

REVISED AGENDA
FOR THE TOWNSHIP OF NORTH HURON COUNCIL MEETING



Date: Tuesday, September 4, 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 Amended Agenda for the September 4, 2018 Council Meeting; as amended to include a Delegation.</i>	
3.	DECLARATION OF OFFICE	
3.1	John Stewart, Blyth Councillor	
4.	DISCLOSURE OF PECUNIARY INTEREST	
5.	CONSENT AGENDA	
	<i>THAT the Council of the Township of North Huron hereby adopts Consent Items 5.1.1;</i>	
	<i>AND FURTHER THAT all other Consent Items be received for information.</i>	
5.1	Minutes	
5.1.1	Minutes of the Regular Council Meeting held August 13, 2018	8
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6.1	<i>Ron Cook, Mike Scott, Ranco Markeljevic, Property Standards Matter</i>	

7.	REPORTS	
7.1	Clerks Department	
7.1.1	Scott Municipal Drain, Notice of On-Site Meeting at 39298 Nature Centre Road, Con 7, Lot 35 Part Lot 34 East Wawanosh Ward, Township of North Huron	54
	<i>THAT the Council of the Township of North Huron hereby appoint Councillor Ray Hallahan, as Council's representative for the onsite meeting for the Scott Municipal Drain.</i>	
7.1.2	Establishment of an Election Compliance Audit Committee for the 2018 Municipal Election	55
	<i>THAT the Council of the Township of North Huron hereby receive the report of the CAO/Clerk, dated September 4, 2018 regarding the establishment of an Election Compliance Audit Committee for the 2018 Municipal Election;</i>	
	<i>AND FURTHER, THAT staff be directed to present a By-Law to establish an Election Compliance Audit Committee and to adopt the attached Terms of Reference at the next regular Council meeting; and</i>	
	<i>AND FURTHER, THAT the CAO/Clerk be authorized to proceed with the establishment of an Election Compliance Audit Committee in accordance with the Municipal Elections Act, 1996.</i>	
7.2	Finance Department	
7.2.1	Procurement Policy Update	63
	<i>THAT the Council of the Township of North Huron hereby accepts the report from the Director of Finance, dated September 4, 2018 regarding a draft procurement policy;</i>	
	<i>AND FURTHER THAT a by-law be brought forward at the September 17, 2018 Council meeting for Council's consideration.</i>	
7.2.2	Belgrave Water Connection	113
	<i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance, dated September 4, 2018 regarding a Connection Request to the Belgrave Water System;</i>	
	<i>AND FURTHER, THAT the Council of the Township of North Huron sets the maximum number of years for re-payment of the Capital Charge at 15 (fifteen) years.</i>	
7.3	Recreation and Facilities Department	

7.4	Public Works / Utilities Department	
7.4.1	OPS 2018-42 Westcast Community Center HVAC Replacement	115
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for the replacement of the Fitness Center HVAC System for information;</i>	
	<i>AND FURTHER THAT the contract for the replacement of the HVAC system, in the amount of \$25,965.00 plus applicable taxes be awarded to Montgomery Industrial Services.</i>	
7.4.2	OPS 2018-43 Asphalt Crack Sealing	117
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for asphalt crack sealing for information;</i>	
	<i>AND FURTHER THAT a reallocation of \$20,000.00 from the 2018 Rural Road Resurfacing project fund be authorized;</i>	
	<i>AND FURTHER THAT the contract for the application of rubberized crack sealing in the amount of \$20,000.00 be awarded to Waughtertite Asphalt Sealing and Marking.</i>	
7.4.3	OPS 2018-33 National Disaster Mitigation Program funding	120
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding a funding opportunity through the National Disaster Mitigation Program (NDMP) for information;</i>	
	<i>AND FURTHER THAT, staff be authorized to apply for funding through the National Disaster Mitigation Program (NDMP) on behalf of the Township of North Huron for the purpose of updated floodplain mapping.</i>	
7.4.4	OPS 2018-44 Union Gas Easement Preliminary Request	123
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 17th, 2018 regarding an easement request by Union Gas for information;</i>	
	<i>AND FURTHER, THAT the Council authorize an easement on the property in principal, pending a legal survey of the area in question.</i>	
	<i>AND FURTHER, THAT staff be instructed to bring a report to Council including detailed survey information and a draft easement agreement between Union Gas Ltd. and the Township of North Huron as soon as practicable.</i>	

7.4.5	OPS 2018-45 Day Care Facilities Roof Repair Tender for Service	128
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for the repair of the Daycare Facility Roof for information;</i></p> <p><i>AND FURTHER, THAT Council receive information from the Township's Solicitor in closed session in accordance with Section 239 (2) (f) of the Municipal Act.</i></p>	
7.5	Fire Department of North Huron	
7.6	Building Department	
7.7	Childcare Department	
7.8	CAO	
7.8.1	Integrity Commissioners, Closed Meeting Investigator	130
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018 regarding the services of an Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman;</i></p> <p><i>AND FURTHER, THAT Council directs staff to report back at a future Council meeting.</i></p>	
7.8.2	Town Hall Public Meeting	133
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018, regarding a Town Hall Public Meeting;</i></p> <p><i>AND FURTHER, THAT Council directs staff to advertise a Town Hall Public Meeting (Special Council Meeting) to be held on Monday, September 24, 2018 at 7:00 pm in the Wingham Town Hall Theatre;</i></p> <p><i>AND FURTHER, THAT Council directs staff to provide a copy of the notice of the Town Hall Meeting to all 2018 municipal election Council candidates.</i></p>	

7.8.3	Tuckersmith Telecommunications	137
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018 regarding a possible severance of a 10 metre by 10 metre parcel of land from the north east corner of the Emergency Services Training Centre property;</i></p> <p><i>AND FURTHER, THAT staff be directed to exercise the municipality's consent authority under the Planning Act and take the necessary steps to create a 10 metre by 10 metre parcel of land in the north east corner of the Emergency Services Training Centre property, as illustrated in a site sketch prepared by D. Culbert Ltd, Plan No. G-5068;</i></p> <p><i>AND FURTHER, THAT staff be authorized to take the necessary steps to transfer the newly created parcel to Tuckersmith Telecommunication Co-operative at no cost to Tuckersmith Telecommunications;</i></p> <p><i>AND FURTHER, THAT staff be directed to exercise the termination provisions in the agreement between Tuckersmith Telecommunications Co-operative and the Township of North Huron, dated June 3, 2013 by providing one year's written notice to Tuckersmith Telecommunications regarding the removal of equipment from the Emergency Services Training Centre;</i></p> <p><i>AND FURTHER, THAT staff be directed to notify the County, in writing, of the potential sale of the Emergency Services Training Centre property.</i></p>	
8.	CORRESPONDENCE	
8.1	Barn Dance Historical Society, letter re Museum	149
	<p><i>THAT the Council of the Township of North Huron hereby receives the correspondence from the Barn Dance Historical Society and directs staff to meet with representatives to provide an update.</i></p>	
8.2	Blyth Arts & Cultural Initiative 14/19 Inc. requesting a letter of support for changes and/or additions to existing licensed area application to the AGCO for Blyth Memorial Community Hall	150
	<p><i>THAT the Council of the Township of North Huron hereby supports the Blyth Arts & Cultural Initiative 14/19 Inc. in making changes and/or additions to the existing licensed area application to the AGCO for the Blyth Memorial Community Hall.</i></p>	
8.3	Township of Selwyn, Resolution re Provincial Agricultural Systems Mapping	156
	<p><i>THAT the Township of North Huron hereby supports the Resolution of the Township of Selwyn, requesting that the Provincial Conservatives review and research the new Agricultural Systems Mapping that expanded prime agricultural land designations, and that the new government be urged to review and modify the severe restrictions resulting from the agricultural systems mapping;</i></p> <p><i>AND FURTHER THAT this resolution be sent to the Premier of Ontario and M.P.P. Huron-Bruce</i></p>	

8.4	Town of Oakville, Resolution re Regulating the Display and Distribution of Objectionable Images	157
	<p><i>THAT the Township of North Huron hereby support the resolution from the Town of Oakville, as the Province of Ontario is urged to limit and regulate the display and distribution of posters, signs and leaflets that contain disturbing images;</i></p> <p><i>AND FURTHER THAT a letter be sent to the Hon. Caroline Mulroney, Attorney General, and Lisa Thompson, M.P.P. Huron-Bruce.</i></p>	
8.5	Huron County Economic Development, re 2018 Supporting Local Economic Development (SLED) Program	159
	<p><i>THAT the Council of the Township of North Huron hereby receive the email from the Huron County Economic Development Department regarding the program SLED (Supporting Local Economic Development) for information and refer the program details to the Economic Development Committee for their consideration.</i></p>	
8.6	OMAFRA, re Rural Economic Development (RED) Program	161
	<p><i>THAT the Council of the Township of North Huron hereby receive the email from OMAFRA regarding the RED program for information and refer the program details to the Economic Development Committee for their consideration.</i></p>	
8.7	Maitland Conservation, re Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure	162
	<p><i>THAT the Council of the Township of North Huron hereby receive the information from Maitland Conservation regarding the Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure.</i></p>	
9.	COUNCIL REPORTS	
9.1	REEVE ACTIVITY REPORT	
9.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
9.3	REQUESTS BY MEMBERS	
10.	NOTICE OF MOTION	
11.	BY-LAWS	
11.1	By-law No. 78-2018	166
	<p>Being a by-law to authorize Civil Marriage Solemnization Services by the Township of North Huron</p> <p><i>By-law No. 78-2018; Being a by-law to authorize Civil Marriage Solemnization Services by 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>	
12.	ANNOUNCEMENTS	
13.	OTHER BUSINESS	

14. CLOSED SESSION AND REPORTING OUT

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

- Section 239 (2) (f) Advise that is subject to solicitor-client privilege, including communications necessary for that purpose (Property Standards Update);*
- Section 239 (2) (f) Advise that is subject to solicitor-client privilege, including communications necessary for that purpose (Children's Centre).*
- Section 239 (2) (c) A proposed or pending acquisition or disposal of land by the Corporation (Blyth Properties);*
- Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees; Section 239 (2) (d) Employee negotiations of labour relations (Recreation Personnel);*

15. CONFIRMATORY BY-LAW

15.1 By-law No. 79-2018, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

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THAT By-law 79-2018; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

16. ADJOURNMENT

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

MINUTES OF THE TOWNSHIP OF NORTH HURON
REGULAR COUNCIL MEETING



Date: Monday, August 13, 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
STAFF PRESENT: Dwayne Evans, CAO/Clerk
Amanda Piskorski, Assistant to CAO
Donna White, Director of Finance
Sean McGhee, Director of Public Works
Kirk Livingston, CBO/Property Standards/Zoning

1. CALL TO ORDER

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

2. CONFIRMATION OF THE AGENDA

MOVED BY: J. Campbell

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron; accept the Agenda for the August 13, 2018 Council Meeting; as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

None Declared.

4. CONSENT AGENDA

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held July 23, 2018

4.1.2 Minutes of the Joint Health & Safety Committee held March 29, 2018

4.1.3 Minutes of the Economic Development Committee Meeting held July 5, 2018

4.2 Reports

4.2.1 Bills and Accounts

4.2.2 Finance Department Year to Date Report July 2018

4.2.3 CAO Activity Report, August 13, 2018

4.2.4 Finance Activity Report, August 13, 2018

4.2.5 Building Department Activity Report, August 9, 2018

4.2.6 Public Works Activity Report, June - July 2018

4.3 Correspondence

4.3.1 OPP Calls for Service (CFS) Billing Summary Report

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1;

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

CARRIED

5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

5.1 Rob Van Aaken, General Manager of Tuckersmith Communication Cooperatives Ltd.

Rob Van Aaken, General Manager of Tuckersmith Communications reviewed his letter expressing concerns about the Emergency Service Training Centre (ESTC) being declared surplus and how it effects their hardware in the building. Mr. Van Aaken requested Council's consideration of a small severance from the north east corner of the ESTC lands to accommodate a fire hub building.

Council expressed support for trying to accommodate Tuckersmith Communication's request and asked staff to bring back a report outlining all options the Township has to accommodate the request. Council also noted they would like Central Huron involved in the process because the ESTC property is in their municipality. It was noted that potential purchasers of the ESTC lands are aware of the severance request.

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

Council of the Township of North Huron hereby receive the report from Rob Van Aaken, General Manager of Tuckersmith Communications;

AND FURTHER THAT the Council of the Township of North Huron direct staff to prepare a report on the Township's options regarding Tuckersmith Communications request.

CARRIED

6. REPORTS

6.1 Clerks Department

6.1.1 Rintoul Municipal Drain, Notice of On-Site Meeting on Huron County Road No. 22, S Pt Lot 28, Concession 12, East Wawanosh Ward, Township of North Huron

Deputy Reeve James Campbell and Councillor Hallahan reported they attended an on-site meeting for the Rintoul Municipal Drain. Deputy Reeve Campbell was pleased with the number of landowners in attendance and advised the Engineer for the Rintoul Municipal Drain will be preparing a report by the end of the year/early next year. It was also noted this drain is on the tender list for next spring.

MOVED BY: R. Hallahan

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby appoint Deputy Reeve James Campbell, as Council's representative for the onsite meeting for the Rintoul Municipal Drain.

CARRIED

6.2 Finance Department

6.2.1 Clean Water and Wastewater Agreement Amendment 2

Council expressed support for the proposed amendment to the Clean Water and Wastewater agreement. The amendment reallocates the available funds between the Water Master Plan and the Wastewater Master Plan. The total cost of the two projects remains the same.

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby supports the Clean Water and Wastewater Fund (CWWF) Transfer Payment Agreement Amendment No. 2;

AND FURTHER THAT a Council approves an exemption to Section 19.1 of the Procedural by-Law to allow By-Law #75-2018 to be passed at the August 13, 2018 meeting.

CARRIED

6.2.2 TD Tree Days Project

The Director of Finance reports the Wingham Trail Committee has secured \$2,550.00 from the TD Tree Days program to fund the planting of more trees along the Wingham Community Trail. It was noted that approving this recommendation would beautify the Wingham Community Trail.

MOVED BY: J. Campbell

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance, dated August 13, 2018, regarding the TD Tree Days Project;

AND FURTHER THAT the Council of the Township of North Huron approves an exception to Section 19.1 of the Procedural By-law to allow By-Law #76-2018 to be passed at the August 13, 2018 Council Meeting.

CARRIED

6.3 Recreation and Facilities Department

6.4 Public Works / Utilities Department

6.4.1 OPS 2018-31 Blyth Community Center Roof Flashing Repair

The Director of Public Works reports accumulations and high winds have damaged the eavestrough and flashing on the roof of the Blyth Community Centre. Repairs need to be undertaken to prevent further damage. The Director of Public

MOVED BY: J. Campbell

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding the procurement of services for the repair of damaged roof flashing on the Blyth Community Center;

AND FURTHER THAT staff be authorized to secure the services of West Coast Renovations to complete repairs to the Blyth Community Center at a cost of \$6,527.00 plus applicable taxes.

