beds) on the severed and retained lands, and the distance of each to the proposed new lot line;
	existing uses on adjacent land such as residential, agricultural and commercial uses;
	location of beach access - if the property is a recreational property, adjacent to or in proximity to the waterfront;
	location and nature of any easements affecting the property.
	whether sewage disposal will be provided by a publicly owned and operated sanitary sewage system, a privately owned and

(This must be completed by the <u>Person Filing the Application</u> for the proposed development site.)
I, JOE REI WHOLEST of the BECGRAVE MORNIS TURN BERNY (Name of Applicant) (Name of Town, Township, etc.)
In the Region/County/District <u>Haron Coundy</u> solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act." I hereby acknowledge and accept the requirements and costs referred to the in Notes listed
NOTES:
Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.
All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.
In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.
DECLARED before me at:  Region/County/District
In the Municipality of Morris - Turnberry Jack
This 2nd day of January, 2018  (Day) Great Great Signature  Signature  Signature
Please Print name of Applicant
Commissioner of Oaths
Municipality of Marris Turnbarry

Municipality of Morris-Turnberry PO Box 310,41342 Morris Road, BRUSSELS, ON NOG 1H0

APPLICANT'S/OWNER'S DECLARATION

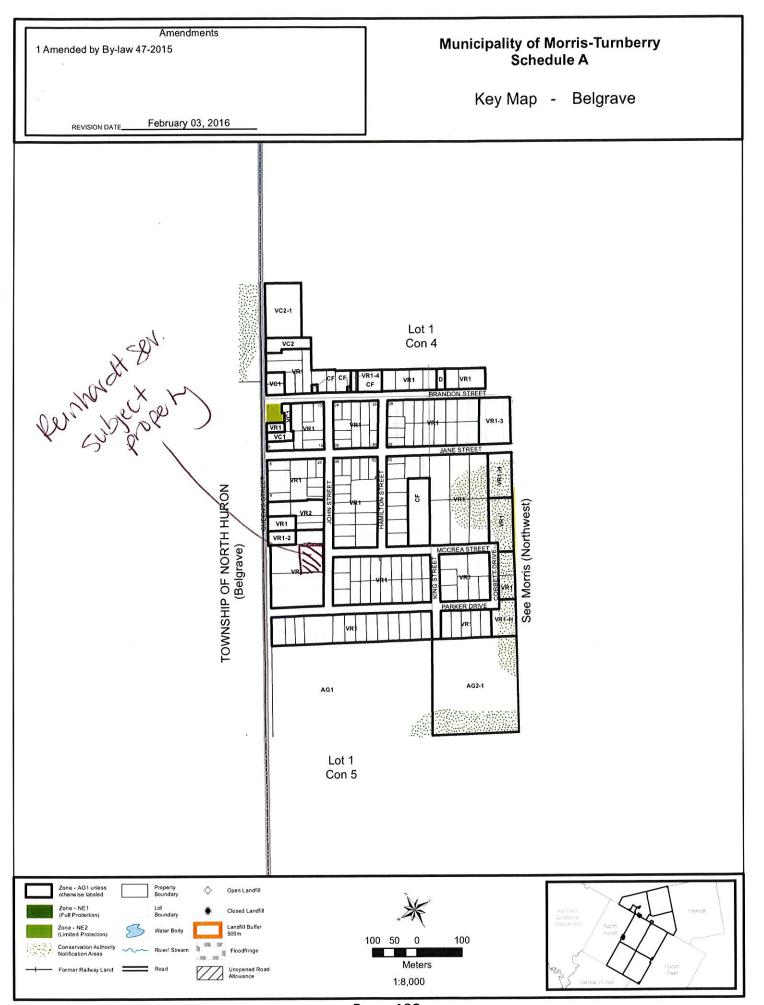
11.

13.	OWNER/APPLICANT'S CONSENT DECLARATION
	In accordance with the provisions of the <u>Planning Act</u> , it is the policy of the County Planning Department to provide the public access to all development applications and supporting documentation.
	In submitting this development application and supporting documentation, I <u>Joe Pern Word+</u> the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.  I hereby authorize the County of Huron staff, municipal staff and council members of the decision making authority to have access to the subject site for purposes of evaluation of the subject application.
	If the application is deemed incomplete, the applicant has 60 days to provide the necessary information. After 60 days has lapsed, the application and fee will be mailed back to the applicant.
	Signature Joen Merch 18  Date  JAW 2/18  Date  JCE SISN
	Print Name: TOE REIN HARDT Title:
	Note: Where the owner is a firm or corporation, the person signing this section shall state that he/she has authority to bind the corporation or affix the corporate seal.
<b>L</b> 4.	AUTHORIZATIONS
	If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.
	Authorization of Owner for Agent to Make the Application
	I, The first subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize
	Toe Reinhorato make this application on my behalf.
	Signature JAN 9/18 Date
	If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.
	Authorization of Owner for Agent to Provide Personal Information
	I, I LICY HUNGE, am the owner of the land that is the subject of this application for a consent and, for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize
,	Sve Renhard as my agent for this application to provide any of my personal information that will be
	included in this application or collected during the process of the application.  JAN 9/18  TUC SI
	Signature Date

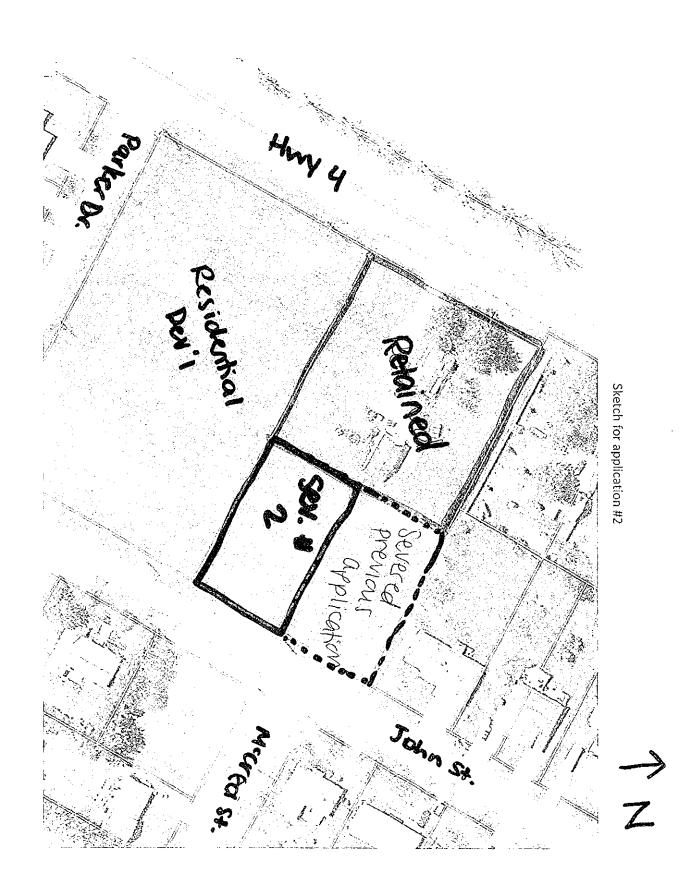
Note: Where the owner is a firm or corporation, the person signing this section shall state that he/she has authority to bind the corporation or affix the corporate seal.

