

THE TOWNSHIP OF NORTH HURON
COUNCIL AGENDA



Date: Tuesday, April 3, 2018
Time: 7:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

Pages

1.	CALL TO ORDER	
2.	CONFIRMATION OF THE AGENDA	
	<i>THAT the Council of the Township of North Huron; accept the Agenda for the April 3, 2018 Council Meeting; as presented.</i>	
3.	DISCLOSURE OF PECUNIARY INTEREST	
4.	CONSENT AGENDA	
	<i>THAT the Council of the Township of North Huron hereby adopts Consent Item 4.1.1;</i>	
	<i>AND FURTHER THAT all other Consent Items be received for information.</i>	
4.1	Minutes	
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5.1	Sandra Weber, Director of Planning, Huron County & Bruce Potter, BM Ross - Hutton Heights Property	
6.	REPORTS	
6.1	Clerks Department	
6.1.1	Cemetery Fee Structure Review	72
	<i>THAT the Council of the Township of North Huron hereby receive the April 3, 2018 report of the Clerk/Manager of IT and Director of Public Works regarding Cemetery Fees Structure Review, for information purposes;</i>	
	<i>AND FURTHER, that Council approves the proposed revisions to the Cemetery Fee Structure;</i>	
	<i>AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 30-2018 to be passed at the April 3, 2018 Council Meeting.</i>	
6.1.2	Council Remuneration By-law Review	77
	<i>THAT the Council of the Township of North Huron hereby receive the April 3, 2018 report of the Clerk/Manager of IT for information purposes;</i>	
	<i>AND FURTHER, that Council provides direction to staff on how to proceed.</i>	

6.2	Finance Department	
6.2.1	Source Water Protection Funding Agreement Amendment No.4	81
	<i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to Amendment No. 4 under the Source Water Protection Funding Agreement for information purposes;</i>	
	<i>AND FURTHER THAT Council approves an exception to Section 19.1 of the Procedural By-law to allow the By-law to be passed at the April 3, 2018 Council meeting;</i>	
	<i>AND FURTHER THAT the authority to execute this agreement be delegated to the Director of Finance.</i>	
6.3	Recreation and Facilities Department	
6.3.1	North Huron Museum Report	83
	<i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Recreation and Facilities, dated April 3, 2018 regarding the North Huron Museum for information purposes,</i>	
	<i>AND FURTHER, THAT the Council of the Township of North Huron hereby directs staff on next steps for the North Huron Museum building and program.</i>	
6.3.2	Concession Booth RFP	110
	<i>THAT the Council of the Township of North Huron hereby directs staff to issue a Request for Proposal for operations of the food booths at the Blyth and District Community Centre and the North Huron Westcast Community Complex.</i>	
6.3.3	Musical Muskrat Festival Memorandum of Understanding	112
	<i>THAT the Council of the Township of North Huron hereby receives the report of the Director of Recreation and Facilities, dated April 3, 2018 regarding the Musical Muskrat Festival Memorandum of Understanding for information purposes;</i>	
	<i>AND FURTHER THAT Council directs the Clerk to prepare a by-law to authorize the Reeve and Clerk to sign a Memorandum of Understanding between the Township of North Huron and the Musical Muskrat Festival Committee.</i>	
	<i>THAT the Council of the Township of North Huron hereby supports the Musical Muskrat Festival Committee in making application to the LCBO for a Special Occasions Permit to hold a beer garden at Riverside Park and Libro Field in conjunction with their event from Friday, June 8 to Sunday, June 10, 2018;</i>	
	<i>AND FURTHER THAT Council proclaims the event of Municipal Significance;</i>	
	<i>AND FURTHER THAT Council authorizes an exemption to Noise Control By-law 20-2009, extending the Noise By-law from 11:00pm to 1:00am on the dates of Friday June 8, 2018 and Saturday June 9, 2018.</i>	

6.4	Public Works / Utilities Department	
6.4.1	Access and Monitoring Agreement	119
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding an access and monitoring agreement pertaining to offsite landfill groundwater monitoring, for information;</i></p> <p><i>AND FURTHER THAT the Clerk be directed to prepare a By-law to enter into an agreement between the Township of North Huron and William Arnold Dawson for access and monitoring rights to the property located at 39601 Reid Road, Lot 39, Concession 12, East Wawanosh Ward.</i></p>	
6.4.2	Arthur Street Servicing Project	122
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding the outcome of the Tender for the completion all works associated with the Arthur Street servicing project for information;</i></p> <p><i>AND FURTHER THAT the Clerk be directed to prepare a By-law to enter into an agreement between the Township of North Huron and Lavis Contracting Co. Limited in the amount of \$451,998.⁹⁰ plus applicable taxes.</i></p>	
6.4.3	Pre-Budget Approval Request - Calcium Chloride	124
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding a proposed calcium chloride purchase for 2018 for information;</i></p> <p><i>AND FURTHER THAT pre-budget approval be awarded to Da-Lee Dust Control for the provision of 375,000 liters of calcium chloride for dust control purposes at a total cost of \$76,875.⁰⁰ plus applicable taxes.</i></p>	
6.4.4	Pre-Budget Approval Request - Gravel Tender	126
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding the procurement of maintenance gravel for 2018 for information;</i></p> <p><i>AND FURTHER, THAT pre-budget approval be given for the crushing, loading, hauling, and spreading of maintenance aggregate.</i></p> <p><i>AND FURTHER, THAT the Director of Public Works be authorized to proceed with a tender for the crushing, loading, hauling, and spreading of maintenance aggregate.</i></p>	
6.5	Fire Department of North Huron	
6.6	Building Department	

6.7	CAO	
6.7.1	Respect in the Workplace (Harassment and Violence)	128
	<i>THAT the Council of the Township of North Huron hereby receive the March 12, 2018 Report of the CAO regarding Respect in the Workplace Policy Updates for information purposes;</i>	
	<i>AND FURTHER, that the Council of the Township of North Huron hereby approves the attached amendments to Respect in the Workplace Policy Number B-4.2.</i>	
7.	CORRESPONDENCE	
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 Vodden - Blyth Snow Removal	
	<i>Whereas the former Village of Blyth had a snow removal policy of ensuring full access to downtown places of business for every business day; and</i>	
	<i>Whereas this policy was maintained for the Blyth Ward for several years after amalgamation of North Huron; and</i>	
	<i>Whereas the present snow removal policy of scheduled snow removal results in as many as three days a week in which passengers, people with mobility issues, and others are unable to gain reasonable access to the stores and offices which they need to visit.</i>	
	<i>Now therefore be it resolved that staff are requested to prepare a report regarding the Blyth Ward snow removal policy, addressing access to stores and offices for all business days, by eliminating the snow banks along the curbs and sidewalks, and at the intersections prior to the beginning of each business day.</i>	
8.3	REQUESTS BY MEMBERS	
9.	NOTICE OF MOTION	
10.	BY-LAWS	
10.1	By-law No. 30-2018	144
	Being a by-law to amend Schedule 'D' Tariff of Rates for North Huron Cemeteries to By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron.	
	<i>THAT By-law No. 30-2018; Being a by-law to amend Schedule 'D' Tariff of Rates for North Huron Cemeteries to By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and engrossed in the By-law book.</i>	

10.2	By-law No. 31-2018	147
	<p>Being a by-law to authorize designated officials to sign, on behalf of Council, Amendment No. 4 to a Grant Funding Agreement between the Corporation of the Township of North Huron and Her Majesty The Queen In Right of Ontario as represented by the Ministry of the Environment, Source Protection Programs Branch.</p> <p><i>THAT By-law No. 31-2018; Being a by-law to authorize designated officials to sign, on behalf of Council, Amendment No. 4 to a Grant Funding Agreement between the Corporation of the Township of North Huron and Her Majesty The Queen In Right of Ontario as represented by the Ministry of the Environment, Source Protection Programs Branch; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.</i></p>	
11.	ANNOUNCEMENTS	
12.	OTHER BUSINESS	
13.	CLOSED SESSION AND REPORTING OUT <p><i>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:</i></p> <ul style="list-style-type: none"><i>• 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 (Fire Department Personnel)</i> <p><i>THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at ... pm.</i></p> <p><i>THAT the Council of the Township of North Huron hereby confirm the direction given to staff, in Closed Session.</i></p>	
14.	CONFIRMATORY BY-LAW	
14.1	By-law No. 32-2018, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron. <p><i>THAT By-law 32-2018; 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.</i></p>	151
15.	ADJOURNMENT <p><i>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.</i></p>	

MINUTES OF THE TOWNSHIP OF NORTH HURON
REGULAR COUNCIL MEETING



Date: Monday, March 19, 2018
Time: 7:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

STAFF PRESENT: 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, CBO/Property Standards/Zoning

OTHERS PRESENT: Denny Scott, Citizen
Adam Bell, CKNX
Joe Hallahan

1. CALL TO ORDER

Reeve Vincent called the meeting to order at 7:00 pm.

2. CONFIRMATION OF THE AGENDA

M133/18

MOVED BY: J. Campbell

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron; accept the Agenda for the March 19, 2018 Council Meeting; as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

3.1 Councillor Seip - Bills and Accounts

Councillor Seip declared a conflict on cheque number 502314 under Item 4.2.1 due to the cheque being payable to his spouse, who is an employee in the Child Care department.

4. CONSENT AGENDA

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held March 5, 2018

4.1.2 Minutes of the Economic Development Meeting held February 1, 2018

4.1.3 Minutes of the Wingham BIA Annual General Meeting held February 22, 2018

4.2 Reports

4.2.1 Bills and Accounts

4.2.2 Finance Department Report 03-19-18 (Department Update)

4.2.3 Finance Department Report 03-19-18 (2017 Reserves Listing)

4.2.4 Finance Department Report 03-19-18 (2017 Tax Supplemental and Tax Write-Off Report)

4.2.5 Finance Department Report 03-19-18 (2017 Year to Date Report)

4.2.6 Public Works Department Report 03-19-18 (Department Update)

4.2.7 Fire Department Report 03-19-18 (January 2018 Activity)

4.2.8 Fire Department Report 03-19-18 (February 2018 Activity)

4.3 Correspondence

4.3.1 Ontario Provincial Police, 2016-2017 Costing Analysis

4.3.2 Hometown Heroes, Raise a Little Health Charity Hockey Game July 19, 2018

4.3.3 AMO Policy Update - Province Broadens Municipal Investment Powers

4.3.4 AMO Policy Update - Canada-Ontario Sign Infrastructure Program Agreement

4.3.5 AMO Policy Update - Guidance on Traditional Land Acknowledgement Statements

4.3.6 AMO Main Street Revitalization - funding update

4.3.7 Notice of Informational Meeting for the Area of the Gregory Municipal Drain

4.3.8 Notice - Municipal GHG Fund Application

4.3.9 Ministry of Municipal Affairs - Planning Act Regulations related to the Building Better Communities and Conserving Watersheds Act, 2017

4.3.10 Official Launch of voterlookup.ca

4.3.11 Town of Essex, Resolution re User Pay Childcare Services at AMO and FCM Conferences

4.3.12 Province consulting on Draft Agricultural Impact Assessment Guidance Document

Councillor Vodden requested that Council consider a resolution directing staff to investigate Traditional Land Acknowledgement Statements.

M134/18

MOVED BY: B. Vodden

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby directs staff to investigate and report back regarding appropriate Traditional Land Acknowledgement Statements.

CARRIED

M135/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

*THAT the Council of the Township of North Huron hereby adopts Consent Item 4.1.1;
AND FURTHER, that all other Consent Items save and except for Cheque 502314 of Item 4.2.1, be received for information.*

CARRIED

M136/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby receives Cheque 502314 of Item 4.2.1 for information.

CARRIED

5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

6. REPORTS

6.1 Clerks Department

6.1.1 OSUM Conference Registrations

M137/18

MOVED BY: T. Seip

SECONDED BY: J. Campbell

*THAT the Council of the Township of North Huron hereby receive the March 19, 2018 report of the Clerk/Manager of IT for information purposes;
AND FURTHER, that direction is provided to staff regarding how Council would like to proceed with the registrations.*

CARRIED

6.1.2 By-laws for Consideration (March 2018)

M138/18

MOVED BY: B. Knott

SECONDED BY: R. Hallahan

*THAT the Council of the Township of North Huron hereby receive the March 19, 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. 18-2018, By-law No. 19-2018, By-law No. 20-2018, By-law No. 21-2018, By-law No. 22-2018, By-law No. 23-2018, By-law No. 24-2018, By-law No. 25-2018, By-law No. 26-2018, By-law No. 27-2018 and By-law No. 28-2018 to be passed at the March 19th 2018 Council Meeting.*

CARRIED

6.1.3 Notice of Request for Drain Improvement - Scott Municipal Drain

M139/18

MOVED BY: B. Knott

SECONDED BY: R. Hallahan

*THAT the Council of the Township of North Huron hereby receives the Notice of Request for Drain Improvement for the Scott Municipal Drain, as described in the request submitted by Melanie Pletch and Eric and Marion Hussey, under Section 78(1) of the Drainage Act;
AND FURTHER, that Council supports proceeding with the drainage works and instructs the Clerk to send the notice required under Section 78(2) of the Drainage Act to the Maitland Valley Conservation Authority, OMAFRA and*

parties who requested the improvement under Section 78(1) of Council's actions.

CARRIED

6.2 Finance Department

6.3 Recreation and Facilities Department

6.4 Public Works / Utilities Department

6.4.1 Proposed Curbside Collection Contract Amendment

M140/18

MOVED BY: B. Vodden

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated March 19, 2018 regarding proposed amendments to the Township of North Huron recycling collection program; AND FURTHER, that the proposed changes to the delivery of curbside waste and recycling collection be adopted and implemented effective May 1st, 2018.

CARRIED

6.4.2 Proposed Clothing Policy Amendments

M141/18

MOVED BY: B. Knott

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, the Director of Recreation and Facilities and the Manager of Childcare Services dated March 5, 2018 regarding proposed changes to the Township of North Huron clothing allowance policy; AND FURTHER, that the Council of the Township of North Huron hereby adopts the attached clothing allowance policy and replaces Articles 7.0 and 8.0 of Policy C 3.3, Dress, Grooming, and Personal Hygiene of the North Huron Human Resources Policy Manual, with the attached; AND FURTHER, that the attached clothing allowance policy take effect on January 1st, 2018 (retro-active).

CARRIED

6.5 Fire Department of North Huron

6.6 Building Department

6.7 CAO

7. CORRESPONDENCE

- 7.1 Public Meeting Concerning a proposed Zoning By-law Amendment affecting the Municipality of Morris-Turnberry

M142/18

MOVED BY: R. Hallahan

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron have reviewed and have no concerns regarding the Proposed Zoning By-law Amendment received March 15, 2018, to rezone Plan 162 Pt Lot 71, Belgrave, (30 McCrea Street) as submitted by the Municipality of Morris-Turnberry.

CARRIED

8. COUNCIL REPORTS

- 8.1 REEVE ACTIVITY REPORT

Reeve Vincent commented that as it is an election year there are various social media articles posted which are not based on fact and noted receiving a number of phone calls about these articles.

Reeve Vincent requested that the public verify legitimacy of articles with Councillors and cautioned Councillors to be aware of this information and be prepared if false statements are claimed.

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

Deputy-Reeve Campbell reported attending a retirement celebration last week for Bill Burkholder for 40 years of service with the fire department.

Councillor Seip requested that a token of appreciation be sent to Bill Burkholder for his years of service.

M143/18

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby direct staff to provide a token of appreciation on behalf of Council, to Bill Burkholder for his 40 years of service with the fire department.

CARRIED

Councillor Knott reiterated the Reeve's comments regarding social media posts containing false statements. Councillor Knott noted receiving a number of false emails requesting clarification on the false social media statements and requested that anyone seeking clarification provide verifiable contact information so that Councillors can ensure legitimacy.

8.3 REQUESTS BY MEMBERS

9. NOTICE OF MOTION

9.1 Councillor Vodden - Blyth Ward snow removal

Councillor Vodden introduced a notice of motion which will be discussed at the April 3, 2018 Council meeting.

Whereas the former Village of Blyth had a snow removal policy of ensuring full access to downtown places of business for every business day; and

Whereas this policy was maintained for the Blyth Ward for several years after amalgamation of North Huron; and

Whereas the present snow removal policy of scheduled snow removal results in as many as three days a week in which passengers, people with mobility issues, and others are unable to gain reasonable access to the stores and offices which they need to visit.

Now therefore be it resolved that staff are requested to prepare a report regarding the Blyth Ward snow removal policy, addressing access to stores and offices for all business days, by eliminating the snow banks along the curbs and sidewalks, and at the intersections prior to the beginning of each business day.

10. BY-LAWS

10.1 By-law No. 16-2018

Being a By-law to delegate certain authorities to the Chief Administrative Officer for the Period of July 27, 2018 to December 4, 2018 (Lame duck Period)

M144/18

MOVED BY: B. Vodden

SECONDED BY: Y. Ritsema-Teeninga

THAT By-law No. 16-2018; being a By-law to delegate certain authorities to the Chief Administrative Officer for the Period of July 27, 2018 to December

4, 2018 (Lame duck Period); be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.2 By-law No. 17-2018

Being a by-law respecting the issuing of Licences within the Township of North Huron

M145/18

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: J. Campbell

THAT By-law No. 17-2018; Being a by-law respecting the issuing of Licences within the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.3 By-law No. 18-2018

Being a By-law to amend By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron.

M146/18

MOVED BY: B. Vodden

SECONDED BY: T. Seip

THAT By-law No. 18-2018; Being a By-law to amend By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.4 By-law No. 19-2018

Being a By-law to Repeal By-law No. 01-2017; A by-law to Appoint Statutory Officers To the Corporation of the Township of North Huron

M147/18

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT By-law No. 19-2018; being a By-law to Repeal By-law No. 01-2017; A by-law to Appoint Statutory Officers To the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.

CARRIED

10.5 By-law No. 20-2018

Being a By-law to Appoint a Municipal Weed Inspector for the Township of North Huron

M148/18

MOVED BY: B. Vodden

SECONDED BY: B. Knott

THAT By-law No. 20-2018; being a By-law to Appoint a Municipal Weed Inspector for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.6 By-law No. 21-2018

Being a By-law to Appoint a Treasurer for the Township of North Huron

M149/18

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

THAT By-law No. 22-2018; being a By-law to Appoint a Treasurer for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.7 By-law No. 22-2018

Being a By-law to Appoint a Deputy Treasurer for the Township of North Huron

M150/18

MOVED BY: T. Seip

SECONDED BY: B. Knott

THAT By-law No. 22-2018; being a By-law to Appoint a Deputy Treasurer for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.8 By-law No. 23-2018

Being a By-law to Appoint a Lottery Licensing Officer(s) for the Township of North Huron

M151/18**MOVED BY:** B. Vodden**SECONDED BY:** J. Campbell

THAT By-law No. 23-2018; being a By-law to Appoint Lottery Licence Officer(s) for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.9 By-law No. 24-2018

Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Fire Dispatch Agreement between the Corporation of the Township of North Huron and Owen Sound Police Services Board (O.S.P.S.B.)

M152/18**MOVED BY:** B. Knott**SECONDED BY:** R. Hallahan

THAT By-law No. 24-2018; being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Fire Dispatch Agreement between the Corporation of the Township of North Huron and Owen Sound Police Services Board (O.S.P.S.B.); be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.10 By-law No. 25-2018

Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Subscription Agreement between the Corporation of the Township of North Huron and eSCRIBE Software Ltd., for eSCRIBE software services

M153/18**MOVED BY:** Y. Ritsema-Teeninga**SECONDED BY:** B. Vodden

THAT By-law No. 25-2018; being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Subscription Agreement between the Corporation of the Township of North Huron and eSCRIBE Software Ltd., for eSCRIBE software services.; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.11 By-law No. 26-2018

Being a By-law to appoint a Municipal Auditor for the Township of North Huron

M154/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT By-law No. 26-2018; being a By-law to Appoint a Municipal Auditor for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.12 By-law No. 27-2018

Being a By-law to Appoint a Deputy Fire Chief - Administration for the Fire Department of North Huron

M155/18

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT By-law No. 27-2018; being a By-law to Appoint a Deputy Chief for the Fire Department of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.13 By-law No. 28-2018

Being a By-law to Appoint a Deputy Fire Chief - Operations for the Fire Department of North Huron

M156/18

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

THAT By-law No. 28-2018; being a By-law to Appoint a Deputy Chief for the Fire Department of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

11. ANNOUNCEMENTS

12. OTHER BUSINESS

13. CLOSED SESSION AND REPORTING OUT**M157/18****MOVED BY:** B. Vodden**SECONDED BY:** T. Seip

THAT the Council of the Township of North Huron hereby proceeds at 8:00 pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- *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 and Section 239 (2) (d) Labour relations or employee negotiations (Fire Department Personnel)*

CARRIED**M158/18****MOVED BY:** T. Seip**SECONDED BY:** R. Hallahan

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:33 pm.

CARRIED**M159/18****MOVED BY:** T. Seip**SECONDED BY:** J. Campbell

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

CARRIED

Clerk Richard Al reported that during the Closed Session two items were discussed.

- Council was provided with an update regarding the Huron Pioneer Thresher's Agreement.
- Council was provided with an update regarding fire department personnel.

14. CONFIRMATORY BY-LAW

- 14.1 By-law No. 29-2018, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

M160/18

MOVED BY: B. Vodden

SECONDED BY: R. Hallahan

THAT By-law 29-2018; 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.

CARRIED

15. ADJOURNMENT

M161/18

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:35 pm.

CARRIED

Neil Vincent, Reeve

Richard Al, Clerk

**MINUTES OF THE NORTH HURON
POLICE SERVICES BOARD MEETING**

Date: Tuesday, February 27, 2018
Time: 7:01 pm
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Trevor Seip
Yolanda Ritsema-Teeninga
Bill Gregoriadis
Kathy Adams
STAFF PRESENT: Tim Poole, Chief, Wingham Police Service
Richard Al, Secretary
OTHERS PRESENT: Rob Enders

1. CALL TO ORDER

Chair Seip called the meeting to order at 7:01 pm.

2. ACCEPT OR AMEND AGENDA

PSB14/18
MOVED BY: Yolanda Ritsema-Teeninga
SECONDED BY: Bill Gregoriadis
THAT the North Huron Police Services Board hereby accept the Agenda for the February 27th, 2018 Police Services Board Meeting, as presented.
CARRIED

3. DECLARATION OF PECUNIARY INTEREST

None noted.

4. MINUTES OF THE PREVIOUS MEETING

PSB15/18
MOVED BY: Kathy Adams
SECONDED BY: Yolanda Ritsema-Teeninga
THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held January 23rd, 2018; as presented.
CARRIED

5. DELEGATIONS / PETITIONS / INVITED GUESTS

None in attendance.

6. BUSINESS ARISING FROM THE MINUTES

Chair Seip noted that Reeve Vincent, CAO Dwayne Evans and Member Ritsema-Teeninga's letter regarding Bill 175 has been distributed to the board members for review.

Discussion took place regarding Bill 175 including the status of the Bill.

7. POLICE CHIEF'S REPORT

7.1 DEPARTMENT UPDATE - FEBRUARY 2018

Wingham Police Chief, Tim Poole presented details of the Police Chief's Report for February 2018.

T. Poole reported 108 calls for service, 6 being calls to assist OPP and 4 being calls in OPP area.

T. Poole noted that repairs to the Wingham Police Station roof are not yet complete.

T. Poole noted that the Ford Explorer cruiser has taken more damage while transporting an individual. It was noted that the final bill for this repair is approximately \$1,400.

T. Poole noted that Council has directed that the cleaning of the police station be brought in-house and will be performed by Township facilities staff. It was further noted that this may appear as an increase on the Police budget however it will provide cost savings for the Township overall.

T. Poole noted that Wingham Police Service was approximately \$23,000 under budget for 2017. It was further noted that the Township of North Huron Director of Finance has been instructed to place the funds in reserves.

Chair Seip thanked the Chief and the Wingham Police Association for their continued hard work and for coming in under budget despite various unexpected expenses in 2017.

PSB16/18

MOVED BY: Yolanda Ritsema-Teeninga

SECONDED BY: Bill Gregoriadis

THAT the North Huron Police Services Board hereby approves the Police Chief's Report for February 2018; as presented.

CARRIED

8. TREASURY REPORT

8.1 BILLS & ACCOUNTS

Police (2200) \$3,753.79

Police Station (2210) \$518.55

Total \$4,272.34

PSB17/18

MOVED BY: Yolanda Ritsema-Teeninga

SECONDED BY: Kathy Adams

THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$4,272.34 for the period ending February 22nd, 2018.

CARRIED

9. BY-LAWS AND POLICIES FOR CONSIDERATION

None for consideration.

10. CORRESPONDENCE

Wingham Police Chief Tim Poole inquired if any members plan to attend the OAPSB conference and noted that if there were, he would like to attend as well.

T. Poole commented that the Major Case Management inspection notice details were in the correspondence and noted that he will send in the required documentation.

T. Poole noted that the Major Case Management and ViCLAS report has been submitted.

Discussion took place regarding board members that may be attending the Zone 5 and the OAPSB meetings.

Member Ritsema-Teeninga noted that she will be attending AMO and will attend sessions to gather further information regarding Bill 175.

10.1 OAPSB

10.1.1 OAPSB's 2018 Spring Conference

10.1.2 Notice of Meeting - Zone 5 - March 6, 2018

10.1.3 OAPSB 2018 Spring Conference - Member Sponsorship Opportunities

10.2 Ministry of Community Safety & Correctional Services

10.2.1 All Chiefs Memo - 18-0003 - 2018 Sexual Violence and Harassment Action Plan

10.2.2 All Chiefs Memo - 18-0004 - Update on MCSCS Response to Ombudsman's Report

10.2.3 All Chiefs Memo - 18-0005 - ONP Expansion Launch for Police Services

10.2.4 All Chiefs Memo - 18-0006 - Apparent Natural Deaths Case Screening/Selection

10.2.5 All Chiefs Memo - 18-0008 - MCM-ViCLAS Annual Reporting Requirements

10.2.6 All Chiefs Memo - 18-0009 - Revised Guidance Note on Workplace Violence and Harassment

10.2.7 All Chiefs Memo - 18-00010 - Job Posting - Chief of Police, Wikwemikong Tribal Police Service

10.2.8 All Chiefs Memo - 18-00013 - Amateur Combative Sports - Fact Sheet

10.2.9 All Chiefs Memo - 18-00015 - New MCM Manual

10.2.10 All Chiefs Memo - 18-00014 - Standard Field Sobriety Testing Training Update

10.2.11 Inspection Notice

10.3 Other

10.3.1 AMO Makes Submission on Policing - Bill 175, Safer Ontario Act

PSB18/18

MOVED BY: Yolanda Ritsema-Teeninga

SECONDED BY: Kathy Adams

THAT the North Huron Police Services Board hereby directs that the correspondence be ordered, read and filed.

CARRIED

11. NEW BUSINESS

Chair Seip inquired whether the board thinks that a policy should be developed to address media releases from the Wingham Police Service.

Discussion took place regarding media releases and whether or not a policy is required.

Chair Seip will follow up with other Police Services Boards to see if they have media release policies however noted that the direction from the board was to remain status quo.

12. BOARD MEMBERS' INQUIRIES & REPORTS

None noted.

13. PUBLIC GALLERY QUESTIONS AND / OR COMMENTS

Question from the public gallery regarding the status of negotiations with the Wingham Police Association.

Chair Seip noted that negotiations have been halted until Council has made a decision on policing for the Wingham ward.

Questions from the public gallery relating to negotiation information being made public, whether the Board approved the release of negotiation information and the information being received by North Huron Council.

Chair Seip noted that both parties agreed that it was in the best interest of both of them to disclose certain information and the Board had also discussed this item.

Question from public gallery regarding whether a labour lawyer was consulted, the Chair's experience with labour negotiations and whether based on negotiation information being released if effective negotiations can still take place.

Chair Seip noted that a labour lawyer was not contacted and indicated having limited experience with labour negotiations.

A member of public gallery shared a letter regarding concerns that information was released related to agreement negotiations. The member of the public gallery cited Section 24.6 and 24.10 of the Police Service Board

By-law 01-2018 and called on the board to follow through with Section 25 of the By-law that being a Breach of Code of Conduct.

Chair Seip departed the Chair at 7:38 pm.

Discussion took place regarding selecting an Acting Chair to facilitate discussion of the complaint.

Member Ritsema-Teeninga assumed the position of Chair at 7:39 pm.

Discussion took place regarding the code of conduct complaint and the process to follow.

Member Ritsema-Teeninga departed the Chair at 7:43 pm.