CARRIED

6.4.2 OPS 2018-32 North Huron Cemetery By-Law

The Director of Public Works reports a review of the North Huron Cemetery By-law has been completed in consultation with all staff involved in cemetery operations; local businesses in cemetery business; and local funeral homes. Staff recommend the following amendments be made:

- 1- Change the time of interments
- 2- Eliminate winter internments with exception
- 3- Strick guidelines surrounding disinterment
- 4- Clarification on interment practices
- 5- Removing Vendor Advantage
- 6- Identifying acceptable behavior in the cemetery boundaries
- 7- Administrative changes recommended by the Bereavement Authority of Ontario

After some discussion;

MOVED BY: J. Campbell

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding proposed amendments to the North Huron Cemetery By-Law;

AND FURTHER, that Council supports the proposed amendments;

AND FURTHER, that staff be directed to post and provide notice of the cemetery by-law, as amended, pursuant to Section 151 of Ontario Regulation 30/11.

AND FURTHER, that staff be directed to forward the cemetery by-Law, as amended, to the Bereavement Authority of Ontario (the BAO) for approval, prior to Council's adoption.

CARRIED

6.4.3 OPS 2018-34 Wingham Standpipe Site Selection

The Director of Public Works reports BM Ross identified a number of properties that are viable locations for a new standpipe. To facilitate the Environmental Assessment process, the Director of Public Works requested authorization to investigate properties to determine the availability of operationally suitable properties for the new standpipe.

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding investigation of potential sites for the Wingham Standpipe Relocation for information;

AND FURTHER, THAT staff be authorized to investigate the availability of operationally suitable properties.

CARRIED

6.4.4 OPS 2018-35 Trackless MT Purchase

The Director of Public Works reported that the Public Works department needed to replace the Kubota tractor that has proven to be inadequate for sidewalk work needed in Blyth. He advised a new unit was purchased through GovDeals from another municipality and was purchased well under budget. It was noted that the new tractor came from a municipality that had a mechanic on staff to keep it in good working order.

MOVED BY: B. Vodden

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding the purchase of a 2006 Trackless MT5 Municipal Tractor for information;

CARRIED

6.4.5 OPS 2018-36 Amendment to Belgrave Water Servicing Agreement

The Director of Public Works reported a North Huron resident has requested to be connected to the Belgrave Water System through a shared servicing agreement between North Huron and Morris-Turnberry. An amendment to Schedule A of the agreement is needed to enable the requestor to connect to the Belgrave Water System. The Director of Public Works also recommended Schedule A be amended to include another property which may wish to connect to the service in the future.

MOVED BY: J. Campbell

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding proposed amendments to the water servicing agreement between the Municipality of Morris-Turnberry and the Township of North Huron;

AND FURTHER, THAT North Huron By-Law No. 51-2014 be amended to incorporate the revised Schedule "A" and Schedule "B" of the Morris-Turnberry water servicing policy for the Belgrave Water System.

AND FURTHER, THAT Council approves an exemption to Section 19.1 of the Procedural By-Law to allow By-Law #74-2018 to be passed at the August 13, 2018 meeting.

CARRIED**6.4.6 OPS 2018-37 OCIF Top-up Funding Application**

The Director of Public Works explained and recommended Council authorize staff to submit an application to the Ontario Community Infrastructure Fund Intake to fund part of the repair or replacement of the Wingham Standpipe. The Director reported this is a competitive process and if successful, the Township could be eligible to receive \$1,361,419 in funding.

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding the OCIF Top-up funding program application intake;

AND FURTHER, THAT staff be authorized to submit an application for funding associated with the repair or replacement of the Wingham Standpipe.

CARRIED**6.4.7 OPS 2018-39 Police Services Building Roof Repair**

The Director of Public Works reviewed tenders for repair work to the Wingham Police Services building roof and requested permission to secure True Trough Ltd, to undertake the necessary repairs to the south side of the roof. The Director of Public Works reported the repair would be completed under budget by approximately \$14,550.

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 13th, 2018 regarding the procurement of services for the repair of the Police Services Building Roof for information;

AND FURTHER THAT the services of True Trough Ltd be secured for the repair of the south facing roof system of the Wingham Police Services Building in the amount of \$11,250.00 plus applicable taxes.

CARRIED**6.5 Fire Department of North Huron****6.6 Building Department**

6.7 Childcare Department

6.8 CAO

6.8.1 North Huron Museum Presentation (Melissa Scott)

In response to an earlier Council request, Melissa Scott delivered a presentation on the North Huron Museum. Ms. Scott reviewed Council's decision making process and outlined the costs involved in moving the museum artifacts and programming to the former Wingham train station. Ms. Scott reported she worked with Huron County's Senior Curator Elizabeth French Gibson in the preparation of her presentation.

Council discussed the information provided noting that the marketing/tourism component of the proposal is critical and worth the investment. The Township would have a proper tourism centre and would be able to provide visitors with information on North Huron's history.

It was noted that if Council decided to move the museum to the former train station and dispose of the existing museum building then the vehicle recharging station would need to be addressed with the new owner. There was also some discussion about the involvement of past museum volunteers in this project.

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron receive the North Huron Museum presentation from North Huron Fitness Supervisor Melissa Scott;

AND FURTHER, THAT the Council of the Township of North Huron hereby authorizes staff to continue discussions regarding the development of a museum/tourism facility in the former train station building.

CARRIED

7. CORRESPONDENCE

7.1 Transfigured Town Inc., request to declare the Festival of Wizardry a Municipally Significant Event

MOVED BY: R. Hallahan

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron recognizes that the Festival of Wizardry will be held at the Blyth and District Community Centre & Campground on September 21st - 23rd, 2018;

AND FURTHER THAT the Council hereby declares the 2018 Festival of Wizardry a municipally significant event.

CARRIED

7.2 City of Hamilton resolution re Cannabis Grace Period

Council discussed the resolutions from the City of Quinte West and the City of Hamilton and expressed support for endorsing a cannabis grace period to make sure municipal law enforcement officials and the Ontario Provincial Police are adequately informed and trained on the new legislation.

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby endorses the resolution from the City of Quinte West, requesting that once the cannabis legislation is passed that a six month grace period be enacted to ensure that municipal law enforcement officers and the Ontario Provincial Police are adequately trained to enforce the said legislation.

CARRIED

7.3 Margaret Speer, letter of request to be appointed Civil Marriage Officiant for the Township of North Huron.

Margeret Speer, a North Huron resident, was present to discuss her passion of becoming a Civil Marriage Officiant for the Township of North Huron. Ms. Speers noted she would like to preform ceremonies outside of North Huron and plans to make this a successful business for herself.

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron hereby direct staff to prepare a by-law to appoint Margaret Speer as a Civil Marriage Officiant for Township of North Huron.

CARRIED

7.4 Brian Sharpe, Letter re Silt in Water Supply

Council reviewed the correspondence from Brian Sharpe regarding silt in his water supply and referred the matter to the Director of Public Works for action.

8. COUNCIL REPORTS**8.1 REEVE ACTIVITY REPORT**

Reeve Vincent reported the Blyth Theatre has expanded their season by adding five extra showings for the new Canadian Curling Club performance.

A fundraising breakfast was served by the Blyth Legion on the weekend to support the Tanner Steffler Foundation.

On Friday September 7th 2018, there will be a barbeque at the Wingham Libro Branch to aid in doctor recruitment. Two new doctors to Wingham will be in attendance.

Over the Civic holiday weekend Lucknow hosted a 4H dairy show where 174 exhibitors from 15 counties were in attendance. This was possibly the seconded largest dairy show in Ontario.

Blyth held a successful square dance event with the proceeds being donated to North Huron Community Food Share, Food Bank.

Reeve Vincent noted a number of rate payers have been asking questions about the upcoming election. It was noted information about the election was sent out with the August tax bills and municipal candidates can pick up a copy of the election information from Town Hall.

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

Councillor Vodden reported that the Blyth Theatre seat sales this year are eight thousand higher than this time last year.

8.3 REQUESTS BY MEMBERS

9. NOTICE OF MOTION

10. BY-LAWS

10.1 By-law No. 73-2018

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Service Agreement for Property Standards/ By-law Enforcement Officer between the Township of North Huron, Municipality of Morris-Turnberry, and Keppel Creek- Bruce Brockelbank.

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

By-law No. 73-2018; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Service Agreement for Property Standards/ By-law Enforcement Officer between the Township of North Huron, Municipality of Morris-Turnberry, and Keppel Creek- Bruce Brockelbank; 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. 74-2018

Being a by-law to amend the Agreement between the Corporation of the Municipality of Morris-Turnberry and the Corporation of the Township of North Huron, regarding the supply of water to owners or occupants of land beyond the limit of the municipality.

MOVED BY: J. Campbell

SECONDED BY: B. Vodden

By-law No. 74-2018; Being a by-law to amend the Agreement between the Corporation of the Municipality of Morris-Turnberry and the Corporation of the Township of North Huron, regarding the supply of water to owners or occupants of land beyond the limit of the municipality; 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. 75-2018

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, Amendment No. 2 to the Transfer Payment Agreement for the Clean Water and Wastewater Fund (CWWF) (Ontario) between Her Majesty the Queen in Right of Ontario and the Corporation of the Township of North Huron.

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: T. Seip

By-law No. 75-2018; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, Amendment No. 2 to the Transfer Payment Agreement for the Clean Water and Wastewater Fund (CWWF) (Ontario) between Her Majesty the Queen in Right of Ontario and 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

10.4 By-law No. 76-2018

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Letter of Agreement between TD Friends of the Environment Foundation and the Township of North Huron for TD Tree Days 2018.

MOVED BY: R. Hallahan

SECONDED BY: J. Campbell

THAT By-law No. 76-2018; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Letter of Agreement between TD Friends of the Environment Foundation and the Township of North Huron for TD Tree

Days 2018; 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

12.1 Town Hall Public Meeting

CAO/Clerk Evans reminded Council of the Town Hall Public Meeting held annually. He requested direction as to how Council wishes to proceed during this municipal election year. Council requested holding a public meeting in the Wingham Town Hall Theatre and suggested an invitation be sent to all Council candidates to attend.

After some discussion;

MOVED BY: T. Seip

SECONDED BY: J. Campbell

That staff be directed to organize a Town Hall Public Meeting in the Wingham Town Hall Theatre in September, 2018.

CARRIED

13. CLOSED SESSION AND REPORTING OUT

14. CONFIRMATORY BY-LAW

14.1 By-law No. 77-2018, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

MOVED BY: J. Campbell

SECONDED BY: B. Vodden

THAT By-law 77-2018; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

15. ADJOURNMENT

MOVED BY: B. Vodden

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 8:34 pm.

CARRIED

Neil Vincent, Reeve

Dwayne Evans, CAO/Clerk

Wingham BIA Board Meeting – Thursday, Aug. 23

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

Regrets: Dave Peers

Absent: Sandy Woodcock

Call to order: 6:38 p.m.

Approval of Agenda: Agenda approved with one addition. Moved by Sandy, 2nd by Lisa.

Previous Minutes: Doug read the June 28 minutes. No changes. Moved by Sandy, 2nd by Jim.

Finance: - \$12,000 in account. Levy should be coming within the next month. \$2,300 in A/R.
- Moved by Dave, 2nd by Jim to approve cheques to be written.

Committee Reports:

Retail: - Sandy reported that Sidewalk Sales were a success. Could have been more traffic on Saturday.
- Discussed coupon book that would replace Christmas promotion. Moved by Lisa, 2nd by Dave for BIA to spend \$700 for ad in support. Passed.

Curb Appeal: - Still no contact with Red Apple lawyer. Public Works been asked if fence allowed.
- Lions Park picnic shelter was painted by volunteers on Aug. 13.
- Josephine St. weeding was done Aug. 20 by Doug and volunteers.
- Josephine St. painting touch ups to be scheduled. Benches to be done Sept. 5. Thanks to Terry Walker.

Communications: - Website and Facebook updates continue. More focus on Facebook due to traffic.

Events: - RC Jets event seemed popular but Sunday was cancelled due to rain. DT to work with Air Cadets next year.
- Festival of Lanterns scheduled for Oct 26. Lisa and Mark McDougall coordinating. May decorate earlier than previous years.
- Santa Claus scheduled for Nov. 24. Moved by Dave, 2nd by Sandy to looking into sponsoring a marching band by BIA. List of Lucknow Homecoming contacts available.
- Jim reported the Farmers Market is seeing more attendance. May start BBQ at 11-11:30 to get lunch traffic. Market runs to last Wed in Sept.

Strategic Plan: - Branding Wingham – Doug has received some positive response from email requests.
- New website has been developed by Doug and Debbie Kuyvenhoven. It promotes sites and activities available in Wingham and area. www.visitwingham.ca

Other Business: - Dave provided an update on Wingham Community Connectors. Library initiated group to provide central point of activity information in and around Wingham.
- Dave provided information on planned All Candidates meetings scheduled for Oct 3 and 9 in Wingham and Blyth respectively. BIA members to be asked to submit questions.
- Dave provided update on Community Improvement Plan. Inviting Laura Simpson to Sept. 6 Wingham BIA General meeting.
- LED sign – Doug suggested an LED sign for south end of Wingham to promote events. Moved by Dave, 2nd by Jason to have Doug start investigating hurdles for this. Passed.
- Library Audit – The library has requested some BIA members assist with a facility audit.

Adjourned: 8:30 p.m. Next Board Meeting – Thur, Sept. 27 at 6:30 in Hot Stove Lounge

**SEVENTH SESSION MINUTES
COUNCIL OF THE COUNTY OF HURON**

Goderich, Ontario
June 6, 2018

The Council of the County of Huron met in the Council Chambers on Wednesday, June 6, 2018. Warden Jim Ginn called the meeting to order at 9:00 AM

Warden Ginn welcomed all present to the Seventh Session of 2018.

1. Roll Call:

CAO Meighan Wark called the roll and all members of Council were present except Councillor MacLellan. Councillor Hessel departed at 9:37 AM and Councillor Steffler departed at 10:30 AM.

2. Warden's Remarks:

Warden Ginn welcomed everyone. He informed members that he attended the following conferences: CAMA, FCM, and Coast is Clear. He congratulated Councillor Cole on being appointed to the FCM Board of Directors.

3. Approval of Agenda:

MOTION: #101-18

Moved by: Councillor Frayne and Seconded by: Councillor Van Diepenbeek

THAT:

The Council of the County of Huron accepts the agenda for June 6, 2018 as presented.

CARRIED

4. Declaration of Pecuniary Interest:

No declarations of pecuniary interest were stated.

5. Minutes of the Previous Sessions:

MOTION: #102-18

Moved by: Councillor Steffler and Seconded by: Councillor Watt

THAT:

The minutes of the previous session being the Sixth Session of May 9, 2018 and the Audit Committee meeting of May 23, 2018 be adopted as circulated.

CARRIED

6. Delegations/Petitions/Deputations:

6.1 2017-2018 Huron County Queen of the Furrow:

Kara Hendriks, 2017-2018 Huron County Queen of the Furrow spoke about her year as Queen of the Furrow and extended an invitation to the 2018 Huron County Plowing Match on Thursday, August 23 and Friday, August 24, 2018. This Plowing Match, which is co-hosted by Warden Ginn, will take place at the farm of Stephen Thompson on Stone School Road near Clinton.