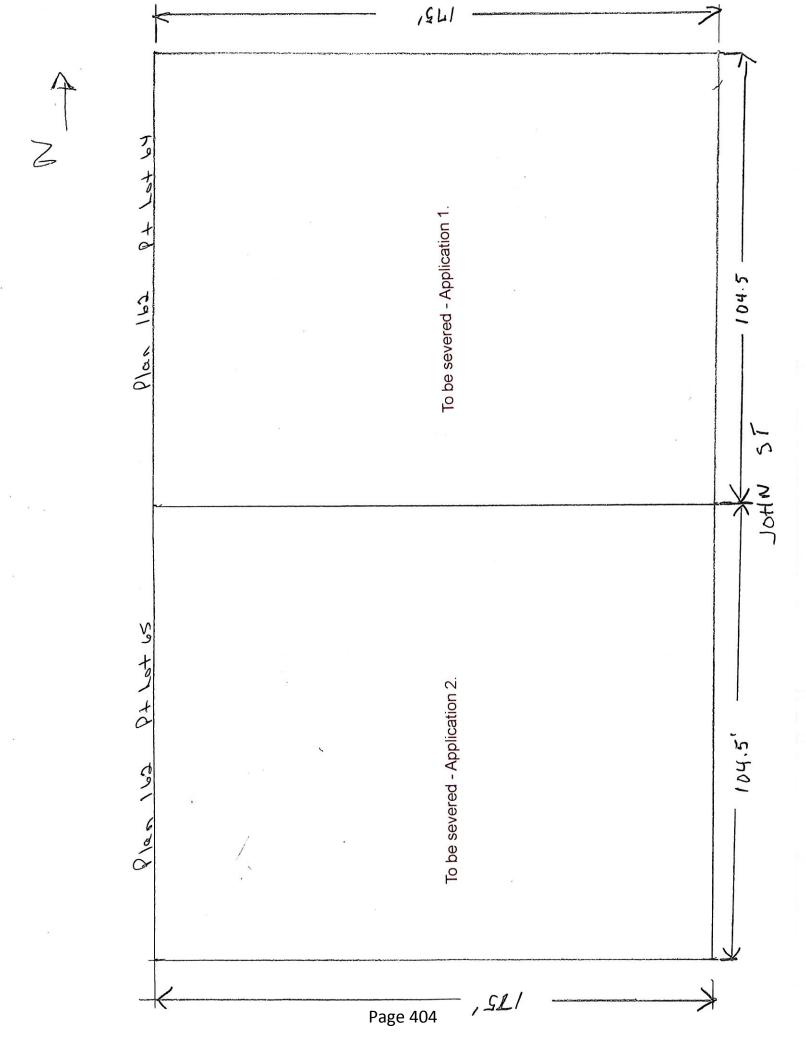
Title: \_

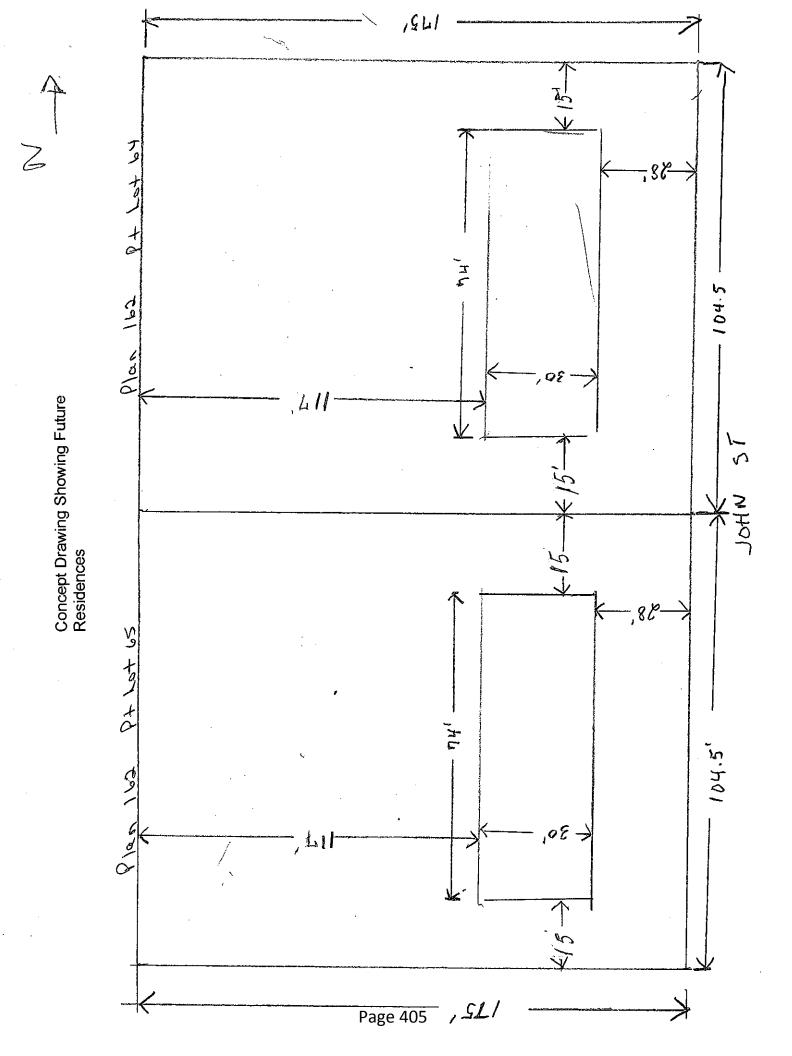
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FEB - 2 2018 TOWNSHIP OF NORTH HURON

### PUBLIC MEETING CONCERNING A PROPOSED **ZONING BY-LAW AMENDMENT** AFFECTING THE MUNICIPALITY OF MORRIS-TURNBERRY

TAKE NOTICE that Council of the Municipality of Morris-Turnberry will hold a public meeting on Tuesday, February 20, 2018 at 7:30 p.m. in the Council Chambers of the Municipality of Morris-Turnberry municipal office, 41342 Morris Road, Brussels to consider a proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, as amended. The amendment affects the Morris-Turnberry Zoning By-law.