Chair Seip assumed the position of Chair at 7:43 pm.

PSB19/18

MOVED BY: Kathy Adams

SECONDED BY: Bill Gregoriadis

THAT the North Huron Police Services Board hereby requests that Member Ritsema-Teeninga assume the position as Chair to discuss a code of conduct complaint raised by a member of the public against the Chair of the Board.

CARRIED

PSB20/18

MOVED BY: Bill Gregoriadis

SECONDED BY: Kathy Adams

THAT the North Huron Police Services Board hereby directs Member Ritsema-Teeninga to contact the OCPC for direction on how to proceed with the code of conduct complaint filed against the Chair of the Board.

CARRIED

14. IN CAMERA SESSION

PSB21/18

MOVED BY: Yolanda Ritsema-Teeninga

SECONDED BY: Kathy Adams

THAT the North Huron Police Services Board hereby proceeds at 7:45 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

PSB22/18

MOVED BY: Bill Gregoriadis

SECONDED BY: Kathy Adams

THAT the North Huron Police Services Board hereby moves out of Closed Session at 8:15 pm and returns to open session.

CARRIED

PSB23/18

MOVED BY: Bill Gregoriadis

SECONDED BY: Yolanda Ritsema-Teeninga

THAT the North Huron Police Services Board hereby confirms the direction given to the Chair in Closed Session.

CARRIED

15. NEXT MEETING

March 20th, 2018 at 7:00pm in Township of North Huron Council Chambers.

16. ADJOURNMENT

PSB24/18

MOVED BY: Kathy Adams

SECONDED BY: Yolanda Ritsema-Teeninga

THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at 8:15 p.m.

CARRIED

Trevor Seip, Chair

Richard Al, Secretary

Wingham BIA Board Meeting – March 22, 2018

Attendees: Doug Kuyvenhoven, Dave Tiffin, Dave Peers, Yolanda Ritesma-Teeninga, Sandy Walker, Lisa Hearnden, Jason Schiestel, Sandy Woodcock, Jim Snyder,

Call to Order: 6:40 p.m.

Agenda Moved by Lisa 2nd Dave P. to approve the agenda.

Previous Board Minutes:

- Moved by Jason, 2nd S. Woodcock to approve the minutes as is.

AGM Minutes:

- Moved by Jim , 2nd by S. Walker to approve the AGM minutes as written.

Conflict of Interest:

- Doug K. declared conflict of interest on website discussion.

Board Executive:

- Doug Kuyvenhoven nominated and accepted as Chairperson for the next year.
- Sandy Woodcock nominated and accepted as Secretary for the next year.
- Jason Schiestel nominated and accepted as Treasurer for the next year.
- Lisa Hearnden nominated and accepted as Vice-Chairperson for the next year.

Finance:

- Moved by Jim, 2nd by S. Walker to accept the Treasurer's report.
- Letters to Associate Members have gone out.
- Board signing authority was discussed and will continue with Dave T. and Lisa H. with signing authority along with Jason as Treasurer.

Committee Updates:

Retail:

- Sandy Walker agree to stay as head of the Retail Committee.
- Planning April 3 meeting with retailers to brainstorm ideas for coming year.

Curb Appeal:

- Doug Kuyvenhoven still co-ordinates. Doesn't have problem getting volunteers.

Communications:

- Dave Tiffin will be the media co-ordinator for website updates and BIA emails.

Events Committees/Liaisons:

- Sandy Woodcock will be the the Musical Muskrat Festival liaison
- Lisa Hearnden will do the Festival of Lanterns, hopefully with Mark McDougall
- Tharen Riley and Stacey Boyd will continue to plan the Christmas Lighting at Cruikshank Park.
- Yolanda is the Council rep to the Alice Munro Festival and will report back to the BIA.
- Jim Snyder will liaison with the Farmers Market. Planned start date is June 6.
- Dave Peers is continuing with the Governance Task Force in absence of Connie Goodall.
- Dave Peers and Yolanda Ritesma-Teeninga will look after BIA Awards for AGM
- Dave Wallace will continue as the advertising co-ordinator.

Strategic Plan:

- Reviewed our BIA Vision & Mission Statements.
- Discussed Goals and Objectives.
 - Suggested Goals were developing a brand for Wingham, encouraging entrepreneurship, increasing community involvement, have the best looking main street in Huron County, become a destination location (day trips)
 - Suggested Objectives were tabled to a later meeting.

Other Business:

- Motion to continue using the Hot Stove Lounge for General meetings. Moved by Dave Peers, 2nd by Sandy Walker. Passed.
- 13 Ways to Kill Your Community discussions will continue once a month at general meetings.
- Motion to have the BIA website redeveloped.
 - Moved by Dave Peers and 2nd by Sandy Walker to have Rachel Van Huizen redevelop the site. Passed.
- Music promotions – Discussed working with the Beard family for musical events as a possible sub-committee of the BIA. No decisions at this time.
- Street banners – design approval postponed to next Board meeting.
- Yolanda provided clarification on a Council decision regarding insurance for the Lions Santa Claus parade.
- No one will be attending the OBIAA conference this year due to time conflicts.

Adjourned: 8:28 p.m.

MEMBERS PRESENT:	Richard Al, Barb Black, Sonya Gibson, Pat Fraser, Dwayne Evans, Jordan Murray, Jeff Groves
MEMBERS ABSENT:	Denise Lockie, Pat Newson, Larry Meyer, Jeff Howson
GUESTS PRESENT:	Tyra Muscheid-Sitler, Co-op Student, North Huron Police Services
Call to Order:	Co Chair Richard Al called the meeting to order at 10:00 a.m.

JHSC01/18: MOVED: Pat Fraser SECONDED: Jeff Groves
That the Health & Safety Committee hereby adopts the Minutes of the Meeting held
November 30, 2017 as printed and circulated. DISPOSITION: Motion Carried.

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

1. a) Inspection Schedule:
 January – Recreation
 February – Administration
 March – Public Works

 b) Review of Inspections:
2. Occurrence Reports / Near Misses (reported to the JH&SC): None submitted for this meeting.
3. Employee Trainings:

 4 spots have been reserved for Part 1 through the membership April 24, 25 & 26, 2018 at the Best Western, Stratford.
4. Revised Health and Safety Policy

Richard reviewed the Committee Structure noting that the Policy states there should be six Worker Representatives and four Management Representatives. Consideration was given, by the Management Representatives, to adjust the Management Representation to allow inclusion of the next Fire Chief on the Committee. Dwayne graciously offered to step back, advising that he would be available should he be requested to attend a JH&SC meeting.

Richard and Denise will schedule a meeting towards the end of February to review policies.

Dwayne advised that discussions had been held with the Senior Management Team reviewing the policy recognizing employees for “no lost time”. This current program is no longer effective and will be dissolved. He asked the Committee to consider ways of involving, training and recognizing staff for their efforts in healthy living and working safely.

Suggestions discussed:

Scenario 1 - By departments, set up a compulsory Health & Safety meeting the first Monday of each month – 10 minutes at beginning of day, prepare handout with topic for discussion, attendance mandatory (sign in sheet will be attached to the days handout for records) Topics might include: working at heights; trip hazards; invite guest to do yoga, etc.

Scenario 2 – Setup department program; prepare submission to the JH&SC with program outline, dates, attendance and handouts answering the question: “What did you do as a department to improve Health and Safety in your department for the past six months?” Recognition would be given to the department with the best program submission.

A further discussion will be held at the March 29th JH&SC meeting. The Committee will be requested to send their decision to Human Resources to be considered.

6. Video viewing: Workplace Security and Violence Awareness

Correspondence:

- Health & Safety at Work – Prevention Starts Here
- HR Tip of the Week – Substance Abuse and Your Safety
- HR Weekly
- OHS Insider – December 6, 2017
- Safety Weekly – December 13, 2017
- Safety Tip of the Week – Check Out Housekeeping
- HR Tip of the Week – How Ready are you for a Medical Emergency?
- Safety Tip of the Week – Working Around Water
- HR Tip of the Week – Mind the Generation Gap
- Safety Tip of the Week – How to Stack and Store Materials Safely
- HR Tip of the Week - Fatigue

Other Business/Member Reports:

The JH&SC Terms of Reference will be reviewed at the March meeting. Committee Members were reminded to discuss and get suggestions from their departments for a Health & Safety program that would replace the current program.

Next Meeting:

The next meeting is scheduled for Thursday, March 29, 2018 @ 10:00 a.m. in North Huron Council Chambers.

Adjournment:

JHSC02/18: MOVED: Pat Fraser

SECONDED: Jordan Murray

That there being no further business before the Health & Safety Committee, the meeting be hereby adjourned @ 11:10 a.m.

DISPOSITION: Motion Carried.

Co-Chair Richard Al

Secretary Barb Black

COMMITTEE OF THE WHOLE DAY 1 – MEETING MINUTES

Goderich, Ontario
March 14, 2018

The Committee of the Whole Day 1 met in the Court House Council Chambers in Goderich on the 14th day of March 2018.

1. Call to Order:

All members of Council were present except Councillors Frayne, Jewitt and Morrison. Chair Vincent called the meeting to order at 9:02 AM.

2. Approval of the Agenda:

MOTION:

Moved By: Councillor Gowing and Seconded By: Councillor Hessel

THAT:

The Committee of the Whole Day 1 Agenda for March 14, 2018 be accepted and all reports included in the Agenda be received as presented.

CARRIED

3. Declaration of Pecuniary Interest and the General Nature Thereof:

No declarations of pecuniary interest were stated.

4. Delegations/Petitions/Presentations:

4.1 Ausable Bayfield Conservation Authority:

Kate Monk, Stewardship, Land and Education Manager provided the annual update on the Clean Water Project delivery.

4.2 Huron Soil and Crop Improvement Association:

Doug Koch and Wayne Wheeler provided an update on the Huronview property.

5. Councillor's Issues:

Warden Ginn informed members that a report was presented to the Economic Development Board with a suggestion that Huron County consider being a "Carbon Neutral Municipality". He will bring further details to Council as he has them.

6. Consent Agenda – Items 6.1 through 6.10:

6.1 Delegated Consents under the Planning Act: (prepared by Senga Smith)

The authority to grant undisputed consents is delegated to the Director of Planning under By-law No. 2017-051 The report lists the applications which received provisional consent approval since the last report. County Council is notified for information and appeal purposes only.

RECOMMENDED MOTION:

THAT:

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The recommendation of Senga Smith, Land Division Administrator, that no objections be lodged further to the Delegated Consents submitted with the report of March 14, 2018 be approved.

6.2 Zoning By-laws: (prepared by Sandra Weber)

Zoning By-laws and amendments are circulated to the County from local municipalities. These by-laws are reviewed for conformity with the County Official Plan and with the local Official Plan. The By-laws are listed in the report.

RECOMMENDED MOTION:

THAT:

The recommendation of Sandra Weber, Director of Planning, that no objections be lodged to the Zoning By-laws submitted with the report of February 22, 2018, be approved.

6.3 Forest Conservation - Notices of Intent: (prepared by Dave Pullen)

RECOMMENDED MOTION: Receive for information.

6.4 Sentinel Well Report - 2017: (prepared by Sandra Weber)

The Huron County Sentinel Well program was initiated following recommendations from the 2001 Groundwater Quality Assessment. As a result of this study, six representative wells, termed "Sentinel Wells" were identified for long-term monitoring. All six sentinel wells are sampled on an annual basis and analyzed for the general chemical parameters. In addition, two of the six wells considered to be more susceptible to contamination are analyzed for a more comprehensive suite of parameters, including hydrocarbons, organic pesticides and metals.

2017 was the twelfth year of sampling all six sentinel wells. Ausable Bayfield Conservation Authority managed the sentinel well testing. Linda Nicks, PhD, P. Geo., Hydrogeologist, Upper Thames River Conservation Authority prepared the report. Sampling data from 2002 to 2017 indicates no significant change in the quality of groundwater over the time studied. The recommendations of 2017 Sentinel Well report are: continued testing of sentinel wells; address impact of water softeners in areas of elevated natural arsenic; arsenic and fluoride fact sheets to be available from Huron County Health Unit.

RECOMMENDED MOTION: Receive for information.

6.5 Ontario Bike Summit: (prepared by Sandra Weber)

The 10th annual Ontario Bike Summit will be held in Toronto on April 17th and 18th, 2018. This is Ontario's premier cycling conference. It provides an opportunity to learn from and network with professionals and volunteers from a diverse range of sectors, including provincial and municipal government, health, planning, engineering, tourism and more. Given that the County is working on implementing the Cycling Strategy, Councillors may be interested in attending. The draft agenda is included in the agenda package.

RECOMMENDED MOTION: Receive for information.

6.6 Museum and Gaol Update: (prepared by Elizabeth French-Gibson)

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March 14, 2018

RECOMMENDED MOTION: Receive for information.

6. Cultural Planning and Community Development Update: (prepared by Rick Sickinger)

RECOMMENDED MOTION: Receive for information

- 6.8 Economic Development Update: (prepared by Cody Joudry)

RECOMMENDED MOTION: Receive for information

- 6.9 Huron County Economic Development Board Minutes – January 15, 2018:
(prepared by Susan Cronin)

RECOMMENDED MOTION: Receive for information

- 6.10 Accounts:

Accounts up to and including February 22, 2018 were reviewed.

DEPARTMENT PROGRAM	ACCOUNT
Planning	24,739.93
Museum/Gaol	1,017.99
Council	2,139.52
Corporate	2,477,390.67

RECOMMENDED MOTION:
THAT:

The accounts up to and including February 22, 2018 be received.

Consent Agenda

MOTION:

Moved By: Councillor Fergusson and Seconded By: Councillor Gowing

THAT:

Items 6.1 through 6.10 be approved with the actions as noted.

CARRIED

7. Planning and Development:

- 7.1 Planning and Development Consents under the Planning Act (9:00):

The authority to grant or refuse to grant consents is delegated to the Committee of the Whole under By-law 2017-051. Decisions become effective upon a carried motion of the Committee of the Whole. County Council is notified for information and appeal purposes only.

There are no disputed consents this month.

- 7.2 Plan of Subdivision File 40T17002, (Owner), GJAJ Holdings Ltd. c/o Gary Rutledge, (Agent) Ron Davidson Land Use Planning Consultant Inc. for Plan 173, Parts of Lots D, E, and F, Blyth Ward, Township of North Huron, County of Huron: (presented by Laura Simpson)

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The purpose of this application is a draft plan of subdivision under Section 51 of the Planning Act. A residential subdivision is proposed within the settlement area of Blyth (northeast side) on a 3.6 hectare parcel (9 acres). This subdivision is proposed to develop with a variety of housing types on sixteen lots and six blocks on municipal services and a new interior municipal street. The subject land is currently designated Residential in the North Huron Official Plan and zoned FD (Future Development) in the North Huron Zoning By-law. It is recommended that subdivision 40T 17002 be granted draft plan approval subject to the attached conditions and that the notice of decision be circulated.

MOTION:

Moved By: Councillor Versteeg and Seconded By: Warden Ginn

THAT:

The recommendation of Laura Simpson, Planner, Planning and Development Department, that Draft Plan of Subdivision 40T17002 by Ron Davidson Land Use Planning Consultant Inc. on the parcel of land described as Plan 173, Part of Lots D, E, and F, Blyth Ward, Township of North Huron, County of Huron be granted draft plan approval subject to the attached conditions, be approved;

AND FURTHER THAT:

The notice of draft plan approval be circulated.

CARRIED

MOTION:

Moved By: Councillor Hessel and Seconded By: Councillor Watt

THAT:

Draft Plan of Subdivision 40T17002 by Ron Davidson Land Use Planning Consultant Inc. on the parcel of land described as Plan 173, Part of Lots D, E, and F, Blyth Ward, Township of North Huron, County of Huron. Public comments were received on this application and addressed through conditions. Comments were received from agencies identifying the issues of storm water management report and site grading plan. Comments were thoroughly considered but the effect did not influence the decision of Council to approve the application.

CARRIED

- 7.3 Public Meeting for Plan of Condominium Application 40CDM18002, (Owner) Norquay Brownstone Properties Inc., (Agent) Craig Linton, Developro Land Services Inc., Part of Lot 9, Concession C; Part 2 of Plan 22R 2952 in the Town of Goderich: (presented by Sandra Weber)

A member of Council is required to attend a joint public meeting of the County of Huron and the Town of Goderich for a Condominium application. The application proposes to convert an existing apartment building at 250 Hincks Street in Goderich into a Plan of Condominium. There are a total of 41 units within the building, which would each become a separate unit in the proposed Plan of Condominium. The public meeting for this application is scheduled for Monday, April 9th, 2018 at 4:30 PM in the Council Chambers, Goderich Town Hall (57 West Street Goderich).

MOTION:

Moved By: Councillor Versteeg and Seconded By: Councillor Steffler

THAT:

Councillor MacLellan be appointed to represent County Council at the public meeting for Condominium application 40CDM18002.

CARRIED

8. Cultural Services: None.

9. Administration, Policies and Other Issues:

Ontario's West Coast Tourism Strategy, 2018-2019: (presented by Scott Currie)

MOTION:

Moved By: Councillor Hessel and Seconded By: Councillor Gowing

THAT:

The Committee of the Whole Day 1 receives the report by Scott Currie, Communications and Marketing Coordinator, dated March 14, 2018, titled Ontario's West Coast Tourism Strategy, 2018-2019, as presented for information.

CARRIED

10. Correspondence:

MOTION:

Moved By: Councillor Fergusson and Seconded By: Councillor Versteeg

THAT:

The Council of the County of Huron supports correspondence from Kingston City Council regarding Cannabis Excise Tax Revenue.

CARRIED

MOTION:

Moved By: Councillor Versteeg and Seconded By: Councillor Gowing

THAT:

The Council of the County of Huron accepts correspondence not specifically dealt with, for information.

CARRIED

11. Closed to the Public Session: None.

12. Next Meeting:

The next meeting of Committee of the Whole Day 1 will be in Goderich on Wednesday, April 11, 2018 at 9:00 AM.

13. Adjournment:

MOTION:

Moved By: Councillor Steffler and Seconded By: Councillor Hessel

THAT:

The meeting adjourn at 10:02 AM.

CARRIED

Councillor Neil Vincent

Clerk Susan Cronin

COMMITTEE OF THE WHOLE DAY 2 – MEETING MINUTES

Goderich, Ontario
March 21, 2018

The Committee of the Whole Day 2 met in the Court House Council Chambers in Goderich on the 21st day of March 2018.

1. Call To Order:

All members of Council were present. Chair Cole called the meeting to order at 9:02 AM.

2. Approval of Agenda:

MOTION:

Moved By: Warden Ginn and Seconded By: Councillor Gowing

THAT:

The Committee of the Whole Day 2 Agenda for March 21, 2018 be accepted and all the reports included in the Agenda be received as presented.

CARRIED

3. Declaration of Pecuniary Interest and the General Nature Thereof:

There were no declarations of Pecuniary Interest stated.

4. Delegations/Petitions/Presentations:

4.1 Municipal Property Assessment Corporation (MPAC):

Jennifer Lajoie, Account Manager, Municipal and Stakeholder Relations provided information on Assessment Base Management (ABM) – Implementing ABM in Your Community.

MOTION:

Moved By: Councillor Jewitt and Seconded By: Councillor Hessel

THAT:

The Committee of the Whole Day 2 directs staff to prepare a report regarding the presentation from Jennifer Lajoie, Account Manager, Municipal and Stakeholder Relations on participating/implementing in an Assessment Base Management (ABM) program in Huron County.

CARRIED

4.2 St. Joseph's Kingsbridge Community:

Jennifer Miltenburg requested Council consider tax relief and promotion of St. Joseph's Kingsbridge Community. This will be considered under section 12.1.

Council recessed at 10:55 AM and resumed at 11:03 AM.

5. Councillor's Issues:

Councillor Versteeg stated that March 21, 2018 was World Down Syndrome Day. He thanked staff and council for supporting this day by wearing odd socks and bringing awareness to those with Down Syndrome.

6. Consent Agenda – (Items 6.1 through 6.5):

Items listed under the Consent Agenda are considered routine and may require discussion but no action on the part of Council. Consent Agenda items are received in one motion. Council members may request that one or more item be removed for further action.

- 6.1 Social and Property Services Update: (prepared by Barbara Hall and Michele Gaynor)

RECOMMENDED MOTION: Receive for information.

- 6.2 Homes for the Aged Update: (prepared by Connie Townsend)

RECOMMENDED MOTION: Receive for information.

- 6.3 Emergency Services Update: (prepared by Jeff Horseman)

RECOMMENDED MOTION: Receive for information.

- 6.4 Public Works Update: (prepared by Steve Lund)

RECOMMENDED MOTION: Receive for information.

- 6.5 Accounts:

Accounts up to and including February 22, 2018 were reviewed.

DEPARTMENT	ACCOUNT
Buildings	51,850.49
Social Housing	241,678.19
Homes for the Aged	200,684.62
Public Works	509,560.07
Emergency Services	16,827.48
Ec Dev	31,833.68

ACTION:

THAT:

The accounts up to and including February 22, 2018 be received.

Consent Agenda:

MOTION:

Moved By: Warden Ginn and Seconded By: Councillor Versteeg

THAT:

Items 6.1 through 6.5 be approved with the actions as noted.

CARRIED

7. Social and Property Services:

- 7.1 Disaster Response Agreement with the Canadian Red Cross: (presented by Michele Gaynor)

MOTION:

Moved By: Councillor MacLellan and Seconded By: Councillor Hessel

THAT:

The Committee of the Whole Day 2 receives the report by Michele Gaynor, Social Services Manager, dated March 21, 2018, titled Disaster Response Agreement with the Canadian Red Cross Society, as presented for information;

AND FURTHER THAT:

A by-law be drafted authorizing the Warden and Clerk to execute the Agreement.

CARRIED

7.2 Social and Property Services Department – 2018 Strategic Plan: (presented by Barbara Hall)

MOTION:

Moved By: Councillor Watt and Seconded By: Councillor Frayne

THAT:

The Committee of the Whole Day 2 receives the report by Barbara Hall, Manager, Social and Property Services, dated March 21, 2018, titled Social and Property Services Department – 2018 Strategic Plan, as presented for information;

AND FURTHER THAT:

The Committee of the Whole Day 2 approves the 2018 Strategic Plan to be implemented by the Social and Property Services Department.

CARRIED

7.3 Affordable Housing Rental Build: (presented by Barbara Hall)

MOTION:

Moved By: Councillor Morrison and Seconded By: Councillor Van Diepenbeek

THAT:

The Committee of the Whole Day 2 receives the report by Barbara Hall, Manager, Social and Property Services, dated March 21, 2018 titled Affordable Housing Rental Build, as presented for information;

AND FURTHER THAT:

The Request for Proposal submitted by the Affordable Housing Solutions Corporation (AHSC) for the construction of 12 one-bedroom apartment units receive conditional approval for Investment in Affordable Housing Program Funding and the Social Infrastructure Funding by the Committee of the Whole Day 2;

AND FURTHER THAT:

The conditional approval be based on the following eligibility criteria being met:

- 1) The appropriate zoning be in effect and force for the selected site identified in the proposal submission by AHSC by September 30, 2018 to allow for the development of affordable housing and the subsequent development of the additional housing required under the Agreement of Purchase and Sale with the Town of Goderich.
- 2) Verification of reduced property taxes for the 12 affordable housing units by setting the tax rate at a rate equivalent to, or lower than, the single residential rate for the area for the term of the affordable housing (21 years from the date of obtaining the certificate of occupancy).
- 3) A letter from the proponent's financial institution verifying the proponent's company has available cash equity in the amount of 10% of the total cost of the rental build (which will be \$190,400 based on rental build estimated capital cost of \$1,904,000).
- 4) Confirmation that AHSC, as the proponent, will be responsible for constructing the laneways leading to each driveway and unit, and that snow removal will be the proponent's responsibility, and that it has been factored in to their operational budget.

AND FURTHER THAT:

A by-law be prepared authorizing the Warden and Clerk to execute a Contribution Agreement between the County and the proponent once the conditions have been fully met.

CARRIED

8. Homes for the Aged:

- 8.1 South West LHIN L-SAA Agreement: (presented by Connie Townsend and Angela Steadman)

MOTION:

Moved By: Councillor Vincent and Seconded By: Councillor Steffler

THAT:

The Committee of the Whole Day 2 receives the report by Connie Townsend, Administrator, Huronview Home for the Aged and Angela Steadman, Administrator, Huronlea Home for the Aged, dated March 21, 2018, titled South West LHIN L-SAA Agreement, as presented for information;

AND FURTHER THAT:

The Committee of the Whole Day 2 approves the South West Local Health Integration Network (LHIN) Long-Term Care Home Service Accountability Agreement (L-SAA);

AND FURTHER THAT:

A by-law be prepared to authorize the signing of the agreement.

CARRIED

9. Emergency Services:

- 9.1 2018-01 RFP Results – 2018 Ambulance Replacement: (presented by Jeff Horseman)

MOTION:

Moved By: Councillor Gowing and Seconded By: Warden Ginn

THAT:

The Committee of the Whole Day 2 receives the report by Jeff Horseman, Chief Emergency Services, dated March 21, 2018 titled 2018-01 RFP Results - 2018 Ambulance Replacement, as presented for information;

AND FURTHER THAT:

The Committee of the Whole Day 2 awards the 2018 replacement of two (2) ambulances to Demers Ambulances of Beloeil, Quebec for the tendered price of \$272,080.00 (excluding HST) and included will be the Stryker power stretcher / power load system for an additional price of \$108,042.00 (excluding HST).

CARRIED

10. Public Works Department:

- 10.1 Contract HC 18-301 - County Road 87 - County Road 28 (South) to Howick-Minto Line Cold In-Place Recycling (CIR) and Surface Asphalt (11.5km): (presented by Steve Lund and Imran Khalid)

MOTION:

Moved By: Warden Ginn and Seconded By: Councillor Gowing

THAT:

The Committee of the Whole Day 2 receives the report by Steve Lund, County Engineer and Imran Khalid, Engineering Projects Manager - Roads, dated March 21, 2018, titled Contract HC 18-301 - County Road 87 - County Road 28 (South) to Howick-Minto Line Cold In-Place Recycling (CIR) and Surface Asphalt (11.5km), as presented for information;

AND FURTHER THAT:

The Committee of the Whole Day 2 awards the tender to Lavis Contracting Company Limited for Contract HC 18-301 for the tendered price of \$2,160,334 (HST Included);

AND FURTHER THAT:

An additional:

\$59,000 be allocated for contract administration and inspection costs;

\$150,000.00 be allocated for shoulder gravel, to be completed by County forces;

AND FURTHER THAT:

The surplus budget allowance be transferred to the Highway Reserve subject to favourable year end results;

AND FURTHER THAT:

A by-law be prepared authorizing the Warden and Clerk to execute the contracts and all other required documents.

CARRIED

11. Economic Development: None.

12. Administration, Policies & Other Issues:

12.1 Notice of Motion as presented at the Council meeting of March 7, 2018:

Moved by: Councillor Steffler Seconded by: Councillor Watt

THAT:

The Council of the County of Huron considers supporting a property tax exemption as a grant for the Kingsbridge Community Centre at the Committee of the Whole Day 2 meeting in March 2018.

CARRIED

Moved by: Councillor Hessel and Seconded by: Councillor Watt

THAT:

The Council of the County of Huron directs staff to prepare a report on the requests from Kingsbridge Community Centre for:

1. A policy to allow for relief of property taxes for community hubs.
2. Promotion of the Kingsbridge Community Centre through the Huron County Tourism, Arts and Culture Strategy.

CARRIED

13. Correspondence:

MOTION:

Moved By: Councillor Versteeg and Seconded By: Councillor Hessel

THAT:

The Council of the County of Huron accepts correspondence not specifically dealt with, for information.

CARRIED

14. Closed to the Public Session:

MOTION:

Moved By: Councillor Vincent and Seconded By: Councillor Van Diepenbeek

THAT:

The Committee do now go into a Closed to the Public Session at 11:24 AM under Section 239 of the Municipal Act, 2001 as amended; to discuss an item that relates to:

- Labour relations or employee negotiations – Ontario Nurses' Association (ONA), Homes;

AND FURTHER THAT:

CAO Meighan Wark, Clerk Susan Cronin, Human Resources Director Lara Vanstone and Human Resources Senior Manager Jane Anderson remain in attendance.

CARRIED

MOTION:

Moved By: Councillor Hessel and Seconded By: Councillor Gowing

THAT:

The Committee rise from the Closed to the Public Session at 11:47 AM.

CARRIED

- Reporting Out – Council received information.