7. Councillor's Issues:

County of Huron
SEVENTH SESSION MINUTES

Wednesday, June 6, 2018

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Councillor Frayne inquired about the next steps regarding the David Mayberry presentation on 100% Renewable by 2050. CAO Wark stated that a report is being prepared by staff. Councillor Frayne also requested staff review the timing for traffic lights located on Highway 83 and 4 in Exeter due to the increased summer traffic.

8. Correspondence:

MOTION: #103-18

Moved by: Councillor Versteeg and Seconded by: Councillor Cole

THAT:

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

CARRIED

9. Reports of Committees:

- 9.1 Board of Health – May 10, 2018 meeting minutes: Councillor Hessel, Chair of the Board of Health spoke to the Reports.

MOTION: #104-18

Moved by: Councillor Hessel and Seconded by: Councillor Gowing

THAT:

The Board of Health Reports of May 10, 2018 be received and will appear in the printed minutes as Report No. 24.

CARRIED

- 9.2 Committee of the Whole Day 1 – May 16, 2018 meeting minutes: Councillor Vincent, Chair of the Committee of the Whole Day 1 spoke to the Reports.

MOTION: #105-18

Moved by: Councillor Vincent and Seconded by: Councillor Hessel

THAT:

The Committee of the Whole Day 1 Reports of May 16, 2018 be approved as presented and will appear in the printed minutes as Report No. 25.

CARRIED

- 9.3 Committee of the Whole Day 2 – May 23, 2018 meeting minutes: Councillor Cole, Chair of the Committee of the Whole Day 2 spoke to the Reports.

MOTION: #106-18

Moved by: Councillor Cole and Seconded by: Councillor Versteeg

THAT:

The Committee of the Whole Day 2 Reports of May 23, 2018 be approved as presented and will appear in the printed minutes as Report No. 26.

CARRIED

- 9.4 Library Board – May 24, 2018 meeting minutes: Councillor Fergusson, member of the Library Board spoke to the Reports.

MOTION: #107-18

Moved by: Councillor Fergusson and Seconded by: Councillor Gowing

THAT:

The Library Board Reports of May 24, 2018 be received and will appear in the printed minutes as Report No. 27.

CARRIED

County of Huron
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Wednesday, June 6, 2018
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10. New/Unfinished Business:

10.1 RFP Procurement and Publishing of Results: (presented by Michael Blumhagen)

MOTION: #108-18

Moved by: Councillor Frayne and Seconded by: Councillor Vincent

THAT:

The Council of the County of Huron receives the report by Michael Blumhagen, Treasurer and Director of Corporate Services, dated June 6, 2018, titled RFP Procurement and Publishing of Results, as presented for information.

CARRIED

11. Notice of Motion: None.

12. By-laws:

MOTION: #109-18

Moved by: Councillor Watt and Seconded by: Councillor Vincent

THAT:

Leave be given to introduce the following By-Laws:

By-law No. 2018-035; being a By-law of the Corporation of the County of Huron to appoint a Director of Cultural Services and confirm the appointment of the Chief Executive Officer of the Huron County Library Board.

By-law No. 2018-036; being a By-law of the Corporation of the County of Huron to appoint a Deputy Treasurer.

By-law No. 2018-037; being a By-law of the Corporation of the County of Huron to enter into an Ontario Transfer Payment Agreement Amendment with Her Majesty the Queen In Right of Ontario as Represented By the Minister of Education.

By-law No. 2018-038; being a By-law of the Corporation of the County of Huron to enter into an Occupancy Agreement with the Huron Perth Catholic District School Board.

By-law No. 2018-039; being a By-law of the Corporation of the County of Huron to enter into service agreements for the provision of the Child Care and/or Early Years programs and services funded by the Ministry of Education.

By-law No. 2018-040; being a By-law of the Corporation of the County of Huron to enter into an Amending Agreement with Her Majesty the Queen In Right of Ontario as Represented by the Minister Of Education.

By-law No. 2018-041; being a By-law of the Corporation of the County of Huron to authorize a license agreement with the Minister of Infrastructure.

By-law No. 2018-042; being a By-law of the Corporation of the County of Huron to enter into an agreement with Housing Services Corporation.

By-law No. 2018-043; being a By-law of the Corporation of the County of Huron to enter into a contract with Kurtis Smith Excavating for Contract HC 18-503.

By-law No. 2018-044; being a By-law of the Corporation of the County of Huron to Enter into a Contract with Armstrong Paving and Materials Group Ltd. for Contract HC 28-17.

By-law No. 2018-045; being a By-law of the Corporation of the County of Huron to Enter into a Contract with BM Ross and Associates Ltd. for Contract HC 18-302.

By-law No. 2018-046; being a By-law of the Corporation of the County of Huron to enter into a Memorandum of Understanding with Regional Tourism Organization (RTO) 4 Inc.

County of Huron
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Wednesday, June 6, 2018

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By-law No. 2018-047; being a By-law of the Corporation of the County of Huron to enter into a Membership Agreement with the Corporation Of The County Of Huron and Southwestern Integration Fibre Technology Inc. (SWIFT).

By-law No. 2018-048; being a By-law of the Corporation of the County of Huron to amend By-law 2018-018 in order to establish the phase out of the Vacant Unit Rebate program.

By-law No. 2018-049; being a By-law of the Corporation of the County of Huron To Stop Up and Close Part 1 of the Original Road Allowance of County Road 86 North West of the Intersection of County Road 4 Located in North Huron, County of Huron As Illustrated on Deposited Reference Plan 22R-6651.

CARRIED

MOTION: #110-18

Moved by: Councillor Versteeg and Seconded by: Councillor Van Diepenbeek

THAT:

By-law No. 2018-035, 2018-036, 2018-037, 2018-038, 2018-039, 2018-040, 2018-041, 2018-042, 2018-043, 2018-044, 2018-045, 2018-046, 2018-047, 2018-048 and 2018-049 be given first and second reading;

AND FURTHER THAT:

By-law No. 2018-035, 2018-036, 2018-037, 2018-038, 2018-039, 2018-040, 2018-041, 2018-042, 2018-043, 2018-044, 2018-045, 2018-046, 2018-047, 2018-048 and 2018-049 as read a first and second time, be passed.

CARRIED

MOTION: #111-18

Moved by: Councillor Steffler and Seconded by: Councillor Morrison

THAT:

By-law No. 2018-035, 2018-036, 2018-037, 2018-038, 2018-039, 2018-040, 2018-041, 2018-042, 2018-043, 2018-044, 2018-045, 2018-046, 2018-047, 2018-048 and 2018-049 be given a third reading in accordance with Part 13 of the Procedural By-law for the County of Huron, Section 1, Subsection 2;

AND FURTHER THAT:

By-law No. 2018-035, 2018-036, 2018-037, 2018-038, 2018-039, 2018-040, 2018-041, 2018-042, 2018-043, 2018-044, 2018-045, 2018-046, 2018-047, 2018-048 and 2018-049 as read a third time; be passed, signed by the Warden and the Clerk, and the Seal of the Corporation affixed thereto.

CARRIED

Council recessed at 10:19 AM and resumed at 10:29 AM.

13. Closed to the Public Session:

MOTION: #112-18

Moved by: Councillor Gowing and Seconded by: Councillor Frayne

THAT:

County Council do now go into a Closed to the Public Session at 10:30 AM under Section 239 of the Municipal Act, 2001 as amended; to discuss an item that relates to:

1. Personal matters about an identifiable individual, including municipal or local Board employees – Performance review process for CAO and Senior Management Team (SMT);
2. Personal matters about an identifiable individual, including municipal or local Board employees;

AND FURTHER THAT:

CAO Meighan Wark remain in attendance.

County of Huron
SEVENTH SESSION MINUTES

Wednesday, June 6, 2018

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CARRIED

MOTION: #113-18

Moved by: Councillor Fergusson and Seconded by: Councillor Morrison

THAT:

County Council rise from the Closed to the Public Session at 10:41 AM.

CARRIED

14. Arrangement of Committee/Board Meetings:

- Board of Health – Thursday, June 7, 2018 at 9:00 AM in Seminar Room 2 of the Health & Library Complex, south of Clinton.
- Committee of the Whole Day 1 – Wednesday, June 13, 2018 at 9:00 AM in the Court House Council Chambers, Goderich.
- Committee of the Whole Day 2 – Wednesday, June 20, 2018 at 9:00 AM in the Court House Council Chambers, Goderich.
- Huron County Accessibility Advisory Committee – Monday, June 4, 2018 at 9:30 AM in the Court House Council Chambers, Goderich.
- Library Board – Wednesday, June 27, 2018 at 9:00 AM in the Court House Council Chambers, Goderich.
- Huron County Economic Development Board – Wednesday, June 20, 2018 at 5:00 PM in the Four Winds Barn, Upstairs, 60 Orchard Lane, Brussels.

15. Confirmatory By-law:

MOTION: #114-18

Moved by: Councillor Jewitt and Seconded by: Councillor Frayne

THAT:

By-law No. 2018-050; being a By-law of the Corporation of the County of Huron to confirm the proceedings of the Council of the Corporation of the County of Huron, be introduced, be given a first, second and third reading in accordance with Part 13 of the Procedural By-law for the County of Huron, Section 1, Subsection 2;

AND FURTHER THAT:

By-law No. 2018-050; as read a third time; be passed, signed by the Warden and the Clerk, and the Seal of the Corporation affixed thereto.

CARRIED

16. Adjournment:

MOTION: #115-18

Moved by: Councillor Vincent and Seconded by: Councillor Watt

THAT:

The Council of the Corporation of the County of Huron do hereby adjourn the Seventh Session at 10:44 AM to meet again on Wednesday, July 4, 2018 at 9:00 AM or at the call of the Warden and the Clerk.

CARRIED

The Session closed with the singing of O Canada.

Warden Jim Ginn

Clerk Susan Cronin

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 044968	Date 08/14/2018	Amount 5,947.89		
000073 B M ROSS AND ASSOCIATES LTD	15036	07/12/2018	PW- SERVICING OPTION- HU	2,634.94
000073 B M ROSS AND ASSOCIATES LTD	15063	07/17/2018	DESIGN & SERVICING -RUTLI	1,062.21
000073 B M ROSS AND ASSOCIATES LTD	15086	07/18/2018	ENG FEES- BRIDGE INSPECT	2,250.74
		Invoice Count	3 Total	5,947.89
Cheque 044969	Date 08/31/2018	Amount 44.86		
002763 ADEL DODDS	8-22-2018	08/22/2018	DAY CAMP SUPPLIES	44.86
		Invoice Count	1 Total	44.86
Cheque 044970	Date 08/31/2018	Amount 8,590.26		
000007 ADVANTAGE FITNESS SALES INC.	58175	08/08/2018	FITNESS- TREADMILL	8,590.26
		Invoice Count	1 Total	8,590.26
Cheque 044971	Date 08/31/2018	Amount 50.00		
001975 CANADIAN CANCER SOCIETY	8-22-2018	08/22/2018	DONATION- IN MEMORY RAE	50.00
		Invoice Count	1 Total	50.00
Cheque 044972	Date 08/31/2018	Amount 3,003.25		
004835 CARRIER CENTERS	05S502230	08/21/2018	FIRE- ENGINE 6 REPAIRS	2,563.47
004835 CARRIER CENTERS	05S502224	08/23/2018	FIRE- ENGINE 1 PUMP TEST	439.78
		Invoice Count	2 Total	3,003.25
Cheque 044973	Date 08/31/2018	Amount 4,113.43		
004852 CONTINUIT CORP.	6504910	07/30/2018	ADMIN- IT SUPPORT FOR JUL	1,740.43
004852 CONTINUIT CORP.	6504927	08/01/2018	ADMIN- IT SUPPORT FOR AU	2,373.00
		Invoice Count	2 Total	4,113.43
Cheque 044974	Date 08/31/2018	Amount 245.00		
004528 DALTON RICHMOND	8-2-2018	08/02/2018	FIRE- DRIVER LICENCE/MEDI	245.00
		Invoice Count	1 Total	245.00
Cheque 044975	Date 08/31/2018	Amount 900.70		
000885 DEAN'S VALU-MART	641-2103	08/02/2018	EL- FOOD SUPPLIES	8.06
000885 DEAN'S VALU-MART	641-5331	08/07/2018	EL- FOOD SUPPLIES	84.60
000885 DEAN'S VALU-MART	641-4456	08/08/2018	DC- FOOD SUPPLIES	20.58
000885 DEAN'S VALU-MART	641-6319	08/13/2018	DC- FOOD SUPPLIES	311.30
000885 DEAN'S VALU-MART	641-6820	08/13/2018	EL- FOOD SUPPLIES	130.26
000885 DEAN'S VALU-MART	641-7307	08/19/2018	DC- FOOD SUPPLIES	345.90
		Invoice Count	6 Total	900.70
Cheque 044976	Date 08/31/2018	Amount 505.00		
000874 GRAHAM NESBITT	33	08/17/2018	ARENA W- WHITEWASH ICE S	505.00
		Invoice Count	1 Total	505.00
Cheque 044977	Date 08/31/2018	Amount 25.38		
004812 IRON MOUNTAIN CANADA	AEBA671	07/31/2018	DAY CARE- PAPER SHREDDI	2.59

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004812 IRON MOUNTAIN CANADA	AEBA672	07/31/2018	ADMIN- PAPER SHREDDING	20.20
004812 IRON MOUNTAIN CANADA	AEBA673	07/31/2018	REC ADMIN- PAPER SHREDD	2.59
		Invoice Count	3 Total	25.38
Cheque 044978	Date 08/31/2018	Amount	559.35	
002681 JUSTIN MACTAVISH	NH0002	08/24/2018	PW- EQUIPMENT DATABASE	559.35
		Invoice Count	1 Total	559.35
Cheque 044979	Date 08/31/2018	Amount	100.00	
003266 KEITH HODGKINSON	8-18-2018	08/18/2018	ESTC- OPERATED PUMP FOF	100.00
		Invoice Count	1 Total	100.00
Cheque 044980	Date 08/31/2018	Amount	177.37	
004856 KEPPELCREEK	1175	07/31/2018	BY-LAW ENFORCEMENT/MILI	177.37
		Invoice Count	1 Total	177.37
Cheque 044981	Date 08/31/2018	Amount	149.00	
003863 MAITLAND RIVER COMMUNITY CHURC	102	08/15/2018	ADMIN- LEADERSHIP SUMMI	149.00
		Invoice Count	1 Total	149.00
Cheque 044982	Date 08/31/2018	Amount	50.85	
000393 MARYANNE MCCREIGHT	8-21-2018	08/21/2018	ARENA W- BOOT ALLOWANC	50.85
		Invoice Count	1 Total	50.85
Cheque 044983	Date 08/31/2018	Amount	1,736.54	
000431 MINISTER OF FINANCE	190108181108048	08/01/2018	POLICE- 2ND 1/4 OPTIC	1,736.54
		Invoice Count	1 Total	1,736.54
Cheque 044984	Date 08/31/2018	Amount	2,252.60	
003138 OWEN SOUND POLICE SERVICES	3644-18	08/15/2018	POLICE- DISPATCH SERVICE	2,252.60
		Invoice Count	1 Total	2,252.60
Cheque 044985	Date 08/31/2018	Amount	259.90	
002127 P E INGLIS HOLDINGS INC.	27949	07/31/2018	PARKS- PORTABLE WASHRO	259.90
		Invoice Count	1 Total	259.90
Cheque 044986	Date 08/31/2018	Amount	113.62	
000505 PETTY CASH - CHILDRENS CENTRE	8-20-2018	08/20/2018	PETTY CASH- DAY CARE	113.62
		Invoice Count	1 Total	113.62
Cheque 044987	Date 08/31/2018	Amount	500.00	
004853 ROBB KERR	8-28-2018	08/28/2018	PW- TREE INCIDENT TRAILER	500.00
		Invoice Count	1 Total	500.00
Cheque 044988	Date 08/31/2018	Amount	235.12	