BE ADVISED that the Council of the Corporation of the Municipality of Morris-Turnberry considered this application to be complete on January 25, 2018.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support or in opposition to the proposed zoning by-law amendment.

IF a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Morris-Turnberry before the by-law is passed, the person or public body is not entitled to appeal the decision of the Municipality of Morris-Turnberry to the Ontario Municipal Board.

IF a person or public body does not make an oral submission at a public meeting or make written submissions to the Municipality of Morris-Turnberry before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do SO.

IF you wish to be notified of the decision of the Municipality of Morris-Turnberry on the proposed zoning by-law amendment, you must make a written request to the Municipality of Morris-Turnberry at the address listed below.

ADDITIONAL INFORMATION relating to the proposed by-law amendment is available for inspection during regular office hours at the Municipality of Morris-Turnberry, Municipal Office, 41342 Morris Road, Brussels (519-887-6137) and the Huron County Planning and Development Department, 57 Napier Street, 2<sup>nd</sup> floor, Goderich (519-524-8394 ext. 3).

Dated at the Municipality of Morris-Turnberry this 30<sup>th</sup> day of January, 2018.

Nancy Michie, Administrator Clerk-Treasurer Municipality of Morris-Turnberry,

41342 Morris Road, Brussels, ON N0G 1H0

(519)-887-6137

### **PURPOSE AND EFFECT**

This application proposes to rezone South Part Lot 1, Concession 1, Morris (86348 London Road) from AG3-3 (Agricultural Commerical Industrial- Status Zone) to AG4-14 (Agricultural Small Holding- Special Zone). The rezoning will recognize the property as residential with a reduced exterior side yard setback of 10m to allow for the construction of a shed and garage. The area being rezoned is 0.72 hectares (1.8 acres) and contains a former restaurant with an accessory dwelling unit.

## THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY DRAFT BY-LAW - 2018

**WHEREAS** the Municipal Council of the Corporation of the Municipality of Morris-Turnberry considers it advisable to amend Morris-Turnberry Zoning By-law 45-2014, as amended, of the Corporation of the Municipality of Morris-Turnberry; and

**NOW THEREFORE** the Council of the Corporation of the Municipality of Morris-Turnberry ENACTS as follows:

- 1. This by-law shall apply to South Part Lot 1, Concession 1, Morris, in the Municipality of Morris-Turnberry and is comprised of Schedules 1-3.
- 2. By-law 45-2014 is hereby amended by changing from AG3-3 (Agricultural Commerical Industrial- Status Zone) to AG4-14 (Agricultural Small Holding- Special Zone), the zone symbol of the lands identified as 'zone change to AG4-14' on the attached Schedule 3.
- 3. Section 6.12.1 of By-law 45-2014 is hereby deleted.
- 4. Section 7.9 of By-law 45-2014 is hereby amended by the addition of the following:

#### 7.9.14 AG4-14

Notwithstanding the provisions of Section 7.4 to the contrary, in the area zoned AG4-14 the minimum exterior side yard setback is 10m for main and accessory buildings. All other provisions of this By-law shall apply.

- 5. Key Map Morris (Northwest), By-law 45-2014 is hereby amended as shown on the attached Schedule 3 of this by-law.
- 6. All other provisions of By-law 45-2014 shall apply.
- 7. This by-law shall come into force pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE	DAY OF	, 2018.
READ A SECOND TIME ON THE	DAY OF	, 2018.
READ A THIRD TIME AND PASSED THIS	DAY OF	, 2018.
Paul Gowing, Mayor	Nancy Michie,	Administrator Clerk-Treasurer

# SCHEDULE 1 CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY DRAFT BY-LAW - 2018

By-law - 2018 has the following purpose and effect:

- South Part Lot 1, Concession 1, Morris (86348 London Road) from AG3-3 (Agricultural Commerical Industrial- Status Zone) to AG4-14 (Agricultural Small Holding- Special Zone). The rezoning will recognize the property as residential with a reduced exterior side yard setback of 10m. The area being rezoned is 0.72 hectares (1.8 acres) and contains a former restaurant with an accessory dwelling unit.
- 2. This by-law amends the Municipality of Morris-Turnberry Zoning By-law 45-2014. All other zone provisions apply.
- 3. The location map and key map showing the location to which this by-law applies are found on the following pages and are entitled Schedule 2 and Schedule 3.

### **SCHEDULE 2** THE CORPORATION OF THE **MUNICIPALITY OF MORRIS-TURNBERRY DRAFT BY-LAW** - 2018

Amendments

1 Amendment condition of consent file B25-2015

2 Amendment condition of consent file B59-2015

3 Amendment condition of consent file B59-2015

3 Amended by By-law 71-2015

5 Amended by By-law 711-2016

6 Amended by By-law 68-2017

7 By-law 76-2017 Temporary Garden Suite (Expires August 04, 2037)

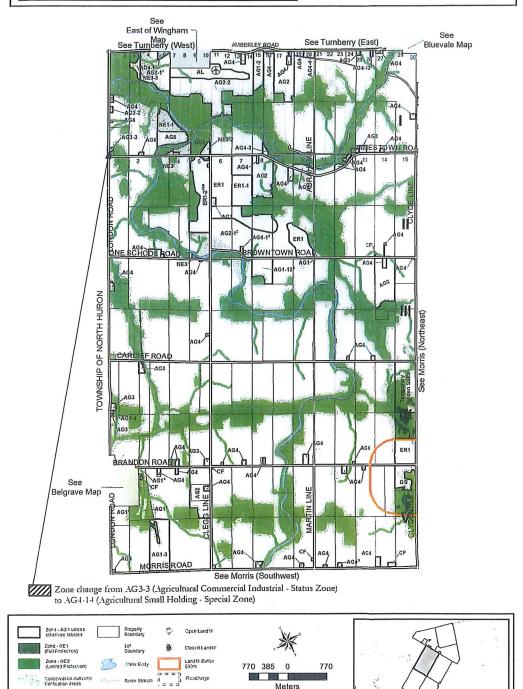
8 Amended by By-law 81-2017

REVISION DATE

**Municipality of Morris-Turnberry** Schedule A

Key Map - Morris (Northwest)