15. Next Meeting:

The next meeting of Committee of the Whole Day 2 will be in Goderich on Wednesday, April 18, 2018 at 9:00 AM.

16. Adjournment:

MOTION:

Moved By: Councillor Frayne and Seconded By: Councillor Vincent

THAT:

The meeting adjourn at 11:48 AM.

CARRIED

Chair Maureen Cole

Clerk Susan Cronin

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 044742 Date 03/20/2018 Amount 200.00				
004492 TREASURER, HURON COUNTY MUNICI	2018	03/20/2018	HCMOA- MEMBERSHIP/REGIS	200.00
			Invoice Count 1 Total	200.00
Cheque 044743 Date 03/29/2018 Amount 1,000.24				
002943 BERGOR EQUIPMENT SUPPLY	119631	03/06/2018	PW- PARTS FOR SWEEPER	1,000.24
			Invoice Count 1 Total	1,000.24
Cheque 044744 Date 03/29/2018 Amount 610.20				
004779 CHORLEY + BISSET LTD.	31170	02/28/2018	ARENA W- PROFESSIONAL F	610.20
			Invoice Count 1 Total	610.20
Cheque 044745 Date 03/29/2018 Amount 563.87				
004796 CITY OF NIAGARA FALLS	3-20-2018	03/20/2018	AMIN- OSUM CONFERENCE	563.87
			Invoice Count 1 Total	563.87
Cheque 044746 Date 03/29/2018 Amount 1,476.77				
000885 DEAN'S VALU-MART	641-7034	02/27/2018	DAY CARE- POTATOES	5.99
000885 DEAN'S VALU-MART	641-8738	03/08/2018	DAY CARE- FOOD SUPPLIES	8.76
000885 DEAN'S VALU-MART	641-2007	03/11/2018	DAY CARE- FOOD SUPPLIES	389.40
000885 DEAN'S VALU-MART	641-9345	03/12/2018	EL - FOOD SUPPLIES	92.06
000885 DEAN'S VALU-MART	641-9997	03/15/2018	DAY CARE- FOOD SUPPLIES	509.23
000885 DEAN'S VALU-MART	642-2674	03/15/2018	REC PROGRAM SUPPLIES	21.40
000885 DEAN'S VALU-MART	641-2753	03/19/2018	BA-MR-FOOD SUPPLIES	146.34
000885 DEAN'S VALU-MART	641-2775	03/19/2018	EL- FOOD SUPPLIES	52.82
000885 DEAN'S VALU-MART	641-1178	03/22/2018	DAY CARE- FOOD SUPPLIES	250.77
			Invoice Count 9 Total	1,476.77
Cheque 044747 Date 03/29/2018 Amount 1,997.99				
004628 HORIZON SOLUTIONS	SAA08221	03/14/2018	MEM HALL HOUSE LIGHTS	1,997.99
			Invoice Count 1 Total	1,997.99
Cheque 044748 Date 03/29/2018 Amount 24,910.03				
004718 KGS GROUP	83561	01/31/2018	HOWSON DAM-SAFETY ASSE	15,494.33
004718 KGS GROUP	83800	02/28/2018	HOWSON DAM- SAFETY ASSI	9,415.70
			Invoice Count 2 Total	24,910.03
Cheque 044749 Date 03/29/2018 Amount 6,146.97				
000427 MINISTER OF FINANCE	3-31-2018	03/26/2018	MARCH 2018 PREMIUM	6,146.97
			Invoice Count 1 Total	6,146.97
Cheque 044750 Date 03/29/2018 Amount 28.25				
002513 MUNICIPALITY OF NORTH PERTH	2018	03/06/2018	SWORFA- MEMBERSHIP FEE	28.25
			Invoice Count 1 Total	28.25
Cheque 044751 Date 03/29/2018 Amount 737.49				

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000748 ONTARIO ASSOCIATION OF POLICE SE	JKR3CS	03/27/2018	OAPSB 2018 MEMBERSHIP	737.49
		Invoice Count	1 Total	737.49
Cheque 044752 Date 03/29/2018 Amount 33.90				
003138 OWEN SOUND POLICE SERVICES	3440-18	03/08/2018	POLICE- GPS TRACKING- MA	33.90
		Invoice Count	1 Total	33.90
Cheque 044753 Date 03/29/2018 Amount 59.55				
004547 ST. HELENS' WOOD PRODUCTS	196	01/01/2018	PW- 2 1/2 X 10 X 14'6" -2	59.55
		Invoice Count	1 Total	59.55
Cheque 044754 Date 03/29/2018 Amount 1,813.65				
003344 UTIL-EQUIP MANUFACTURING INC	8493	03/14/2018	FIRE- LADDER INSPECTIONS	1,813.65
		Invoice Count	1 Total	1,813.65
Report Total				39,578.91

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 004907 Date 03/28/2018 Amount 8,020.29				
002512 TOWNSHIP OF NORTH HURON	62488	02/28/2018	FEB WAGES/BENEFITS	8,020.29
		Invoice Count	1 Total	8,020.29
Cheque 004908 Date 03/28/2018 Amount 84,229.21				
000897 TOWNSHIP OF NORTH HURON SEWER	178446	02/28/2018	SEWR BILLING	84,229.21
		Invoice Count	1 Total	84,229.21
Cheque 004909 Date 03/29/2018 Amount 3,191.59				
004516 SIMARK CONTROLS LTD	195757	02/13/2018	WATER- SCADA PACK	3,191.59
		Invoice Count	1 Total	3,191.59
Report Total				95,441.09

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 003435 Date 03/28/2018 Amount 5,653.10				
002512 TOWNSHIP OF NORTH HURON	62772	02/28/2018	FEBRUARY WAGES/BENEFIT	5,653.10
Invoice Count 1 Total				5,653.10
Cheque 003436 Date 03/29/2018 Amount 4,938.10				
004795 DALIS BLOWER INC.	103399	01/01/2018	SEWER- OVERHAUL OF BLO\	4,938.10
Invoice Count 1 Total				4,938.10
Cheque 003437 Date 03/29/2018 Amount 355.95				
000629 MORAN MECHANICAL AND ELECTRICA	101976	03/12/2018	SEWER MACHINE- SHUTER !	355.95
Invoice Count 1 Total				355.95
Report Total				10,947.15

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 001080 Date 03/19/2018 Amount 12,952.53				
000294 HYDRO ONE NETWORKS INC	January 2018-8337	02/26/2018	120 KWH- 377 GYSPY OTH O1	50.86
000294 HYDRO ONE NETWORKS INC	January 2018-4216	02/27/2018	58320 KWH- ARENA/HALL B	12,022.80
000294 HYDRO ONE NETWORKS INC	February 2018-1532	02/28/2018	427 KWH- CEMETERY	103.12
000294 HYDRO ONE NETWORKS INC	February 2018-8056	02/28/2018	4091 KWH- ESTC-FIRE B	745.39
000294 HYDRO ONE NETWORKS INC	February 2018-8593	02/28/2018	ESTC PROGRAM- ELETRICIT'	30.36
Invoice Count 5 Total				12,952.53
Cheque 001081 Date 03/20/2018 Amount 1,737.33				
003224 HURONTEL	10886810-03-2018	03/01/2018	TOWN HALL - PHONE/INTERN	645.84
003224 HURONTEL	10886812-03-2018	03/01/2018	REC ADMIN- PHONE/INTERNI	313.18
003224 HURONTEL	10886813-03-2018	03/01/2018	EARLY ON- PHONE/INTERNE'	159.39
003224 HURONTEL	10886815-3-2018	03/01/2018	AIRPORT- PHONE/INTERNET	97.93
003224 HURONTEL	10886818-3-2018	03/01/2018	FIRE- PHONE/INTERNET	153.63
003224 HURONTEL	10886858-3-2018	03/01/2018	POLICE- PHONE/INTERNET	242.40
003224 HURONTEL	10886860-03-2018	03/01/2018	PW W- PHONE/INTERNET	96.35
003224 HURONTEL	10886861-03-2018	03/01/2018	MUSEUM - PHONE	28.61
Invoice Count 8 Total				1,737.33
Cheque 001082 Date 03/20/2018 Amount 926.40				
000294 HYDRO ONE NETWORKS INC	February 2018-3023	03/01/2018	5121 KWH- AIRPORT	926.40
Invoice Count 1 Total				926.40
Cheque 001083 Date 03/21/2018 Amount 448.23				
000294 HYDRO ONE NETWORKS INC	February 2018-1693	03/02/2018	538 KWH- HUTTON HEIGHT S	116.13
000294 HYDRO ONE NETWORKS INC	February 2018-8461	03/02/2018	231 KWH- AIRPORT LIGHTS	52.15
000294 HYDRO ONE NETWORKS INC	February 2018-8480	03/02/2018	396 KWH- AUBURN ST LIGHT	88.13
000294 HYDRO ONE NETWORKS INC	February 2018-8882	03/02/2018	896 KWH- HUMPHREY ST LIG	191.82
Invoice Count 4 Total				448.23
Cheque 001084 Date 03/23/2018 Amount 76.37				
000052 BELL CANADA	3-1-2018	03/01/2018	POLICE PHONE- 357-1212	76.37
Invoice Count 1 Total				76.37
Cheque 001085 Date 03/23/2018 Amount 44,672.08				
000535 RECEIVER GENERAL FOR CANADA	3-22-2018-Council	03/22/2018	COUNCIL- PAYROLL REMITT/	219.38
000535 RECEIVER GENERAL FOR CANADA	3-22-2018-FT	03/22/2018	FT PAYROLL REMITTANCE	35,568.33
000535 RECEIVER GENERAL FOR CANADA	3-22-2018-Fire	03/22/2018	FIRE- PAYROLL REMITTANCE	315.00
000535 RECEIVER GENERAL FOR CANADA	3-22-2018-RT	03/22/2018	RT PAYROLL REMITTANCE	8,569.37
Invoice Count 4 Total				44,672.08
Cheque 001086 Date 03/23/2018 Amount 8,563.25				
000594 SPARLINGS PROPANE	88250005961425	02/01/2018	ARENA B- PROPANE	49.70
000594 SPARLINGS PROPANE	88550105961413	02/01/2018	ARENA W- PROPANE	77.94
000594 SPARLINGS PROPANE	88250005355772	02/06/2018	ARENA/HALL B- PROPANE	1,783.76
000594 SPARLINGS PROPANE	88250005961809	02/07/2018	ARENA B- PROPANE	74.55
000594 SPARLINGS PROPANE	88550105963423	02/08/2018	ARENA W PROPANE	51.96
000594 SPARLINGS PROPANE	88250178371818	02/12/2018	PW-EW- PROPANE	1,215.33
000594 SPARLINGS PROPANE	88250005963100	02/13/2018	ARENA B- PROPANE	18.06

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000594 SPARLINGS PROPANE	88250005386693	02/15/2018	ARENA/HALL B- PROPANE	2,531.52
000594 SPARLINGS PROPANE	88250005965808	02/15/2018	ARENA B- PROPANE	24.85
000594 SPARLINGS PROPANE	88550105965817	02/15/2018	ARENA W- PROPANE	77.94
000594 SPARLINGS PROPANE	88250105392188	02/17/2018	ESTC- PROPANE	2,304.05
000594 SPARLINGS PROPANE	88250005965976	02/21/2018	ARENA B- PROPANE	24.85
000594 SPARLINGS PROPANE	88550105967547	02/22/2018	ARENA W- PROPANE	51.96
000594 SPARLINGS PROPANE	88250178414631	02/26/2018	PW EW- PROPANE	251.93
000594 SPARLINGS PROPANE	88250005967940	02/28/2018	ARENA B- PROPANE	24.85
Invoice Count 15 Total				8,563.25
Cheque 001087 Date 03/23/2018 Amount 1,672.85				
004311 TELUS	2-28-2018	02/28/2018	CELL PHONES	1,672.85
Invoice Count 1 Total				1,672.85
Cheque 001088 Date 03/23/2018 Amount 249.34				
002697 TUCKERSMITH COMMUNICATIONS CO.	11283616-3-2018	03/01/2018	ARENA/HALL B- PHONE/TV/IN	118.05
002697 TUCKERSMITH COMMUNICATIONS CO.	11283708-3-2018	03/01/2018	ESTC-PHONE/INTERNET	54.26
002697 TUCKERSMITH COMMUNICATIONS CO.	11283710-3-2018	03/01/2018	PW- BLYTH -PHONE/INTERNE	77.03
Invoice Count 3 Total				249.34
Cheque 001089 Date 03/23/2018 Amount 9,070.43				
000721 W S I B	2-28-2018	02/28/2018	FEBRUARY 2018 REMITTANC	9,070.43
Invoice Count 1 Total				9,070.43
Cheque 001090 Date 03/26/2018 Amount 28.56				
003329 EASTLINK	4796797	03/05/2018	EL- PHONE	28.56
Invoice Count 1 Total				28.56
Cheque 001091 Date 03/26/2018 Amount 424.72				
000294 HYDRO ONE NETWORKS INC	February 2018-7867	03/05/2018	228 KWH- 850 JOSEPHINE ST	67.22
000294 HYDRO ONE NETWORKS INC	February 2018-0983	03/07/2018	0 KWH- # 8 CAMP ENTRANCE	101.39
000294 HYDRO ONE NETWORKS INC	February 2018-1401	03/07/2018	1268 KWH- 39498 BELGRAVE	256.11
Invoice Count 3 Total				424.72
Cheque 001092 Date 03/27/2018 Amount 273.68				
000294 HYDRO ONE NETWORKS INC	February 2018-4071	03/08/2018	125 KWH- 377 GYPSY LANE	51.27
000294 HYDRO ONE NETWORKS INC	February 2018-4633	03/08/2018	1 KWH- 377 GYPSY OTHER SI	30.36
000294 HYDRO ONE NETWORKS INC	February 2018-6627	03/08/2018	562 KWH- 429 MILL STREET	130.27
000294 HYDRO ONE NETWORKS INC	February 2018-7304	03/08/2018	177 KWH- 423 MILL STREET	61.78
Invoice Count 4 Total				273.68
Cheque 001093 Date 03/27/2018 Amount 1,799.37				
000687 WESTARIO POWER INC.	2103818816	03/08/2018	1073 KWH- MUSEUM	160.78
000687 WESTARIO POWER INC.	2103818822	03/08/2018	2401 KWH- FIRE STN WINGH/	329.63
000687 WESTARIO POWER INC.	2103818823	03/08/2018	2288 KWH- 445 JOSEPHINE S	324.94
000687 WESTARIO POWER INC.	2103818829	03/08/2018	191 KWH- CRUICKSHANK PAI	47.35
000687 WESTARIO POWER INC.	2103818852	03/08/2018	213 KWH- 250 JOHN ST ST LI	49.90
000687 WESTARIO POWER INC.	2103818868	03/08/2018	600 KWH- 166 JOHN STREET	93.90

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
000687	WESTARIO POWER INC.	2103818875	03/08/2018	188 KWH- PUMP HOUSE	86.49
000687	WESTARIO POWER INC.	2103818878	03/08/2018	334 KWH- JOSEPHINE ST ST	63.45
000687	WESTARIO POWER INC.	2103818885	03/08/2018	3167 KWH- VIC & JOS STREE	394.58
000687	WESTARIO POWER INC.	2103818886	03/08/2018	1918 KWH- ALF & JOS ST LIG	248.35
				Invoice Count	10
				Total	1,799.37
Cheque 001094		Date 03/28/2018		Amount 25.32	
000687	WESTARIO POWER INC.	300250872	03/09/2018	0 KWH- PARK DR SNACK BAF	25.32
				Invoice Count	1
				Total	25.32
Report Total					82,920.46

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 000594 Date 03/19/2018 Amount 1,623.30				
000294 HYDRO ONE NETWORKS INC	February 2018-7904	02/26/2018	9300 KWH- 201 VICTORIA ST	1,623.30
		Invoice Count	1 Total	1,623.30
Cheque 000595 Date 03/20/2018 Amount 487.10				
003224 HURONTEL	10886873-3-2018	03/01/2018	WATER TOWER- INTERNET	210.07
003224 HURONTEL	10886875-3-2018	03/01/2018	WELL # 3- INTERNET	67.74
003224 HURONTEL	10886878-3-2018	03/01/2018	WELL # 4 - PHONE/INTERNET	96.35
003224 HURONTEL	10886915-3-2018	03/01/2018	PUC SHED- INTERNET	112.94
		Invoice Count	4 Total	487.10
Cheque 000596 Date 03/23/2018 Amount 84.52				
000052 BELL CANADA	3-1-2018-W	03/01/2018	WATER PHONE- 357-9942	84.52
		Invoice Count	1 Total	84.52
Cheque 000597 Date 03/23/2018 Amount 118.47				
002697 TUCKERSMITH COMMUNICATIONS CO	11224287-3-2018	03/01/2018	BL PUMP STN- PHONE	31.83
002697 TUCKERSMITH COMMUNICATIONS CO	11283709-3-2018	03/01/2018	WATER PLANT B- PHONE/INT	86.64
		Invoice Count	2 Total	118.47
Cheque 000598 Date 03/27/2018 Amount 2,294.39				
002512 TOWNSHIP OF NORTH HURON	278054	03/27/2018	TAXES PAID TO WATER ACC	1,307.00
002512 TOWNSHIP OF NORTH HURON	278080	03/27/2018	TAXES PAID TO WATER ACC	987.39
		Invoice Count	2 Total	2,294.39
Cheque 000599 Date 03/27/2018 Amount 887.63				
000294 HYDRO ONE NETWORKS INC	February 2018-9904	03/08/2018	4680 KWH- 377 GYPSY WELL	887.63
		Invoice Count	1 Total	887.63
Cheque 000600 Date 03/27/2018 Amount 932.93				
000687 WESTARIO POWER INC.	2103818873	03/08/2018	3391 KWH- 435 MINNIE ST #2	460.97
000687 WESTARIO POWER INC.	2103818874	03/08/2018	1591 KWH- 435 MINNIE STREI	233.82
000687 WESTARIO POWER INC.	2103818894	03/08/2018	1664 KWH-WATERTOWER	238.14
		Invoice Count	3 Total	932.93
Report Total				6,428.34

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 03/21/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502321	Date 03/21/2018	Amount 29,758.62		
004794 MINTO AG LTD.	WM06687	03/20/2018	LANDFILL- BOMAG REPAIRS	29,758.62
		Invoice Count	1 Total	29,758.62
Cheque 502322	Date 04/04/2018	Amount 22,826.06		
004463 A.G. HAYTER CONTRACTING LTD.	Certificate # 1	03/21/2018	STURDY MUNICIPAL DRAIN	22,826.06
		Invoice Count	1 Total	22,826.06
Cheque 502323	Date 04/04/2018	Amount 1,250.48		
000002 ACAPULCO POOLS LIMITED	I003083	03/08/2018	POOL- CHEMICALS	1,250.48
		Invoice Count	1 Total	1,250.48
Cheque 502324	Date 04/04/2018	Amount 1,098.33		
000065 BLYTH DECOR SHOPPE	3-10-2018	03/10/2018	LIBRARY B - RENT	1,098.33
		Invoice Count	1 Total	1,098.33
Cheque 502325	Date 04/04/2018	Amount 65.94		
000794 BUDDSTEEL ARCHITECTURAL PROD.	8418	03/20/2018	COMPLEX- STANDARD MIRROR	65.94
		Invoice Count	1 Total	65.94
Cheque 502326	Date 04/04/2018	Amount 316.40		
003199 CAM'S POOL & SPA SERVICE	526082	03/18/2018	POOL- FLOW SENSOR REBUILD	316.40
		Invoice Count	1 Total	316.40
Cheque 502327	Date 04/04/2018	Amount 160.00		
000099 CANADIAN RED CROSS	CRC-038563	02/06/2018	ESTC- CERTIFICATION FEE	160.00
		Invoice Count	1 Total	160.00
Cheque 502328	Date 04/04/2018	Amount 90.12		
001557 CAROL MACPHERSON	3-14-2018	03/14/2018	DAY CARE- SUPPLIES	90.12
		Invoice Count	1 Total	90.12
Cheque 502329	Date 04/04/2018	Amount 218.36		
003919 CINTAS CANADA LIMITED	839547042	03/22/2018	FITNESS/POOL- SANITIZE RE	218.36
		Invoice Count	1 Total	218.36
Cheque 502330	Date 04/04/2018	Amount 501.72		
001837 CJ JOHNSTON OFFICE SOLUTIONS	40054	03/19/2018	REC- ROYAL BLUE SEAT SHE	501.72
		Invoice Count	1 Total	501.72
Cheque 502331	Date 04/04/2018	Amount 250.39		
000740 DAWN BENNINGER	3-21-2018	03/21/2018	CONC W- SUPPLIES	250.39
		Invoice Count	1 Total	250.39
Cheque 502332	Date 04/04/2018	Amount 108.63		

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 03/21/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000199 DONNA WHITE	3-19-2018	03/19/2018	ADMIN- BILL 148 MEETING SL	108.63
		Invoice Count	1 Total	108.63
Cheque 502333 Date 04/04/2018 Amount 501.44				
004623 GM BLUEPLAN ENGINEERING LIMITED 93174		03/16/2018	STURDY MUNICIPAL DRAIN	501.44
		Invoice Count	1 Total	501.44
Cheque 502334 Date 04/04/2018 Amount 551.86				
000322 JOE KERR LTD	1000002398	02/05/2018	PW- LOADER - SNOW REMOVAL	186.45
000322 JOE KERR LTD	1000002456	03/14/2018	PW- REPLACED THERMOSTAT	365.41
		Invoice Count	2 Total	551.86
Cheque 502335 Date 04/04/2018 Amount 802.74				
000352 KITSUPPLY	145891	03/14/2018	DAY CARE- JANITORIAL SUPPLIES	426.98
000352 KITSUPPLY	145982	03/20/2018	TOWN HALL- JANITORIAL SUPPLIES	80.91
000352 KITSUPPLY	145992	03/20/2018	COMPLEX- JANITORIAL SUPPLIES	294.85
		Invoice Count	3 Total	802.74
Cheque 502336 Date 04/04/2018 Amount 736.23				
000364 LAVIS CONTRACTING CO LTD	P-240-00003393	02/28/2018	PW- SCREENED SAND	736.23
		Invoice Count	1 Total	736.23
Cheque 502337 Date 04/04/2018 Amount 1,135.65				
004735 LEGEND RECREATION SOFTWARE, INC 50014		03/08/2018	REC ADMIN- MONTHLY LICENSE	1,135.65
		Invoice Count	1 Total	1,135.65
Cheque 502338 Date 04/04/2018 Amount 1,695.00				
004287 LISA HIBMA	Feb 23, 2018	02/23/2018	ESTC- RED CROSS TRAINING	1,695.00
		Invoice Count	1 Total	1,695.00
Cheque 502339 Date 04/04/2018 Amount 71.48				
002521 LORI VADER	3-16-2018	03/16/2018	EL- PROGRAM SUPPLIES	71.48
		Invoice Count	1 Total	71.48
Cheque 502340 Date 04/04/2018 Amount 287.03				
002258 MARIA WALDEN	3-19-2018	03/19/2018	EARLY ON- MILEAGE/SUPPLIES	287.03
		Invoice Count	1 Total	287.03
Cheque 502341 Date 04/04/2018 Amount 58.76				
000416 MELISSA SCOTT	3-14-2018	03/14/2018	FITNESS- OFFICE SUPPLIES	58.76
		Invoice Count	1 Total	58.76
Cheque 502342 Date 04/04/2018 Amount 352.56				
000420 MGM TOWNSEND TIRE	IN051529	03/13/2018	FIRE- BATTERIES PUBLIC ED	203.40

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 03/21/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000420 MGM TOWNSEND TIRE	IN051650	03/20/2018	PW- REPAIR WHEEL VALVE	149.16
		Invoice Count	2 Total	352.56
Cheque 502343 Date 04/04/2018 Amount 17.82				
004748 MICHAEL ROESS	3-14-2018	03/14/2018	FPO - MILEAGE	17.82
		Invoice Count	1 Total	17.82
Cheque 502344 Date 04/04/2018 Amount 1,307.00				
000123 MUNICIPALITY OF CENTRAL HURON	118112	03/12/2018	PW- AUBURN SNOW REMOV/	1,307.00
		Invoice Count	1 Total	1,307.00
Cheque 502345 Date 04/04/2018 Amount 204.53				
004578 NOVACK'S UNIFORM SOLUTIONS	200297	01/17/2018	FIRE- CLIP ON SETS	95.52
004578 NOVACK'S UNIFORM SOLUTIONS	204466	03/19/2018	FIRE- SLIP ON SETS	109.01
		Invoice Count	2 Total	204.53
Cheque 502346 Date 04/04/2018 Amount 47,802.52				
000473 OMERS	March 2018	03/26/2018	MARCH 2018 REMITTANCE	47,802.52
		Invoice Count	1 Total	47,802.52
Cheque 502347 Date 04/04/2018 Amount 151.42				
000498 ORKIN CANADA CORPORATION	IN-8363626	03/09/2018	LANDFILL - PEST CONTROL	151.42
		Invoice Count	1 Total	151.42
Cheque 502348 Date 04/04/2018 Amount 383.23				
003284 PPE SOLUTIONS INC	6453	03/22/2018	FIRE- 4 STANDARD SHIELDS	383.23
		Invoice Count	1 Total	383.23
Cheque 502349 Date 04/04/2018 Amount 310.00				
003875 QUEENS BAKERY	I-88299	03/20/2018	LUNCH FOR BILL 148 MEETIN	310.00
		Invoice Count	1 Total	310.00
Cheque 502350 Date 04/04/2018 Amount 118,800.75				
004791 REALTERM ENERGY CORP.	774970	03/01/2018	STREETLIGHTS- COBRA HEA	71,723.67
004791 REALTERM ENERGY CORP.	774973- cert # 2 DEC	03/01/2018	DECORATIVE STREETLIGHTS	12,609.93
004791 REALTERM ENERGY CORP.	775715- Cert 3-DEC	03/07/2018	STREETLIGHTS - DECORATI	34,467.15
		Invoice Count	3 Total	118,800.75
Cheque 502351 Date 04/04/2018 Amount 31.08				
000538 RESURFICE CORP	85844	03/22/2018	ARENA W- BLADE SHARPENI	31.08
		Invoice Count	1 Total	31.08
Cheque 502352 Date 04/04/2018 Amount 549.77				
004032 SHELBY MURRAY-PLES	3-16-2018	03/16/2018	EARLY ON-MILEAGE/SUPPLIE	549.77
		Invoice Count	1 Total	549.77

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 03/21/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502353 Date 04/04/2018 Amount 759.14				
003363 SIMPLY ASSEMBLY	13971	03/26/2018	SERVICE FITNESS EQUIPMEI	759.14
			Invoice Count 1 Total	759.14
Cheque 502354 Date 04/04/2018 Amount 1,535.44				
002814 STRONGCO LIMITED PARTNERSHIP	90531554	03/10/2018	PW- REPAIR PARKING BRAKE	1,535.44
			Invoice Count 1 Total	1,535.44
Cheque 502355 Date 04/04/2018 Amount 232.21				
000620 SWAN DUST CONTROL LTD	5148592	03/15/2018	COMPLEX- MATS/MOPS	143.00
000620 SWAN DUST CONTROL LTD	5148604	03/15/2018	POLICE- MATS/MOPS	36.50
000620 SWAN DUST CONTROL LTD	5148605	03/15/2018	TOWN HALL- MATS	29.15
000620 SWAN DUST CONTROL LTD	5148609	03/15/2018	DAY CARE- MATS	23.56
			Invoice Count 4 Total	232.21
Cheque 502356 Date 04/04/2018 Amount 67.33				
004451 VANESSA MARKS	3-15-2018	03/15/2018	EL- SUPPLIES	51.51
004451 VANESSA MARKS	3-22-2018	03/22/2018	EL- COUCH COVERS	15.82
			Invoice Count 2 Total	67.33
Cheque 502357 Date 04/04/2018 Amount 47.46				
002081 WINGHAM FOODLAND	725-600-2371	03/13/2018	EARLY ON- SUPPLIES	19.70
002081 WINGHAM FOODLAND	725-600-4838	03/19/2018	EARLY ON- SUPPLIES	27.76
			Invoice Count 2 Total	47.46
Report Total				235,037.50

Accounts Payable

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

Cheque Date 03/17/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 900115 Date 03/20/2018 Amount 164.09				
003224 HURONTEL	10886876-3-2018	03/01/2018	SEWAGE PUMP STN- PHONE	96.35
003224 HURONTEL	10886877-3-2018	03/01/2018	SEWAGE TRT PLT- INTERNE	67.74
Invoice Count 2 Total				164.09
Cheque 900116 Date 03/23/2018 Amount 97.36				
002697 TUCKERSMITH COMMUNICATIONS CO.	11286584-3-2018	03/01/2018	BL SEWAGE TRT PLT- PHONE	97.36
Invoice Count 1 Total				97.36
Cheque 900117 Date 03/28/2018 Amount 25.32				
000687 WESTARIO POWER INC.	300250874	03/09/2018	0 KWH- SEWER SIPHON	25.32
Invoice Count 1 Total				25.32
Report Total				286.77



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Clerk/Manager of IT
DATE: 03/04/2018
SUBJECT: Clerk's Department Update
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the Clerk's Department Update report dated April 3, 2018, for information purposes.