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000508 RX DRUG MART I.D.A.	2-86436	06/28/2018	REC PROGRAM- SUPPLIES	167.99
000508 RX DRUG MART I.D.A.	98621	08/15/2018	REC PROG- CT SPRAY CLEAI	49.11
000508 RX DRUG MART I.D.A.	33939	08/27/2018	REC PROG- PICTURES	18.02
Invoice Count 3 Total				235.12
Cheque 044989 Date 08/31/2018 Amount 386.46				
001289 SPRING BREEZES GREENHOUSES	7-6-2018	07/06/2018	PARKS W/B- PLANTERS/FER1	386.46
Invoice Count 1 Total				386.46
Cheque 044990 Date 08/31/2018 Amount 508.50				
004854 STRATFORD AIR SERVICES LTD.	6770	08/20/2018	PW- TRAINING	508.50
Invoice Count 1 Total				508.50
Cheque 044991 Date 08/31/2018 Amount 659.49				
000631 TEESWATER AGRO PARTS LTD	131769	07/07/2018	PARKS W- PUMP, COUPLER	659.49
Invoice Count 1 Total				659.49
Cheque 044992 Date 08/31/2018 Amount 315.86				
004391 THOMSON REUTERS CANADA	3428039	08/13/2018	POLICE- EVIDENCE NOTEBOI	100.91
004391 THOMSON REUTERS CANADA	8654140	08/15/2018	POLICE- ANNUAL CRIMINAL C	214.95
Invoice Count 2 Total				315.86
Cheque 044993 Date 08/31/2018 Amount 457.05				
000667 UNITED RENTALS OF CANADA INC	159704129-001	08/02/2018	COMPLEX- SCISSOR LIFT RE	457.05
Invoice Count 1 Total				457.05
Cheque 044994 Date 08/31/2018 Amount 367.25				
004855 WARREN AUTO GLASS	18-458	07/24/2018	FIRE- INSTALL GLASS 2012 P	367.25
Invoice Count 1 Total				367.25
Cheque 044995 Date 08/31/2018 Amount 6,292.00				
001112 WINGHAM & DISTRICT HOSPITAL	8-16-2018	08/16/2018	TAX CLASS CHANGE CT TO E	6,292.00
Invoice Count 1 Total				6,292.00
Report Total				38,546.73

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 004953 Date 08/30/2018 Amount 6,689.65				
002512 TOWNSHIP OF NORTH HURON	65396	07/31/2018	JULY WATER WAGES/BENEF	6,689.65
		Invoice Count	1 Total	6,689.65
Cheque 004954 Date 08/30/2018 Amount 2,095.57				
000897 TOWNSHIP OF NORTH HURON SEWER	65567	07/31/2018	JULY SEWER BILLING	2,095.57
		Invoice Count	1 Total	2,095.57
Cheque 004955 Date 08/31/2018 Amount 3,916.58				
000073 B M ROSS AND ASSOCIATES LTD	15118- W	08/03/2018	WATER- CWWF PROJECT	3,916.58
		Invoice Count	1 Total	3,916.58
Cheque 004956 Date 08/31/2018 Amount 157.69				
000113 CARSON SUPPLY	S1528862.001	08/09/2018	WATER- R CLAMP	157.69
		Invoice Count	1 Total	157.69
Cheque 004957 Date 08/31/2018 Amount 4,567.22				
002512 TOWNSHIP OF NORTH HURON	1136-2018	08/17/2018	WATER- 23 ALBERT ST PIL	524.78
002512 TOWNSHIP OF NORTH HURON	1155-2018	08/17/2018	WATER-209 WATER STREET	2,105.41
002512 TOWNSHIP OF NORTH HURON	1437-2018	08/17/2018	WATER- 199 JOHN ST PIL	421.08
002512 TOWNSHIP OF NORTH HURON	2895-2018	08/17/2018	WATER- 201 THUELL ST PIL	943.66
002512 TOWNSHIP OF NORTH HURON	3988-2018	08/17/2018	WATER- 7 'A' JORDAN DR PIL	572.29
		Invoice Count	5 Total	4,567.22
Cheque 004958 Date 08/31/2018 Amount 174.02				
003532 TRULY NOLEN	37521- W	08/15/2018	WATER- ANT PROGRAM	174.02
		Invoice Count	1 Total	174.02
Cheque 004959 Date 08/31/2018 Amount 36,637.74				
001634 VEOLIA WATER CANADA INC	90160304-W	08/17/2018	WATER- JUNE SERVICES	36,637.74
		Invoice Count	1 Total	36,637.74
Report Total				54,238.47

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 003461 Date 08/30/2018 Amount 5,539.95				
002512 TOWNSHIP OF NORTH HURON	65190	07/31/2018	JULY SEWER WAGES/BENEF	5,539.95
			Invoice Count 1 Total	5,539.95
Cheque 003462 Date 08/31/2018 Amount 4,328.02				
000073 B M ROSS AND ASSOCIATES LTD	15118- S	08/03/2018	SEWER- CWWF PROJECT	3,916.58
000073 B M ROSS AND ASSOCIATES LTD	15125- S	08/03/2018	SEWER- UV REPLACEMENT F	411.44
			Invoice Count 2 Total	4,328.02
Cheque 003463 Date 08/31/2018 Amount 37.28				
000281 HURON BAY COOPERATIVE INC	79256	07/09/2018	SEWER- GATE HINGES	37.28
			Invoice Count 1 Total	37.28
Cheque 003464 Date 08/31/2018 Amount 36,583.29				
002512 TOWNSHIP OF NORTH HURON	1139-2018	08/17/2018	SEWER SIPHON PIL	89.55
002512 TOWNSHIP OF NORTH HURON	2018-2956	08/17/2018	SEWER- 173 THUELL ST PIL	2,920.52
002512 TOWNSHIP OF NORTH HURON	2018-4746	08/17/2018	SEWER- 60 LLOYD ST PIL	10,382.07
002512 TOWNSHIP OF NORTH HURON	2232-2018	08/17/2018	SEWER- 117 NORTH STREET	10,552.41
002512 TOWNSHIP OF NORTH HURON	44-2018	08/17/2018	SEWER- 120 JOSEPHINE ST F	12,638.74
			Invoice Count 5 Total	36,583.29
Cheque 003465 Date 08/31/2018 Amount 24,425.18				
001634 VEOLIA WATER CANADA INC	90160304-S	08/17/2018	SEWER- JUNE SERVICES	24,425.18
			Invoice Count 1 Total	24,425.18
Report Total				70,913.72

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 001233	Date 08/13/2018	Amount 1,222.89		
000140 CIBC VISA	best buy- 665075133	06/28/2018	PW- OTTERBOX, SCREEN PR	142.99
000140 CIBC VISA	const cont- 19446594	06/28/2018	ESTC- EMAIL MARKETING	6.85
000140 CIBC VISA	hiMama- 8200	06/28/2018	DAY CARE- MONTHLY SUBSC	98.31
000140 CIBC VISA	AMCTO- 46167	07/05/2018	PW- AMCTO MAP COURSE UI	440.70
000140 CIBC VISA	Playset Parts-46600	07/06/2018	PARKS W- SWING PARTS	254.73
000140 CIBC VISA	SunCountry- 202823	07/06/2018	CIRCUIT BOARD FOR CAR CH	620.37
000140 CIBC VISA	ADB Safegate-9004145	07/09/2018	AIRPORT- LIGHT BULBS	217.41
000140 CIBC VISA	AMO- 8706	07/09/2018	AMO CONFERENCE REFUND	-751.45
000140 CIBC VISA	MyTribute- 532359687	07/09/2018	DONATION IN MEMORY- J VC	50.00
000140 CIBC VISA	firehouse magazine 8	07/12/2018	FIRE- SUBSCRIPTION	47.32
000140 CIBC VISA	Issuu- 806621	07/15/2018	REC ADMIN- REC GUIDE WEE	52.82
000140 CIBC VISA	Spotify	07/17/2018	FITNESS- MONTHLY SUBSCR	14.99
000140 CIBC VISA	CPC- 274242645	07/19/2018	REC- POSTAGE	27.85
Invoice Count 13 Total				1,222.89
Cheque 001234	Date 08/13/2018	Amount 4,218.56		
000294 HYDRO ONE NETWORKS INC	June 2018-4216	07/24/2018	16320 KWH-ARENA/HALL B	4,218.56
Invoice Count 1 Total				4,218.56
Cheque 001235	Date 08/13/2018	Amount 6,383.66		
000427 MINISTER OF FINANCE	7-31-2018	07/31/2018	EHT- JULY REMITTANCE	6,383.66
Invoice Count 1 Total				6,383.66
Cheque 001236	Date 08/13/2018	Amount 122.71		
000665 UNION GAS LIMITED	June 2018-8454	07/23/2018	89 M3- FIRE STN W	46.97
000665 UNION GAS LIMITED	June 2018-9991	07/23/2018	200 M3-MUSEUM	75.74
Invoice Count 2 Total				122.71
Cheque 001237	Date 08/14/2018	Amount 69.25		
000294 HYDRO ONE NETWORKS INC	June 2018-8337	07/26/2018	240 KWH- 377 GYPSY OTH O1	69.25
Invoice Count 1 Total				69.25
Cheque 001238	Date 08/14/2018	Amount 16,776.79		
000687 WESTARIO POWER INC.	2103929286	07/26/2018	84240 KWH- COMPLEX	14,674.33
000687 WESTARIO POWER INC.	2103929414	07/26/2018	4361 KWH- DAY CARE	568.15
000687 WESTARIO POWER INC.	2103929418	07/26/2018	1940 KWH- LIBRARY	275.20
000687 WESTARIO POWER INC.	2103929419	07/26/2018	9420.5 KWH- TOWN HALL/POI	1,180.48
000687 WESTARIO POWER INC.	2103929422	07/26/2018	346 KWH- JOSEPHINE ST LIG	78.63
Invoice Count 5 Total				16,776.79
Cheque 001239	Date 08/20/2018	Amount 1,529.08		
003224 HURONTEL	10886810-8-2018	08/01/2018	TOWN HALL/PW- INTERNET/F	441.65
003224 HURONTEL	10886812-8-2018	08/01/2018	COMPLEX- PHONE/INTERNE	314.08
003224 HURONTEL	10886813-8-18	08/01/2018	EARLY ON- PHONE/INTERNE	158.37
003224 HURONTEL	10886815-8-18	08/01/2018	AIRPORT- PHONE/INTERNET	97.42
003224 HURONTEL	10886818-8-2018	08/01/2018	FIRE- PHONE/INTERNET	153.80
003224 HURONTEL	10886858-8-2018	08/01/2018	POLICE- INTERNET/PHONE	238.80
003224 HURONTEL	10886860-8-2018	08/01/2018	PW W- PHONE/INTERNET	96.35

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003224 HURONTEL	10886861-8-18	08/01/2018	MUSEUM - PHONE	28.61
		Invoice Count	8 Total	1,529.08
Cheque 001240 Date 08/20/2018 Amount 1,600.80				
000294 HYDRO ONE NETWORKS INC	July 2018- 8056	07/30/2018	4531 KWH- ESTC/FIRE B	785.98
000294 HYDRO ONE NETWORKS INC	July 2018-1532	07/30/2018	151 KWH- CEMETERY	54.70
000294 HYDRO ONE NETWORKS INC	July 2018-8593	07/30/2018	9 KWH- ESTC PROGRAM	31.33
000294 HYDRO ONE NETWORKS INC	July 2018-3023	07/31/2018	1569 KWH- AIRPORT	295.95
000294 HYDRO ONE NETWORKS INC	July 2018-1693	08/01/2018	538 KWH- HUTTON ST LIGHT:	112.18
000294 HYDRO ONE NETWORKS INC	July 2018-8461	08/01/2018	231 KWH- AIRPORT LIGHTS	50.45
000294 HYDRO ONE NETWORKS INC	July 2018-8480	08/01/2018	396 KWH- AUBURN ST LIGHT:	85.22
000294 HYDRO ONE NETWORKS INC	July 2018-8882	08/01/2018	896 KWH- HUMPHREY ST LIG	184.99
		Invoice Count	8 Total	1,600.80
Cheque 001241 Date 08/20/2018 Amount 2,571.22				
000657 TOWNSHIP OF NORTH HURON WATER	185181	08/02/2018	COMPLEX- WATER/SEWER	902.59
000657 TOWNSHIP OF NORTH HURON WATER	185188	08/02/2018	SPRINKLER PARK- WATER/SI	738.49
000657 TOWNSHIP OF NORTH HURON WATER	185189	08/02/2018	DAY CARE- WATER/SEWER	131.44
000657 TOWNSHIP OF NORTH HURON WATER	185229	08/02/2018	MUSEUM- WATER/SEWER	151.16
000657 TOWNSHIP OF NORTH HURON WATER	185240	08/02/2018	PW SHOP W- WATER/SEWER	159.71
000657 TOWNSHIP OF NORTH HURON WATER	185270	08/02/2018	TOWN HALL- WATER/SEWER	209.45
000657 TOWNSHIP OF NORTH HURON WATER	185551	08/02/2018	POLICE- WATER/SEWER	139.76
000657 TOWNSHIP OF NORTH HURON WATER	285234	08/02/2018	FIRE HALL W- WATER/SEWEI	138.62
		Invoice Count	8 Total	2,571.22
Cheque 001242 Date 08/24/2018 Amount 37,253.80				
003412 RECEIVER GENERAL	23	08/23/2018	PT DEDUCTIONS AUG 23	7,994.41
003412 RECEIVER GENERAL	24	08/23/2018	FIRE DEDUCTIONS AUG 23 P	318.50
003412 RECEIVER GENERAL	25	08/23/2018	COUNCIL DEDUCTIONS AUG	114.62
003412 RECEIVER GENERAL	26	08/23/2018	FT DEDUCTIONS AUG 23 PAY	28,826.27
		Invoice Count	4 Total	37,253.80
Cheque 001243 Date 08/24/2018 Amount 1,542.45				
004311 TELUS	07/2018	07/31/2018	JULY CELL PHONE CHARGES	1,542.45
		Invoice Count	1 Total	1,542.45
Cheque 001244 Date 08/21/2018 Amount 49.97				
000294 HYDRO ONE NETWORKS INC	July 2018-7867	08/02/2018	133 KWH- 850 JOSEPHINE ST	49.97
		Invoice Count	1 Total	49.97
Cheque 001245 Date 08/23/2018 Amount 250.72				
002697 TUCKERSMITH COMMUNICATIONS CO.	11283616-8-2018	08/01/2018	ARENA/HALL B- PHONE/INTR	118.62
002697 TUCKERSMITH COMMUNICATIONS CO.	11283708-8-2018	08/01/2018	ESTC- PHONE/INTERNET	55.07
002697 TUCKERSMITH COMMUNICATIONS CO.	11283710-8-2018	08/01/2018	PW-B- PHONE/INTERNET	77.03
		Invoice Count	3 Total	250.72
Cheque 001246 Date 08/24/2018 Amount 31.95				