January 29, 2018



Meters

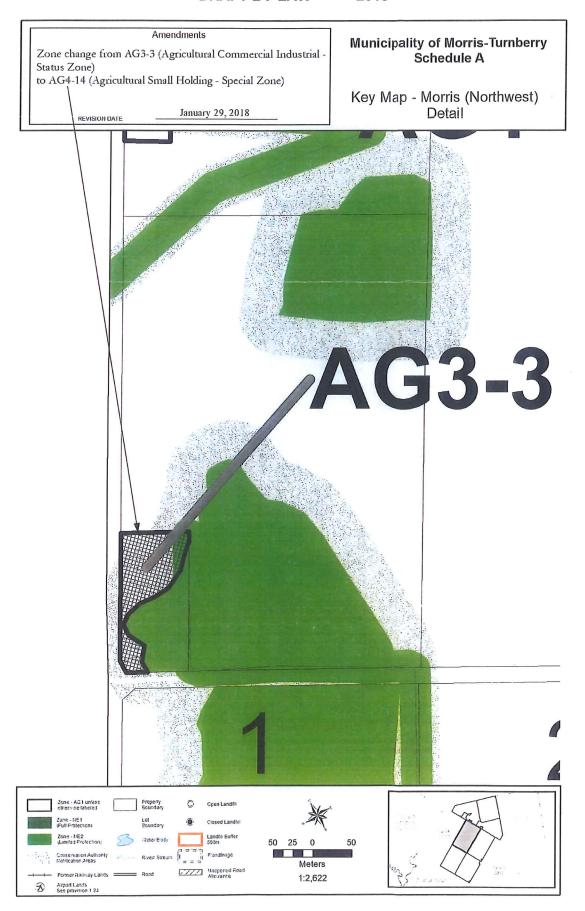
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# SCHEDULE 3 THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY DRAFT BY-LAW - 2018



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January 16, 2018

Township of North Huron Box 90 Wingham, ON NOG 2W0

Attention: Clerk

Re: Appointment to Maitland Valley Conservation Authority Board of Directors and

**Maitland Source Protection Authority Board for 2018** 

The term of your current appointment to the Maitland Valley Conservation Authority is due to end as of February 21, 2018 which is the date of our Annual Meeting.

Please advise our office <u>in writing</u> who your appointment will be for 2018 prior to February 21, 2018 including a copy of the council's resolution that specifies your Municipality's appointment to the **MVCA Board of Directors** <u>and the</u> Maitland Source Protection Authority for 2018. It is generally the same person who sits on both Boards.

If you have any questions please contact the undersigned.

Sincerely,

Phil Beard

General Manager/Secretary-Treasurer

Thil Beard

Cc: Jim Campbell

The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

Links to further background information about the Municipal Class Environmental Assessment process can be found below the resolution.

### DRAFT RESOLUTION

**Whereas** a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act*, 1993 (EBR Act);

**And whereas** impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

**And whereas** the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

**And whereas** analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

**And whereas** the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

**And whereas** in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

**And whereas** local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

**Therefore be it resolved** that Township of North Huron requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

**And further** that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

**And further** that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

#### BACKGROUND INFORMATION

The following links provide a comprehensive background of the work that the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario have done to advance this issue of MCEA reform.

- October 2017 Correspondence from the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario to the Hon. Chris Ballard, Minister of the Environment and Climate Change.
- ReNew Magazine editorial examining the need to review the Municipal Class Environmental Assessment process
- The Development Approval Roundtable Action Plan, November 2017
- Meeting Notes from the November 29, 2017 Evolution of the MCEA Workshop.
- The MEA Companion Guide for the Municipal Class Environmental Assessment Manual
- Are Ontario's Municipal Class Environmental Assessments Worth the Added Time and Costs? The 2014 Edition

If you have any questions or concerns, please contact Scott Butler, OGRA's Manager of Policy and Research at 289-291-6472 ext. 24 or via email at scott@ogra.org.

Regards,

Scott R. Butler

OGRA, Policy and Research

22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2

T: 289-291-6472 Ext. 24 C: 416-564-4319 www.ogra.org



January 30, 2018

Township of North Huron Attention: Reeve and Members of Council Box 90 Wingham, ON NOG 2W0

Dear Reeve Vincent and Council:

### Re: 2018 Priorities, Work Plan and Budget

I am writing to you at this time to outline the MVCA's priorities for the next year along with our proposed budget for 2018.

The authority plans to continue to focus our resources on strengthening our Flood and Erosion Safety Services and Watershed Stewardship Extension Services. This means that we will continue to make changes to services and infrastructure related to Conservation Areas.

One of our biggest challenges that the authority will be dealing with in 2018 relates to how to deal with aging infrastructure that we own. In 2018 the authority plans to develop a policy for dealing with all of the water and erosion control infrastructure that we are responsible for . The authority will also be looking at options for dealing with the authority's workshop building, Wawanosh Nature Centre and the buildings at the Galbraith Conservation Area.

An information sheet is attached to this letter which outlines the authority's priorities for 2018. If you have any questions related to our priorities for the coming year, please do not hesitate to contact your Director on MVCA's Board.

A copy of the draft budget and levy schedule is enclosed with this letter.

The budget includes a levy increase of \$58,000 for 2018. The apportionment of the levy is based upon each municipality's assessment in the watershed. This assessment information is provided to us by the Ministry of Natural Resources and Forestry.

MVCA's Board of Directors plans to vote on the 2018 budget and levy on Wednesday March 21, 2018. If your municipality has any comments regarding the 2018 priorities and/or budget, please forward them to your Director and Phil Beard, General Manager/Secretary Treasurer, by March 14, 2018.

In closing, I would like to thank you for your support in 2017 and we look forward to working with you in 2018.

Yours sincerely,

Jim Campbell, Chair

Maitland Valley Conservation Authority

Him Campbell

## **2018 UPDATE**



Maitland Conservation is jointly owned by its member municipalities.

Conservation Authorities are established by the provincial government at the request of municipalities. The activities of Maitland Conservation are driven by municipalities, landowners and community partners. We are committed to providing effective community-based conservation services in a cost efficient manner.

Maitland Conservation is working to protect and enhance water, forests and soils in the Maitland and Nine Mile River watersheds. We are focussing our services on mitigating the impacts of a rapidly changing climate.

### **2018 Watershed Stewardship Services**

Key Functions: Assist municipalities and landowners to manage rural stormwater and develop conservation systems (reforestation, grassed waterways, berms, etc.) that build resiliency. The goal is to reduce soil and nutrient loss from farmland and to protect municipal drainage infrastructure.