EXECUTIVE SUMMARY

The Clerk provides periodic updates to Council on the activities of the Clerk's Department.

DISCUSSION

Administration

Election 2018

The Huron County Election Working Group met on March 20, 2018 to discuss next steps in the 2018 Municipal Election. It was determined that all Huron County lower tiers would engage in an initial joint advertising campaign across the county. The initial advertisement will be a large ad (possibly a full page) outlining the positions for each lower tier municipality and will be run in all newspapers across Huron County to achieve enhanced coverage and get the word out as much as possible. After the initial joint ad, each lower tier will send out other ad(s) as nomination day approaches.

In addition, discussion took place regarding organizing a joint candidate information session. The session would be open for candidates or those interested in the municipal election from across Huron County to attend and would be facilitated by MMAH Municipal Advisor Maureen Beatty. The thought is to hold such an event in Clinton as it is central for all of the lower tiers. More information will be provided as the details are determined.

Cemetery

Administration and Public Works staff met on March 22, 2018 to discuss cemetery operations and possible process improvements. A number of items were discussed in detail including the current fees associated with cemetery operations and ways to streamline the process, ensuring that the proper individuals have the correct information when they need it. This would be achieved by the implementation of cemetery software to improve the record keeping practices as well as access to those records.

Emergency Management

Staff recently met with Huron County CEMC David Clarke to discuss the preparation of updated emergency management packages. Council approved a revised Emergency Management Plan in December 2017 and David Clarke has made a number of suggestions to improve North Huron'

emergency response packages. Staff will continue to work with David to implement improvements to increase North Huron's emergency preparedness.

Information Technology

Legend Recreation Software

Legend continues to implement new updates and enhancements to their software suite. A number of minor bugs have recently been fixed by updates to the software and new enhancements are being reviewed by Recreation staff prior to implementation. Equipment has been configured at the airport to enable staff to process sales of items such as fuel or tie downs from that location.

Security Updates

To address certain security concerns, one of the municipality's older servers has been retired and services moved to a more modern server. This was done using existing equipment, no additional hardware has been purchased.

FINANCIAL IMPACT

No immediate financial impact at this time.

FUTURE CONSIDERATIONS

No future considerations at this time.

RELATIONSHIP TO STRATEGIC PLAN

Goal #3 – Our community is Health and Safe

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: Sean McGhee
DATE: 03/04/2018
SUBJECT: Landfill Compactor repairs
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding costs incurred for the repair of the Township of North Huron Landfill compactor for information.

EXECUTIVE SUMMARY

The Township of North Huron owns and operates a Bomag BC571RC Landfill Compactor for use at the Wingham landfill site. This steel wheeled unit is designed to compact and compress the waste material that is deposited at the site prior to daily application of cover material. The compaction and cover process is key to the operation of the site and maximizes the use of the working area of the landfill.

The compactor developed a coolant leak in the head gasket area which was identified by the operator. In order to minimize potential damage resulting from this issue, the unit was taken off line until a service provider could be sourced to work on the machine. As this is a specialized piece of equipment, some difficulty was encountered in finding a service provider willing to work on it.

The compactor was floated to a shop in Harriston and repaired during the month of March. While in the shop, the need for repairs was identified in a number of areas. The necessary work was completed and the compactor was returned to service. The unit is now operating at full capacity.

DISCUSSION

Once the compactor was delivered to the service center, it was cleaned extensively and all operating systems were carefully inspected. In the process of determining the source of the coolant leak, other age and wear related issues were identified and corrected. This included replacement of leaking head gaskets, a complete valve job including replacement of intake valves, rebuild of fuel injectors, and hydraulic system repairs.

Staff did not know the extent of the repair entering into this process. Efforts were made to comply with the procurement process, however, as noted earlier in this report, the specialized nature of the equipment limited options for securing quotations. Staff maintained close communication with the service provider during the process and are confident that all repairs completed were warranted. The quality of the service received was very high.

Although the work was extensive and costly, the overall condition of this unit is good. Replacement of the unit would be financially burdensome and is not warranted at this time. The most cost-effective approach to this issue was taken.

FINANCIAL IMPACT

Total cost for this repair work was \$26,335.⁰⁶ plus applicable tax. The draft 2018 budget contains \$84,400 for equipment repairs.

FUTURE CONSIDERATIONS

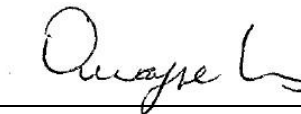
A new comparably sized landfill compactor costs in excess of \$500,000. Replacement of this equipment will need to be considered by a future Council as part of the budget process.

RELATIONSHIP TO STRATEGIC PLAN

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



Sean McGhee, Director of Public Works



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 03/04/2018
SUBJECT: CAO Activity Report 04-03-2018
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the April 3rd Activity Report of the CAO for information purposes.

EXECUTIVE SUMMARY

The CAO is going to provide periodic updates to Council on matters within the Administration Department and the overall Operation of the Township.

DISCUSSION

1. **Director of Fire and Emergency Services:** As directed, the CAO continues with the recruitment of a Director of Fire and Emergency Services.
2. **Pay Equity/Market Review:** Gallagher McDowell and Associates was retained last fall to undertake a pay equity/market review. The CAO and Senior Management Team have been working with the consultant and her review team over the last few months. The consultant will be presenting her report at a Special Council meeting scheduled for Monday, April 30, 2018. The consultant has requested the report be received by Council in closed session because some positions are held by identifiable individuals.
3. **Blyth-Hullett Landfill:** Over the last few weeks the CAO has been working with the Director of Public Works and Central Huron's CAO regarding the acquisition of groundwater rights within the Blyth-Hullett Landfill site's 'Contamination Attenuation Zone'. Securing control of the groundwater rights within the 'Contamination Attenuation Zone' is a Ministry of Environment and Climate Change directive. Councillor Vodden is North Huron's representative on the negotiating committee.
4. **North Huron Daycare Centre:** On March 20, 2017 the CAO and the Manager of Childcare Services met with County representatives regarding funding of daycare services. It was a positive and productive meeting in that the County advised they may be able to assist with North Huron's childcare services deficit. In the coming weeks, the CAO and the Manager of Childcare will be reviewing and discussing governance, staffing and capital expenditures associated with daycare services and will be engaging the County in further discussions. On March 7, 2018 the CAO attended a childcare staff meeting to thank staff for their hard work, dedication and commitment to the children and families of this community. The CAO provided opening remarks, answered questions and encouraged staff to embrace and take advantage of formal and informal professional development opportunities.
5. **Economic Development Committee:** The CAO fulfills the role of Economic Development Officer and provides support to the Economic Development Committee. The Committee has been meeting monthly on a regular basis with the next meeting is scheduled for April 5, 2018 at the Belgrave Community Centre. In addition to supporting the Economic Development Committee,

the CAO successfully organized a meeting between two developers and several agencies and organizations regarding potential development. The CAO is also leading a development team for a proposed commercial development in North Huron. The details of the developments and discussions cannot be shared due to confidentiality.

6. **Human Resources:** Due to a resignation, the CAO and the Manager of Childcare Services completed the hiring process to fill a Full-time Early Childhood Educator vacancy. On March 19, 2018 the CAO and members of the Senior Management Team also attended a half day training session in Blyth on Bill 148. The session was a joint initiative of North Huron and Morris-Turnberry and included neighbouring municipalities. The CAO and Senior Management Team are also embarking upon of a review of the Township's Human Resource Policy Manual. Disparities, lack of clarity and new provincial legislation (Bill 148) has prompted this review.
7. **Asset Management:** Earlier this year, the province introduced new Asset Management regulations. The CAO and Director of Public Works attended a webinar to learn more about the new regulations. In the coming weeks, the Treasurer, the Director of Public Works and the CAO will develop a plan to address the new regulations. The plan will be presented to Council for consideration.
8. **Cross Border Agreement:** The Municipality of Morris-Turnberry has requested revisions to the Cross Border Agreement signed last May. The CAO and members of the Senior Management Team are in the process of reviewing the requested revisions. The CAO will be preparing and presenting a future report for Council's consideration.
9. **Community Events:** On Saturday, March 24, 2018, the CAO attended a fundraising hockey game and silent auction at the Blyth Arena between the North Huron Fire Department and the Huron OPP. The funds raised support Huron County Victim Services.
10. **Emergency Services Training Centre:** Over the last few weeks the CAO has been in discussions with the Deputy Chiefs regarding staffing for the Emergency Services Training Centre. Three options are being explored. One of the options requires additional information. The information has been requested however, not yet received. The options will be presented for consideration at an upcoming Council meeting.

FINANCIAL IMPACT

n/a

FUTURE CONSIDERATIONS

n/a

RELATIONSHIP TO STRATEGIC PLAN

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



Dwayne Evans, CAO

March 16, 2018

Canada-Ontario Infrastructure Bilateral Agreement released

In keeping with our commitment to update members, here is the full [Canada-Ontario Infrastructure Bilateral Agreement](#) that was posted today. It sets out the annualized federal amounts for each of the funding streams for the next 10 years as well as eligible projects, costs and other requirements. Ontario will be undertaking work to put its administrative processes in place for municipal submissions. We do not yet know how soon this will happen. Again, we will keep you informed of next steps as soon as they are available.

AMO Contact:

Craig Reid, Senior Policy Advisor

March 19, 2018

Speech from the Throne Delivered Today in the Legislature

Ontario Lieutenant Governor Elizabeth Dowdeswell delivered the Speech from the Throne laying out the government's future priorities.

Government priorities of importance to municipal governments are:

- Continuing to make significant capital investments across Ontario in public infrastructure – roads, bridges, transit systems, schools, and hospitals.
- Focusing on areas that are struggling to achieve economic growth by investing in workers and businesses and support for regional, rural, and remote economies.
- Reinforcing the importance of addressing climate change.
- Continuing its plan for 100,000 child care spaces.
- Maintaining commitment of 5,000 new beds in the next four years as part of a 10-year plan to create 30,000 new long-term care beds and, by 2022, LTC residents will have access to 15 million more hours of care from health care professions.

Other items of community interest include:

- Expanding home care to provide more services for seniors at home, and to provide financial relief for families who are caring for aging seniors.
- Making investments in mental health and addictions services.
- Ensuring more people without a drug and dental benefits plan will have access to more affordable prescription drugs and dental care.

AMO will be in the March 28th Budget lock-up. Watch that evening for our briefing and analysis.

AMO Contact: Monika Turner, AMO Director of Policy

March 28, 2018

The 2018 Provincial Budget

Today the Honourable Charles Sousa, Minister of Finance, presented the 2018 Provincial Budget. As context, the budget projects a \$6.7 billion deficit for 2018. Deficits are also projected for 2019-20 (\$6.6 billion) and in 2020-21 (\$6.5 billion). Provincial revenues from income tax and the health premium are \$2.8 billion lower than projected.

These are the highlights of interest to municipal governments:

- **Upload Agreement:** The budget reaffirms the commitment to the upload agreement, which matures this year.
- **Connecting Links:** the fund is increased by \$5 million to \$30 million as planned for 2018-19.
- **Broadband:** the budget allocates \$500 million (new) over three years, further details on specific project funding is to come.
- **Public libraries:** \$28 million is provided over three years for digital library services. The Public Library Operating Grant is increased by \$51 million over 3 years.
- **Gasoline Tax for transit and OCIF:** previously planned program spending increases are included in the budget. The gas tax allocation for transit will increase from 2 cents to 4 cents by 2021-22. The OCIF will increase to \$300 million by 2018-19.
- **Community Transportation Grant Program:** provides \$40 million over three years to help municipalities and others in underserved areas.
- **Policing Grants:** remain stable at \$74.8 million.
- **Police Board training:** Officials confirm dollars will be set aside for the training of police service board members. Exactly how these dollars will be allocated has not been announced however this is an initial acknowledgement of a key ask of municipal governments following the passage of the *Safer Ontario Act, 2018*.
- **Property Taxation:** a number of adjustments are made to the property tax system including,

- **Railway Right-of-Way:** further adjustments will continue related to the indexing of rates (an increase of \$7 per acre for 2018), the variance of rates (minimum of \$110 per acre), and will provide municipalities with the option to increase rates per acre on high-tonnage lines.
- **Non-Profit Child Care in Schools:** these facilities will be exempted from taxation.
- **Business Vacancy Rebate and Reduction:** the provincial education portion will be aligned with changes made by municipalities to ensure greater consistency.
- **Valuation Date:** for the next assessment update, the valuation date of January 1, 2019 will be used to provide better quality data. The rest of the process will remain the same.
- **Previous Announcements:** the budget reaffirmed previous government announcements from earlier this month. These include: \$1.2 billion for mental health and addiction services, \$2.2 billion for child care expansion, \$2.3 billion for income security reform, \$1.8 billion to expand services to those with developmental disabilities, \$1 billion to expand drug coverage for seniors, and \$1.3 billion for health care among other new initiatives.

AMO Contact:

Matthew Wilson, Senior Advisor

One-Third Tax Free Exemption for Municipal Officials

In March 2017, the federal budget announced the government's intention to eliminate the one-third tax free exemption for municipal elected officials beginning in 2019. The 2018 federal budget delivered last month did not signal any change from that plan.

AMO's Board of Directors passed a resolution last June seeking the involvement of the Federation of Canadian Municipalities (FCM) on this matter. FCM has advised they have been raising this issue with federal officials over the past months but again, there have been no signs to suggest a change of plan for 2019.

While 2019 is nine months away, a municipal government may want to begin considering what course of action to take or at least to note it as a matter for the incoming council after the fall's municipal election.

AMO would also like to thank the 144 municipal treasurers who took part in our salary survey. Over 90% of survey respondents indicated their municipality uses the exemption. This information was provided to FCM in support of their advocacy efforts.

Here are some examples from the survey which illustrate the impact of this change in 2019:

- The cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000.
- The cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000.
- The cost increase for a southwestern Ontario municipality with a council of seven and a population of 24,000 will be at least \$14,000.

For almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000.

Also available for member municipal governments is 2017 survey results on council salaries. Use your AMO login to access the salary survey information available on the Dashboard. If you have forgotten your login details, please email amo@amo.on.ca.

Now Accepting Applications for the 2018 Premier's Award for Agri-Food Innovation Excellence Program!

Have you developed and implemented a unique product or process that helps foster innovation in Ontario's agriculture and food sector? If so, you could be eligible to receive one of the following awards from the Premier's Award for Agri-Food Innovation Excellence Program:

- Premier's Award (one award valued at \$75,000)
- Minister's Award (one award valued at \$50,000)
- Leaders in Innovation Awards (three awards valued at \$25,000 each)
- Provincial Awards (45 awards valued at \$5,000 each)

Primary producers / farmers, processors and agri-food organizations are invited to apply.

A copy of the Program Guidebook and Application Form, as well as information on previous award recipients is available online at www.ontario.ca/agrifoodinnovation or by phone at 1-877-424-1300.

Applications will be accepted until **11:59 p.m. on Friday, May 25, 2018.**

P R E M I E R ' S A W A R D F O R

A G R I - F O O D I N N O V A T I O N E X C E L L E N C E

P R I X D E L A P R E M I È R E M I N I S T R E P O U R

L ' E X C E L L E N C E E N I N N O V A T I O N A G R O A L I M E N T A I R E

Minister of
Seniors Affairs

6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 314-9710
Fax: (416) 325-4787

Ministre des Affaires
des personnes âgées

6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 314-9710
Télec.: (416) 325-4787



Ontario

March 2018

Dear Mayor, Reeve and Members of Council:

I am pleased to invite you to submit a nomination for the **2018 Senior of the Year Award**. This annual award was established in 1994 to give each municipality in Ontario the opportunity to **honour one outstanding local senior**; who, after the age of 65, has enriched the social, cultural, or civic life of his or her community. The award pays tribute to this accomplishment, while simultaneously showing how seniors are making a difference in the lives of those around them.

[Click here to submit a nomination.](#)

Deadline: April 30, 2018

A certificate will be provided by the Ontario government and include as signatories: Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself, Minister of Seniors Affairs, and the local Head of Council.

The Government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live and it is important we recognize their valuable contributions.

If you have questions, please contact the Ontario Honours and Awards Secretariat:

Email: ontariohonoursandawards@ontario.ca
Phone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

Thank you for your support.

Sincerely,

Dipika Damerla
Minister



Mars 2018

Madame la mairesse, Madame la préfète, membres du conseil,
Monsieur le maire, Monsieur le préfet, membres du conseil,

J'ai le plaisir de vous inviter à proposer une candidature pour le **Prix de la personne âgée de l'année 2018**. Ce prix annuel a été instauré en 1994 pour donner à chaque municipalité la possibilité de rendre hommage à une personne âgée exceptionnelle de la localité qui, après ses 65 ans, a enrichi la vie sociale, culturelle ou citoyenne de sa collectivité. Le prix rend hommage à cette réalisation, tout en montrant parallèlement comment les personnes âgées font une différence dans la vie des gens autour d'elles.

[Cliquez ici pour proposer une candidature.](#)

Date limite : le 30 avril 2018

Un certificat sera offert par le gouvernement de l'Ontario et inclura comme signataires : Son Honneur l'honorable Elizabeth Dowdeswell, lieutenant-gouverneure, moi-même, ministre des Affaires des personnes âgées, et la ou le chef du conseil de la localité.

Le gouvernement de l'Ontario est fier de travailler avec les municipalités sur cette initiative. Les personnes âgées ont généreusement fait don de leur temps, de leurs connaissances et de leur savoir-faire pour faire de cette province un endroit où il fait bon vivre, et il est important que nous rendions hommage à leurs précieuses contributions.

Pour toute question, veuillez communiquer avec le Secrétariat des distinctions et prix de l'Ontario :

Courriel : ontariohonoursandawards@ontario.ca
Téléphone : 416 314-7526
Sans frais : 1 877 832-8622
ATS : 416 327-2391

Je vous remercie de votre appui, et je vous prie de croire à l'expression de mes sentiments les meilleurs.

La ministre,

L'honorable Dipika Damerla

Ministry of the Attorney General

Agency and Tribunal Relations
Division
720 Bay St, 3rd Floor
Toronto ON M7A 2S9
Tel. 416-326-3723
Fax 647-723-2051

Ministère du Procureur général

Direction des relations avec les
organismes et les tribunaux
720, rue Bay, 3^e étage
Toronto ON M7A 2S9
Tél. 416-326-3723
Téléc. 647-723-2051



Date: March 20, 2018

Subject: *Local Planning Appeal Tribunal Act, 2017 Regulations related to the Building Better Communities and Conserving Watersheds Act, 2017.*

I am writing to provide you with an update on new Minister's regulations under the *Local Planning Appeal Tribunal Act, 2017* (the Act) relating to the *Building Better Communities and Conserving Watersheds Act, 2017*.

These regulations are scheduled to come into effect on April 3, 2018 and will change the land use planning and appeal system by:

- establishing transition rules for appeals to the Local Planning Appeal Tribunal (LPAT) which reflect the proposed approach identified on the [Regulatory Registry](#);
- prescribing timelines for appeals to the LPAT under the *Planning Act*;
- establishing time limits for submissions at oral hearings for major land use planning appeals before the LPAT; and
- scoping the practices and procedures of the LPAT in respect of major land use planning appeals.

You can view copies of these regulations on Ontario's e-Laws:

- Ontario Regulation [102/18] "[Planning Act Appeals](#)"
- Ontario Regulation [101/18] "[Transitional Matters](#)"

Questions

If you have any questions about the regulations, please send an email to ATRDconsultations@ontario.ca.

Sincerely,

Mariela Orellana, Director (Acting)
Agency and Tribunal Relations Branch
Ministry of the Attorney General



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard Al, Clerk/Manager of IT & Sean McGhee, Director of Public Works
DATE: 03/04/2018
SUBJECT: Cemetery Fee Structure Review
ATTACHMENTS: Revised Fees and Charges By-law Schedule D

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the April 3, 2018 report of the Clerk/Manager of IT and Director of Public Works regarding Cemetery Fees Structure Review, for information purposes;

AND FURTHER, that Council approves the proposed revisions to the Cemetery Fee Structure;

AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 30-2018 to be passed at the April 3, 2018 Council Meeting.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a revised structure for cemetery related fees which more accurately reflects the fees being collected by neighbouring municipalities.

DISCUSSION

Staff are undertaking a comprehensive review of cemetery operations. Through the review process the fees associated with various cemetery items were compared to neighbouring municipalities. Although many of North Huron's cemetery fees are in line with what is being collected by other municipalities, changes to some fees and the structure of those fees is recommended.

Attached to this report is a revised Fees and Charges By-law Schedule D which indicates in red strike through the previous fee and any changes or additions are indicated in blue.

To summarize the proposed changes

- The Cemetery Operation's contact number would be removed – all contact for cemetery operations should be routed through the municipal office.
- Where 4:00pm is indicated this would be changed to 2:00pm – the rationale behind this is that a burial scheduled for 4:00pm would be the end of an employees working day and could not actually be completed without incurring overtime for the employee to work past their regular scheduled hours. Changing this to 2:00pm provides 2 regular hours until the employee's 4:00pm work day ends.
- Winter Burials removed – winter burials are rarely done and there is a significant amount of risk and cost associated with this type of burial. If the situation arose where a winter burial was required and the weather was such that it would be appropriate, the current Cemetery By-law provides discretion for staff to proceed.
- Winter Storage – the current rate is quite low considering the risk and liability that North Huron assumes for winter storage. In addition, there are numerous instances in which North

Page 1

Huron is providing winter storage services for interments that will take place at other cemeteries, to address this a second fee has been added.

- Disinterment – consolidated fees for adult and child disinterment is recommended. In addition, a new fee for disinterment of cremated remains has been added.
- Fee increase by CPI each year has been added.

Cemetery operations officially begin on April 15, 2018 and as such staff request that the revised fee schedule by-law be considered at the April 3, 2018 Council Meeting so that the updated fees are in place for the beginning of the season.

FINANCIAL IMPACT

The current fees associated with Interments and Sale of Interment Rights, which account for the majority of cemetery fees, are similar to neighbouring municipalities and changes to those fees are not proposed at this time.

The proposed fee changes for disinterment and winter storage will result in additional revenue however disinterments are not frequently performed so it is unlikely there will be a significant impact from that item. The purpose for introducing this fee is to ensure the municipality's costs would be covered should a disinterment be requested.

Increased winter storage fees and the creation of a winter storage fee for interments taking place elsewhere will result in additional revenue. Historical winter storage details for the Wingham cemetery were unavailable however based on statistics for the Blyth cemetery, over the past 8 years 30 winter storage items have been sold. Of those 30, 10 were stored to be interred elsewhere or in other words 33% of all winter storage sold in Blyth have been interred elsewhere.

Although numbers fluctuate greatly from year to year, using 33% as an estimated average and based on an average of 1.25 burials per year (10 stored to be interred elsewhere over the past 8 years = 1.25 per year) would equate to additional revenue of approximately \$312.50 in Blyth. Based on the current situation in Wingham in which 2 are in storage for interment elsewhere, the new fee structure would have yielded an additional \$500 in revenue.

FUTURE CONSIDERATIONS

As noted, staff are reviewing cemetery operations as a whole. Updated fees are one component of this review however the Cemetery By-law is also being reviewed and an updated By-law will be presented for Council's consideration at an upcoming Council meeting.

RELATIONSHIP TO STRATEGIC PLAN

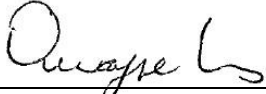
Goal #4 – Our Administration is fiscally responsible and strives for operational excellence.



Richard Al, Clerk/ Manager of IT



Sean McGhee, Director of Public Works



Dwayne Evans, CAO

SCHEDULE "D"

TOWNSHIP OF NORTH HURON
274 Josephine Street, Wingham, Ontario N0G 2W0
519-357-3550
519-357-1110 (Fax)

Blyth Union Cemetery - 82781 Cemetery Line, Blyth
Wingham Cemetery - 90397 Holmes Line, Wingham
~~Kevin Dunn 519-357-5950~~

PRICE LIST
Effective Date: ~~June 2, 2015~~ April 3, 2018

	Size	Interment Rights	C & M	Total Selling Price
SALE OF INTERMENT RIGHTS (and Care and Maintenance (C & M))				
Burial Lot - Resident	32 sq. ft.	\$ 480.00	\$ 320.00	\$ 800.00
Burial Lot - Non-Resident	32 sq. ft.	\$ 570.00	\$ 380.00	\$ 950.00
Cremation Lot - Resident	15 sq. ft.	\$ 240.00	\$ 160.00	\$ 400.00
Cremation Lot - Non-Resident	15 sq. ft.	\$ 285.00	\$ 190.00	\$ 475.00
Columbarium Niches - Rows A & B - Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows A & B - Non-Resident	1.09 sq. ft.	\$ 1,955.00	\$ 345.00	\$ 2,300.00
Columbarium Niches - Rows C & D - Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
Columbarium Niches - Rows C & D - Non-Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows E & F - Resident	1.09 sq. ft.	\$ 1,445.00	\$ 255.00	\$ 1,700.00
Columbarium Niches - Rows E & F - Non-Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
INTERMENT				
Adult - Resident				\$ 650.00
Adult - Non-Resident				\$ 750.00
Child - Resident				\$ 450.00
Child - Non-Resident				\$ 500.00
Infant - Resident				\$ 325.00
Infant - Non-Resident				\$ 375.00
Cremation - Resident				\$ 325.00
Cremation - Non-Resident				\$ 375.00
Mausoleum - Resident				\$ 550.00
Mausoleum - Non-Resident				\$ 650.00
Columbarium - First Opening & Closing Included in Purchase Price				
Columbarium - Second Opening - Resident				\$ 100.00
Columbarium - Second Opening - Non-Resident				\$ 200.00
Saturday, Sunday, Statutory Holiday & after 4:00 p.m. 2:00pm				
Columbarium - Resident				\$ 100.00
Columbarium - Non-Resident				\$ 200.00

EXTRA CHARGES (for Interment)

Winter Burial - Resident	\$ 900.00
Winter Burial - Non-Resident	\$ 1,000.00

Late Funeral - Resident	1 1/2 x regular rate
Late Funeral - Non-Resident	1 1/2 x regular rate
(After 4:00 p.m. 2:00pm and Saturdays)	

Late Funeral - Resident	2 x regular rate
Late Funeral - Non-Resident	2 x regular rate
(Sundays and Statutory Holidays)	

Winter Storage (Chapel) for Interment in North Huron	\$75.00 130.00
Winter Storage (Chapel) for Interment elsewhere	\$250.00

Grass Rental for Spring Interments	\$ 75.00
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DISINTERMENT

(Approval Required from Medical Officer of Health)

Adult - Casket Only	\$1,200.00 1,500
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Adult - Casket in Vault	\$1,000.00 1,300
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Child/Infant - Casket Only	\$ 600.00
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Child/Infant - Casket in Vault	\$ 500.00
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Crypt in Mausoleum	\$550.00 1,300
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Cremation	\$ 375.00
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TRANSFER FEE

Transfer of Interment Rights - Resident to Resident	\$ 100.00
Transfer of Interment Rights - Resident to Non-Resident	\$ 200.00

OTHER CHARGES

Tree & Shrub Removal	\$ 30.00
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Fees will be increased January 1st, 2019 and then annually on January 1st by the Consumer Price Index (CPI) rate, unless otherwise approved by Council. CPI rate will be calculated based on the average for the previous 12 months.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Clerk / Manager of IT
DATE: 03/04/2018
SUBJECT: Council Remuneration By-law Review
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the April 3, 2018 report of the Clerk/Manager of IT for information purposes;

AND FURTHER, that Council provides direction to staff on how to proceed.

EXECUTIVE SUMMARY

The purpose of this report is to review and provide a comparison of North Huron's current Council Honoraria, Meeting Pay, and Per Diem Rates of Pay by-law to those in use by local municipalities.

DISCUSSION

During the February 8th, 2018 Budget Meeting, Council passed the following resolution directing staff to review By-law 03-2010 and prepare a report for consideration.