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003329 EASTLINK	6175119	08/03/2018	EARLY LEARNING- PHONE	31.95
		Invoice Count	1 Total	31.95
Cheque 001247	Date 08/27/2018	Amount	87.82	
000052 BELL CANADA	8-1-2018	08/01/2018	POLICE- PHONE	87.82
		Invoice Count	1 Total	87.82
Cheque 001248	Date 08/27/2018	Amount	856.52	
000053 BELL MOBILITY	7-2018	07/08/2018	POLICE- CELL PHONES	417.92
000053 BELL MOBILITY	8-8-2018	08/08/2018	POLICE- CELL PHONES	438.60
		Invoice Count	2 Total	856.52
Cheque 001249	Date 08/27/2018	Amount	1,589.55	
003295 GLOBAL PAYMENTS	13244	07/31/2018	CONC B- DEBIT FEES	59.13
003295 GLOBAL PAYMENTS	13250	07/31/2018	CONC W- DEBIT FEES	59.13
003295 GLOBAL PAYMENTS	13251	07/31/2018	AIRPORT- DEBIT/CREDIT FEE	280.59
003295 GLOBAL PAYMENTS	13252	07/31/2018	ESTC- DEBIT/CREDIT FEES	189.13
003295 GLOBAL PAYMENTS	13253	07/31/2018	REC- LEGEND- DEBIT/CREDIT	430.37
003295 GLOBAL PAYMENTS	13254	07/31/2018	REC- DEBIT-CREDIT FEES	189.13
003295 GLOBAL PAYMENTS	20133	07/31/2018	LANDFILL- DEBIT FEES	66.19
003295 GLOBAL PAYMENTS	2049	07/31/2018	REC- CLASS DEBIT/CREDIT F	90.75
003295 GLOBAL PAYMENTS	21169	07/31/2018	REC- ONLINE-CREDITCARD F	123.78
003295 GLOBAL PAYMENTS	3159	07/31/2018	ADMIN- DEBIT FEES	101.35
		Invoice Count	10 Total	1,589.55
Cheque 001250	Date 08/27/2018	Amount	1,266.78	
000294 HYDRO ONE NETWORKS INC	July 2018-0983	08/07/2018	2560 KWH- #8 CAMP ENTRAN	887.99
000294 HYDRO ONE NETWORKS INC	July 2018-1401	08/07/2018	588 KWH- 39498 BELGRAVE F	129.48
000294 HYDRO ONE NETWORKS INC	July 2018-4071	08/08/2018	519 KWH- 377 GYPSY LANE	117.22
000294 HYDRO ONE NETWORKS INC	July 2018-4633	08/08/2018	1 KWH- 377 GYPSY OTHR SH	30.27
000294 HYDRO ONE NETWORKS INC	July 2018-6627	08/08/2018	203 KWH- 429 MILL STREET	64.11
000294 HYDRO ONE NETWORKS INC	July 2018-7304	08/08/2018	45 KWH- 423 MILL ST PW	37.71
		Invoice Count	6 Total	1,266.78
Cheque 001251	Date 08/27/2018	Amount	792.10	
000594 SPARLINGS PROPANE	88250005972991	07/26/2018	ARENA/HALL B- PROPANE	792.10
		Invoice Count	1 Total	792.10
Cheque 001252	Date 08/27/2018	Amount	8,449.61	
000721 W S I B	July 2018	07/31/2018	JULY 2018 PREMIUM	8,449.61
		Invoice Count	1 Total	8,449.61
Cheque 001253	Date 08/28/2018	Amount	2,411.08	
000687 WESTARIO POWER INC.	2103930340	08/09/2018	914 KWH- MUSEUM	141.57
000687 WESTARIO POWER INC.	2103930346	08/09/2018	1738 KWH- FIRE STN W	248.30
000687 WESTARIO POWER INC.	2103930347	08/09/2018	916 KWH- 445 JOSEPHINE ST	152.41
000687 WESTARIO POWER INC.	2103930353	08/09/2018	451 KWH- CRUICKSHANK PAI	88.08
000687 WESTARIO POWER INC.	2103930373	08/09/2018	59 KWH- 250 JOHN ST STREE	36.42

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
000687	WESTARIO POWER INC.	2103930387	08/09/2018	8832 KWH- 166 JOHN ST	1,151.52
000687	WESTARIO POWER INC.	2103930393	08/09/2018	17 KWH- PUMP HOUSE	31.92
000687	WESTARIO POWER INC.	2103930395	08/09/2018	196 KWH- JOSEPHINE ST ST	51.13
000687	WESTARIO POWER INC.	2103930403	08/09/2018	636 KWH- PARK DR SNACK B	100.20
000687	WESTARIO POWER INC.	2103930404	08/09/2018	1480 KWH- PARK DR BALL PA	190.80
000687	WESTARIO POWER INC.	2103930406	08/09/2018	926 KWH- VIC & JOS ST LIGH'	134.78
000687	WESTARIO POWER INC.	2103930407	08/09/2018	476 KWH- ALF & JOS ST LIGH	83.95
				Invoice Count	12
				Total	2,411.08
Report Total					89,077.31

Accounts Payable

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

Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 000643 Date 08/14/2018 Amount 1,513.63				
000294 HYDRO ONE NETWORKS INC	July 2018- 7904	07/26/2018	8720 KWH- 201 VICTORIA ST	1,513.63
			Invoice Count 1 Total	1,513.63
Cheque 000644 Date 08/14/2018 Amount 2,841.05				
000687 WESTARIO POWER INC.	2103929297	07/26/2018	12240 KWH- WELL #4	1,929.28
000687 WESTARIO POWER INC.	2103929420	07/26/2018	7200 KWH- WELL # 3	911.77
			Invoice Count 2 Total	2,841.05
Cheque 000645 Date 08/20/2018 Amount 487.10				
003224 HURONTEL	10886873-8-2018	08/01/2018	WATER TOWER- INTERNET	210.07
003224 HURONTEL	10886875-8-2018	08/01/2018	WELL # 3 - INTERNET	67.74
003224 HURONTEL	10886878-8-2018	08/01/2018	WELL #4 - PHONE/INTERNET	96.35
003224 HURONTEL	10886915-8-2018	08/01/2018	WATER PUC SHED- INTERNE	112.94
			Invoice Count 4 Total	487.10
Cheque 000646 Date 08/20/2018 Amount 138.62				
000657 TOWNSHIP OF NORTH HURON WATER	185457	08/02/2018	435 MINNIE ST- WATER/SEWI	138.62
			Invoice Count 1 Total	138.62
Cheque 000647 Date 08/23/2018 Amount 118.47				
002697 TUCKERSMITH COMMUNICATIONS CO.	11224287-8-2018	08/01/2018	WATER -377 GYPSY WELL	31.83
002697 TUCKERSMITH COMMUNICATIONS CO.	11283709-8-2018	08/01/2018	BLYTH WATER PLANT- PHON	86.64
			Invoice Count 2 Total	118.47
Cheque 000648 Date 08/27/2018 Amount 114.20				
000052 BELL CANADA	8-1-2018-W	08/01/2018	WATER- PHONE-357-9942	114.20
			Invoice Count 1 Total	114.20
Cheque 000649 Date 08/27/2018 Amount 77.40				
003924 GLOBAL PAYMENTS	3949	07/31/2018	WATER- DEBIT FEES	77.40
			Invoice Count 1 Total	77.40
Cheque 000650 Date 08/27/2018 Amount 827.23				
000294 HYDRO ONE NETWORKS INC	July 2018-9904	08/07/2018	4560 KW- 377 GYPSY WELL	827.23
			Invoice Count 1 Total	827.23
Cheque 000651 Date 08/28/2018 Amount 212.40				
000687 WESTARIO POWER INC.	2103930391	08/09/2018	22 KWH- 435 MINNIE ST # 2	32.80
000687 WESTARIO POWER INC.	2103930392	08/09/2018	719 KWH- 435 MINNIE ST	127.72
000687 WESTARIO POWER INC.	2103930412	08/09/2018	174 KWH- WATER TOWER	51.88
			Invoice Count 3 Total	212.40
Report Total				6,330.10

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 08/15/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502873 Date 09/05/2018 Amount 501.85				
000002 ACAPULCO POOLS LIMITED	I003749	08/15/2018	POOL- CHLORINE	501.85
		Invoice Count	1 Total	501.85
Cheque 502874 Date 09/05/2018 Amount 5,408.71				
003274 ARMTEC LIMITED PARTNERSHIP	90690710	07/31/2018	ROADS- CULVERTS/COUPLE	5,408.71
		Invoice Count	1 Total	5,408.71
Cheque 502875 Date 09/05/2018 Amount 600.37				
000073 B M ROSS AND ASSOCIATES LTD	15163	08/08/2018	ENGINEERING FEES -HOWSC	600.37
		Invoice Count	1 Total	600.37
Cheque 502876 Date 09/05/2018 Amount 7,387.94				
003753 BLYTH BIA	8-27-2018	08/27/2018	BLYTH BIA LEVY	7,387.94
		Invoice Count	1 Total	7,387.94
Cheque 502877 Date 09/05/2018 Amount 1,173.07				
000072 BLYTH PRINTING INC.	29480	08/09/2018	ADMIN- TAX/ELECTION FLYEI	1,136.34
000072 BLYTH PRINTING INC.	29524	08/17/2018	CEMETERY- SIGNS	36.73
		Invoice Count	2 Total	1,173.07
Cheque 502878 Date 09/05/2018 Amount 339.00				
002743 BRANDT SECURITY	19226	08/01/2018	COMPLEX- MONTHLY ALARM	339.00
		Invoice Count	1 Total	339.00
Cheque 502879 Date 09/05/2018 Amount 33.87				
004526 BRENDA QUIPP	8-13-2018	08/13/2018	DAY CAERE- SUNSCREEN	33.87
		Invoice Count	1 Total	33.87
Cheque 502880 Date 09/05/2018 Amount 50.45				
002864 CAROL PHILLIPS	8-13-2018	08/13/2018	FITNESS- MEALS- CANPRO	50.45
		Invoice Count	1 Total	50.45
Cheque 502881 Date 09/05/2018 Amount 4,682.84				
004328 CIMCO REFRIGERATION	90631812	08/16/2018	ARENA W- REPAIR COMPRES	4,157.22
004328 CIMCO REFRIGERATION	90632423	08/22/2018	ARENA W- PLANT START UP	525.62
		Invoice Count	2 Total	4,682.84
Cheque 502882 Date 09/05/2018 Amount 815.88				
003919 CINTAS CANADA LIMITED	839606912	08/09/2018	POOL/FITNESS-SANITIZE RE	218.36
003919 CINTAS CANADA LIMITED	39N115965	08/10/2018	ARENA B- MATS	176.26
003919 CINTAS CANADA LIMITED	839612711	08/23/2018	POOL/FITNESS-SANITIZE RE	421.26
		Invoice Count	3 Total	815.88
Cheque 502883 Date 09/05/2018 Amount 10,332.14				
000146 CLIFF'S PLUMBING & HEATING	32285	07/31/2018	KOC- REPAIR URINOLS	218.64

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 08/15/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000146 CLIFF'S PLUMBING & HEATING	32351	08/03/2018	REC- AIR CONDITIONER REP	8,780.10
000146 CLIFF'S PLUMBING & HEATING	32352	08/03/2018	COMPELX- REPLACE BLOWE	1,333.40
Invoice Count 3 Total				10,332.14
Cheque 502884 Date 09/05/2018 Amount 375.33				
000151 COCA COLA REFRESHMENTS CANADA	15200200438	08/29/2018	PRODUCTS FOR VENDING M	375.33
Invoice Count 1 Total				375.33
Cheque 502885 Date 09/05/2018 Amount 27,296.53				
004851 COLVOY ENTERPRISES 2012 LTD	37848	07/20/2018	PW- ROADSIDE MOWER	26,830.18
004851 COLVOY ENTERPRISES 2012 LTD	38177	08/13/2018	PW- PARTS FOR FLAIL MOWE	466.35
Invoice Count 2 Total				27,296.53
Cheque 502886 Date 09/05/2018 Amount 354.53				
000740 DAWN BENNINGER	8-20-2018	08/20/2018	ARENA W-CONC W/B- BOOT/I	354.53
Invoice Count 1 Total				354.53
Cheque 502887 Date 09/05/2018 Amount 980.41				
000186 DELTA ELEVATOR COMPANY LTD	9181315	08/01/2018	TOWN HALL-ELEVATOR MAIN	490.84
000186 DELTA ELEVATOR COMPANY LTD	9181316	08/01/2018	COMPLEX- ELEVATOR MAINT	489.57
Invoice Count 2 Total				980.41
Cheque 502888 Date 09/05/2018 Amount 8,927.00				
001839 DIETRICH ENGINEERING LTD	1431	08/13/2018	DRAIN SUPER- JAN-MAR2018	8,927.00
Invoice Count 1 Total				8,927.00
Cheque 502889 Date 09/05/2018 Amount 423.75				
002183 DONNELLY & MURPHY	48503	08/01/2018	ADMIN-LEGAL FEES	423.75
Invoice Count 1 Total				423.75
Cheque 502890 Date 09/05/2018 Amount 32.40				
004738 DWAYNE EVANS	7-31-2018	07/31/2018	CAO-MILEAGE	32.40
Invoice Count 1 Total				32.40
Cheque 502891 Date 09/05/2018 Amount 100.00				
001642 EMILY PHILLIPS	8-4-2018	08/04/2018	CIVIL MARRIAGE CEREMONY	100.00
Invoice Count 1 Total				100.00
Cheque 502892 Date 09/05/2018 Amount 419.75				
000074 FOXTON FUELS LIMITED	370463	07/31/2018	FIRE- JULY FUEL	419.75
Invoice Count 1 Total				419.75
Cheque 502893 Date 09/05/2018 Amount 907.39				
000237 GEORGIAN BAY FIRE & SAFETY LTD	754131	07/30/2018	FIRE- SCBA TESTING/LABELS	389.85