- Provide technical support and identify funding sources for landowners and municipalities to plant trees in vulnerable areas (flood prone lands, marginal farmland, highly erodible soils, shorelines and roads with snow drifting). Goal for 2018 is 33,000 trees.
- Update floodplain, river valley and overland flow GIS mapping across the watershed.
- Incorporate rural stormwater management into municipal drainage reports.
- Promote soil conservation practices that provide low cost methods to address 25-year storm events and provide enhanced protection for larger events. Goal is to reduce soil erosion and improve water quality.
- Environmental monitoring and reporting Watershed Report Card will be released in the spring of 2018.
- Deliver the Huron County Clean Water Project and Wellington County Rural Water Quality Program.
- Demonstration Projects provide technical support to landowners, project evaluation and agency coordination for the Garvey-Glenn Watershed Project, Middle Maitland Restoration Project, Scott Municipal Drain Project and Trees for Farms.

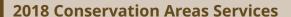




### 2018 Flood and Erosion Safety Services

Key Functions: Regulation of activities in hazardous areas to prevent loss of life and to reduce property damage due to flooding and erosion; flood forecasting; assisting municipalities with flood and erosion emergency preparedness.

- Harriston Hydrology Project hydraulic model being completed.
   This will be used to develop new floodplain mapping for the area.
   Public Information Centres will be held to outline the new mapping.
- Listowel and Lucknow Hydrology Projects 2018 is the first year of a 3-year project to collect stream flow data. This information will be used to calibrate updated flood forecast models.
- Wetland mapping updates for Perth and Wellington Counties.
- Updating of regulations policies for wetlands and watercourses.
- Provide flood forecasting services to municipalities 24 hours a day, 7 days a week.
- Review permit applications to ensure development in hazardous areas does not place public safety at risk or negatively impact on floodplains, wetlands and slope stability.



Key Functions: Management of 28 Conservation Areas (1,862 ha); showcase good examples of soil, forest, floodplain and wetland conservation practices.

- Gorrie Conservation Area undertake a process to assess options for the repair, replacement or decommissioning of the Gorrie Dam.
- Develop a policy regarding the management and financing of Water and Erosion Control Infrastructure.
- Mill buildings in Brussels and Gorrie investigate the requirements for an agreement with the Maitland Mills Project Steering Committee including exploring the options of leasing, severing or selling the buildings to the committee.
- Develop a plan for assessing options for Galbraith Conservation
   Area (Galbraith Optimists are not renewing their property lease).
- Assess options for replacing the workshop building in Wroxeter.
   Assess the status of the Wawanosh Nature Centre building for conservation education programs and storage.
- Carbon Footprint Project tree planting to offset the greenhouse gas emissions from Authority vehicles, propane and electricity use.
- Removal of hazardous ash trees along trails and parking areas.
   Tree replacement at various Conservation Areas.









### 2018 Draft Levy

Municipality	% in Watershed	2017 CVA (modified) in watershed	CVA based apportionment %	2017 Levy	2018 Draft Levy	Total increase in 2018	
Township of North Huron	100 %	\$503,063,780	6.08 %	\$84,840	\$86,161	\$1,321	

### Dec 13/17

									Reserve Funding					
ITEM	Expenditures	Service Ar	ea Revenue	NET COST	GRA	NTS	LEV	TIES	Deferred	Working Capital	Motor Pool	Forest Management	FRCA/WP CA	Accumulated Surplus
		General	Donations		Admin/Op	Other	General	Special		Сарпа		Management	CA	Surpius
Flood Safety Services														
Flood Control Structures	6,667			6,667	6,667									
Erosion Control Structures	2,628			2,628	2,628									
Flood Forecasting and Warning	268,252			268,252	61,261		206,991							
Ice Management	776			776			776							
Hazard Prevention	23,880			23,880			23,880							
Natural Hazard Information	18,840			18,840			18,840							
Regulations	198,194	95,500		102,694			102,694							
Total	519,237	95,500		423,737	70,556		353,181							
Watershed Stewardship Services														
Watershed Monitoring and Reporting	89,397	6,688	2,500	80,209			80,209							
Extension Services	118,426			118,426			118,426							
Forestry Services	95,586	95,586												
Stewardship Education	23,615	21,215	2,400											
Stewardship Outreach	68,788		100	68,688			68,688							
Total	395,812	123,489	5,000	267,323			267,323							
Conservation Areas Management Services														
Falls Reserve Conservation Area	359,389	419,850	200	-60,661		11,992								
Wawanosh Park Conservation Area	18,943	13,700	200	5,043									5,043	
Management/Development/Operations	168,241	5,000		163,241			163,241							
Motor Pool	24,000	56,974		-32,974										
Total	570,573	495,524	400	74,649		11,992	163,241						5,043	
Corporate Services														
Administration	302,464	29,860		272,604			272,604							
Financial Management	91,931			91,931			73,912			18,019				
Governance	17,910			17,910			17,910							
Services Areas Support	57,843			57,843			57,843							
Communications and IT	143,035	500	2,500	140,035			140,035							
Total	613,183	30,360	2,500	580,323			562,304			18,019				
Net Operating Budgets	2,098,805	744,873	7,900	1,346,032	70,556	11,992	1,346,049			18,019			5,043	