M73/18

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby direct staff to review the Council Honoraria, Committee/Board Meeting Pay and Per Diem Rates of Pay By-law 03-2010, and prepare a report and revised draft for Council's consideration.

CARRIED

Using by-laws received from neighbouring municipalities, comparison charts have been prepared.

Council Per Diem Comparisons

	Council per diem			Committee/Board meeting per diem		
	Up to 2 hr	Up to 4 hr	Over 4 hr	Up to 2 hr	Up to 4 hr	Over 4 hr
North Huron	\$ 60.00	\$ 100.00	\$ 120.00	\$ 60.00	\$ 100.00	\$ 120.00
Morris-Turnberry	\$ 76.11	\$ 126.83	\$ 190.25	\$ 76.11	\$ 126.83	\$ 190.25
Howick	\$ 130.00	\$ 130.00	\$ 130.00	\$ 87.00	\$ 87.00	\$ 87.00
ACW	\$ 131.98	\$ 131.98	\$ 151.98	\$ 131.98	\$ 131.98	\$ 151.98
Huron East	\$ 94.75	\$ 147.30	\$ 147.30	\$ 70.75	\$ 94.75	\$ 188.60
Goderich	\$ 72.00	\$ 72.00	\$ 129.00	\$ 72.00	\$ 72.00	\$ 129.00
Bluewater	\$ 98.86	\$ 98.86	\$ 164.76	-	-	-
AVERAGE	\$ 94.81	\$ 115.28	\$ 147.61	\$ 82.97	\$ 102.09	\$ 144.47

Council Seminar Specific Per Diem Comparisons

(some municipalities do not differentiate between Council and Conference Per Diems – in these cases the Council Per Diems have been used for the averages)

	Conference per diem	
	Full Day	Overnight
North Huron	\$ 100.00	\$ 120.00
Morris-Turnberry	\$ 190.25	\$ 190.25
Howick	\$ 130.00	\$ 165.00
ACW	\$ 151.98	\$ 151.98
Huron East	-	-
Goderich	\$ 129.00	\$ 129.00
Bluewater	\$ 164.76	\$ 164.76
AVERAGE	\$ 153.20	\$ 160.20

Meal Allowance Comparisons

	Meals		
	Lunch	Dinner	Max
North Huron	-	-	\$ 75.00
Morris-Turnberry	\$ 17.80	\$ 29.66	\$ 95.13
Howick	-	-	\$ 55.00
ACW	-	-	\$ 75.00
Huron East	-	-	\$ 75.00
Goderich	-	-	\$ 98.00
Bluewater	-	-	\$ 65.00
AVERAGE	\$ 17.80	\$ 29.66	\$ 76.88

Council Honoraria Comparisons

	Honoraria		
	Head of Council	Deputy	Councillors
North Huron	\$ 9,980.00	\$ 7,879.00	\$ 6,828.00
Morris-Turnberry	\$ 8,878.34	\$ 5,590.12	\$ 4,335.06
Howick	\$ 6,050.00	\$ 5,100.00	\$ 4,825.00
ACW	\$ 10,452.00	\$ 7,369.00	\$ 6,753.00
Huron East	\$ 8,413.00	\$ 6,168.00	\$ 4,487.00
Goderich	\$ 22,134.74	\$ 14,033.82	\$ 9,842.83
Bluewater	\$ 7,688.76	\$ 6,041.16	\$ 5,492.04
AVERAGE	\$ 10,513.83	\$ 7,454.44	\$ 6,080.42
AVERAGE w/o Goderich*	\$ 8,853.70	\$ 6,514.53	\$ 5,542.93

*Due to the difference between Goderich and all other lower tiers, an average excluding Goderich has been provided for comparison.

Council Conference/Convention Expense Comparison

	Conferences		
	Head of Council	Deputy	Councillor
North Huron	no max - 1 per year		
Morris-Turnberry	\$ 1,697.83	\$ 1,697.83	\$ 1,697.83
Howick	no max		
ACW	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Huron East	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Goderich	no max		
Bluewater	\$ 3,500.00	\$ 3,000.00	\$ 2,500.00
AVERAGE	\$ 2,424.46	\$ 2,299.46	\$ 2,174.46

Council Mileage Rate Comparisons

	Mileage
North Huron	\$ 0.45
Morris-Turnberry	\$ 0.55
Howick	\$ 0.50
ACW	\$ 0.44
Huron East	-
Goderich	\$ 0.48
Bluewater	\$ 0.40
AVERAGE	\$ 0.47

Council member attendance at conferences and conventions has been an item of discussion by Council recently. Currently, By-law 03-2010 specifies that Councillors may attend one conference/convention per year but does not establish a monetary limit. Attendance of additional conferences/conventions must be approved by Council. As seen in the comparison chart above, it is typical for a monetary limit to be placed on conference/convention registrations and associated expenses. Through discussions with the Treasurer a monetary limit would allow the Finance Department to budget for conference/convention costs more accurately.

By implementing a monetary limit, Councillors could select the conferences/conventions that they wish to attend and there would be flexibility in terms of attending additional conferences if one conference did not deplete the budget allocated to them or if they wished to supplement their allocation to attend an additional conference. Typically, per diems would be a separate item and would not be drawn from the conference/convention allocation.

Council may wish to amend the current Honoraria By-law to address the conference/convention monetary limit item, this could be done as early as the next Council meeting.

In terms of the current Council Honoraria, per diems, etc., should Council wish to update these rates to align more closely with neighbouring municipalities, the most appropriate approach may be to implement a change that would take effect beginning with the new term of Council later this year.

FINANCIAL IMPACT

The Treasurer has indicated that in 2017 the amount spent for Council conference/convention registrations and associated expenses equated to approximately \$2,500 per Council member. This does not necessarily mean that \$2,500 was spent by each Councillor, simply that based on what was spent divided by the number of Councillors was equivalent to \$2,500 each.

With that in mind, should Council choose to select \$2,500 per Councillor for conference/convention registrations and associated expenses the budget line item would essentially remain the same as the 2017 Budget Actual.

Council may wish to make a change on a going forward basis or retroactively. Should a retroactive change be made it may result in certain Councillors exceeding their 2018 allocated limit already and direction from Council would be required as to how this would be handled.

FUTURE CONSIDERATIONS

Should Council direct staff to prepare revisions to By-law 03-2010, a draft by-law for consideration could be presented at an upcoming Council Meeting.

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: 03/04/2018
SUBJECT: Source Water Protection Funding Agreement Amendment No. 4
ATTACHMENTS: N/A

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to Amendment No. 4 under the Source Water Protection Funding Agreement for information purposes;

AND FURTHER THAT Council approves an exception to Section 19.1 of the Procedural By-law to allow the By-law to be passed at the April 3, 2018 Council meeting;

AND FURTHER THAT the authority to execute this agreement be delegated to the Director of Finance.

EXECUTIVE SUMMARY

The Township of North Huron entered into a grant funding agreement under the Source Water Protection Implementation Fund dated December 31, 2013 under By-Law #70-2013. The grant allowed the municipality to implement source protection plans and support sustainable, local actions to protect the drinking water. There have been three previous amendments to the agreement and this is a fourth amendment to extend the agreement to December 31, 2018.

DISCUSSION

As outlined in the current agreement, under Amendment No. 3, the spending deadline was December 4, 2017. The Province is providing a further extension to December 31, 2018 with a final report due on January 31, 2019 and the agreement will expire on March 31, 2019.

In order to take advantage of this extension, an amending by-law has to be passed and the agreement signed and returned by April 14, 2018. This will require all three readings at this meeting. There is \$4,723.20 left to be spent under this program. These funds will be used staff training and education.

FINANCIAL IMPACT

The total grant funding provided under this program is \$102,500.00 with \$97,776.80 spent to date.

FUTURE CONSIDERATIONS

By-Law #31-2018 to execute this amendment is included in the by-law section of the agenda.

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: 19/03/2018
SUBJECT: North Huron Museum
ATTACHMENTS: North Huron slide deck, Huron County Museum slide deck, Correspondence from Friends of the Museum, Blyth Lions, and Barn Dance Museum, Building Facility Condition Report.

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Recreation and Facilities, dated April 3, 2018 regarding the North Huron Museum for information purposes,

AND FURTHER, THAT the Council of the Township of North Huron hereby directs staff on next steps for the North Huron Museum building and program.

EXECUTIVE SUMMARY

This report is a collection of information available to staff regarding the North Huron Museum. The report provides an overview of the available information and seeks Council direction on next steps for the North Huron Museum. Through Council's decision making process, future staff reports will be provided to assist with Council's selected path for action.

At the April 3, 2018 meeting, staff will be making a presentation to Council on the information contained in this report. Staff have also invited Elizabeth French-Gibson, Senior Curator, Huron County Museum & Historic Gaol, to present information regarding trends and programming needs for Ontario museums.

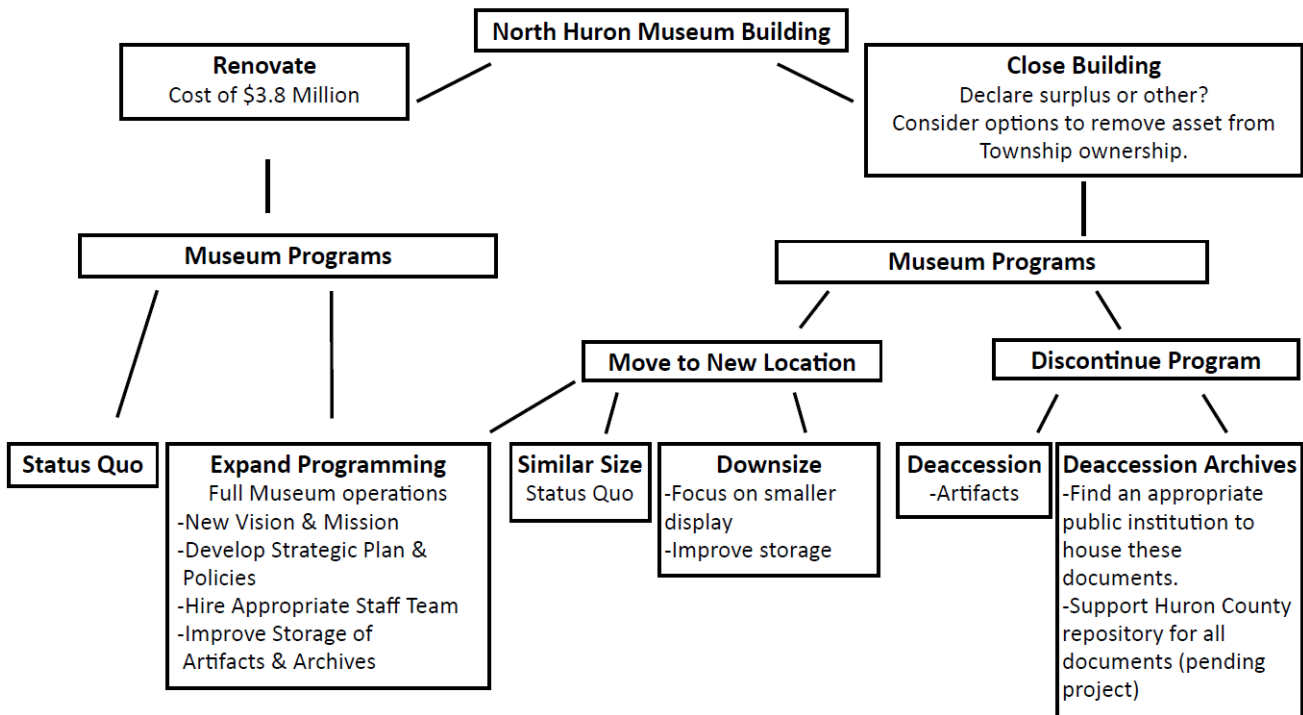
DISCUSSION

At the North Huron Council budget meeting held on February 8, 2018, Council passed a motion to direct staff to discontinue museum programming and close the building for 2018. Council also requested staff evaluate the use of the building and museum programming, and report back to Council prior to the end of this year. Staff suggest there are four components of the museum to be considered:

1. the building;
2. programming, artifacts, archives;
3. Barn Dance Museum; and
4. Alice Munro artifacts and garden.

This report provides background information and evaluates each of these four components in great details. The components can be addressed separately or grouped. A flow chart suggesting Council's decision making process is provided below for ease of reference and consideration. As the chart suggests, Council's first decision is whether to invest \$3.8 million to renovate the existing North Huron Museum building.

North Huron Museum Options



The Building

As Council is aware, the Township engaged the services of Allan Avis Architects to perform a Facility Condition Assessment on the North Huron Museum building. The report provides conceptual and preliminary cost estimates to renovate the building for public museum purposes. Cost estimates provide a generalized estimate of the work to be completed and are not intended to be all encompassing and comprehensive.

The consultant's report identifies serious inadequacies in the areas of mechanical, electrical, accessibility, and building structure. To continue operating the building as a public museum, the study concludes that a renovation budget of \$3,870,500 is required to meet the standards for public buildings under the Building Code, and HVAC standards for a museum. This works out to an estimated cost of \$405/square foot. While this cost may seem high, it is not unreasonable estimate in today's construction market. In his report, the consultant suggests this level of investment can be rationalized if the building is going to be highly utilized. Staff suggest Council needs to consider whether attendance/visitors records justify this expense and if not, are there other public uses for this building that could rationalize this level of investment? Staff also suggest Council needs to consider whether this building serves a greater public use than the \$500,000 Council invested in Blyth Memorial Hall? A copy of the Architect Building Facility Condition Assessment is attached to this report for Council's consideration.

During a recent museum tour, artifact professionals noted that a number of the artifacts currently in storage are not properly stored. For example, textiles and clothing are stored in boxes, and should be stored in containers which minimize exposure to deterioration agents such as humidity, pests, pollutants and light. Proper artifact storage also requires space with climate control and sufficient space to minimize

possible damage to artifacts, and high risk artifacts (e.g. sharp objects) should be in proper storage containment.

As noted above, temperature and humidity are two deterioration agents. Both of these factors need to be controlled to ensure the conservation of artifacts. The North Huron Museum building does not have an air handling system and therefore, no air conditioning or mechanical ventilation in the building. Vintage buildings, such as this former Post Office, have to be carefully studied and properly understood prior to installing air conditioning (AC). AC would not only improve building comfort for occupants, it would also assist in the control of indoor humidity. At the present time, the only way to control indoor humidity is by standalone portable de-humidifiers and window air conditioners. The Barn Dance Museum, located in the basement, is particularly susceptible to high humidity and has invested in this type of control system. Staff suggest standalone portable de-humidifiers and window air conditioners are not ideal and require ongoing staff attention.

If Council decides to continue with the display and storage of artifacts, an improved building environment is needed. In addition to an improved building environment, a number of artifacts require better storage containers. The Canadian Conservation Institute provides guidelines and standards for the storage of artifacts. This would be an additional expense should Council decide to renovate the North Huron Museum building and/or continue with the display and storage of artifacts.

Heritage Designation

Another consideration of the building is its heritage designation.

The Old Post Office and Customs Building was constructed 1904-07. In 1914, the clock tower was extended upward to accommodate the clock mechanism and the clock. The building operated as a post office until 1968. In 1972 the property and building were acquired by the Town of Wingham. In speaking with the Ontario Heritage Outreach Consultant from the Ministry of Tourism, Culture and Sport, the Town of Wingham designated The Old Post Office as being of architectural and historical value or interest in By-Law 1683-81, dated July 5, 1981. The Ministry's Outreach Consultant also advised the heritage designation does not preclude North Huron from selling or altering the building in the future. Council also has the option of commencing a prescribed provincial process to remove the heritage designation from the building. Depending on Council's selected path of action, a future staff report can be provided regarding Council's heritage designation options for this building.

Building Repairs

As noted above, the building was acquired by the Town of Wingham 46 years ago. Without continual investment, buildings generally reach their life expectancy in 40 years. Since 2003, the Township's investment in the building has been limited to keeping the building safe and operational. Such repairs have included repairing a leaking roof; replacing the oil heating boilers; and improvements to meet the fire code. The level of investment in the building over the last few years has led to the current condition of the building. Few improvements have been made beyond what was necessary.

Programming, Artifacts and Archives

Council's decision regarding future plans for building have a direct impact on museum programming, and the display of artifacts and archives. If Council decides to invest \$3.8 million to renovate the building, museum programming could continue to be provided out of the building; artifacts could continue to be

displayed; and archiving could continue after the building renovation. Additional costs on top of the actual renovation would include moving and storing the artifacts in another suitable location during the renovation. After the renovation, continued investment in the building and an asset management reserve account would be required to extend and prepare for the building's life cycle in the future.

If Council decides not to invest in the building, future museum programming, the artifacts, and the future location of the archives would need to be considered. Possible options include moving the museum programming to another building, and relocating, downsizing, and/or distributing the artifacts and archives to other museums/locations. If Council decided to relocate the existing museum contents to another building/location, similar square footage would be required. Below is a summary of the square footage of the current building.

The next section of this report speaks to how the artifacts and archives would be addressed should Council decide to downsize or distribute the artifacts and/or archives to other museums/locations.

Current Museum Size and Use

Floor Level	Approximate Gross Floor Area (sq.ft.)	Use
Third (Attic) Floor	2,100	Museum archive and storage. The bell mechanism is located in the tower, on its own floor level, above the attic ceiling.
Second Floor	2,700	Museum exhibits, archive and one single-occupant unisex washroom.
First (Main) Floor	2,700	Museum exhibits, office, meeting room, one single-occupant unisex washroom, one barrier-free washroom and storage.
Basement	2,050	Museum exhibits, one single-occupant unisex washroom, building services and storage.
Total	9,550	

Artifacts, Archives and Deaccessioning Policies and Procedures

Museums are a service of a community's heritage. As history has shown, they are not a source of revenue and the collection cannot be listed as a municipal asset. To protect their value, a museum must maintain a well-organized, managed and documented collection. Storage and display standards must be met to properly preserve the artifacts.

The following is a summary of the items in the North Huron Museum collection:

1108 Accessions (groups of items donated at the same time)

Objects 6,455

Photos 2,238

Library 30

Archives 3,207

Total items 11,930

The Ministry of Tourism, Culture and Sport has advised that the deaccessioning of artifacts needs to follow a municipally approved policy. Once an artifact is donated to a museum, it becomes part of the public

collection and is in the care and control of the museum operator. If items in the museum are on-loan for display, they would be returned to their rightful owner and not become part of deaccessioning process.

North Huron has no deaccessioning policy. If Council was to decide to close the building and downsize or distribute the artifacts to other museums or suitable institutions, a policy and procedure for the deaccessioning of the artifacts would need to be prepared and adopted by Council. The policy and procedure document would be developed by staff, in consultation with the Ontario Ministry of Tourism, Culture and Sport, and the Huron County Museum. The policy and procedure document would be used by staff to deaccession the artifacts. Council's role in the process would be to authorize the deaccessioning of the artifacts, and approve the policy as By-law. Questions regarding items not addressed in the policy would be brought to Council for review and a decision. The process to work through the 11,930 items in the North Huron Collection will take a significant amount of staff time. An additional staff resource will be required on a temporary basis (estimate 1 year) to manage the deaccessioning process.

Stakeholders

There are four key stakeholders in the museum, and each will be discussed in greater detail:

- The Barn Dance Museum
- Alice Munro Artifacts and Garden
- The Friends of the Museum
- Township/Community

Barn Dance Museum

The Barn Dance Museum moved to the North Huron Museum basement in 2003 as part of a lease agreement. Prior to this it was located in the Wingham Armories municipal facility. The Barn Dance Museum operates separate from the North Huron Museum and if the building was closed on a permanent basis, the Barn Dance Board would need decide how their artifacts and program would be handled.

The Barn Dance Board is aware of Council's decision to not open the facility in 2018. Staff met with the Chairpersons of the Barn Dance Society Board, and this group was invited to share their thoughts as an attachment to this report.

The Barn Dance Jamboree / Campout Weekend is a very well attended camping event held annually at the Blyth Campground. One of the objectives of this event is to raise funds to support the Barn Dance Museum and the collection. Rent is paid annually to the Museum for use of space in the basement. The rent presently paid is \$4,357 which represents 68% of the 2017 museum revenue budget. Rent for the museum space is collected on July 1 of each year. Since the building is not opening in 2018, it is suggested Council consider reducing or waiving the rent until direction for the North Huron Museum building is provided.

When the museum building has been staffed, visitors have been invited to view the Barn Dance Board's collection. During their Campout fundraising event, the museum is open to visitors. In 2018 the Barn Dance is celebrating 21 years of success as a Campout event. This year's Barn Dance Campout and Jamboree weekend is being held May 24-27, 2018. The Barn Dance Museum will be open on May 25, 2018 for four hours and staffed by Barn Dance Museum volunteers.

Comments from the Barn Dance Historical Society Museum and Jamboree/Campout Board of Directors are attached to this report for Council's consideration. The Blyth Lions have also submitted a letter of support for the Barn Dance Jamboree/Campout. The Blyth Lions letter is also attached to this report for Council's consideration.

Alice Munro Artifacts

In recent times, a report titled "Alice Munro Feasibility Study: Final Report" was written as part of the Alice Munro Partnership Group. The report suggested a standalone facility for an Alice Munro Museum was unwise because of capital and operating costs that would be imposed. There is a small space in the North Huron Museum dedicated to Alice Munro. If Council decides not to invest \$3.8 million in the building, it is suggested Council direct staff to consult with the Alice Munro Festival committee for ideas on future plans for the Alice Munro artifacts.

Alice Munro Garden

The Alice Munro Garden is located on the south side of the North Huron Museum building property. If Council decided not to invest in the building, future discussions would be needed regarding the Alice Munro garden. One option would be for the garden to be severed from the museum property to maintain its status at its current location. A second option is to move the garden to another location.

Friends of the Museum Volunteers

This group of volunteers was formed in 2009 and disbanded in 2017. They were an active group supporting the museum programming with staff support. As a past museum stakeholder, this group has submitted comments for Council's consideration. The comments are attached to this report for Council's review.

The Township/Community

North Huron Museum as a Tool for Economic Development - Tourism

It is often stated that community museums are an economic development driver for municipalities. Staff agree that community museums can be a tourism draw and build economic development opportunities. However, the North Huron Museum has been operating as a seasonal service with minimal marketing and programming activities. Staff have learned through the preparation of this report that museums of today are interactive, and offer temporary exhibits to draw repeat visitors. They offer special events and programming to draw regular visitors to the museum.

North Huron's museum programming has been minimal compared to other museums in the area. Examples include the Huron County Museum and the Strathroy-Caradoc Museum. The Strathroy-Caradoc and North Huron Museums are categorized as a small museums while the Huron County Museum is categorized as a medium sized museum.

Below is a table outlining the attendance records of the North Huron Museum in 2017. The museum was open to the public from May to August (4 months) and staffed by one summer student. Also below are the visitation numbers and staffing for the Strathroy-Caradoc Museum and the Huron County Museum. Both the Strathroy-Caradoc and the Huron County Museum offer interactive and roving themed displays, outreach programs and special events and programming to attract regular visitors.

North Huron Museum Attendance Records (May to August, 2017)

- One Summer Student

	Total
Adults	260
Kids	32
Volunteers	29
Barn Dance Volunteers	9
Alice Munro Volunteers	28

Grand Total: 358

Strathroy-Caradoc Museum

- Full time permanent staff – 2

Strathroy-Caradoc Museum Museum Visits	18,687
Total volunteer hours	764
Tours and Special Events	42
Exhibits and Displays	28

Huron County Museum Attendance Records (January to December, 2017)

- Full time permanent staff – 8
- Part time, permanent staff – 2
- Students – full time, summer students – 5 or 6 depending on funding
- Students – part time, summer students – 2
- Students – part time (winter) - 3

Huron County Museum	22,146
Huron Historic Gaol	14,844

Museum Programming

A well operated museum has strengths and strategies in the areas of visitor service, marketing and communications, membership, volunteer management, event planning, and sponsorships. To attract a significant number of regular visitors to the North Huron Museum, these areas would require a significant investment of staff and volunteers. The 2012 Strategic Plan Report from Huron County Museum states that the industry standard for staff costs is between 50%-60% of the total operating budget. For Huron County the staffing cost in 2012 was \$535,116 which represented 45% of the overall

operating expenditure budget of \$1,183,356. Staff suggest the commitment to programming and staffing at the North Huron Museum is reflective of the number of visits.

Provincial Funding

In Ontario, Museums operate under the authority of the Ontario Ministry of Tourism, Culture and Sport. Community museums in Ontario are custodians and interpreters of the provinces' irreplaceable heritage collections. There are approximately 185 community museums in Ontario which receive provincial operating grants. To maintain their eligibility for the grants, the community museums must satisfy criteria established in Regulation 877 "Grants for Museums".

The North Huron museum does not satisfy the criteria established in Regulation 877 and for this reason, has not received provincial funding for the past 10 years. In order for the museum to receive operating funding, the standards for community museums in Ontario must be met. To meet these standards, North Huron would need to develop a set of standards, planning, policies, operating standards, and guidelines for the museum. This would require additional operating funds to acquire the necessary staff and resources to meet the criteria. It is also noteworthy that at the present time the province is not accepting new applications for the Community Museum Operating Grant Program. For this reason, if the North Huron Museum did satisfy the criteria established in Regulation 877, there would be no guarantee North Huron would receive provincial funding.

Huron County operates a well-staffed, well organized, strategically planned museum program and facilities for all of Huron County. The mission of the Huron County Museum and Historic Gaol is to engage the Huron County community in preserving, sharing and celebrating Huron County culture. The North Huron Museum operates independent of the Huron County Museum, however, the Huron County Museum does provide some support in the form of managing the artifact cataloging software. In speaking with the Huron County Museum staff, they are not interested in taking over or operating the North Huron Museum program or building for North Huron.

Municipally operated museums are part of the larger municipal task of improving the lives of local citizens. The challenge for museums, in a municipal governance structure, is that they provide a non-legislated "soft" service that competes with "hard" and legally mandated municipal tasks. Over time, the North Huron Museum building and programming has deteriorated as a result of increased demands of limited financial resources. Past Councils have been forced to make difficult financial decisions with respect to the North Huron museum building and operations. To reverse this pattern, a significant commitment of financial and staff resources on an ongoing basis would be required. As a result of the recent facility assessment, Council needs to make some decisions regarding the future of the building and the program. The building is operable now, but most of the infrastructure of the building is at its life cycle end, and a major renovation is needed in order to maintain status quo for the programming. A significant programming and operating investment is also required to meet Ontario Standards for operating a museum and there is no guarantee North Huron would receive grants or create the economic benefit as a tourism draw for the community.

North Huron Museum Establishment of Museum Board and Volunteers

To help Council understand the formation of this museum, the following is background on when the museum was established. Below is the history of the inception and changes in museum programming over time.

In 1976 the Town of Wingham adopted By Law 1586 to establish a Board of Management to operate a museum. The Regulation was made under the Ministry of Colleges and Universities Act 1971 Grants for museums, authorizing a Board of Management to operate a museum on its behalf.

In 2001 the Town of Wingham amalgamated to become the Township of North Huron. A North Huron By-Law 31-2001 was adopted to appoint a Board of Management to operate a Museum in the Township of North Huron. At this time the museum building main floor, basement and yard was used to operate a Nursery School, and the museum was in the upstairs of the building.

In December 2002 the basement of the museum was leased to the Barn Dance Museum. This lease was most recently renewed with By-Law 28-2015 and ends on April 20th, 2020.

In 2003, North Huron adopted by-law 23-2003, that adjusted the composition of the Board and at this point in time, the Nursery School had moved out of the main floor, basement and yard. The museum had expanded to the entire building and the basement was rented by the Barn Dance Museum.

In 2007 North Huron council adopted By Law 06-2007 repealing by-law 23-2003 as a result of the disbandment of the North Huron Museum Board. The operations of the museum were downsized from having a full time curator to operating as a seasonal museum with a summer student.

Since 2007, the Museum Program has operated under the Clerk's department for the Township of North Huron. An active group of volunteers were involved in the programming, however in 2017 that group of volunteers disbanded. At times and since this group's disbandment, volunteers have assisted with operations, but not as a formal group. There continue to be two active volunteers assisting with cataloging of artifacts and archives.

FINANCIAL IMPACT

The Building

At the start of 2017 there was \$16,300 in North Huron Working Reserves Funds allocated to the North Huron Museum. In the 2017 budget \$15,000 of this was allocated toward the facility condition assessment. The expense to date for Part A of the study was \$7,892.15. This leaves approximately \$8,400 in museum reserves for further studies or for a renovation project.

The cost to renovate the Museum Building is estimated at \$3,870,500. This would equate to a \$265,000 debt repayment annually for the municipality over 20 years.