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Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000237 GEORGIAN BAY FIRE & SAFETY LTD	754885	08/17/2018	COMPLEX- RECHARGE EXTIN	517.54
		Invoice Count	2 Total	907.39
Cheque 502894 Date 09/05/2018 Amount 295.34				
004549 GSS ENGINEERING CONSULTANTS LTI	138-18	05/31/2018	ENVIRONMTAL ASSESS- HOV	295.34
		Invoice Count	1 Total	295.34
Cheque 502895 Date 09/05/2018 Amount 192.25				
004698 HENSALL DISTRICT CO-OP	PE427901	07/31/2018	PARKS B- FUEL	192.25
		Invoice Count	1 Total	192.25
Cheque 502896 Date 09/05/2018 Amount 519.40				
003281 HOWSON TRANSPORTATION INC	3313147	07/31/2018	FIRE- FUEL FOR JULY	519.40
		Invoice Count	1 Total	519.40
Cheque 502897 Date 09/05/2018 Amount 367.18				
000286 HURON TRACTOR LTD	B52623	07/04/2018	PW- O-RINGS	6.64
000286 HURON TRACTOR LTD	B52939	07/10/2018	PARKS B- 17/32 SHARPN KI D	22.76
000286 HURON TRACTOR LTD	B53099	07/12/2018	PW- O-RING, KIT	13.29
000286 HURON TRACTOR LTD	B53125	07/12/2018	PARKS B- FILE	7.24
000286 HURON TRACTOR LTD	B53674	07/23/2018	PW- FILTERS, MOWER BLADE	317.25
		Invoice Count	5 Total	367.18
Cheque 502898 Date 09/05/2018 Amount 338.29				
000296 IDEAL SUPPLY INC.	4978940	07/03/2018	COMPLEX- A-SECTION BELT	4.10
000296 IDEAL SUPPLY INC.	4979263	07/03/2018	COMPLEX- A-SECTION BELT	4.10
000296 IDEAL SUPPLY INC.	4989700	07/05/2018	PW- ARMORALL	11.51
000296 IDEAL SUPPLY INC.	5054158	07/23/2018	FIRE- SLICKMIST CLEANER/D	37.93
000296 IDEAL SUPPLY INC.	5054221	07/23/2018	FIRE- SLICK MIST CLEANER	12.87
000296 IDEAL SUPPLY INC.	5062247	07/25/2018	COMPLEX- BELTS, LIGHTBUL	98.28
000296 IDEAL SUPPLY INC.	5063485	07/25/2018	COMPLEX- BELTS, LIGHT BUI	169.50
		Invoice Count	7 Total	338.29
Cheque 502899 Date 09/05/2018 Amount 100.00				
003124 JIM RENWICK	8-9-2018	08/09/2018	ANIMAL CONTROL SERVICE (100.00
		Invoice Count	1 Total	100.00
Cheque 502900 Date 09/05/2018 Amount 1,088.41				
000322 JOE KERR LTD	1000004070	08/01/2018	PW- REPLACE TARP CYLINDI	886.87
000322 JOE KERR LTD	1000004089	08/01/2018	PW- FREIGHT FOR TARP CYL	62.72
000322 JOE KERR LTD	1000004111	08/13/2018	PW- REPAIRED CLUTCH 06 IN	138.82
		Invoice Count	3 Total	1,088.41
Cheque 502901 Date 09/05/2018 Amount 1,639.07				
000321 JOE'S AUTOMOTIVE	41980	06/19/2018	PW- SAFETY 07 F550	1,299.50
000321 JOE'S AUTOMOTIVE	41983	06/19/2018	PW- SAFETY TRAILER- 09-23	192.10
000321 JOE'S AUTOMOTIVE	42076	07/16/2018	POLICE- REPAIR TIRE 2017 E	28.25

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Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000321 JOE'S AUTOMOTIVE	42149	08/09/2018	PW- SERVICE 2015 GMC SIEF	119.22
		Invoice Count	4 Total	1,639.07
Cheque 502902	Date 09/05/2018	Amount		45.01
004836 JONATHAN MCDOWELL	8-20-2018	08/20/2018	PW- FUEL	45.01
		Invoice Count	1 Total	45.01
Cheque 502903	Date 09/05/2018	Amount		82.79
004475 JULIA JACOBS	8-13-2018	08/13/2018	FITNESS- MEALS	82.79
		Invoice Count	1 Total	82.79
Cheque 502904	Date 09/05/2018	Amount		28.17
004507 KELSEY STRONG	8-8-2018	08/08/2018	DAY CARE SUPPLIES	28.17
		Invoice Count	1 Total	28.17
Cheque 502905	Date 09/05/2018	Amount		691.58
000352 KITSUPPLY	148398	08/07/2018	DAY CARE- JANITORIAL SUPI	339.20
000352 KITSUPPLY	148511	08/14/2018	DAY CARE- JANITORIAL SUPI	44.95
000352 KITSUPPLY	148635	08/21/2018	COMPLEX- JANITORIAL SUPP	307.43
		Invoice Count	3 Total	691.58
Cheque 502906	Date 09/05/2018	Amount		452.00
000353 KNIGHTS OF COLUMBUS	1997	08/08/2018	CONC B- PRESSURE WASH E	452.00
		Invoice Count	1 Total	452.00
Cheque 502907	Date 09/05/2018	Amount		175.95
000372 LIFESAVING SOCIETY	162629	07/30/2018	AQUATICS- FIRST AID/CPR C	175.95
		Invoice Count	1 Total	175.95
Cheque 502908	Date 09/05/2018	Amount		879.37
004487 LISTOWEL BANNER	LBC0016232	08/05/2018	ADMIN- ELECTION ADS	262.61
004487 LISTOWEL BANNER	LBC0016239	08/05/2018	REC OPERATORS AD	75.71
004487 LISTOWEL BANNER	LBC0016252	08/05/2018	ADMIN-REC DIRECTOR/ASSIS	253.12
004487 LISTOWEL BANNER	LBC0016317	08/05/2018	PW- CEMETERY RFP NOTICE	37.97
004487 LISTOWEL BANNER	LBC0016333	08/05/2018	ADMIN- SALE OF SURPLUS P	211.99
004487 LISTOWEL BANNER	LBC0016336	08/05/2018	PW- HVAC SYSTEM TENDER	37.97
		Invoice Count	6 Total	879.37
Cheque 502909	Date 09/05/2018	Amount		18.58
002521 LORI VADER	8-9-2018	08/09/2018	EL- SUPPLIES	18.58
		Invoice Count	1 Total	18.58
Cheque 502910	Date 09/05/2018	Amount		108.34
000388 MAITLAND WELDING & MACHINING	11656	08/01/2018	PW- CUT WHEELS TOPSOIL S	108.34
		Invoice Count	1 Total	108.34

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Cheque Date 08/15/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502911 Date 09/05/2018 Amount 1,494.21				
000416 MELISSA SCOTT	8-13-2018	08/13/2018	FITNESS- CANFIT PRO CONF	1,494.21
		Invoice Count	1 Total	1,494.21
Cheque 502912 Date 09/05/2018 Amount 9,157.19				
000444 MUNICIPALITY OF MORRIS TURNBERR 6608		08/10/2018	JULY 2018 BUILDING DEPAR1	9,157.19
		Invoice Count	1 Total	9,157.19
Cheque 502913 Date 09/05/2018 Amount 91.80				
001215 NEIL VINCENT	8-5-2018	08/05/2018	COUNCIL- JULY MILEAGE	91.80
		Invoice Count	1 Total	91.80
Cheque 502914 Date 09/05/2018 Amount 742.88				
000642 NORTH HURON PUBLISHING INC	96862	07/30/2018	JULY ADVERTISING	742.88
		Invoice Count	1 Total	742.88
Cheque 502915 Date 09/05/2018 Amount 161.03				
000498 ORKIN CANADA CORPORATION	8701391	08/03/2018	LANDFILL- PEST CONTROL	161.03
		Invoice Count	1 Total	161.03
Cheque 502916 Date 09/05/2018 Amount 209.55				
000520 PUROLATOR INC.	438749682	07/27/2018	POLICE- COURIER	26.40
000520 PUROLATOR INC.	438981986	08/24/2018	PW- CAR CHARGER FREIGH1	183.15
		Invoice Count	2 Total	209.55
Cheque 502917 Date 09/05/2018 Amount 3,290.76				
000542 R.J. BURNSIDE & ASSOCIATES	LNE085780.2018-3	06/29/2018	EW LANDFILL - SERVICES	3,290.76
		Invoice Count	1 Total	3,290.76
Cheque 502918 Date 09/05/2018 Amount 284.76				
002042 RANDY'S LOCK-SAFE & ALARM INC.	35190	08/03/2018	POLICE- SECURITY MONITOF	284.76
		Invoice Count	1 Total	284.76
Cheque 502919 Date 09/05/2018 Amount 662.26				
004694 RC ELECTRIC (1642966 ONTARIO INC.)	1339	08/14/2018	CAMPGRD B- REPAIR LIGHTS	662.26
		Invoice Count	1 Total	662.26
Cheque 502920 Date 09/05/2018 Amount 508.50				
000533 REALTAX INC.	67618	08/14/2018	ADMIN- TAX COLLECTION	508.50
		Invoice Count	1 Total	508.50
Cheque 502921 Date 09/05/2018 Amount 34.18				
000538 RESURFICE CORP	86615	08/21/2018	ARENA W- BLADE SHARPENI	34.18
		Invoice Count	1 Total	34.18

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Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502922 Date 09/05/2018 Amount 225.77				
000539 RINTOULS POOLS AND SPAS	70812	08/10/2018	POOL- MURIATIC ACID	225.77
		Invoice Count	1 Total	225.77
Cheque 502923 Date 09/05/2018 Amount 205.27				
002355 ROBERT'S FARM EQUIPMENT	P70075	08/03/2018	PW- BELT	119.20
002355 ROBERT'S FARM EQUIPMENT	P70371	08/17/2018	PW-3 BLADE-B	86.07
		Invoice Count	2 Total	205.27
Cheque 502924 Date 09/05/2018 Amount 50.00				
004289 ROYAL CANADIAN MOUNTED POLICE	1800001942	08/07/2018	POLICE- FINGERPRINT SEAR	50.00
		Invoice Count	1 Total	50.00
Cheque 502925 Date 09/05/2018 Amount 121.82				
002640 SCHMIDT'S POWER EQUIPMENT	27928	08/01/2018	PARKS W- TRIMMER STRING	60.91
002640 SCHMIDT'S POWER EQUIPMENT	27991	08/08/2018	CEMETERY - TRIMMER LINE	60.91
		Invoice Count	2 Total	121.82
Cheque 502926 Date 09/05/2018 Amount 722.66				
004330 SEPOY WIRING	12373	08/08/2018	COMPLEX- BALLASTS/BULBS	722.66
		Invoice Count	1 Total	722.66
Cheque 502927 Date 09/05/2018 Amount 458.74				
004032 SHELBY MURRAY-PLES	8-3-2018	08/03/2018	EARLY ON-MILEAGE/SUPPLIE	458.74
		Invoice Count	1 Total	458.74
Cheque 502928 Date 09/05/2018 Amount 232.78				
000595 SPECTRUM COMMUNICATIONS LTD	794594	08/03/2018	FIRE-SPEAKER MICROPHONI	232.78
		Invoice Count	1 Total	232.78
Cheque 502929 Date 09/05/2018 Amount 1,053.08				
000602 STANTON HARDWARE	295802	07/03/2018	PARKS W- COPPER PIPE, SAI	22.83
000602 STANTON HARDWARE	295822	07/04/2018	PARKS W- WATERING WAND	33.89
000602 STANTON HARDWARE	295828	07/04/2018	PARKS W - BRASS UNION	4.51
000602 STANTON HARDWARE	285872	07/05/2018	POLICE- HOSE, EXTSION COI	88.12
000602 STANTON HARDWARE	295845	07/05/2018	PARKS W- SCREWS, WASHEI	11.28
000602 STANTON HARDWARE	295874	07/05/2018	COMPLEX- LIGHT BULBS	49.71
000602 STANTON HARDWARE	295972	07/09/2018	COMPLEX- HEX WRENCHES	2.12
000602 STANTON HARDWARE	295981	07/10/2018	TOWN HALL- MAIL SLOT	24.85
000602 STANTON HARDWARE	296009	07/11/2018	TOWN HALL- WATER REFILL	2.95
000602 STANTON HARDWARE	296010	07/11/2018	TOWN HALL- KEY OLDER, KE	13.88
000602 STANTON HARDWARE	296011	07/11/2018	EARLY ON- BATTERIES	27.66
000602 STANTON HARDWARE	296036	07/12/2018	LANDFILL- PAINT, PAINT BRU	64.34
000602 STANTON HARDWARE	296110	07/16/2018	PARKS W- BROOM	18.07
000602 STANTON HARDWARE	296150	07/17/2018	PARKS W- BATTERIES, GARE	55.35
000602 STANTON HARDWARE	296166	07/18/2018	POOL- WATER REFILLS	5.90
000602 STANTON HARDWARE	296180	07/18/2018	FITNESS- BATTERIES	29.46
000602 STANTON HARDWARE	296268	07/23/2018	LIBRARY- TOILET, GASKET, S	203.59

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Cheque Date 08/15/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000602 STANTON HARDWARE	296270	07/23/2018	LIBRARY - TOILET BOLTS/CO	12.86
000602 STANTON HARDWARE	296271	07/23/2018	PARKS W- ALGACIDE	27.11
000602 STANTON HARDWARE	296283	07/24/2018	LIBRARY- CREDIT TOILET BO	-22.24
000602 STANTON HARDWARE	296284	07/24/2018	POLICE WASHROOM FAN MC	214.68
000602 STANTON HARDWARE	296286	07/24/2018	POOL- WATER REFILLS	5.90
000602 STANTON HARDWARE	296306	07/25/2018	PARKS W- CHAIN LINK	3.83
000602 STANTON HARDWARE	296321	07/25/2018	COMPLEX- RAZER SCRAPER	6.20
000602 STANTON HARDWARE	296329	07/25/2018	FITNESS- SECURITY SNAP	10.95
000602 STANTON HARDWARE	296370	07/27/2018	PARKS W - TRIMMER LINE	10.50
000602 STANTON HARDWARE	296376	07/27/2018	PARKS W- BYPASS LOPPER	67.79
000602 STANTON HARDWARE	296380	07/27/2018	PARKS W- HOSE COUPLINGS	10.16
000602 STANTON HARDWARE	296383	07/27/2018	LANDFILL- HAND SANITIZER	11.29
000602 STANTON HARDWARE	296419	07/30/2018	PARKS W- FURNACE FILTERS	35.54
Invoice Count 30 Total				1,053.08
Cheque 502930 Date 09/05/2018 Amount 282.91				
000606 STEFFEN AUTO SUPPLY	249112	07/18/2018	PW- BOOSTER CABLE	67.02
000606 STEFFEN AUTO SUPPLY	249180	07/19/2018	PW- FAST ORANGE HAND CL	21.64
000606 STEFFEN AUTO SUPPLY	249201	07/19/2018	PW- TRACKLESS HYDRAULIC	31.87
000606 STEFFEN AUTO SUPPLY	249828	07/27/2018	PW- HYDRAULIC HOSES 07-1	162.38
Invoice Count 4 Total				282.91
Cheque 502931 Date 09/05/2018 Amount 203.06				
000620 SWAN DUST CONTROL LTD	5242405	08/14/2018	COMPLEX- MATS/MOPS	143.00
000620 SWAN DUST CONTROL LTD	5243416	08/14/2018	POLICE- MATS/MOPS	36.50
000620 SWAN DUST CONTROL LTD	5243421	08/14/2018	DAY CARE- MATS	23.56
Invoice Count 3 Total				203.06
Cheque 502932 Date 09/05/2018 Amount 111.14				
004578 TALBOT UNIFORMS/TALBOT MARKETIN	210591	06/07/2018	FIRE- RETURNED DRESS TUI	-333.97
004578 TALBOT UNIFORMS/TALBOT MARKETIN	211029	06/15/2018	FIRE- DRESS TUNIC	369.51
004578 TALBOT UNIFORMS/TALBOT MARKETIN	212180	06/28/2018	FIRE- DRESS SHIRTS	75.60
Invoice Count 3 Total				111.14
Cheque 502933 Date 09/05/2018 Amount 1,245.26				
000638 THE WORKSHOP	2171396	08/24/2018	ARENA W/B- JACKETS	1,245.26
Invoice Count 1 Total				1,245.26
Cheque 502934 Date 09/05/2018 Amount 200.00				
000738 TIM POOLE	YRP-2018-08-27-00006	08/27/2018	POLICE- SEXUAL ASSAULT C	200.00
Invoice Count 1 Total				200.00
Cheque 502935 Date 09/05/2018 Amount 254.25				
003532 TRULY NOLEN	36214	08/17/2018	AIRPORT- PEST CONTROL	107.35
003532 TRULY NOLEN	36226	08/17/2018	DAY CARE- PEST CONTROL	67.80
003532 TRULY NOLEN	36238	08/17/2018	COMPLEX- PEST CONTROL	79.10
Invoice Count 3 Total				254.25