Dec 13/17		2010 Draft Froject Budget Summary - Mantanu Vaney Conser					Reserve Funding							
ITEM	Expenditures	Service Ar	rea Revenue	NET COST	GRA	ANTS	LEVIES		Deferred	Working	Motor Pool	Forest	Motor	FRCA/
		General	Donations		Admin/Op	Other	General	Special		Capital		Management	Pool	WPCA
Flood Safety Services Projects														
Flood Control	15,500			15,500			15,500							
Listowel Conduit	5,000			5,000			5,000							
Total	20,500			20,500			20,500							
Watershed Stewardship Services Projects														
Garvey Glenn Coordination	133,490	10,000		123,490		50,000			78,876					
Garvey Glenn Demos	154,067	50,145		103,922					103,922					
Garvey Glenn Capacity	28,862	10,000		18,862					14,000					
Garvey Glenn Watershed Restoration	38,000	38,000							15,822					
Garvey Glenn - Great Lakes Agricultural Stewardship Initiative - GLAS	25,995	115,175		-89,180					-3,839					
Middle Maitland Headwaters Restoration	31,395		6,000	25,395					25,395					
Huron Clean Water Project	525,000	106,530		418,470		418,470								
Nutrient Management Monitoring MOE	5,195	5,195												
Watershed Stewardship Projects	67,600			67,600					67,600					
Riparian Buffer Initiative	35,000	35,000												
Total	1,044,604	370,045	6,000	668,559		468,470			301,776					
Special Projects														
Drinking Water Source Protection Transition up to Mar 31/16	3,173	3,173												
Total	3,173	3,173												
Conservation Areas Management Services Projects														
Forestry Management	11,000		1,000	10,000								10,000		
Vehicle/Equipment Replacement	38,000	6,000		32,000							32,000			
Marginal Farmland Reforestation	6,000			6,000								6,000		
MVCA Carbon Offset	600			600							600			
Footprints to Forests Carbon Offsetting	1,000			1,000						1,000				
Naturalization of Administration Centre	5,000			5,000								5,000		
Wawanosh Valley Conservation Area	2,500		2,500											
Gorrie Dam and Conservation Area	23,600		3,000	20,600		8,000	8,000			4,600				
Total	87,700	6,000	6,500	75,200		8,000	8,000			5,600	32,600	21,000		
Corporate Services Projects														
Admin Centre Repairs	10,000			10,000			10,000							
Computer Equipment/Hardware/Software/Database	44,382			44,382			31,500			12,882				
Total	54,382			54,382			41,500			12,882				
Net Project Budgets	1,210,359	379,218	12,500	818,641		476,470	70,000		301,776	18,482	32,600	21,000		

### **DRAFT** Schedule of General Levies for 2018

### September 7/17

	% of	2017	CVA Based	2018	2017	Increase
Municipality	Municipality	CVA (modified)	Apportionment	Draft	Approved	
	In Watershed	in Watershed	Percentage	General	General	
		\$		Levy	Levy	
Ashfield-Colborne-Wawanosh Twp.	100	\$ 1,012,396,840	12.25	\$ 173,397	\$ 169,081	\$ 4,315
Central Huron Municipality	76	\$ 829,975,601	10.04	\$ 142,153	\$ 140,793	\$ 1,360
Goderich Town	100	\$ 992,491,579	12.00	\$ 169,988	\$ 168,352	\$ 1,636
Howick Twp.	92	\$ 341,431,684	4.13	\$ 58,479	\$ 54,144	\$ 4,335
Huron East Municipality	72	\$ 842,242,299	10.19	\$ 144,254	\$ 133,321	\$ 10,933
Huron-Kinloss Twp.	43	\$ 545,192,781	6.59	\$ 93,378	\$ 93,466	-\$ 88
Mapleton Twp.	5	\$ 70,436,695	0.85	\$ 12,063	\$ 11,207	\$ 857
Minto Town	64	\$ 576,762,398	6.98	\$ 98,784	\$ 94,512	\$ 4,272
Morris/Turnberry Municipality	95	\$ 401,969,041	4.86	\$ 68,847	\$ 62,674	\$ 6,173
North Huron Twp.	100	\$ 503,063,780	6.08	\$ 86,161	\$ 84,840	\$ 1,321
North Perth Municipality	98	\$ 1,734,889,195	20.98	\$ 297,141	\$ 278,556	\$ 18,585
Perth East Twp.	9	\$ 144,082,096	1.74	\$ 24,677	\$ 22,933	\$ 1,744
South Bruce Municipality	1	\$ 5,947,664	0.07	\$ 1,018	\$ 986	\$ 32
Wellington North	16	\$ 229,243,203	2.77	\$ 39,263	\$ 37,170	\$ 2,093
West Perth Municipality	3	\$ 37,633,567	0.46	\$ 6,446	\$ 6,013	\$ 432
		\$ 8,267,758,423	100.00	\$ 1,416,049	\$ 1,358,049	\$ 58,000

Hello, Dwayne. I hope you and your colleagues are well,

As you likely know, Bruce Power has applied to the Canadian Nuclear Safety Commission for a 10-year operating licence renewal – the first time we've requested a licence extension longer than five years. A 10-year licence will allow us to proceed with our Life-Extension Program, which will see \$13 billion invested into the site, allowing it to operate through to 2064.

As in the past, we are hoping that key regional stakeholders such as the Township of North Huron would be willing to submit a two- to three-page letter to the CNSC prior to March 7 with any necessary attachments of publications or work done with Bruce Power.

In terms of the submissions we are looking for:

- What your organization does and how you work with Bruce Power
- A clear statement you support our 10-year Licence Renewal application and why
- Reference to our extensive community engagement in the process that has built public confidence
- Reference the robustness of the CNSC process
- Potential topics to discuss in the letter are Bruce Power's efforts to spread the benefits of our upcoming MCR program across the local region, work collaboratively on local economic development initiatives, provide high-quality jobs to members of the local workforce, provide timely information to local populations, our Community Investment and Sponsorship Program, as well as other employee initiatives, such as donations to community events and golf tournaments, etc.
- Any work you do with local Indigenous communities that we may have assisted with.

Again we will support you with the materials as required, so please just let me know how I can help.

Here are some helpful links to consider:

Bruce Power's Licence Renewal Publication:

http://www.brucepower.com/wp-content/uploads/2017/09/170222-2017-Licence-Renewal DigitalOct17.pdf

**Bruce Power Fact Sheets:** 

http://www.brucepower.com/factsheets/



The Road Ahead

www.brucepower.com

### CNSC Notice of Public Hearing:

http://nuclearsafety.gc.ca/eng/the-commission/pdf/NoticePublicHearingPFP-2018-H-02-BrucePowere.pdf

How to submit an intervention:

http://www.nuclearsafety.gc.ca/eng/the-commission/intervention/

## Public Commission Hearing Participation Request Form - Canadian Nuclear Safety Commission

### www.nuclearsafety.gc.ca

English description / Description en anglais

Please let me know if you are able to assist with a letter and presentation, and how I can help.

Take care and thanks very much, Chris

**Christopher Mercanti** | Manager of Community and Indigenous Relations, Corporate Affairs Division | **Bruce Power** 

1



President: *Erica Murray* 

Office Administrator: Lori Gordon

P.O. Box 429, Clinton, ON N0M 1L0 519-482-9642/1-800-511-1135 ph 519-482-1416 fax <u>ofahuron@tcc.on.ca</u> www.hcfa.on.ca

January 22nd, 2018

Township of North Huron,

We have scheduled the annual MPP/MP/Local Politician meeting for Friday February 23, 2018 at the Clinton Legion commencing at 10 a.m. and concluding at approximately 2 p.m..