Moving the program to another location and upgrading the programming to meet the standards for community museums in Ontario, and to establish the museum as a tourist destination making an impact on economic development would require additional expenses.

- If moving - purchase or rent of 9,000 SF facility (for similar size operation)
- If moving – cost of moving artifacts and set up of displays in new location.
- Staffing for full time operation, meeting standards for provincial funding, and drawing tourism to impact economic development. (Huron County budget for staffing in 2012 was \$535,116.)
- Improved storage containment of artifacts
- Improved climate control for stored artifacts/archives
- Programming, marketing, and volunteer support budget
- Facility costs including utilities, cleaning, maintenance, service contracts etc.

North Huron Museum Operating Budget

<u>Item</u>	<u>2016 Actual</u>	<u>2017 Actual</u>
Revenue	7,289.25	6,387.52
Operating Expenses	12,417.75	9,240.30
Building Expenses	20,912.79	23,178.29
Museum Deficit	(26,041.29)	(26,031.07)

This operating budget does not include the building facility condition assessment study or depreciation.

If Council were to decide to close the museum permanently; dispose of the asset; and discontinue programming, there would potentially be a cost savings of approximately \$30,000 annually on the municipal budget, beginning in 2020.

FUTURE CONSIDERATIONS

Staff are seeking Council direction for next steps. The first decision for Council is whether the building will be renovated, making it viable to operate as a museum. This decision impacts the future of the programming which could be discontinued, or moved to a location of similar size with appropriate accessibility and HVAC requirements, or downsized to a smaller location with appropriate accessibility and HVAC requirements. There currently is no municipal building available to move the program. Moving the program would require purchasing or renting new space. To make an impact on economic development and to operate a successful museum by Ontario Museum standards, a significant investment in staffing and programming budget is required.

Summary of decisions for Council under the four components outlined at the start of this presentation, and the approximate order for making these decisions:

1. The Building;
 - Decision to renovate the building at a cost of \$3.8M
2. Programming, Artifacts, Archives:
 - Decision whether to discontinue the programming or move to a new location
 - Decision whether to invest in programming staffing and resources
 - Create and approve a deaccessioning policy
 - Decision whether to deaccession the artifacts and archives
 - Decision whether to keep artifacts and improve storage conditions
 -

3. Barn Dance Museum:
 - Decision to waive or reduce rent until Council has clear direction for the Museum
 - Decision whether to discontinue the lease agreement permanently
4. Alice Munro artifacts and garden.
 - Decision on future of the Alice Munro exhibit
 - Decision on whether to sever or relocate the Alice Munro garden

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.



Pat Newson, Director of Recreation and
Facilities



Dwayne Evans, CAO

October 4, 2017

AAA Project No. 1696.02

Township of North Huron
274 Josephine Street,
Wingham, Ontario
N0G 2W0

Attn: Pat Newson, Director of Recreation & Facilities

**Re: Preliminary Facility Review and Study of North Huron Museum
273 Josephine St, Wingham**

Dear Ms Newson

Attached is **FINAL DRAFT** of Part A, Preliminary Facility Review and Study of North Huron Museum.

The building assessment was conducted by Architect only and did not involve engineers or other specialized consultants that would normally participate in a comprehensive Building Condition Assessment Report.

Part B of the Study is deferred, as directed.

Please contact us with any questions or comments.

Yours truly



Allan Avis architects inc.

Allan Avis
B Arch, OAA, MRAIC, CAHP

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Purpose

In this Study, the building will be considered “infrastructure” and the existing Museum occupancy will be considered the “tenant”.

The purpose of this Study is to provide a preliminary assessment of the existing Museum building’s infrastructure to assess its general condition and to report our observations, analysis and recommendations, for various building systems. The Study will briefly discuss building interior layout, room sizes, current Tenant use of interior spaces and appropriateness of this space for that use (a more exhaustive study of these issues is outside of this Study and is pending further direction from the Owner).

For the purposes of this Study, the wall facing Josephine Street is considered to face west.

General

Observations are based on a single site visit, conducted 01-Aug-2017, with visual review from grade level and from interior floor levels. No elevated platform access or invasive testing was involved.

Architect only was involved in the preliminary visual assessment; no engineers or specialized consultants participated.

Brief Building History

The Old Post Office and Customs Building was constructed 1904-07. In 1914, the clock tower was extended upward to accommodate the clock mechanism and the clock was installed. The building operated as a Post Office until 1968 when it was sold, privately. In 1972 the property and building were acquired by the Town of Wingham. The Museum occupied the upper two floors starting in 1972, and by 1977 occupied the entire building.

The original Post Office was located at main floor level, facing Josephine Street. The attached one-storey structure, at (rear) southeast corner, was the Customs House. The Post Master residence occupied the second floor level and the building’s Caretaker residence occupied the third floor.

Heritage Designation

The Town of Wingham designate The Old Post Office as being of architectural and historical value or interest in By-Law 1683-81, dated 05-Jul-1981. Reasons for designation are not specified in the By-Law.

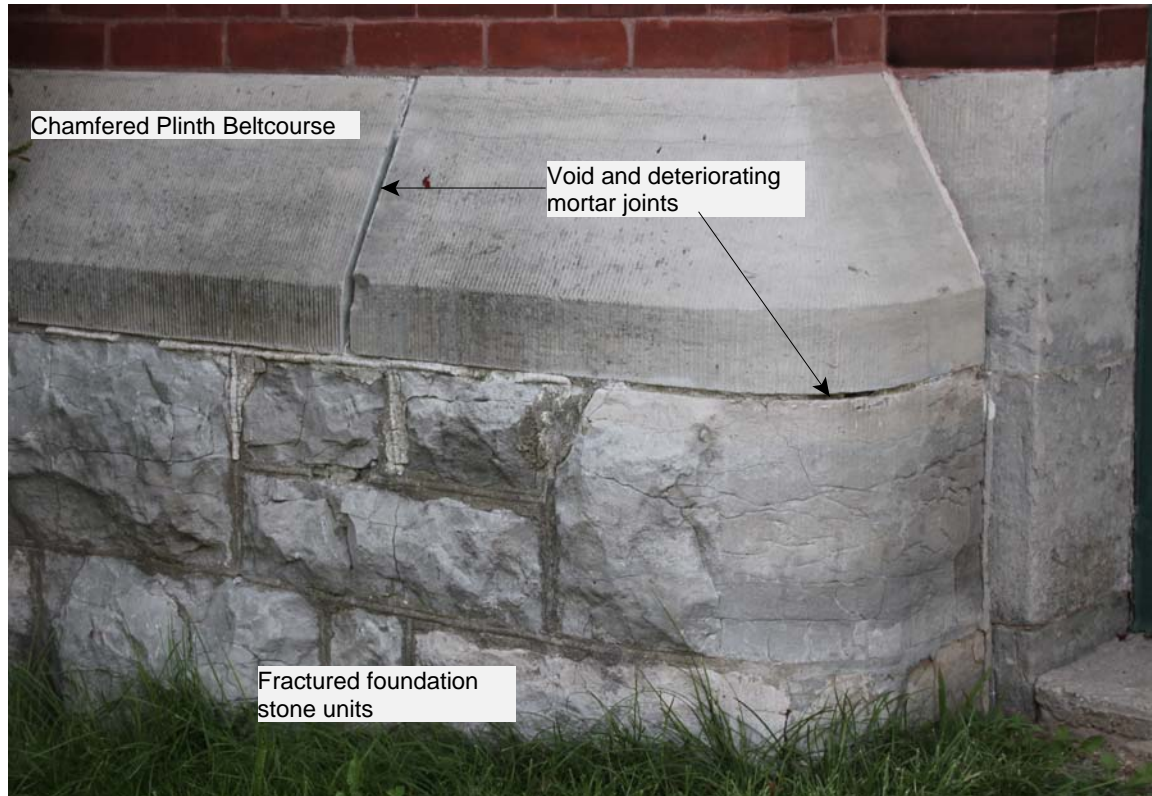
Current Museum Size and Use

Floor Level	Approximate Gross Floor Area (sq.ft.)	Use
Third (Attic) Floor	2,100	Museum archive and storage. The bell mechanism is located in the tower, on its own floor level, above the attic ceiling.
Second Floor	2,700	Museum exhibits, archive and one single-occupant unisex washroom.
First (Main) Floor	2,700	Museum exhibits, office, meeting room, one single-occupant unisex washroom, one barrier-free washroom and storage.
Basement	2,050	Museum exhibits, one single-occupant unisex washroom, building services and storage.
Total	9,550	

Building dimensions and area calculations are approximate and are based on scaling of available floor plan drawings. A limited number of dimensions were confirmed on site while preparing this report. Detailed measurements are required to verify accurate floor area calculations and structural support systems.

Building Enclosures

- ▶ Stone foundation is of coursed limestone units. Stone masonry appears to generally be in fair condition. Approximately 30% of foundation stone units have spalled faces, are severely fragmented and crumbling, and these stone units will require replacement or re-consolidation. This is most notable adjacent to stoops and sidewalks and at the chamfered plinth beltcourse, at transition between stone foundations and brick walls. Damaged and deteriorated stone units will require repair or replacement. Some mortar joints are severely weathered. It is anticipated that 100% of foundation mortar joints will require pointing. (Photographs are provided on following page)
- ▶ Brick walls are multi-wythe thick and are load-bearing. Exterior brick masonry and mortar appear to generally be in good condition. Some localized pointing of mortar joints is required, especially at tower walls. Feature stone elements, higher in walls, are of limestone and generally appear to be in good condition. Approximately 15% of mortar joints in brick walls require pointing.
- ▶ North and south walls of original one-storey Customs House portion of building, bow outwards at eaves. This wall deformation was discussed in a 2010 structural engineering report, but the cause was not determined. Additional investigations are required.
- ▶ Sloped roofs are of prefinished steel shingles, in a diamond pattern, installed c2006. Roofing shingles appear to be in good condition. There are some areas of mismatched colour, indicating that localized repair and replacement has been involved after original installation. If a contiguous membrane underlayment was incorporated in the roofing system, there will be a backup to water intrusion at shingles. Metal shingles, alone, are not watertight. Anticipated service life for steel roofing is approximately 40 to 50 years, however, the painted finish will normally deteriorate around year 25 and worsen, progressively, over time.
- ▶ Sheet metal flashing and trims, including parapets and dentil band around perimeter of flat roof, are prefinished sheet steel. Joints typically rely on simple overlaps and sealant. Sealants require regular review and replacement at approximately 15 year intervals.
- ▶ Rain gutters at perimeter of steel shingle roofs are standard 5" K-style aluminum gutters, secured with nails and ferrules. There is evidence of crushing and denting, caused by snow and ice slides. Some nail fasteners are loose and some are completely disconnected. Purpose-made internal brackets with screw fasteners are recommended to reinforce gutter anchorage. The gutter is torn at the valley above south parapet over the main entrance door. Gutters require cleaning; especially the gutters on the one-storey portion of building that readily collect debris from overhanging trees. Downpipes should be checked for splits and leaks.
- ▶ Flat roofing at upper area of main building block is a single-ply, vinyl membrane system. The installation date is unknown but is suspected to be approximately 10 years old. Vinyl membranes tend to shrink and tent over time and will frequently tear under snow and ice loads. This membrane is likely to require replacement at age 15 to 20 years.
- ▶ Tower roofing is of prefinished, standing seam steel. The date of installation is unknown. Paint finish has failed on approximately 20% - 25% of the steel roofing and is beginning to look unsightly. The loss of paint finish does not immediately diminish the ability of the steel roof to shed water, but may over time if the zinc content of the underlying steel dissipates, allowing rust to form. On site repainting of roofing steel normally only provides for a short service life.
- ▶ Wood trims and siding at dormers require painting.
- ▶ Most windows appear to be original wood windows with uninsulated, single glazing. All of the wood windows require repainting; many will require repair and restoration prior to painting. A small number of windows have been retrofitted with exterior, residential grade, aluminum storm windows. Many of the windows, opening into exhibit and storage spaces, have black-panels at inside of windows. Lower tower windows are hollow metal frames with fixed, insulated glass.
- ▶ Decorative stained-glass, over main entrance, appears to be in reasonable condition. This should be more closely examined. The cavity between exterior, protective clear glass and stained-glass panel should be ventilated to the exterior or the interior, to allow for ventilation.
- ▶ Exterior doors are hollow metal frames and door panels. Door and frame at front entrance and basement exit have significant rust deterioration near bottoms. These doors and frames require replacing.
- ▶ The building is assumed to have minimal, if any, thermal insulation.



Interior Finishes

Flooring materials include tongue and groove wood, vinyl composite tile, sheet vinyl, carpet, painted concrete and raw plywood. Carpets, throughout the building, are generally stretched and rippled, packed and worn, and should be replaced. Carpet runner on basement concrete floor, in exhibit spaces, may pose a tripping hazard. Other existing floorings are in reasonable condition.

Wall finishes are primarily painted plaster and gypsum board, with wood tongue and groove wainscot. Several walls in basement are painted brick.

Ceiling materials include suspended lay-in tile, painted plaster and painted gypsum board.

Wall and ceiling finishes are generally in fair condition, except at third (attic) floor level where the finishes are in poor condition with visible water staining, peeling paint and wallpaper, cracked and missing plaster, and dinged and chipped paint on wood trims. All finishes at third floor require renewal or replacement.

Brick masonry walls throughout basement have evidence of rising damp. Rainwater runoff, downpipe discharges and soils around building are often major contributing factors creating elevated moisture levels in basements.

The bottom riser, in basement stairway, is only 3" high. All other risers are approximately 7.5" high. The short bottom riser is a trip hazard.

The sunken exhibit room, in tower at main floor level, is accessed by a three-riser stair, having the same carpet as in adjacent rooms. For safety reasons, stair nosings should have contrasting colour for increased visibility. Handrails should also be provided at the stairs.

Life Safety Systems

Most of the fire safety upgrades, outlined in AAA Brief Review and Report, dated 28-Mar-2014, were executed later that same year. Some of the prescribed exit signs and the emergency lighting pack were not installed, as recommended.

The exterior steel fire escape was reinforced and upgraded c2014.

Basement stairway door is held open with a wood wedge. This door is a required fire-rated door and must be closed at all times, or held open with a device that will allow the door to close upon activation of the fire alarm system.

Accessibility

As a museum, open to the public, the building is required to comply with the Accessibility for Ontarians with Disability Act (AODA).

A sloped sidewalk wrapping around the north end of the building provides flush access to the main floor level. The concrete sidewalk was recently installed and appears to comply with maximum 1:20 slope.

The east-facing exterior door, at sidewalk landing, is equipped with a power door operator controlled with interior and exterior push buttons. At the time of my site visit, the door operator was switched off and not operational. There is no door bell or buzzer to alert staff inside the museum of persons awaiting entry. Passage clearance, with door in open position, is 2'-7.5"; this is not in compliance with the Code minimum of 2'-9 7/8" (860mm) for door clearance.

Once inside, stairs to floor levels above and below the main floor, limit accessibility to only main floor. Corridors and door opening widths through barrier-free path of travel are not compliant with Code. Stored tables in the rear washroom corridor create additional restriction. The sitting room, in the tower at main floor, is down three risers from the main floor level and, therefore, not accessible. The lack of accessibility to public areas throughout the building is not compliant with AODA and general accessibility requirements.

The designated barrier-free washroom is separated from the adjacent washroom with a 7' high panelized partition that does not extend to the ceiling. This partition is structurally inadequate to support the installed grab bar and, because it does not fully extend to the ceiling, there is a lack of privacy. Other deficiencies include knob hardware at entry door, no power door operator, no emergency alarm, low toilet seat height and the hand basin are not barrier-free style. The existing room dimension is inadequate to allow for a properly sized and equipped universal washroom.

The existing building, in general, is deficient at main floor level in terms of accessibility and is completely inaccessible with regard to other floor levels that are open to the public.

General Comments on the Building's Structure, Mechanical and Electrical Systems

The building is a three-storey structure with full basement and a finished attic level. Multi-wythe mass masonry exterior walls are load-bearing, supported on stone foundations. Floor and roof structures are wood-framed.

Some steel columns are visible, supporting concealed beams at floor structures. However, ceiling finishes at basement and first (main) floor largely conceal the building's structural system, making it difficult to confirm essential load-bearing elements at building interiors. It is unclear, at this stage, as to what existing interior partition walls could be readily removed and which would require significant restructuring to allow removal.

For the second and third floor structures, it appears that both walls of the central north-south corridor are load-bearing. Subject to confirmation, partition walls between rooms are suspected to be non-load-bearing.

Engineering analysis is required to determine if the existing floor structures have adequate structural loading capacity for museum occupancy.

New high efficiency, gas-fired hot water boilers were installed in 2014 by EMLE Schaab Climate Care to replace the pre-existing boilers. The heating distribution system was retained.

A few supplemental electric space heaters are placed throughout the building. There are a few exhaust fans, but not all storage rooms and washrooms have proper exhaust systems.

The building does not have an air handling system and, thus, there is no air conditioning or mechanical ventilation in the building. Vintage buildings, such as this former Post Office, have to be carefully studied and properly understood prior to installing air conditioning (AC). AC would not only improve creature comfort for building occupants, but it would provide significant improvement in control of indoor humidity, something that is very important for a museum's collection.

There are two sump pits in the basement. One is located in the boiler room and one is located in the storage room, below the entry lobby. Both pumps triggered "on" when tested.

Portable dehumidification equipment is placed in the basement exhibition hall. Built-in pumps eject the water through the foundation wall above grade. There is a lack of humidity control throughout the basement. Room dehumidifiers are not sufficient to address this issue. A central air system is recommended to provide ventilation and effective, overall humidity and temperature controls. Individual temperature and humidity systems may be required for sensitive items in the museum collection and this can be accomplished with specialized display cabinets.

Building Code Compliance with Existing Use

The Ontario Fire Code (OFC) has the power to require retrofits for unsafe conditions. Improvements executed in 2014 addressed the deficiencies identified by the Fire Safety Officer. The OFC has not been updated since that time and conditions in the building have not changed since. Therefore, it is reasonable to conclude that the existing building is compliant with the OFC, with a few exceptions identified earlier in this Report.

Requirements of the Ontario Building Code (OBC) are typically triggered by building construction or change of use. Otherwise, the OBC has few retrofit powers and an existing building is generally "grandfathered" forward as-is.

If a current, comprehensive Designated Substances (Hazardous Building Materials) Survey will be required prior to any construction activity. Provincial law (Bill 208) requires that a building owner survey and know of the presence of all designated substances, including asbestos, on a property and in a building. A 2013 Asbestos Audit, prepared by MTE Consultants Inc., determined that some sheet vinyl and vinyl tile flooring materials contain asbestos.

Any building improvements or upgrades, for Code reasons or other reasons, are listed in the recommendations contained in the following section of this Report.

Anticipated and Recommended Building Improvements

The range of anticipated and recommended work items, listed in the following table, include essential, core building maintenance work required to preserve the building for ongoing use; renewal and replacement of equipment and finishes that are soon approaching their end of service life; mandatory and voluntary upgrades to building components and systems.

	Description	Budget Estimate
1.	Commission a Designated Substances Survey. Probe in-ground storm drainage system for rainwater leaders to verify proper operation and determine outlet for drainage.	\$7,500
2.	Exterior Masonry: - Repair/replace deteriorating foundation stone units and point 100% of foundation mortar joints. - Localized pointing of approximately 30% of mortar joints in exterior brick masonry walls. - 100% pointing of chimney masonry and install new sheet lead cap.	\$412,000
3.	Roofing: - Repair damaged sections of rain gutters. - Install new rigid anchor brackets throughout gutters. - Renew sealants at roofing sheet metal trims and flashings.	\$17,000
	- Over the next 5 to 10 years, replace the existing single-ply vinyl roofing membrane at flat roof and install new standing seam prepainted steel over roofing membrane, plywood sheathing and tapered rafters forming a very low sloped hip roof.	\$56,000
	- Over the next 5 to 10 years, replace tower roofing with long-term, standing seam copper roofing.	\$167,000
4.	Windows and Doors: - Replace 2 west facing exterior steel doors and frames that have rust damage. - Replace east barrier-free entrance door with 38" wide door and provide door bell. - Paint the remaining 5, existing exterior doors. - Strip, repair and paint 44 exterior wood windows. - Paint 12 tower louvres; paint wood components at dormers; access by mobile boom bucket.	\$190,000

5.	Interior Finishes: - Replace carpeting. - Provide contrasting coloured nosings and handrails at stairs to tower room, Level 1. - Modify basement stair to provide equal height risers throughout run. - Modify public washrooms to provide fully enclosed rooms.	\$49,000
6.	Life Safety: - Install exit sign at two north doors, from main exhibition rooms, at Basement and Level 1 and at Basement stairway door. - Install fire alarm pull stations at Level 1 main entry door, Basement stairway door, Level 2 exit doors and Level 3 exit doors. - Install magnetic hold open at Basement stairway door.	\$10,000
7.	Accessibility: - Install a hoistway and hydraulic passenger elevator to provided dignified access to floor levels, above and below the first floor. The elevator would also be very useful for museum staff to safely transport collection materials. Carrying such items up and down stairs is a workplace safety concern. The elevator machine room would be located in the basement. - Modify door opening widths in barrier-free paths of travel. - Provide a universal barrier-free washroom, to replace the existing, deficient designated standard barrier-free washroom.	\$417,000
8.	In conjunction with the new elevator, construct a new enclosed secondary stairway and remove the existing, exterior steel fire escape. An exterior steel fire escape stair system is less than ideal and weather exposure can affect the useability of this stair.	\$410,000
9.	General, Mechanical and Electrical Systems: - Install exhaust systems for washrooms, janitor service rooms and storage rooms. - Install an air handling system throughout the building for ventilation and air conditioning. - Remove existing plaster finishes at 3 rd floor. Insulate walls and ceilings. Install new electrical system and finishes. - Miscellaneous upgrades to interior finishes at Levels B, 1 & 2 (insulation upgrade at exterior walls is not included). - Miscellaneous upgrades to electrical distribution and lighting at Levels B, 1 & 2.	\$1,490,000
10.	Subtotal	\$3,225,500
11.	Construction Contingency (20%)	\$645,000
12.	Cost Escalation Contingency (5% per year for deferred work)	Not Included
13.	Total (HST not included)	\$3,870,500

Notes Regarding Cost Estimates

Cost estimates are very conceptual and preliminary. The above list is not intended to be comprehensive or complete. No designs or accurate quantification of anticipated work has been prepared. Budget estimates are intended to provide a generalized magnitude of costs associated with the described work items.

Items of work have, in some instances, been grouped together to make efficient use of materials, equipment and labour. Scheduling the work into multiple, smaller projects will result in higher costs. It is recognized that the longer work is delayed the more expensive it becomes, not only in terms of inflationary cost escalation but also due to ongoing progressive deterioration of building systems.

Cost estimates and budgets have been prepared by Allan Avis Architects Inc., and represent the Architect's judgement as a design professional. It is recognized, however, that neither the Architect nor the Client has control over the cost of labour, materials, equipment, over the Contractor's methods of determining bid prices, over competitive bidding, market or negotiation conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the estimate of construction cost or evaluations prepared or agreed to by the Architect.

The cost of work is estimated on a contracted-out basis, is based on our experience with projects of similar nature and information provided by contractors and suppliers. The estimates are in third quarter 2017 dollars. We cannot guarantee the accuracy of the estimate because market conditions are beyond our control. The estimates should be modified periodically to reflect actual or anticipated rates of inflation (at approximately 5.0% compounded annually).

A 20% construction contingency is carried in the budget to reflect the preliminary nature of the estimate and lack of detail at this early stage. This contingency is to cover unknown details in design and construction, layout variations and material selections, but excludes any scope increases.

Professional fees and HST are in addition to construction cost estimates.

Discussion

1. The building infrastructure appears to generally be in good condition. Anticipated maintenance and upgrade work items are typical for vintage building of this size, type and construction. With regular maintenance, this building has the ability to provide continued service for many years to come.
2. The building and property are strategically located at the centre of Wingham and thus are in a prime location for a wide range of potential building uses, including the museum.
3. A local history museum is an appropriate use for a heritage property, such as the former Post Office. Furthermore, it appears that both larger rooms at main and basement levels, and the smaller (former residential) rooms at second floor, work well for collection exhibits. Small rooms at attic level may not work so well for collection storage and curatorial spaces. Public access to three floor levels, with only one staff member supervising, is a safety and security concern.
4. The existing building layout may also be appropriate for other potential uses. Larger existing rooms could be subdivided and, subject to an engineering review, it may be possible to remove some existing partition walls to modify the layout. Windows are generously sized, providing ample natural daylight and natural ventilation.
5. Deficiencies in accessibility at main floor and the complete lack of accessibility to other publically accessible areas, throughout the building, are significant issues for a municipally owned and staffed facility, which is open to the public.
6. Minimal environmental control for collection exhibits and storage spaces is a significant curatorial issue. Many of these same, or similar, HVAC and control systems would be required for other potential building uses, other than a museum.

Conclusions

The former Post Office is a proud and stately building. It is an identifiable and significant landmark in Wingham that is recognized as a cultural heritage asset. Upkeep and ongoing productive usage of the building is feasible and warranted.

The cost to preserve, maintain and upgrade the building is significant. Prorated over the existing 9,550 sq.ft. gross floor area, the budget cost is approximately \$405/sq. ft. As high as this cost is, it is not outrageous in today's renovation construction market and it is possible to rationalize this level of investment in an existing quality property that is highly utilized.

This brings the museum use into focus. Do attendance/visitor records indicate that there is sufficient traffic and funding to support a major renovation project as a museum? Are there alternative uses, such as municipal offices or provincial court that could provide stronger support for renovations? Answers to these questions will help in determining the direction and feasibility for upgrades at the former Post Office building.



Barn Dance Historical Society

P. O. Box 68,
Wingham, Ontario N0G 2W0
Phone: (519) 530-8000
web site: www.thebardance.ca

March 12, 2018

FACTS ON THE BARN DANCE HISTORICAL SOCIETY MUSEUM AND JAMBOREE/CAMPOUT

We, the Board of Directors of the Barn Dance Historical Society have concerns regarding recent decisions made by the Council of the Township of North Huron regarding the closing of the museum and closing of the Concession Booth at the Blyth Arena Complex.

No consultation took part between the Municipality and the Barn Dance Historical Society regarding the use of the museum or the Jamboree/Campout event in Blyth.

The Barn Dance Historical Society has long maintained a museum in the municipality starting in the Armories prior to moving to its current location.

The purpose of the Jamboree/Campout held in Blyth on the 4th weekend of each May is to support the Barn Dance Museum in Wingham and help promote Tourism in the Town and the County of Huron.

2018 is our 21st year to hold this annual event.

Following are a few facts of the Economic Impacts on the Municipality of Blyth & Wingham Wards.

- 1.0 The event provides gross revenue of approximately \$14, 500 to the municipality each year for Facility Rental and Campground use. This is \$145,000 plus over the past ten years.
- 2.0 We also pay rent to the Township of North Huron each year. 2017 rate was \$4,356.81.
- 3.0 From the event, The Barn Dance Historical Society has donated \$25,450 to various Blyth Community Groups. This includes \$8,500 for the Blyth Arena Complex for Concession Booth Equipment, Fans for the Arena, Weather Early Warning System for the Campgrounds, and upgrades to the campgrounds electrical panels etc. We have donated \$4,600 to the Blyth Lions Club, \$5,000 to the Huron Pioneer Threshers, \$2,750 to the Blyth Theatre. Other groups receiving donations include the Blyth BIA, Blyth Community in Blooms, Blyth Skateboard Park, Blyth Girl Guides, Blyth Boy Scouts, Blyth Fire Department and the Blyth Royal Canadian Legion.
- 4.0 The Township of North Huron receives direct compensation of approximately \$20,000 per year from the Barn Dance Historical Society.
- 5.0 The event brings approximately 300 camping units to Blyth each spring.
- 6.0 We have 1,000 people attend our Saturday evening Show/Dance, 700 – 800 for the Sunday morning Gospel Show and another 500 to 600 persons attending the Friday evening Bluegrass Show. This brings business to the local grocery/variety stores, restaurants, fast food outlets and others in the village.

- 7.0 We spend over \$5,000 locally to promote the event through Blackburn Radio Group, Blyth Printing, Wingham Advance Times, The Citizen, and other local papers.
- 8.0 We rent tables, chairs and the stage locally. The Barn Dance Historical Society spends approximately \$30,000 locally to put on this event.
- 9.0 This event is the main fund raiser for the Blyth Lions Club and proceeds from their dinners and bar go back into the community.
- 10.0 The event supports Tourism in Huron County and the Township of North Huron. Visitors have come from British Columbia to Newfoundland and the United States.