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Cheque Date 08/15/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 502936 Date 09/05/2018 Amount 1,101.75				
003344 UTIL-EQUIP MANUFACTURING INC	8578	07/31/2018	FIRE- PIERCE AERIAL INSPECTION	1,101.75
		Invoice Count	1 Total	1,101.75
Cheque 502937 Date 09/05/2018 Amount 21.24				
004451 VANESSA MARKS	8-9-2018	08/09/2018	EL- SUPPLIES	21.24
		Invoice Count	1 Total	21.24
Cheque 502938 Date 09/05/2018 Amount 19,368.77				
001735 WASTE MANAGEMENT	0546152-0256-8	08/01/2018	JULY WASTE/RECYCLING	19,368.77
		Invoice Count	1 Total	19,368.77
Cheque 502939 Date 09/05/2018 Amount 1,073.83				
000685 WATSON'S HOME HARDWARE	BA6052	07/09/2018	PARKS B- CLEAR GARBAGE BAGS	18.07
000685 WATSON'S HOME HARDWARE	GA5583	07/09/2018	ESTC- TRAINING COURSE SL	509.34
000685 WATSON'S HOME HARDWARE	BA6142	07/10/2018	ARENA B- AIR COMPRESSOR	20.33
000685 WATSON'S HOME HARDWARE	BA6324	07/12/2018	CAMPGRD B- SCREWS	24.85
000685 WATSON'S HOME HARDWARE	BA6346	07/12/2018	CAMPGRD B- HINGES	6.76
000685 WATSON'S HOME HARDWARE	BA6404	07/12/2018	FIRE B-SHOP VAC	62.14
000685 WATSON'S HOME HARDWARE	BA6585	07/16/2018	PW- CLEAR GARBAGE BAGS	37.28
000685 WATSON'S HOME HARDWARE	BA6590	07/16/2018	CAMPGRD B- HINGES	27.03
000685 WATSON'S HOME HARDWARE	BA6608	07/16/2018	PARKS B- VALVE, BLACK PIPE	13.98
000685 WATSON'S HOME HARDWARE	BA6613	07/16/2018	PARKS B- BLUE RUST PAINT	9.37
000685 WATSON'S HOME HARDWARE	BA6626	07/16/2018	PARKS B- HOSE NOZZLE, HO	31.62
000685 WATSON'S HOME HARDWARE	BA6629	07/16/2018	PARKS B- HOSE REEL, U CLA	10.14
000685 WATSON'S HOME HARDWARE	BA6680	07/17/2018	ARENA/HALL B- ABS PIPE, AC	25.97
000685 WATSON'S HOME HARDWARE	BA6726	07/17/2018	ARENA B- 4" ABS COUPLER	4.51
000685 WATSON'S HOME HARDWARE	BA6752	07/18/2018	ARENA B- FLAT WASHERS	3.32
000685 WATSON'S HOME HARDWARE	BA6753	07/18/2018	ARENA/HALL B- WIRE WHEEL	14.68
000685 WATSON'S HOME HARDWARE	BA6755	07/18/2018	ARENA/HALL B- ABS PIPE	15.02
000685 WATSON'S HOME HARDWARE	BA6860	07/19/2018	PARKS B- ABS CEMENT	5.64
000685 WATSON'S HOME HARDWARE	BA6954	07/20/2018	ARENA/HALL B- SCREWS, BI	19.97
000685 WATSON'S HOME HARDWARE	BA6962	07/20/2018	CAMPGRD B- ADHESIVE	7.33
000685 WATSON'S HOME HARDWARE	BA7119	07/23/2018	ARENA/HALL B- ORANGE PAI	9.59
000685 WATSON'S HOME HARDWARE	BA7158	07/23/2018	PARKS B-STN, ACR SLD 3.64	50.82
000685 WATSON'S HOME HARDWARE	BA7207	07/24/2018	CAMPGRD B- SLEEVE ANCH	42.88
000685 WATSON'S HOME HARDWARE	BA7496	07/27/2018	PW- PLYWOOD, SCREWS	58.31
000685 WATSON'S HOME HARDWARE	BA7500	07/27/2018	CAMPGRD B- HOOKS & EYES	9.23
000685 WATSON'S HOME HARDWARE	BA7576	07/27/2018	PARKS B- POLY ANGLE BRU	15.24
000685 WATSON'S HOME HARDWARE	BA7713	07/30/2018	PARKS B- 8" ARDOX NAILS	9.12
000685 WATSON'S HOME HARDWARE	BA7759	07/30/2018	ARENA/HALL B- PKG SCREW	11.29
		Invoice Count	28 Total	1,073.83
Cheque 502940 Date 09/05/2018 Amount 392.00				
002186 WEED MAN	142452	08/10/2018	PARKS W- FERTILIZATION	237.00
002186 WEED MAN	12455	08/28/2018	DAY CARE- SUMMER FERTIL	55.00
002186 WEED MAN	142459	08/28/2018	DAYCARE- GRUB MANAGEM	100.00
		Invoice Count	3 Total	392.00
Cheque 502941 Date 09/05/2018 Amount 26,233.54				

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Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003998 WINGHAM BUSINESS IMPROVEMENT A	8-27-2018	08/27/2018	WINGHAM BIA LEVY	26,233.54
		Invoice Count	1 Total	26,233.54
Cheque 502942 Date 09/05/2018 Amount 566.10				
004170 YOLANDA RITSEMA-TEENINGA	8-31-2018	08/30/2018	COUNCIL- AUGUST MILEAGE	566.10
		Invoice Count	1 Total	566.10
Report Total				148,926.03

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Cheque Date 08/11/2018 to 12/31/2018

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 900144 Date 08/14/2018 Amount 563.07				
000687 WESTARIO POWER INC.	2103929417	07/26/2018	4319 KWH- 120 JOSEPHINE S	563.07
			Invoice Count 1 Total	563.07
Cheque 900145 Date 08/20/2018 Amount 164.09				
003224 HURONTEL	10886876-8-18	08/01/2018	W SEWGE PUMP STN- PHONI	96.35
003224 HURONTEL	10886877-8-2018	08/01/2018	SEWAGE TRT PLT- INTERNE1	67.74
			Invoice Count 2 Total	164.09
Cheque 900146 Date 08/20/2018 Amount 4,202.16				
000294 HYDRO ONE NETWORKS INC	JUNE 2018-1727	07/31/2018	27120 KWH- 60 LLOYD STREE	4,202.16
			Invoice Count 1 Total	4,202.16
Cheque 900147 Date 08/23/2018 Amount 97.29				
002697 TUCKERSMITH COMMUNICATIONS CO.	11286584-8-2018	08/01/2018	BLYTH SEWGE TRT PLT- PHC	97.29
			Invoice Count 1 Total	97.29
Cheque 900148 Date 08/28/2018 Amount 30.04				
000687 WESTARIO POWER INC.	300257484	08/09/2018	0 KWH- SEWER SIPHON	30.04
			Invoice Count 1 Total	30.04
Report Total				5,056.65

Township of North Huron

13/08/18

Attention: Reeve Vincent and Council

Re: Discussion concerning the Howson Dam and Pond

There has been plenty of discussion over the past four years concerning the options for the future of the Howson Dam. The citizens of Wingham and surrounding area have very clearly stated the direction that they would like to see the restoration proceed. We believe that direction was very evident at one particular town hall meeting, 09/29/16. As you know the towns of Mitchell, Delhi, and Millbrook recently approved plans for reconstruction or repairs to their dams for strictly recreational purposes and these dams are owned by conservation authorities. Also you know that the Cambridge dam is being replaced for recreational purposes and was given 100% approval by the municipal council, which was totally opposite of what the engineers recommended. Sites that have not received as much pressure the Misner Dam in Port Dover, Neustadt Dam and the Exeter Dam which are also owned by Conservation Authorities. We have personal contacts for all of these dam projects and we know that these people would reiterate how important having a dam is to their community.

We liked what councillor James Campbell said on Facebook a few months ago. He stated that it is time to put down your sharp pens and think about what is important to the community and embrace our historical past.

If the dam is decommissioned at some point in the future then there will be plenty of time for an unbiased citizens committee to look at other options.

After a presentation to council by Andy McBride, a letter was sent to Reeve Vincent, 01/07/16, to ask "that our committee bring together all of the groups and agencies to set up a course for community action.

If you proceed with a citizens committee, we certainly hope to be included on it.

Thank you for your consideration.

The Howson Dam and Pond Committee.

RECEIVED

AUG 16 2018

TOWNSHIP OF NORTH HURON

Subject: OPSEU's Thomas calls for public cannabis option



NEWS RELEASE / COMMUNIQUÉ

FOR IMMEDIATE RELEASE
August 17, 2018

[View as a PDF](#)

OPSEU's Thomas calls for public cannabis option

TORONTO - OPSEU President Warren (Smokey) Thomas appeared on a Financial Post panel discussion and called for publicly run cannabis outlets in municipalities that don't want sales in private hands. He said the government is putting many municipalities on the spot by giving them just one chance to opt out of allowing private, for-profit stores to sell cannabis.

"As the smoke clears on Doug Ford's flip-flop on cannabis sales," Thomas said, "we see a number of municipalities standing up and saying, 'We don't want the social, regulatory and policing costs of private stores dumped on us. But we don't want organized crime coming in to fill the void, either.'"

"Of course, there'd be no problem if cannabis sales were kept in the experienced, responsible hands of LCBO staff. That's what health experts, law enforcement agencies and many others, including municipal leaders, told the previous Liberal government was best during its extensive consultations.

"But it doesn't have to be either/or," Thomas continued. "We propose allowing Ontario Cannabis Stores to set up shop in municipalities that don't want private stores. That doesn't necessarily mean more bricks and mortar. The existing LCBO network can be retrofitted to allow for cannabis sales."

The President was questioned about the motives behind OPSEU's support for publicly run cannabis distribution, suggesting the union was only looking out for its own interests.

"We represent over 155,000 workers," Thomas replied. "A few hundred workers won't make or break OPSEU. But as a social justice union, we call for public policy that is in the best interests of all Ontarians. And putting cannabis sales in private, for-profit hands is bad policy, pure and simple.

"As far as I can see, the only people who will benefit are the owners of the private stores - mostly former political staffers who stand to make eye-popping profits. That's money that could have gone into health, education and infrastructure instead of profiteers' deep pockets.

"And if you want to talk about motives, let's look at medical cannabis growers. They talked a good game about how they were filling a vital medical niche. We agreed. But now some are indicating a shift to recreational cannabis. Why? Better profits. I ask again, how can we trust private cannabis retailers to be responsible when their one and only goal is profit? And what happens to patients in need when there's not enough medical cannabis?"

Thomas also dismissed the option of online sales. "We've seen it in other jurisdictions: people don't want a record of buying cannabis. They want to pay cash. If there's a credit card record, there's a way to hack into it. That could mean not crossing the border or not getting hired. Do consumers really trust that information with private retailers either? Honestly, the more I look at the Premier's cannabis policy, the more I think he belongs on the Bong Show."

For more information: Warren (Smokey) Thomas, 613-329-1931

OPSEU, 100 Lesmill Road, Toronto, Ontario M3B 3P8 Canada

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Dear Dwayne ;

Re: Prosperity Fund Reference #2018030206

At Libro Credit Union, growing prosperity across southwestern Ontario is why we exist. We're passionate about investing locally, in people, communities and enterprises, and we understand that prosperity is more than financial transactions and balance sheets. We are bringing our purpose to life through the Libro Prosperity Fund annual granting program, supporting economic development, youth leadership and money smarts.

We received your organization's application for funding through the 2018 Libro Prosperity Fund grant program and we thank you for considering Libro as a partner in your initiative. Across the credit union, we received 138 applications totaling just under \$5 million and we have selected 32 projects for funding totaling \$460,000.

After careful review, we regret to inform you that we have declined your application for funds under the 2018 granting cycle.

Early next year, we will open up the application process for the 2019 grant program and will again be looking for applications that align with Libro's goal of growing prosperity in southwestern Ontario. Details about the Libro Prosperity Fund and our three focus areas, as well as our many other community investment initiatives, are available at www.libro.ca/community/prosperity-fund.

Sincerely,

Branch Manager
Branch Manager

Danielle VanWyk
Branch Council Chair

217 York Street, London, ON, N6A 5P9 • 1-800-361-8222 • www.libro.ca • [Privacy Policy](#)

**Notice of On-site Meeting for Construction
or Improvement Project – Form 4***Drainage Act, R.S.O. 1990, c. D.17, subs. 9(1)*

To:


TOWNSHIP OF NORTH HURON
PO BOX 90
WINGHAM ON N0G 2W0

Take notice that the Council of the Township _____ of North Huron
has appointed the engineering firm of R J Burnside and Associates Limited
as represented by Dickson, Jeff
(Name of engineer) (Last, first name)
to prepare a report under section(s) 78 of the *Drainage Act*.

In accordance with section 9(1) of the *Drainage Act*, you as an owner of land affected, are requested to attend an on-site meeting with the appointed engineer to examine the area and site of the proposed drainage works.

The meeting will take place:

Date (yyyy/mm/dd)	Time	Location
2018/09/05	10:00 AM	Shed located at 39298 Nature Centre Road Con 7, Lot 35 Pt Lot; 34 and RP22R6085 Pt 1

Name of Clerk (Last, first name)	Signature	Date (yyyy/mm/dd)
Evans, Dwayne		2018/08/21

Failure to Attend Meeting

If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO/Clerk
DATE: 04/09/2018
SUBJECT: Establishment of an Election Compliance Audit Committee for the 2018 Municipal Election
ATTACHMENTS: Draft By-law; Terms of Reference

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the CAO/Clerk, dated September 4, 2018 regarding the establishment of an Election Compliance Audit Committee for the 2018 Municipal Election;

AND FURTHER, THAT staff be directed to present a By-Law to establish an Election Compliance Audit Committee and to adopt the attached Terms of Reference at the next regular Council meeting; and

AND FURTHER, THAT the CAO/Clerk be authorized to proceed with the establishment of an Election Compliance Audit Committee in accordance with the *Municipal Elections Act, 1996*.