The format will be similar to last year with the commodity groups and HCFA committees presenting their briefs for discussion. Both Lisa Thompson and Ben Lobb have confirmed their attendance and this year they have been invited to present briefs.

Please reply if someone from your municipality will be present by Friday February  $9^{th}$ . Two reps are welcome to attend.

Sincerely,

Lori Gordon

Office Administrator, Huron County Federation of Agriculture

**Lions Club of Wingham** 

RECEIVED

JAN 29 2018

MOMINE OF MOBILE HUROM

Club Web Site: http://e-clubhouse.org/sites/wingham Like us on Facebook:

Line us on Facebook: Lions Club of Wingham, ON

WE SERVE

**WE SERVE** 

Secretary: Lion Earl Dolmage

January 29, 2018

Township of North Huron PO Box 90 Wingham, ON

Attention: Reeve and Council

Re: Insurance Coverage for Santa Claus Parade

Dear Reeve Vincent and Councillors:

In late 2016 when our Lions Club was planning the Santa Claus Parade, we were advise by Township staff that we had to obtain a \$5 million dollar liability insurance policy in order to hold the parade. This had never been the case before. With the help of the BIA, we were able to obtain this coverage at the last minute through the Township insurer and the BIA paid the premium.

The situation was the same this past November when we were planning the parade and again the BIA assisted our Club and paid the premium.

Excluding the insurance premium, it costs our Club over \$871.70 to host the parade. Our Club feels that the least the Township could do to support this community activity is to pay the insurance premium and we hereby formally request you to do so for 2018 and in the future.

Should you wish to discuss this matter, please do not hesitate to contact the undersigned.

Yours in Community Service,

LIONS CLUB OF WINGHAM

Per: Lion Earl Dolmage, Club Secretary

Per: Lion Joe Collison, President



### BIG BROTHERS BIG SISTERS OF NORTH HURON

Making A Difference In The Lives Of Our Youth

RECEIVED

Township of North Huron Municipal Office P.O. Box 90 Wingham, ON NOG 2W0 .IAN 3 () 2018
TOWNSHIP OF NORTH HURON

The energy, generosity and caring of people like you is so important to Big Brothers Big Sisters of North Huron and to all our youth who gain so much from mentors and the agency's programs and services. As you are aware, Big Brothers Big Sisters of North Huron is a non-profit charitable organization meeting the needs of youth ages 6-16 years through our agency's mentoring, education, and child safety programs. 80% of our youth live in poverty, and 60% have been victims of abuse. Our agency receives **no** government funding and relies upon fundraising revenue to meet our budgetary requirements.

In March of each year we hold our annual Bowl For Kids Sake Fundraising event, and we know how busy the lives of people within our community can be. Big Brothers Big Sisters of North Huron is therefore requesting a financial donation of \$100.00 for Lane Sponsorship during our event. In recognition of your Lane Sponsorship your name will appear at the bowling event as a Lane Sponsor, you will receive free advertising for your business, and a tax-deductible receipt as well as acknowledgement in the media.

On behalf of Big Brothers Big Sisters of North Huron and all our youth, I thank you for your anticipated contribution and for making a difference in the lives of children. Please do not hesitate to contact me if you have any queries.

Yours sincerely,

Elaine D. Osborne Executive Director

January 30<sup>th</sup>, 2018

We would appreciate it if you could post this event on your website and Facebook page, and list yourself as a proud sponsor of this event.



**Big Brothers Big Sisters** of North Huron



All money raised helps children in your community. Big or Little, Your Support Makes a Difference!

### **Goderich Lanes**

Little Bowl - 204 Huron Road, Goderich Friday, March 23rd, 2018 - 7:00pm to 9:30pm

### **Lucknow Lanes**

Lucknow Bowl - 498 Campbell St., Lucknow Saturday, March 24th, 2018 - 12:30pm to 5:30pm

Theme:





### CALL US TO BOOK A TIME TO BOWL

Little Bowl in Goderich - 519-524-BOWL (2695) Lucknow Bowl - 519-524-4361 or 519-357-1524

A minimum of \$50 in pledges entitles you to 2 free games of bowling.

For more information or for pledge sheets please contact:

Big Brothers Big Sisters of North Huron at 519-524-4361 Download the pledge forms at

https://northhuron.bigbrothersbigsisters.ca/event





### THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

### **BY-LAW NO. 05-2018**

Being a by-law to Appoint Persons, including Council members to various Boards, Committees and Associations

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of Corporation of the Township of North Huron deems it necessary and advisable to appoint and re-appoint persons, including Council members to various boards, committees and associations;

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

- 1. Persons, as set out in Schedule "A" attached hereto, are hereby appointed to serve on the certain Committees, Boards and Associations as set out on Schedule "A" of this By-law, for a term ending November 30, 2018 or until the member's terms have expired, they choose to resign, or other circumstances prevail.
- 2. Schedule "A" of this By-law may be amended by Resolution of Council.
- 3. By-law No. 05-2017 is hereby repealed.
- 4. This By-law shall come into force and takes effect on the date of its final passing.

READ A FIRST AND SECOND TIME THIS  $5^{th}$  DAY OF FEBRUARY, 2018. READ A THIRD TIME AND PASSED THIS  $5^{th}$  DAY OF FEBRUARY, 2018.

CODDOD A THE CE A I		
CORPORATE SEAL	Reeve Neil G. Vincent	
	Clerk Richard Al	

### SCHEDULE "A" TO BY-LAW NO. 05-2018

North Huron Police Services Board Yolanda Ritsema-Teeninga

Trevor Seip Bill Gregoriadis

Two Provincial Appointments

Planning Advisory Committee Chairperson Reeve

Planning Advisory Committee All Members of Council

Planning Advisory Committee Secretary Clerk

Committee of Adjustment Chairperson Reeve

Committee of Adjustment All Members of Council

Committee of Adjustment Secretary-Treasurer Clerk

Property Standards Committee Neil Vincent

Bill Knott Ray Hallahan Trevor Seip

Property Standards Secretary Clerk

Blyth-Hullett Landfill Site Board Brock Vodden

Bill Knott

Wingham Landfill Site Board Ray Hallahan

Yolanda Ritsema-Teeninga

James Campbell Dwayne Evans Sean McGhee Two Citizens

Emergency Control Group As per By-law Appointing Members to an

**Emergency Control Group** 

Energy & Environment Committee Ray Hallahan

Economic Development Committee As per By-law Appointing Members to an

**Economic Development Committee** 

Joint Health & Safety Committee A minimum number of Six Worker

Representatives as appointed by their peers

and

A minimum number of Four Management Representatives as appointed by their peers

Westario Power Corporation Bart Cameron

Maitland Valley Conservation Authority James Campbell

Coalition for Huron Injury Prevention Brock Vodden/Bill Knott

Physician Recruitment Committee Neil Vincent

Wingham Musical Muskrat Festival Neil Vincent

## SCHEDULE "A" TO BY-LAW NO. 05-2018 con't

Blyth Business Improvement Area (BIA) Bill Knott

Karen Stewart, Chair

Gary Vanleeuwen, Vice Chair

Gill Garret, Secretary Deb Sholdice, Treasurer

Paul Hallahan Natasha Fritzley Irene Kellins Cat O'Donnell

Wingham Business Improvement Area (BIA) Yolanda Ritsema-Teeninga

Doug Kuyvenhoven, Chair Dave Peers, Vice-Chair Jason Schiestel, Treasurer David Tiffin, Secretary