Due to the uncertainty of the museum and difficulty putting on the event, the Barn Dance Jamboree and Campout is in jeopardy. Without the museum, we have no real reason to hold the Jamboree/Campout in Blyth. We have withdrawn our advertising from the Huron Pioneer Threshers and Hobby Association which has lost \$200 in revenues due to these uncertainties.

As a tenant of the museum, we require clarity that we can open the Barn Dance Museum for visitors and tourists to our town at our discretion. The Barn Dance Historical Society carries liability insurance to cover exposures for its Board and visitors. It is our intent to post a notice on the door advising tourists that they can visit the museum by appointment and that the museum will be open during our event.

We need to work together to make the event happen. Without cooperation, the event will disappear along with the benefits to the community.

We are asking the municipality for continued assistance and ensure that we can open the Barn Dance Museum at our discretion.

Board of Directors
Barn Dance Historical Society.

“CANADA’S LARGEST TRAVELLING BARN DANCE”



BLYTH LIONS CLUB

SERVING BLYTH & AREA SINCE 1945

CLUB PRESIDENT – LION KEN STEWART

P.O. BOX 383, BLYTH, ONTARIO, N0M 1H0

March 19, 2018

Township of North Huron
P.O. Box 90
Wingham, Ontario
N0G 2W0

Re: CKNX Barn Dance Jamboree & Campout

Reeve Vincent & Council:

The Blyth Lions Club wishes to advise that our Club fully supports the endeavors of the Barn Dance Historical Society. Since the inception of the Barn Dance Jamboree & Campout twenty-one years ago, the Blyth Lions Club has worked in conjunction of the Barn Dance Historical Society to promote the Blyth Campgrounds and tourism throughout our community.

The economic impact to our community is great. Community and service groups such as ourselves benefit financially each year. During the past twenty-one years the Blyth Lions Club has hosted the Saturday evening dinner, the Sunday morning breakfast and operated the hospitality bar on Friday evening and Saturday performances. The Blyth Lions Club has raised more than \$40,000. from these events with every dollar being returned to the community through activities and projects such as the following:

- Renovations and maintenance to the Blyth Lions Park
- Sponsorship of youth sports: minor hockey, minor soccer, junior broomball, Boy Scouts
- Lions Youth Exchange Programme and Lions Effective Speaking Programme
- Youth Education: literacy, healthy eating, school trips, bursaries
- Sight Conversation & Hearing Preservation
- Financial support for the Blyth & District Community Centre, Blyth Memorial Community Hall, North Huron Food Share, Local Hospital Foundations

The Blyth Lions Club looks forward to continuing our partnership with the Barn Dance Historical Society for many years to come.

We trust that the Council of the Township of North Huron shall also offer its full support and find ways to create additional opportunities for the Barn Dance Historical Society as well as other community organizations.

Yours truly

Ken Stewart

President
Blyth Lions Club

cc – Gord Baxter, Barn Dance Historical Society

Report to Council from the Former Friends of the North Huron Museum

Introduction

The Friends of North Huron Museum originated in the spring of 2009 from a flyer added to the tax notices. It requested interested citizens to meet with Connie Goodall to form a volunteer group to help at the Museum.

About six volunteers attended the initial meeting. At that time the Museum had been closed for about three years after the departure of Curator, Jodi Jerome. During that time there were problems with a leaking roof causing extensive water damage on the third floor that eventually resulted in two second floor ceilings collapsing onto the permanent exhibits below.

Adding to the chaos were dozens of uncatalogued artifacts that had been accepted during that period of time, that were randomly stored in the second floor hallway.

Our mandate, along with municipal funding for repairs, (new ceilings, dry wall, paint and floor refinishing) was to bring the second floor exhibits back to life for public viewing. The task was daunting and yet exciting.

The volunteers met once a week for the better part of two years. The list of tasks accomplished was lengthy!

By 2011 the second floor of the museum was ready for the public. We then set our sights on creating a working office, improving archival organization, and attempting to clean up the artifacts stored on third floor. It was often a very dirty job.

As we neared the end of our mandated tasks our focus changed. Programming, fundraising, publicity, promotion, and creating partnerships became priorities.

Our annual events (Edwardian Tea, Family Day and seasonal activities) were initiated with attendance growing each year. We also created five year plans that allowed the Friends of the North Huron Museum and municipal staff to co-ordinate yearly goals.

By 2016 the Friends began to realize that the museum building was causing us concerns that made our efforts ever more challenging. There was also little support from the municipality. We grew tired and frustrated.

We have worked diligently to create a working museum with both permanent and temporary exhibits. Comments from townspeople and visitors from all over the world have been very positive.

We realize that maintaining the museum in its present form in this Edwardian building that is an historic, artifact on its own, may be impossible. This is an opportunity to envision a new and different museum, to evolve, grow, downsize or change its mandate. Could it be a specialty museum; Alice Munro and other local artistic celebrities? Could it become an archival museum associated with the Alice Munro Library or other building? There are many other options.

Since the 1970's, three generations residents from Wingham and area have trusted the museum to house important documents, artifacts and priceless photographs. These items preserve the history of the area from pioneer days to the present. We need to honour their trust.

As former Friends of the North Huron Museum, we feel that the Township of North Huron will be doing a great disservice to the historic fabric of this area, the last area to be settled in southern Ontario, by not recognizing the great value in preserving our past. That is the core principle of any museum!

The North Huron Museum: A Museum? Display? Exhibit? Collection?

The Canadian Oxford Dictionary defines “museum” as: “A building used for storing, preserving and exhibiting objects considered to be of lasting historical, scientific or cultural interest.”

The North Huron Museum houses a collection of artifacts and archival items some of which are on permanent exhibit and others used in temporary displays.

The first floor Settlement Room features both permanent and temporary exhibits. The second floor rooms, with the exception of the Archive Room, comprise a permanent exhibition of artifacts significant to Wingham’s past. Each room’s exhibit showcases a specific aspect of the town’s heritage i.e. medical, police and military, industrial, CKNX Radio and Television.

Of special note is the first floor exhibit dedicated to the life and work of Nobel Literature Laureate, Alice Munro that has drawn visitors from across Canada and the world.

Overview of Activities Presented from 2009 – 2016

Permanent North Huron Museum Exhibits

- 2009-2011 – Restoring and updating established permanent exhibits following repairs.
 - Medical Room,
 - Military and Police Room
 - Industrial Room
 - CKNX Media Room
 - Archives Room
- 2011- 2016 – New Permanent Exhibits
 - Post Office History
 - General Store
 - Settlement Room featuring history of Wingham, Blyth and East Wawanosh
 - The bird carvings of George Allan (the first donated collection to the museum)
 - Alice Munro Room
 - Harry J. Boyle celebrated author and broadcaster
 - George Agnew Reid internationally renowned artist and educator
 - Local Sports Memorabilia
 - Local Maps including a very early survey map of Wingham and the Maitland River
 - First Nations

- 2011- 2016 – Temporary Exhibits from the Museum Collections
 - Cameras and accessories
 - Glassware and pottery
 - Toys
 - Wingham souvenirs
 - Notary Seals
 - Women's hats and accessories
 - Salt cellars
 - Tobacco and Cigar boxes from N.D. Cameron collection
 - Shipwright tools
 - Antique Christmas decorations
 - Pioneer tools
 - Kitchenware

Special Events

- Annual Edwardian Tea
- Yard Sale and BBQ Fundraisers
- Christmas at the Museum
- Halloween at the Museum
- Easter at the Museum
- Family Day Activities
- Canada Day Week
- Homecoming 2014 – 130 guests signed the guest book
- Queen Elizabeth's Diamond Jubilee, 2012
- Harry J. Boyle Exhibit Opening – 2015

Museum Partnerships

- Reuben R. Sallows Gallery – photographic exhibit, 2011
- Festival of Lanterns
- Muskrat Festival
- Family Day at NHWCC
- Wingham Legion Remembrance Week – Jeff Hollenbeck Military Collection
- Horticultural Society
- Alice Munro Library – temporary exhibits in the library
- Alice Munro Festival
- Doors Open

School Programs

- Experience My Community – Grade 1, 2013
- Rafting Down the Maitland- Our Pioneer Story – Grade 3, 2013- 2015
- Remembrance Day Week – Grade 10
- Assisted with Day Camp Summer Programs run by the Summer Student yearly

Submitted by:

Bill Farnell, Judy Lyons, Dixie Lee Arbuckle, Jackie Riggs and Verna Steffler.

The Alice Munro Exhibit

Verna Steffler

Where does tourism fit into Wingham's plans? We have one of the world's greatest writers that received a Nobel Prize but we have done very little to promote our town to tourists. We also have a revamped Town Hall Heritage Theatre that used to be very popular with bus companies. Now the theatre and the museum are basically closed.

Friends of the North Huron Museum took a small, dowdy collection of pictures and turned the Alice Munro exhibit into a full collection of her autographed books including some that have been translated into other languages.

Additional Features

- Mounted plaques portraying the life of Alice Munro
- Memorabilia ie. The Alice Munro minted coin, stamps, the hat she wore to the opening of the Alice Munro Literary Garden
- 4 photo albums of her life and achievements
- Made available for purchase the writings of Alice Munro, the only place they were available in Wingham

In past years we have had tourists tour the museum, spend the night in town and visit other places of interest featured in Alice's books including her childhood home.

After winning the Nobel Prize for Literature, visitors came from many US states, England, Germany, Hong Kong, Sweden, Japan, China, Russia and from across Canada. Would they have come to Wingham if we had not had a museum, not very likely. There will be many tourists disappointed this year because you have closed the very exhibit that they came to see.

We have asked many times for the old Custom's Area to be made a part of the museum so we could expand and produce a more complete Alice Munro exhibit. We had also considered opening an Alice Munro coffee/tea shop in the same area.

Tourism is high on the agenda of most communities and Wingham has a "living" tourist attraction in the form of Alice Munro and a beautiful, historic theatre that stands empty. Why?

You seem to have made a decision to close the museum for 2018 without consultation with the taxpayers.

A suggestion from the former "Friends" would be to consider hiring someone to co-ordinate entertainment and events at the museum with the box office housed in the museum. This would allow the museum to be open to the public on a regular basis.

There is support among the former Friends of the Museum to assist with making this happen.



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: 03/04/2018
SUBJECT: Concession Booths RFP
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby directs staff to issue a Request for Proposal for operations of the food booths at the Blyth and District Community Centre and the North Huron Westcast Community Complex.

EXECUTIVE SUMMARY

At the February 8, 2018 budget meeting and as a cost saving measure, North Huron Council directed staff to close the food booths at the Blyth and District Community Centre and the North Huron Westcast Community Complex for the 2018/2019 season. Council also directed staff re-evaluate concession booth operations and report back to Council.

M78/18

Moved by T. Seip

Seconded by B. Knott

THAT the Council of the Township of North Huron hereby directs the Director of Recreation and Facilities to close the Blyth and Wingham concession booths from April 1, 2018 to April 1, 2019 during which time staff are requested to re-evaluate concession booth operations and report back to Council.

DISCUSSION

Since the news that the booths are closing has circulated in the community, staff have had inquiries from both service groups and the public regarding opportunities to provide booth services. At this time there is no way to measure how serious the inquiries are. In order to provide equal opportunity to anyone interested in booth operations, and to provide Council with a fair method to evaluate proposals, it is recommended Council issue a Request for Proposal for Interest in Food Booth Operations at either the Blyth and/or Wingham concession booths.

This has been done in the past with no uptake from the public or service groups, however with the recent decision of Council to close the booths, there is a renewed interest from potential booth operators. This is the only method of evaluating whether the renewed interest is real, and if any proposals that would be satisfactory to Council.

The RFP would not stipulate a required rental rate for the space, as it would depend on the proprietor, potential expenses to the Township, and their intended use of any profits (i.e. service group vs. local business). Each proposal can be reviewed by Council on its own merit, risk, and value to the community.

The timing on the RFP would be to release it in April and award a contract in late May/earlier June to allow the successful bidder the opportunity to prepare for opening by ice season 2018/2019 or earlier if desired.

FINANCIAL IMPACT

There is a cost of approximately \$200 to advertise the RFP in the local papers. There is a cost of staff time to prepare and administer the RFP process.

FUTURE CONSIDERATIONS

Council made a decision to close the booths as a cost savings measure. The successful proposal could be a revenue opportunity for the Township and/or the community.

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.



Pat Newson, Director of Recreation and Facilities.



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: 03/04/2018
SUBJECT: Musical Muskrat Festival Committee Memorandum of Understanding
ATTACHMENTS: Memorandum of Understanding

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Director of Recreation and Facilities, dated April 3, 2018 regarding the Musical Muskrat Festival Memorandum of Understanding for information purposes;

AND FURTHER THAT Council directs the Clerk to prepare a by-law to authorize the Reeve and Clerk to sign a Memorandum of Understanding between the Township of North Huron and the Musical Muskrat Festival Committee.

Recommendation #2

THAT the Council of the Township of North Huron hereby supports the Musical Muskrat Festival Committee in making application to the LCBO for a Special Occasions Permit to hold a beer garden at Riverside Park and Libro Field in conjunction with their event from Friday, June 8 to Sunday, June 10, 2018;

AND FURTHER THAT Council proclaims the event of Municipal Significance;

AND FURTHER THAT Council authorizes an exemption to Noise Control By-law 20-2009, extending the Noise By-law from 11:00pm to 1:00am on the dates of Friday June 8, 2018 and Saturday June 9, 2018.

EXECUTIVE SUMMARY

The Musical Muskrat Festival has been hosted in Wingham for many years. The Committee has operated as a Committee of Council, however when by-law 54-2015, North Huron's Committee Appointment Policy was adopted, staff were directed to clarify the status of this committee under the new by-law. This report recommends the Musical Muskrat Committee no longer operate as a Committee of Council and instead operate as a Non-Township Committee. The rationale for this recommendation is provided below, including the establishment of a Memorandum of Understanding which will define the roles and responsibilities of the Musical Muskrat Festival Committee and the Township of North Huron.

DISCUSSION

The Musical Muskrat Festival was a Council initiative started in 2005 with the vision to create a community event that would grow to become a tourism draw. The event has not achieved the objective as a tourism draw, but it continues to operate as an annual family festival celebrating the community and music. When the committee was initially formed, they were set up as a Committee of Council for the purposes of Township support and insurance coverage of the event.

As a Committee of Council specific criteria are to be met by the committee. The committee and Township staff met to discuss options for the committee's definition and role. It was mutually decided that the preference going forward would be for the Muskrat Festival Committee to operate as a Non-Township Committee.

In North Huron's Committee Appointment Policy, a Non-Township Committee is an informal committee or group of individuals that may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

The committee and staff recommend changing the status of this committee to this definition. The event and the committee are engaging in an activity that is of interest to the Township, and there is benefit with its continued success. To that end, a Memorandum of Understanding has been prepared, to define roles and responsibilities, and to define annual support provided to the event by the Township of North Huron.

The committee has agreed that as a Non-Township Committee they are required to operate independent of the Township and are fully responsible for the event. They are not covered under the Township of North Huron liability policy and have agreed to purchase their own insurance under the Township's Facility User Insurance Program.

This change in committee status and operating procedures is a benefit to the Township for the following reasons:

- Reduced staff time to oversee care and control of the event. When the event is under the Township's insurance, staff are required to provide oversight controls.
- Improved risk management for the Township.

Under the Township's municipal Donations and Fee Waiving By-law, fees may be waived when the committee has a formal agreement with the Township that is adopted by Council as a By-law. To allow the Township to provide ongoing support to the event, the Memorandum of Understanding provides some fees to be waived by the municipality, items to be loaned, and storage space provided for their event items. In return, volunteers host the event and take responsibility for event management duties such as volunteers, event set up and take down, clean up, planning, and finances.

FINANCIAL IMPACT

Estimated value of in-kind support provided for the event by the Township of North Huron:

- Public Works banner hanging: \$400
- Tent permit fees: \$120/permit (up to two maximum)
- Rental of parks space: \$960.00

This is a community event, open to the public and celebrating the community. The volunteers dedicate many hours to ensure the event is a success and are responsible for payment of all other expenses for the event. Under the previous arrangement and as a Committee of Council, staff were

involved in many other aspects of the event resulting in a significantly higher commitment of in-kind support, including:

- Staff support on site during the event for risk management oversight
- Collecting of insurance certificates from vendors and waivers from volunteers
- Councillor appointed to attend committee planning meetings
- Life guards for the boat races (no longer part of the event)

Under the new arrangement, these in-kind commitments will no longer be required and are not part of the MOU.

FUTURE CONSIDERATIONS

The event will be reviewed annually by the committee, and it will be their decision whether to continue the event.

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.
Our residents are engaged and well informed.



Pat Newson, Director of Recreation and
Facilities



Dwayne Evans, CAO



MEMORANDUM OF UNDERSTANDING

MEMORANDUM

Dated: March 23, 2018

Between:

Musical Muskrat Festival Committee

AND

Township of North Huron

STATEMENT

The purpose of this Memorandum of Understanding is to define the roles and responsibilities of the Musical Muskrat Festival Committee.

WHERE AS:

The "Musical Muskrat Festival Committee" is an informal committee of volunteers, providing the local community with an annual special event called the Musical Muskrat Festival. The purpose of the group is to organize and implement the Musical Muskrat Festival. For clarity, the Musical Muskrat Festival Committee is not a Committee of Council.

THIS MEMORANDUM OF UNDERSTANDING (MOU)

1. COMMENCEMENT

The MOU becomes effective when signed and dated by both parties.

2. DURATION

This MOU will continue indefinitely until terminated in accordance with Section 8 or until such time as the Musical Muskrat Festival Committee ceases to exist, or until such time as a revision of this Memorandum of Understanding is signed by both parties, replacing this MOU agreement.

3. MODIFICATIONS

Additions or modifications to this MOU must be made in writing and signed by the authorized representatives of both parties.

1. INTENT OF THIS MOU:

- The purpose of this Memorandum is to provide a framework for the relationship between the Musical Muskrat Festival Committee and the Township of North Huron.

2. THE ROLE OF MUSICAL MUSKRAT FESTIVAL COMMITTEE

- The Committee will ensure members and additional volunteers are made aware of any risks associated with working for a special event committee, and provide necessary training for the safety of all committee members and volunteers.
- The Committee will identify and communicate any damages, safety concerns or vandalism to the North Huron Recreation and Facilities department primary contact.

3. RESPONSIBILITIES OF THE MUSKRAT FESTIVAL COMMITTEE

- Set-up and Take-down of the North Huron Snow Fencing. Fencing to be placed in an agreed upon location for North Huron staff to pick up on Monday morning.
- Recruitment and scheduling of all volunteers. These are volunteers of the Musical Muskrat Festival, not North Huron volunteers. Volunteers must be covered for liability under the Musical Muskrat Festival liability insurance policy.
- The committee will be responsible for the security and use of the Optimist Booth. Key access only for direct water supply from the Booth and Bathrooms. If the Booth is operating under a third party formal group agreement this request must be agreed upon by all parties.
- All Vendors must apply for a Licensing Permit (Bylaw NO. 17-2018) from the Township of North Huron.
- The committee must apply for any required tent permits from the Township of North Huron.
- The event is responsible for the collection and removal of garbage and recycling for the event. Garbage can be deposited into the North Huron Westcast Community Complex bins, located at the rear of the building at 99 Kerr Dr. The recycling will be collected and deposited by the committee in an agreed location.
- To pay all damages to the facilities and/or furnishings arising from the use of same as granted by the Township of North Huron.
- To comply with all Federal, Provincial and Municipal By-Laws and resolutions particularly those pertaining to games of chance, lotteries, gambling, special events, and alcoholic beverages;
- The Muskrat Festival Committee is responsible for the conduct and supervision of all persons admitted to the facilities and shall see that all regulations are strictly enforced;

- To ensure that all persons admitted to the function being held vacated the permitted facilities and that all privately-owned property and personal affects have been removed by the time specified. Return the facilities to the Township in the condition they were prior to the event.

4. RESPONSIBILITIES OF THE TOWNSHIP POF NORTH HURON

- Rental Fees waived for the for the Riverside Park and Ball Diamond areas.
- If the Musical Muskrat Festival is inviting any food or other vendors they must agree to comply with the Licensing BY-LAW NO. 17-2018. Related fees are outlined in the by-law. The by-law currently waives the fees for this type of event.
- Supply as many garbage and recycling bins as possible. Any additional bins required is at the expense of the event committee.
- Recycling will be picked up from a designated location by the Township of North Huron.
- When possible, the advertising highway banner will be hung by the Township one month prior to the event. This condition is met by the Township if the boom rental equipment is already being rented by the Township for another purpose. If the boom lift equipment is not available, the committee may request to have the banner hung by the Township, but the cost of the boom truck rental will be at the expense of the committee or the schedule may be adjusted.
- Fees waived for up to two Tent Permits.
- Continued use of storage at the Galbraith Soccer Field shed facility, as long as the Township leases the facility.
- Supply Snow Fencing owned by the Township of North Huron.

5. INDEMNITY

- The Musical Muskrat Festival shall indemnify the Township of North Huron from fines, suits, claims, demands from any loss, damage, or injury suffered by any Committee/Volunteer member resulting from negligence, willful misconduct or default on the part of the Musical Muskrat Festival.

6. INSURANCE

- The Musical Muskrat Festival will obtain its' liability insurance coverage. Annually the Musical Muskrat Festival will provide the Township of North Huron with a' proof of insurance certificate', naming the Township of North Huron as an additional insured.
- General Liability insurance is required for Musical Muskrat Festival with minimum \$5,000,000 limit per occurrence for bodily injury or property damage, showing the Corporation of the Township of North Huron as additional insured and containing cross liability/severability if interest clause.
- Insurance for all equipment rented by Musical Muskrat Festival must be covered by the insurance policy.
- Actions of all Musical Muskrat Festival committee members and volunteers must be covered under the General Liability policy.
- Vendors and suppliers of the Musical Muskrat Festival event, must show proof of their own General Liability insurance with minimum \$2,000,000 limit per occurrence for bodily or property damage, showing the Corporation of the Township of North Huron as additional insured.
- Submit the proof of insurance certificate(s) for review by the Township insurance company to confirm coverage at least 30 days prior to the event.

6. NOTICES

- Notices must be in writing, signed by, or on behalf of the sender. The notices must be addressed to the recipient and delivered to the recipient's address either by pre-paid mail, facsimile or email. Any facsimile or email delivery requires confirmation of receipt by the sender.

7. DISPUTE RESOLUTION

- If a dispute arises regarding the intention and or interpretation of this MOU, the issue shall be resolved between The Musical Muskrat Festival and the Director of Recreation and Facilities of the Township of North Huron through a discussion. If a resolution cannot be reached, the dispute can be referred to the Council of the Township of North Huron for a decision. Both parties, (the Musical Muskrat Festival and the Director of Recreation and Facilities of the Township of North Huron) can request the intervention of the Council.

8. TERMINATION

- Either party may terminate this arrangement without cause, by giving at least three (3) months' notice, or any period as may be mutually agreed to, with written notice to the other party.

EXECUTED AS A MEMORANDUM OF UNDERSTANDING

SIGNED for and on behalf of

THE MUSKRAT MUSICAL FESTIVAL
By

_____ Date: _____
Rob Wheeler, Co-Chair

_____ Date: _____
Melinda Wheeler, Co-Chair

_____ Date: _____
Witness

Print Name: _____

SIGNED for and on behalf of

THE TOWNSHIP OF NORTH HURON

_____ Date: _____
Neil Vincent, Reeve

_____ Date: _____
Richard Al, Clerk

_____ Date: _____
Witness

Print Name: _____



Musical Muskrat Festival

June 8-10, 2018

Music and More by the Maitland Shore

Good Evening Reeve Vincent and Council Members,

The committee for the Musical Muskrat Festival would like to announce that we are bringing back our event for 2018. Planning is well under way, and we are all very excited for this year's event.

As part of that planning, we are asking for Council to declare this a Municipally Significant Event, allowing us to apply for a special Occasions Permit, and as well respectfully requesting an extension to the noise by-law until 1 am for both Friday June 8 and Saturday June 9.

We appreciate your time and support in helping ensure the success of our event.

Regards,

Melinda Wheeler and Robert Wheeler

Co-Chairs, Musical Muskrat Festival



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee
DATE: 03/04/2018
SUBJECT: Access and Monitoring Agreement – Landfill Offsite Monitoring
ATTACHMENTS: Access and Monitoring Agreement

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding an access and monitoring agreement pertaining to offsite landfill groundwater monitoring, for information;

AND FURTHER THAT the Clerk be directed to prepare a By-law to enter into an agreement between the Township of North Huron and William Arnold Dawson for access and monitoring rights to the property located at 39601 Reid Road, Lot 39, Concession 12, East Wawanosh Ward.

EXECUTIVE SUMMARY

In Staff Report PW 2018-04, the need for offsite groundwater quality investigation work adjacent to the Wingham Landfill Site was outlined. As noted in the report, a preferred site for the installation of groundwater monitoring wells was identified by the hydrogeologists at RJ Burnside.

The attached agreement authorizes representatives of the Township of North Huron to legally enter the identified property for the purpose of well installation, groundwater sampling, and monitoring.

DISCUSSION

Once the agreement is signed, staff will proceed in the next steps of the process which will include the scheduling of well installation. In the absence of an agreement between the Township and the property owner, the project cannot move forward.

FINANCIAL IMPACT

Not Applicable

FUTURE CONSIDERATIONS

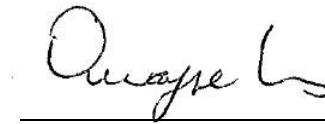
None at this time.

RELATIONSHIP TO STRATEGIC PLAN

This project relates to **Goal No. 3** of the Strategic Plan in that the Township is healthy and safe. **Goal No. 4**, the administration is fiscally responsible and strives for operational excellence, and **Goal No. 5** in that our natural environment is valued and protected.



Sean McGhee, Director of Public Works



Dwayne Evans, CAO

ACCESS AND MONITORING AGREEMENT

BETWEEN:

THE TOWNSHIP OF NORTH HURON
(the "Township")

AND:

William Arnold Dawson
(the "Landowner")

REGARDING A LANDFILL SITE LOCATED AT:

39601 Reid Road
Lot 39, Concession 12, East Wawanosh Ward
Township of North Huron, County of Huron
(the "Landfill Site")

AND REGARDING PROPERTIES LOCATED AT:

Concession 13, S Part Lot 39
Township of North Huron, County of Huron
Assessment Roll # 405058001302300
(the "Property")

WHEREAS the Township is responsible for properly maintaining and monitoring the Landfill Site and needs to access the Property for the purpose of groundwater monitoring;

The Township and the Landowner agree as follows:

1. The Landowner will permit the Township and its consultants to access the Property for the purpose of undertaking groundwater investigations and installing and monitoring groundwater wells. The Township and its consultants will consult with the Landowner about the location of the wells and will make all reasonable efforts to avoid any disruption of farming operations.
2. Access and entry onto the Property and the performance of any work by the Township or its consultant will not constitute a trespass on the Property.
3. The Township will be responsible for repairing any physical damage caused to the Property as a result of its groundwater investigations and monitoring activities.
4. The Township will indemnify and save harmless the Landowner from and against any claims made against the Landowner in relation to the groundwater investigations and the monitoring activities.

DATED this 21 day of MARCH, 2018.

THE TOWNSHIP OF NORTH HURON

Per: _____
Reeve, Neil Vincent

Per: _____
Clerk, Richard Al

LANDOWNER

Per: 
William Arnold Dawson



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee
DATE: 03/04/2018
SUBJECT: Arthur Street Servicing – Tender Outcome and Award
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding the outcome of the Tender for the completion all works associated with the Arthur Street servicing project for information;

AND FURTHER THAT the Clerk be directed to prepare a By-law to enter into an agreement between the Township of North Huron and Lavis Contracting Co. Limited in the amount of \$451,998.⁹⁰ plus applicable taxes.

EXECUTIVE SUMMARY

In 2015, BMROSS was commissioned to complete a Municipal Servicing Feasibility Study for the Wingham and Area Industrial Land Strategy. The project focussed primarily on the servicing of properties in the North Street, Arthur Street, and Royal Road area. Costs associated with the work are to be shared 50/50 between North Huron and Morris-Turnberry, as there is benefit to both municipalities.

The project was split into phases. Phase One of the project includes the construction of water and sanitary sewer extending from North Street to the proximity of 237 Arthur Street. The project includes services to the property line of all adjacent vacant properties.