Lisa Hearnden Sandy Walker Christine McGrath

East Wawanosh 150th Committee Ray Hallahan

Alice Munro Festival of the Short Story

Yolanda Ritsema-Teeninga

Rick Sickinger Beth Rumble Verna Steffler Colleen Schenk Karen Stewart Gil Garret

Angie Busby-Bross Kelsey Dunbar

Sharlene Younge-Bolen

Nancy Fisher Alison Lobb

Wingham Town Hall Theatre Committee Yolanda Ritsema-Teeninga

Doug Kuyvenhoven

Dave Magee Karen Kleist Art Fitzgerald Cherilyn Trick Pat Jamieson

North Huron - Columbus Centre

**Advisory Committee** 

Trevor Seip

Fence Viewers Vaughn Toll

Jim Ross Doug Walker

Livestock Valuer Keith Black

### THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

### **BY-LAW NO. 06-2018**

Being a by-law to Appoint a Drainage Superintendent pursuant to the Drainage Act, R.S.O 1990 c.d.17 s.93

**WHEREAS** Section 93 (1) of The Drainage Act, R.S.O. 1990 c.D.17, states that the Council of a local municipality may by by-law appoint a 'Drainage Superintendent';

**AND WHEREAS** Section 93 (2) of The Drainage Act, R.S.O. 1990 c.D.17, states that 'two or more municipalities may appoint the same person to be a Drainage Superintendent within each municipality;

**AND WHEREAS** Section 227, of the Municipal Act, S.O. 2001 c.25, as amended, identifies that it is the role of officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on municipal policies and programs, and to carry out duties required by legislation;

**NOW THEREFORE** Pursuant to The Drainage Act, R.S.O. 1990, and the Municipal Act, the Council of the Township of North Huron enacts as follows:

- 1. THAT Kirk Livingston is hereby appointed as Drainage Superintendent for the Township of North Huron, as of the 6<sup>th</sup> day of February, 2018;
- 2. THAT the Drainage Superintendent shall carry out the duties imposed upon him pursuant to The Drainage Act, 1990 and shall submit reports and carry out such other duties as may be required of him by Council, from time to time;
- 3. THAT effective March 31<sup>st</sup>, 2018 this by-law rescinds and repeals By-law No. 89-2016 and hereby supersedes all other By-laws passed under the Authority of this Act or its predecessors, thereof; and
- 4. THAT this by-law shall come into force on the 6<sup>th</sup> day of February, 2018.

READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> DAY OF FEBRUARY, 2018.

READ A THIRD TIME AND PASSED THIS 5<sup>th</sup> DAY OF FEBRUARY, 2018.

CORPORATE SEAL	Reeve Neil G. Vincent	
	Clerk Richard Al	

### THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

### **BY-LAW NO. 07-2018**

Being a by-law to Provide for Interim Tax Levies

**WHEREAS** section 317 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** the Council of the Township of North Huron deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

**NOW THEREFORE** the Council of the Township of North Huron enacts as follows:

- 1. In this by-law the following words shall be defined as:
  - "Act" shall mean the Municipal Act, 2001 S.O. 2001, C.25, as amended
  - "Minister" shall mean the Minister of Finance;
  - "MPAC" shall mean the Municipal Property Assessment Corporation;
  - "Treasurer" means the treasurer of a lower-tier municipality or a person delegated the treasurer's powers and duties under s.286 (5) of the Act;
- 2. The amounts levied shall be as follows:
  - 2.1 For the Residential, Pipeline, Farm and Managed Forest property classes there shall be imposed and collected an interim levy of:
    - (a) the percentage prescribed by the Minister under section subsection 317 (3) (1) of the Act; or,
    - (b) 50%, if no percentage is prescribed, of the total taxes for municipal, local improvement and school purposes levied on a property in the year 2017.
  - 2.2 For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:
    - (a) the percentage prescribed by the Minister under section subsection 317 (3) (1) of the Act; or,
    - (b) 50%, if no percentage is prescribed, of the total taxes for municipal, local improvement and school purposes levied on a property in the year 2017.
- 3. For the purposes of calculating the total amount of taxes for the year 2017 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2017 because assessment was added to the tax roll during 2017, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
- 4. The provisions of this by-law apply in the event that assessment is added for the year 2018 to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
- 5. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.

- 6. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1½%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2018.
- 7. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:
  - 7.1 One-half (1/2) thereof on the 27th day of March of 2018;
  - 7.2 One-half (1/2) thereof on the 27th day of June of 2018;
- 8. A notice specifying the amount of taxes payable, may be mailed (including electronic mail) or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law.
- 9. The notice to be mailed (including electronic mail) under this by-law shall contain the particulars provided for in this by-law and the information required to be on the tax bill as stated under Section 343 (2) of the Act.
- 10. The subsequent levy for the year 2018 to be made under the Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
- 11. The provisions of Section 317 of the Act, as amended apply to this by-law with necessary modifications.
- 12. The Treasurer or delegate shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 6 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
- 13. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
- 14. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
- 15. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS  $5^{th}$  DAY OF FEBRUARY, 2018. READ A THIRD TIME AND PASSED THIS  $5^{th}$  DAY OF FEBRUARY, 2018.

CORPORATE SEAL	Reeve Neil G. Vincent
	Clerk Richard Al

### THE TOWNSHIP OF NORTH HURON

### **BY-LAW NO. 08-2018**

### 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 February 5, 2018, 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 5<sup>th</sup> day of February, 2018.

**READ A THIRD TIME AND FINALLY PASSED** this 5<sup>th</sup> day of February, 2018.

	Neil Vincent, Reeve	
SEAL		
	Richard Al, Clerk	