At the February 8th, 2018 North Huron Budget Meeting, pre-budget approval was requested and granted to ensure an early release of a tender for the completion of the first phase of the project. The following Resolution resulted:

*Moved by T. Seip
Seconded by Y. Ritsema-Teeninga
Result: Carried*

THAT the Council of the Township of North Huron hereby authorize the Director of Public Works to proceed with the Arthur Street Project:

And Further, that the project be included in the 2018 Budget;

And Further, that the project be given pre-budget approval to proceed with the tender process.

A tender for the completion of Phase One of the project was released following pre-budget approval. Two firms responded to the tender with Lavis Contracting Co. Ltd. submitting the lowest price. Both prices received were below budget estimates.

DISCUSSION

Both of the submissions received were reviewed by BMROSS to ensure compliance with the requirements of the project and to confirm that there were no bid irregularities.

The submissions were as follows:

- Lavis Contracting Co. Limited - \$451,998.⁹⁰ plus applicable taxes;
- Kurtis Smith Excavating Inc. - \$484,000.⁰⁰ plus applicable taxes;

The project is expected to commence in the spring and will take approximately eight (8) weeks to complete.

FINANCIAL IMPACT

In addition to construction costs, an estimate of \$50,500.⁰⁰ for engineering services associated with tendering and project management was provided by BMROSS. Based on the Tender outcome, the budget can be revised as follows:

The costs associated with this project are being shared equally between the Township of North Huron and the Municipality of Morris-Turnberry. Project costs are as follows:

Construction Cost -	\$451,998. ⁹⁰
Engineering (Administration) -	\$ 10,500. ⁰⁰
Engineering (Construction) -	<u>\$ 40,000.⁰⁰</u>
Subtotal-	\$502,498.⁹⁰
Taxes-	<u>\$ 8,843.⁹⁸</u>
Total project cost -	\$511,342.⁸⁸

As noted, the total cost is0 being shared equally between the two municipalities which results in a cost to North Huron of \$255,671.⁴⁴. There was a total of \$282,384.⁰⁰ budgeted for the North Huron portion of this project. Based on received pricing and estimates for engineering, it is expected that the project will be completed under budget.

FUTURE CONSIDERATIONS

This project represents Phase One of Three.

RELATIONSHIP TO STRATEGIC PLAN

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



Sean McGhee, Director of Public Works



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee
DATE: 03/04/2018
SUBJECT: Pre-Budget Approval Request for Calcium Chloride Application
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding a proposed calcium chloride purchase for 2018 for information;

AND FURTHER THAT pre-budget approval be awarded to Da-Lee Dust Control for the provision of 375,000 liters of calcium chloride for dust control purposes at a total cost of \$76,875.⁰⁰ plus applicable taxes.

EXECUTIVE SUMMARY

The application of calcium chloride to gravel roads in the East Wawanosh Ward is an annual operational function. In an effort to save funds and align our practices with our existing procurement policy, North Huron and Morris-Turnberry released a joint request for quotation to secure pricing for the application of calcium chloride. Morris-Turnberry took the administrative lead on this project.

Two firms provided pricing for comparable services with Da-Lee Dust Control providing the best price for the specified product.

DISCUSSION

Quotes were requested for a three-year period, with the ability for the Township to extend services an additional two years.

Bids for service (excluding taxes) that were included in the two tender submissions received were as follows:

Da-Lee Dust Control

Year	Item	Unit	Quantity	Unit Price	Total
2018	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.2050	\$76,875.00
2019	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.2050	\$76,875.00
2020	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.2153	\$80,737.50

Pollard Highway Products

Year	Item	Unit	Quantity	Unit Price	Total
2018	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.245	\$91,875.00
2019	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.250	\$93,750.00
2020	Supply and Application of 35% Calcium Chloride to loose top roads	Litre	375,000	\$0.255	\$95,625.00

By engaging in this process and securing quotations for the service, we are now compliant with our procurement policy. Authorizing pre-budget approval of the purchase will permit Da-Lee to begin scheduling and preparing for the application of dust control.

FINANCIAL IMPACT

The purchase and application of calcium chloride is included in the draft 2018 operating budget. This service is provided at a cost of \$78,228.⁰⁰ including applicable taxes.

FUTURE CONSIDERATIONS

None at this time.

RELATIONSHIP TO STRATEGIC PLAN

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



Sean McGhee, Director of Public Works



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee
DATE: 03/04/2018
SUBJECT: Maintenance Gravel Pre-Budget Approval
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated April 3rd, 2018 regarding the procurement of maintenance gravel for 2018 for information;

AND FURTHER, THAT pre-budget approval be given for the crushing, loading, hauling, and spreading of maintenance aggregate.

AND FURTHER, THAT the Director of Public Works be authorized to proceed with a tender for the crushing, loading, hauling, and spreading of maintenance aggregate.

EXECUTIVE SUMMARY

The Public Works department secures bids annually for the supply and application of maintenance gravel which is applied to rural roads throughout the East Wawanosh Ward.

DISCUSSION

The estimated volume required to complete the application of the maintenance gravel to all gravel rural roads south of Belgrave Road is 22,300 tonnes. Upon funding approval, a tender will be released to secure lowest available pricing.

In a move to secure the best price available, the tender will be released as a two-year contract with separate pricing requested for 2018 and 2019 operating years. The awarding of this contract will be conditional, subject to approval of Council. Renewal of the contract for year two will be conditional on 2019 budget approval for maintenance gravel.

FINANCIAL IMPACT

The funds associated with this request are included in the draft 2018 Operating Budget for Public Works.

FUTURE CONSIDERATIONS

This item is an annually recurring cost associated with the maintenance and upkeep of North Huron gravel roads.

RELATIONSHIP TO STRATEGIC PLAN

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



Sean McGhee, Director of Public Works



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans
DATE: 12/03/2018
SUBJECT: Respect in the Workplace (Harassment and Violence) Policy Updates
ATTACHMENTS: Harassment and Violence Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the March 12, 2018 Report of the CAO regarding Respect in the Workplace Policy Updates for information purposes;

AND FURTHER, that the Council of the Township of North Huron hereby approves the attached amendments to Respect in the Workplace Policy Number B-4.2.

EXECUTIVE SUMMARY

Bill 132 received Royal Assent on March 8, 2016 and came into full effect on September 8, 2016. As a result of recent incidents, it has been brought to my attention that revisions to the Township's Respect in the Workplace Policy are needed to be in full compliance with Bill 132. This report provides information on Bill 132 and summarizes proposed changes to the Township's Respect in the Workplace Policy.

DISCUSSION

As noted above, Bill 132 received Royal Assent on March 8, 2016 and came into full effect on September 8, 2016. This legislation amended various other pieces of legislation regarding sexual violence, sexual harassment, domestic violence and followed upon changes brought in by Bill 168 which set out how harassment is to be dealt with in the workplace. Sexual violence, sexual harassment and domestic violence are to be addressed in the workplace as a health and safety issue. The legislation also outlines new responsibilities on employers to make sure that:

- an investigation, appropriate in the circumstances, is conducted into incidents and complaints of workplace harassment;
- a worker who alleges workplace harassment and the alleged harasser, if a worker of the employer, are informed in writing of the results of the investigation and of any corrective action taken or to be taken as a result of the investigation.

Section 32.06(2) of Occupational Health and Safety Act, as amended by Bill 132, also broadened the requirements on employers to implement a workplace harassment policy, which addressed the following:

- inclusion of measures and procedures for workers to report workplace harassment to a person other than the employer or supervisor if the employer or supervisor is the alleged harasser;

- set out how information obtained during an investigation, including identifying information about any individuals involved, will not be disclosed unless necessary for the purpose of investigating or taking corrective action or otherwise as required by law;
- set out how a worker who has allegedly experienced workplace harassment and the alleged harasser, if a worker of the employer, will be informed in writing of the results of investigation and any action taken or to be taken as a result of the investigation. Bill 132 explicitly states that the outcome of an investigation and any report produced for an investigation is not a report that must, pursuant to Section 25(2) of the Occupational Health and Safety Act, be supplied to a joint health and safety committee, a worker health and safety representative or other workers.

Bill 132 also amends the Occupational Health and Safety Act to empower health and safety inspectors to require an employer to conduct an investigation, at the employer's expense, by an unbiased party and to obtain, also at the employer's cost, a report from that unbiased person. The amendments to the Occupational Health and Safety Act also place an obligation on employers to have workplace harassment policies and procedures in place as part of their duty to provide employees with a safe workplace. The policies and procedures must address sexual harassment.

Below is a summary of the amendments to the Township's Respect in the Workplace Policy in order to be in full compliance with Bill 132:

1. To clearly state the Township has zero tolerance for workplace violence, harassment and discrimination;
2. To clarify that the Respect in the Workplace Policy applies to 'workers' as defined by the Occupational Health and Safety Act. This term 'worker', as defined, includes students and coop placements;
3. The scope of workplace has been broadened to include social media as well as both inside and outside Township owned and leased facilities;
4. The workplace discrimination policy section has been revised to accurately reflect the Human Rights Code;
5. Workplace sexual harassment is now defined in accordance with the Occupational Health and Safety Act;
6. The definition for discriminatory harassment has been refined to include vexatious comments and conduct based on one or more grounds contained in the Human Rights Code; and
7. The revised policy clarifies what is not harassment.

FINANCIAL IMPACT

No short term or long term financial impacts are expected by the revisions to this policy. Financial costs do incur when a complaint is received.

FUTURE CONSIDERATIONS

N/A

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

Action: Employee Management	Policy Number: B-4.2
Sub-section: Human Rights	Effective Date: January 2009
Subject: Respect in the Workplace	Revision Dates: September 27 2010, February (insert), 2018
Page 1 of 13	

Respect in the Workplace (Harassment and Violence)

Purpose:

The Township of North Huron (the “Township”) is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township’s goal to provide a healthy and safe work environment that is free of any form of harassment, violence or discrimination. The Township is committed to preventing, identifying and correcting conduct that would result or has resulted in workplace violence, harassment or discrimination. The Township has zero tolerance for workplace violence, harassment and discrimination.

Policy:

Responsibility

This Policy applies to all workers (within the meaning of the *Occupational Health and Safety Act*) of the Township. It applies in any location in which workers are engaged in Township work-related activities. The scope of workplace include, but is not limited to:

- All Township owned and leased facilities;
- Work-related travel locations;
- Restaurants, hotels or meeting facilities that are being used for business purposes;
- During telephone, email or other communications;
- At any work-related social event, whether or not it is Township sponsored; and
- On social media

Definitions

The *Occupational Health and Safety Act* defines “worker” as any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.

Action: Employee Management	Policy Number: B-4.2
Sub-section: Human Rights	Effective Date: January 2009
Subject: Respect in the Workplace	Revision Dates: September 27 2010, February (insert), 2018
Page 2 of 13	

- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

1. Discrimination

Workplace discrimination includes any unequal treatment, distinction, exclusion or preference based on the protected grounds in the *Ontario Human Rights Code*, which nullifies or impairs equality of opportunity in employment or equality in the terms and conditions of employment.

The protected grounds under the Human Rights Code are:

- Race;
- Ancestry;
- Place of Origin;
- Colour;
- Citizenship;
- Creed;
- Sex;
- Sexual Orientation;
- Gender Identity;
- Gender Expression;
- Age;
- Record of Offence;
- Marital Status;
- Family Status; and
- Disability.

2. Sexual Harassment

Workers have a right to a workplace that is free from harassment because of sex, sexual orientation, gender identity or gender expression.

Workplace sexual harassment is defined in the *Occupational Health and Safety Act* and this policy as follows:

Action: Employee Management	Policy Number: B-4.2
Sub-section: Human Rights	Effective Date: January 2009
Subject: Respect in the Workplace	Revision Dates: September 27 2010, February (insert), 2018

- engaging in a course of vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Both men and women can be victims of harassment and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

- Sexual advances or demands that the recipient does not welcome or want
- Threats, punishment or denial of a benefit for refusing a sexual advance
- Offering a benefit in exchange for a sexual favour
- Leering (persistent sexual staring)
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screensavers, pornographic or erotic web sites or other electronic material
- Distributing sexually explicit e-mail messages or attachments such as pictures or video files
- Sexually suggestive or obscene comments or gestures
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- Persistent, unwanted attention after a consensual relationship ends
- Physical contact of a sexual nature, such as touching or caressing; and
- Sexual assault

3. Discriminatory Harassment

Discriminatory Harassment includes vexatious comments or conduct based one or more of the protected grounds in the *Ontario Human Rights Code*, which is known or ought reasonably known to be unwelcome.

Some examples of discriminatory harassment include:

- Offensive comments, jokes or behavior that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation
- Imitating a person's accent, speech or mannerisms

Action: Employee Management	Policy Number: B-4.2
Sub-section: Human Rights	Effective Date: January 2009
Subject: Respect in the Workplace	Revision Dates: September 27 2010, February (insert), 2018
Page 4 of 13	

- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- Inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight

4. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines **workplace harassment** as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment.

Workplace harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- It is hostile, abusive or inappropriate
- It affects the person's dignity or psychological integrity; and
- It results in a poisoned work environment

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Workplace pranks, vandalism, bullying and hazing
- Gossiping or spreading malicious rumors
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- Providing only demeaning or trivial tasks in place of normal job duties
- Humiliating someone

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- Sabotaging someone else's work
- Displaying or circulating offensive picture or materials
- Offensive or intimidating phone calls or emails
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- Making false allegations about someone in memos or other work related documents

What Is Not Harassment

The OHSA provides that a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as someone on a performance improvement plan,
- Imposing discipline for workplace infractions; or
- Requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person.

For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

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5. Workplace and Domestic Violence

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Workplace Violence

“Workplace violence” is defined under the *Occupational Health and Safety Act* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- Verbal or written threats to physically attack a worker
- Leaving threatening notes or sending threatening emails
- Wielding a weapon at work
- Stalking someone; and
- Physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence

If you are experiencing domestic violence that would likely expose you or other workers to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- Creating a safety plan

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- Contacting the police
- Establishing enhanced security measures such as a panic button, code words and door and access security measures
- Screening calls and blocking certain email addresses
- Setting up priority parking or providing escorts to your vehicle or to public transportation; and
- Adjusting your working hours and location so that they are not predictable

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

Procedure

Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or threat or violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

The Township of North Huron's Commitment

The Township of North Huron will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Duties of the Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the Director of Human Resources and/or Health and Safety Coordinator if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- Whether the person's history of violence was associated with the workplace or work;

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- Whether the history of violence was directed at a particular employee or employees in general;
- How long ago the incidence of violence occurred

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

Duties of All Employees

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free from harassment.

You are also required to report to your supervisor or the Director of Human Resources and/or Health and Safety Coordinator, the existence of any workplace violence or threat of workplace violence.

Procedure for Resolving and Investigating Harassment Complaints:

1. Informal Procedure

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

- I don't want you to do that
- Please stop doing or saying
- It makes me uncomfortable when you
- I don't find it funny when you

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

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It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what was your response.

If you believe that someone who is not a member of our organization, e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor or the Director of Human Resources and/or Health and Safety Coordinator. Although the Township of North Huron has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

2. Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Director of Human Resources and/or Health and Safety Coordinator. They will act as our workplace coordinators with respect to harassment and violence in the workplace.

If you bring a formal complaint we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. A copy of the Workplace Respect Complaint form is available from the Director of Human Resources or the Health and Safety Coordinator.

It is important that we receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once we receive your complaint, we will initiate a formal investigation, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example, we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Additionally, even where an incident of harassment occurs and no complaint is raised, the Township may investigate and address the issue where necessary to ensure that the rights of employees are properly protected.

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Investigation Procedure

The Director of Human Resources and/or Health and Safety Coordinator will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include:

- Interviewing the complainant and the respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- Interviewing witnesses, if any
- Reviewing any related documentation (email, phone records, etc.); and
- Making detailed notes of the investigation and maintaining them in a confidential file, separate from the personnel files of the respondent and the complainant

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the Director of Human Resources and/or CAO/Clerk. A written summary of the findings will also be provided to the complainant and respondent. A copy of the report will be kept in a confidential file, separate from the personnel files of the respondent and the complainant.

It is our goal to complete any investigations and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible. Although this is the Township's goal, the nature and seriousness of the complaint may result in a longer investigation.

Corrective Action

The Director of Human Resources and/or CAO/Clerk will determine what action, if any, should be taken as a result of the investigation.

The Director of Human Resources or Health and Safety Coordinator will inform the complainant and respondent in writing of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment is made, the Township of North Huron will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization.

Corrective measure may include one or more of the following:

- Discipline, such as verbal warning, written warning or suspension without pay

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- Termination with or without cause
- Referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- A demotion or denial of a promotion
- Reassignment or transfer
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of North Huron will, however, discipline or terminate anyone who knowingly brings a false, frivolous, vexatious or malicious complaint.

Procedure for Resolving and Investigating Workplace Violence:

Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal work station and will need to be available for the purposes of investigating the incident. In some circumstances, you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as appropriate, to assist, intervene, or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance such as phones, cell phones, etc.;
- Emergence telephone numbers and/or email addresses;
- Emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

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Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor or the Director of Human Resources and/or Health and Safety Coordinator. The Director of Human Resources and/or Health and Safety Coordinator will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the incident.

The investigation will include:

- Conducting interview of relevant individuals to ascertain all the facts and circumstances relevant to the complaint, including dates and locations
- Reviewing and related documentation (email, phone records, etc.); and
- Making detailed notes of the investigation and maintaining them in a confidential file, separate from any employee's personnel file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. A copy of the report will be provided to the Joint Health and Safety Committee.

Corrective Action

The Director of Human Resources and/or CAO/Clerk will determine what action, if any, should be taken as a result of the investigation.

If a finding of workplace violence is made, the Township of North Huron will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization.

Corrective measures may include one or more of the following:

- Discipline, such as verbal warning, written warning or suspension without pay
- Termination with or without cause
- Referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- A demotion or denial of a promotion
- Reassignment or transfer
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of North Huron

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will, however, discipline or terminate anyone who knowingly brings a false, frivolous, vexatious or malicious complaint. Such discipline is not a reprisal or breach of this policy.

Procedures for Addressing Domestic Violence

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the Director of Human Resources or the Health and Safety Coordinator. They will assist in preventing and responding to the situation.

Confidentiality of Complaints and Investigations

We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

Breaches of confidentiality may result in discipline, up to and including termination of employment.

Protection from Retaliation

Every employee has a right to claim and enforce their rights under the policy, to provide evidence, to participate in investigations and to refuse to act in violation of this policy. The Township of North Huron will not tolerate retaliations, taunts or threats against anyone who complaints about harassment or takes part in an investigation. Any person who taunts, retaliates or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.

Annual Review

This Policy will be reviewed annually.

See Form 14 – Violence, Harassment or Discrimination Complaint Form

**THE CORPORATION OF
THE TOWNSHIP OF
NORTH HURON BY-LAW
NO. 30-2018**

BEING A BY-LAW TO AMEND SCHEDULE ‘D’ TARIFF OF
RATES FOR NORTH HURON CEMETERIES TO BY-LAW NO. 113-2017;
BEING A BY-LAW TO ESTABLISH FEES AND CHARGES FOR
THE TOWNSHIP OF NORTH HURON

WHEREAS Section 391 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a Municipality and a local board may pass by-laws imposing fees and charges for services or activities provided, and;

WHEREAS the Council of the Corporation of the Township of North Huron, with the passage of By-law 113-2017, established fees and charges for services performed by the Municipality;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it necessary to amend By-law 113-2017, amending Schedule ‘D’ Tariff of Rates for North Huron Cemeteries;

NOW THEREFORE, the Municipal Council of the Corporation of the Township of North Huron **ENACTS** the following:

1. That the Township of North Huron Consolidated Fees and Charges By-law No. 113-2017 is hereby amended, amending the attached Schedule ‘D’ to said By-law;
2. That this by-law shall come into full force and effect upon its final passage.

READ A FIRST AND SECOND TIME THIS 3RD DAY OF APRIL, 2018.

READ A THIRD TIME AND PASSED THIS 3RD DAY OF APRIL, 2018.

CORPORATE SEAL

Reeve Neil G. Vincent

Clerk Richard Al

SCHEDULE "D"

TOWNSHIP OF NORTH HURON
274 Josephine Street, Wingham, Ontario N0G 2W0
519-357-3550
519-357-1110 (Fax)

Blyth Union Cemetery - 82781 Cemetery Line, Blyth
Wingham Cemetery - 90397 Holmes Line, Wingham

PRICE LIST

Effective Date: April 3, 2018

	Size	Interment Rights	C & M	Total Selling Price
SALE OF INTERMENT RIGHTS (and Care and Maintenance (C & M))				
Burial Lot - Resident	32 sq. ft.	\$ 480.00	\$ 320.00	\$ 800.00
Burial Lot - Non-Resident	32 sq. ft.	\$ 570.00	\$ 380.00	\$ 950.00
Cremation Lot - Resident	15 sq. ft.	\$ 240.00	\$ 160.00	\$ 400.00
Cremation Lot - Non-Resident	15 sq. ft.	\$ 285.00	\$ 190.00	\$ 475.00
Columbarium Niches - Rows A & B - Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows A & B - Non-Resident	1.09 sq. ft.	\$ 1,955.00	\$ 345.00	\$ 2,300.00
Columbarium Niches - Rows C & D - Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
Columbarium Niches - Rows C & D - Non-Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows E & F - Resident	1.09 sq. ft.	\$ 1,445.00	\$ 255.00	\$ 1,700.00
Columbarium Niches - Rows E & F - Non-Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
INTERMENT				
Adult - Resident				\$ 650.00
Adult - Non-Resident				\$ 750.00
Child - Resident				\$ 450.00
Child - Non-Resident				\$ 500.00
Infant - Resident				\$ 325.00
Infant - Non-Resident				\$ 375.00
Cremation - Resident				\$ 325.00
Cremation - Non-Resident				\$ 375.00
Mausoleum - Resident				\$ 550.00
Mausoleum - Non-Resident				\$ 650.00
Columbarium - First Opening & Closing Included in Purchase Price				
Columbarium - Second Opening - Resident				\$ 100.00
Columbarium - Second Opening - Non-Resident				\$ 200.00
Saturday, Sunday, Statutory Holiday & after 2:00pm				
Columbarium - Resident				\$ 100.00
Columbarium - Non-Resident				\$ 200.00

EXTRA CHARGES (for Interment)

Late Funeral - Resident	1 1/2 x regular rate
Late Funeral - Non-Resident	1 1/2 x regular rate
(After 2:00pm and Saturdays)	

Late Funeral - Resident	2 x regular rate
Late Funeral - Non-Resident	2 x regular rate
(Sundays and Statutory Holidays)	

Winter Storage (Chapel) for Interment in North Huron	\$	130.00
Winter Storage (Chapel) for Interment elsewhere	\$	250.00

Grass Rental for Spring Interments	\$	75.00
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DISINTERMENT

(Approval Required from Medical Officer of Health)

Casket Only	\$	1,500.00
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Casket in Vault	\$	1,300.00
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Crypt in Mausoleum	\$	1,300.00
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Cremation	\$	375.00
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TRANSFER FEE

Transfer of Interment Rights - Resident to Resident	\$	100.00
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Transfer of Interment Rights - Resident to Non-Resident	\$	200.00
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OTHER CHARGES

Tree & Shrub Removal	\$	30.00
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Fees will be increased January 1st, 2019 and then annually on January 1st by the Consumer Price Index (CPI) rate, unless otherwise approved by Council. CPI rate will be calculated based on the average for the previous 12 months.

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 31-2018

Being a by-law to authorize designated officials to sign, on behalf of Council, Amendment No. 4 to a Grant Funding Agreement between the Corporation of the Township of North Huron and Her Majesty The Queen In Right of Ontario as represented by the Ministry of the Environment, Source Protection Programs Branch.

WHEREAS the Municipal Act, 2001, as amended permits the Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council of the Township of North Huron Council is desirous of executing Amendment No. 4 to a Grant Funding Agreement between the Corporation of the Township of North Huron and Her Majesty The Queen In Right of Ontario as represented by the Ministry of the Environment, Source Protection Programs Branch;

AND WHEREAS Council deems it expedient to enter into said agreement;

NOW THEREFORE, the Council of the Corporation of the Township of North Huron ENACTS the following:

1. That the designated officials are hereby authorized to sign, Amendment No. 4 to a Grant Funding Agreement between the Corporation of the Township of North Huron and Her Majesty The Queen In Right of Ontario as represented by the Ministry of the Environment, Source Protection Programs Branch.
2. That a copy of the said Agreement is attached hereto and designated as Schedule 'A' to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 3RD DAY OF APRIL, 2018.

READ A THIRD TIME AND PASSED THIS 3RD DAY OF APRIL, 2018.

CORPORATE SEAL

Neil G. Vincent, Reeve

Richard Al, Clerk

AMENDMENT NO. 4
to a Ontario Transfer Payment Agreement under the
Source Protection Municipal Implementation Fund (SPMIF_1314_026)

THIS AMENDMENT NO. 4 made in duplicate, as of the 27th day of March 2018,

B E T W E E N:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of the Environment and Climate Change

(the “**Province**”)

- and -

The Corporation of the Township of North Huron

(the “**Municipality**”)

WHEREAS the parties entered into a transfer payment agreement under the Source Protection Municipal Implementation Fund dated as of December 13, 2013 for the Municipality to build municipal capacity to implement source protection plans and support sustainable, local actions to protect drinking water (the “**Agreement**”);

AND WHEREAS the parties entered into Amendment No. 1 as of September 14, 2015 to extend the term of the Agreement, add an additional report and include new timelines;

AND WHEREAS the parties entered into Amendment No. 2 as of October 24, 2016 to extend the term of the Agreement, add an additional report, include new timelines, and expand the scope of eligible activities;

AND WHEREAS the parties entered into Amendment No. 3 as of March 7, 2017 to extend the term of the Agreement, add an additional report, and include new timelines;

AND WHEREAS pursuant to Section 20.2 of the Agreement, the parties may amend the agreement in writing;

NOW THEREFORE in consideration of the contractual relationship between the Municipality and the Province referred to above and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Municipality and the Province hereby acknowledge, agree and undertake as follows:

1. Unless otherwise specified in this Amendment No. 4, capitalized words and phrases have their prescribed meaning as set out in the Agreement.

2. The Agreement is amended as follows:

2.1 Section 2.1 is deleted in its entirety and replaced with the following:

2.1 The term of the Agreement shall commence on the Effective Date and shall expire 90 days after the final report due date in Schedule “D” unless terminated earlier pursuant to Article 9. The Municipality shall, upon expiry or termination of the Agreement, return to the Province any Funds remaining in its possession or under its control.

2.2 The first paragraph in Section B.1 (Eligible Activities) as amended by Amendment No. 3 is again deleted and replaced with the following:

The Municipality may only spend the Funds on the following eligible activities that are undertaken by the Municipality, or that are undertaken on the Municipality’s behalf, between December 13, 2013 and December 31, 2018 that are directly related to the following:

2.3 The chart in Schedule “D” (Reports) as amended by Amendment No. 3 is again deleted in its entirety and replaced with the following:

Name of Report	Due Date
Collaboration Statement (if applicable)	December 12, 2014
Progress Report 1	December 12, 2014
Progress Report 2	December 11, 2015
Progress Report 3	December 9, 2016
Progress Report 4	December 8, 2017
Progress Report 5	October 31, 2018
Final Report	January 31, 2019
Other Reports as specified from time to time	On a date or dates specified by the Province.

3. This Amendment No. 4 shall be in force from December 13, 2013 and shall have the same expiry or termination date as the Agreement.

4. All other terms and conditions of the Agreement and Amendment No. 1, Amendment No. 2 and Amendment No. 3 shall remain in full force and effect unchanged and unmodified.
5. This Amendment No. 4 shall enure to the benefit of and be binding upon the Municipality and the Province and each of their administrators, permitted successors and permitted assigns, respectively.
6. This Amendment No. 4 may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart, a party may send a copy of its original signature on the execution page hereof to the other party by facsimile or other means of recorded electronic transmission (including in PDF) and such transmission with an acknowledgement of receipt shall constitute delivery of an executed copy of this Amendment.

IN WITNESS WHEREOF the parties have executed this Amendment No. 4 as of the date first written above.

HER MAJESTY THE QUEEN in Right of Ontario

as represented by the Minister of the Environment and Climate Change

Name: Heather Malcolmson
Title: Director
Source Protection Programs Branch

Pursuant to delegated authority.

The Corporation of the Township of North Huron

Name: Donna White
Title: Director of Finance

I have authority to bind the Municipality.

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 32-2018

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 April 3, 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 3rd day of April, 2018.

READ A THIRD TIME AND FINALLY PASSED this 3rd day of April, 2018.

Neil Vincent, Reeve

SEAL

Richard Al, Clerk