EXECUTIVE SUMMARY

Subsection 88.37 (1) of the Municipal Elections Act, 1996 (the “MEA”) states that every Council, before October 1 of an election year, shall establish an Election Compliance Audit Committee for the purposes of reviewing and hearing complaints regarding election campaign financing.

Following a meeting of the Huron County Election Working Group and as has been done in past years, a Joint Election Compliance Audit Committee is proposed to be established to serve all member municipalities. This staff report provides background information regarding the establishment of an Election Compliance Audit Committee and recommends staff be directed to present a By-law to establish the Committee and adopt the Terms of Reference at the next regular Council meeting, and the CAO/Clerk be authorized to proceed with the establishment of the Committee.

DISCUSSION

Rationale for Establishing an Election Compliance Audit Committee:

All Candidates and Third Party Advertisers are required to file provincially prescribed financial statements with the Clerk detailing their campaign contributions and expenses. An eligible elector who believes on reasonable grounds that a candidate/third party advertiser has contravened the MEA relating to campaign finances may apply for a compliance audit of the candidate’s/third party advertiser’s election campaign finances. The application must be made in writing to the Clerk, including the reasons for the elector’s belief that the candidate/third party advertiser has contravened the MEA and must be made within 90 days after the filing date of the candidate’s financial statements.

As proposed, the Election Compliance Audit Committee would serve the needs of all Huron County member municipalities should an application for compliance audit or apparent contribution contravention report be made. Committee per diems and normal expenses would be paid by the member municipality where an application for audit or apparent contravention contribution is made and the member municipal staff would provide administrative support to the Committee. The term of the Committee is 4 years and would include any applications derived from the 2018 Municipal Election and any subsequent by-elections during the 2018-2022 term.

The powers and functions of the Committee are set out the MEA and include:

- Consider any application from an elector for compliance audit of a candidate's or registered third party's election campaign finances and decide whether it should be granted or rejected;
- If the application is granted, appoint an auditor;
- Receive the auditor's report; and
- Consider the auditor's report and if the report concludes that there are any apparent contraventions of the MEA relating to election campaign finances, may decide to commence legal proceedings (and if so, take all steps necessary).

With respect to reports from Clerks about apparent contribution limit contraventions:

- Receive such reports and decide whether to commence legal proceedings against the contributor (and if so, take all steps necessary).

In carrying out the above described functions, the Committee shall hold its meetings open to the public and, in accordance with the Municipal Elections Act, may deliberate in closed session. When considering requests for compliance audit and when deciding whether or not to commence legal proceedings the committee shall, in accordance with the MEA, give brief written reasons for its decisions.

Note: In accordance with section 88.37 of the MEA, the Committee members cannot be municipal employees or officers, members of council, candidates in the 2018 municipal election or registered third parties in the 2018 municipal election.

Election Compliance Audit Committee Composition:

Election Compliance audit committee members must possess an in-depth knowledge of the campaign finance rules of the *MEA* so they can make independent decisions on the merits of the applications. As the committee will operate as a quasi-judicial committee, prior experience on a committee, task force or tribunal is an asset.

The Committee is to be comprised of three members and one alternate member. Committee members are to be appointed by Council in accordance with the established By-Law and Terms of Reference. Once established, the Committee appoints such executive positions as it deems necessary to ensure its operations but, shall include a Chair. The Clerk of the applicable municipality shall act as Secretary to this Committee. Please refer to the attached the Election Compliance Audit Committee Terms of Reference.

In compliance with the Municipal Elections Act, 1996, an Election Compliance Committee is to be established for the Township of North Huron before October 1, 2018, for the purposes of reviewing and hearing complaints regarding election campaign financing. As per the attached draft by-law, the Committee would be comprised of Jacqui Bishop, Jack McLachlan, Tom Prout and Luanne Phair (alternate member).

FINANCIAL IMPACT

Committee per diems are paid by the member municipality where an application for audit is made.

FUTURE CONSIDERATIONS

N/A

RELATIONSHIP TO STRATEGIC PLAN

Our municipality is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Dwayne Evans", is positioned above a horizontal line.

Dwayne Evans, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. XXX-2018

Being A By-Law To Establish A Joint Municipal Election Compliance Audit Committee And To Appoint Members To That Committee

WHEREAS section 88.37 of the Municipal Elections Act, 1996 requires municipalities to appoint an Election Compliance Audit Committee to deal with matters regarding election campaign finances before October 1 in an election year;

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

1. That the Township of North Huron Election Compliance Audit Committee is hereby established to deal with the matters provided for in the Municipal Elections Act, 1996;
2. That the following members are hereby appointed to the Election Compliance Audit Committee;
 - a. Jacquie Bishop
 - b. Jack McLachlan
 - c. Tom Prout
 - d. Luanne Phair - Alternate Member
3. Should any of the members of the Election Compliance Audit Committee referred to in Section 2 resign or otherwise be unable to perform their duties, the following individual shall be called upon as alternate without the necessity of taking any further steps to constitute them as members of the Election Compliance Audit Committee;
 - a. Luanne Phair
4. That the business of the Township of North Huron Election Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto and forming a part of this by-law;
5. This by-law shall come into effect upon final passage thereof.

READ A FIRST AND SECOND TIME this XX day of XX, 2018.

READ A THIRD TIME AND FINALLY PASSED this XX day of XX, 2018.

Neil G. Vincent, Reeve

Dwayne Evans, CAO/Clerk

Schedule A to By-Law XXX-2018

Terms of Reference

Township of North Huron

Election Compliance Audit Committee

1. Name

The name of the Committee is the "Township of North Huron Election Compliance Audit Committee".

2. Mission

The Township of North Huron Election Compliance Audit Committee shall carry out all of the responsibilities and exercise all of the authority of a compliance audit committee as set out in the *Municipal Elections Act, 1996* (MEA).

3. Mandate

The responsibilities and functions of the Committee are set out in the MEA and include the following:

- Consider any application from an elector for compliance audit of a candidate's or registered third party's election campaign finances and decide whether it should be granted or rejected;
- If the application is granted, appoint an auditor;
- Receive the auditor's report; and
- Consider the auditor's report and if the report concludes that there are any apparent contraventions of the MEA relating to election campaign finances, may decide to commence legal proceedings (and if so, take all steps necessary).

For Reports from the Clerk about apparent contribution limit contraventions:

- Receive such reports and may decide to commence legal proceedings against the contributor (and if so, take all steps necessary).

4. Membership Composition

The Committee will be composed of three (3) members and one (1) alternate member, with membership drawn from the following stakeholder groups:

- (a) accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- (b) academic – college or university professors with expertise in political science or local government administration;

- (c) legal;
- (d) professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- (e) other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996.

In accordance with section 88.37 of the MEA, the Committee members cannot be municipal employees or officers, members of council, candidates in the 2018 municipal election or registered third parties in the 2018 municipal election.

5. Membership Selection

All applicants will be required to submit a letter outlining their qualifications and experience. The selection committee consisting of a sub-committee from the Huron County Municipal Clerks and Treasurers Association will select a short list of candidates for Council appointment. If a vacancy of more than two (2) occurs during the term of appointment the Huron County Election Compliance Audit Ad Hoc Committee will proceed with the process to fill these vacancies.

The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:

- (a) demonstrated knowledge and understanding of municipal election campaign financing rules;
- (b) proven analytical and decision-making skills;
- (c) experience working on a committee, task force or similar setting;
- (d) availability and willingness to attend meetings;
- (e) excellent oral and written communication skills;
- (f) other skills as deemed necessary.

6. Term of Membership

The Committee must be established by October 1, 2018 and Committee members will be appointed to serve the same term of office of the Council or local board that takes office following the Municipal Election on October 22, 2018.

7. Chair

The Committee members will select a Chair from amongst its members at its first meeting and the Chair may rotate on an annual basis or as deemed necessary by the Committee members.

8. Procedures

Meetings of the Committee shall be governed by Robert's Rules of Order.

9. Administration

The Clerk of the Municipality shall follow the administrative practices and procedures as established for the committee and shall carry out any other duties required under this Act to implement the committee's decisions (88.37(6) of the MEA).

10. Meetings

An initial training session will be organized for the Committee, with this expense to be shared jointly by all lower tier Huron County Municipalities.

The Committee will meet as needed with meetings to be scheduled when a compliance audit application, or a clerk's report about apparent campaign contribution contraventions is received in accordance with the MEA. The Committee may also schedule meetings as necessary to organize and plan its work, as it deems necessary.

The Secretary will ensure that agendas, minutes and decisions are properly communicated using the Municipality's website or other means necessary.

The records emanating from meetings of the Township of North Huron Election Compliance Audit Committee shall be retained and preserved by the municipality requesting the services of the Committee in accordance with that municipality's Record Retention By-Law.

11. Open and Closed Meetings

In accordance with the MEA, meetings of the Committee shall be open to the public but the Committee may deliberate in private.

Should the Committee determine it needs to hold any discussion that is about an identifiable individual, is about pending or ongoing litigation or that is subject to solicitor-client privilege the Committee may pass a resolution to hold a portion of a meeting that is closed to the public for such purposes.

The administrative procedures established by the Clerk will set out in greater detail the process and requirements for closing a meeting to the public and the notice that is required to be given of such a meeting.

12. Staffing and Remuneration

Where a Municipality has received application for audit, staff from the Municipal Clerk's Office will provide administrative support to the Committee and the Clerk, or designate, shall act as Secretary. Where the Clerk of a Municipality has submitted the application, an alternate Clerk from another municipality in the County shall act as Secretary. The appointment of the auditor will be the responsibility of the Municipality that has received the application for audit.

Committee members will receive remuneration on a per diem basis in the amount of \$200 for attendance at a meeting plus mileage expenses (at the County of Huron rate). Administration costs for such items as printing and mailing will be absorbed within the Municipal Clerks' operating budget and common costs of the Committee

13. Meeting Attendance

Meetings will be convened with the attendance of three (3) committee members. In the event of the absence of a member, the appointed alternate member will assume the duties of the committee member.

14. Conflict of Interest

To avoid a conflict of interest, any member appointed to the Committee must agree in writing to not undertake the provision of legal advice to any candidate or registered third party or to any contributor to any candidate or registered third party in the 2018 municipal election. Failure to adhere to this requirement will result in the individual being removed from the committee

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

15. Errors/Omissions

The accidental omission to give notice of any meeting of the Committee to its members or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White, Director of Finance
DATE: 04/09/2018
SUBJECT: Draft Procurement Policy
ATTACHMENTS: 2018 Draft Procurement Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report from the Director of Finance, dated September 4, 2018 regarding a draft procurement policy;

AND FURTHER THAT a by-law be brought forward at the September 17, 2018 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

The current Procurement Policy was adopted by Council on December 6, 2004. Staff are recommending this Policy be updated. A draft policy is attached for Council's consideration.

DISCUSSION

The Director of Finance began the update process by meeting with SMT to gather their input on any items that needed to be addressed in the new policy. The Director attended a seminar hosted by AMCTO on Contract Tendering and Legal Requirements. Sample policies were provided at this seminar which have been used as a base document to begin the update.

The draft policy outlines the types of procurement processes that shall be used by the Township and explains the goals to be achieved by these processes. The policy also describes circumstances under which each type of procurement process shall be used. Section 1 of the policy lists the goals and objectives of the policy.

A list of changes were compiled to be included in the new policy as follows:

- **Bulk or co-operative buying**
 - Section 27 – authorizes Department Heads to participate with other local governments or agencies in joint contracts or co-operative purchasing ventures in keeping with the provisions and spending limits of this policy and the approved budget.
- **Purchases through Vendor of Record (VOR)**
 - Section 12 b) exempts the Municipality from using one of the purchasing methods set out in Sections 14 – 25 if the purchase is with a Vendor of Record (VOR). Through the VOR program, the Ontario Government has undertaken the competitive process on behalf of public sector entities. VOR purchases are still subject to the authorities and limits outlined in Appendix "D".

- **Accessibility Requirements**
 - Section 6 a) requires Suppliers to comply with accessibility standards under the Ontarians With Disabilities Act, 2005 (AODA)
- **Trade Agreements**
 - The Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) came into force in 2017. Municipalities are required to incorporate the requirements of these agreements into municipal procurement policies. Sections 9 and 11 addresses these requirements and include advertising of tenders and reporting of awards.
- **Advertising**
 - Section 11 states that the Township website is the official location for bid process documentation. In addition to the website, this section allows Department Heads to determine other effective means to advertise. The requirements under the Trade Agreements require all bidding opportunities over \$100,000.00 to be posted on the Township website for a minimum of 10 days. For goods and services with a value greater than \$365,700.00 and construction with a value of \$9,100,000.00 or greater, the Trade Agreements require bids to be advertised for 40 days.
- **Procurement Process**
 - Some of the wording and advertising requirements have changed. Under the current policy, the Request for Quotation(*) provisions require an ad to be placed in newspapers. The proposed draft policy leaves this to the discretion of the Department Head to determine the most effective advertising method. The intent of this change is to avoid unnecessary advertising costs, especially in cases where there are no applicable suppliers in the area.

Procedure	Current Policy	Procedure	Draft Policy
Petty Cash	\$100 or less	Petty Cash	Up to \$100
Direct Purchase	\$101 - \$2,500	Direct Purchase	\$101 - \$2,500
Informal Quotation	\$2,501 - \$10,000	Informal Quotation	\$2,501 - \$10,000
Request for Quotation*	\$10,001 - \$25,000	Request for Quotation	\$10,001 - \$30,000
Request for Tender	Greater than \$25,001	Request for Tender	Greater than \$30,001
Request for Proposal	Greater than \$25,001	Request for Proposal	Greater than \$30,001

- **Increased Approval Limits**
 - Section 29 outlines certain awards that require Council approval. Appendix “D” summarizes the spending limits requiring Council approval. Changes to this section of the policy are the most significant because the award amounts requiring Council approval is proposed to increase from \$5,000.00 to \$30,000.00. As drafted, purchases up to \$30,000.00 must be approved in the budget and require Department Head, Treasurer and CAO approval. Purchases over \$30,000.00 would require Council approval.

- **Approval Authority Requirements**
 - Appendix “D” speaks to the purchasing limits and what approvals are required at each level. The higher the dollar value, the more approvals that are required.
- **Buying Used**
 - Section 21 allows for the purchase of used fleet and equipment approved in the budget and subject to a report advising Council of the purchase details.
- **Buying Local**
 - Section 27 references the Discriminatory Business Practice Act, R.S. O. 1990 and speaks to no local preferences for purchases unless everything, including price, is the same.
- **Sole/Single Source Purchases**
 - Section 21 sets out the circumstances when sole/single purchases may be made. As drafted, a Sole-Single Source Justification Report must be completed for purchases over \$2,500.00 and requires approvals from the Department Head, Treasurer, CAO and Council.
- **Drinking Water Quality Management Standard (DWQMS) requirements**
 - Section 10 outlines procurement guidelines to meet the DWQMS requirements.
- **Environmentally Sound Acquisitions**
 - Section 38 encourages when possible, the purchase of goods and service with due regard to the preservation of the natural environment

Budget Approval and Amendments

The draft policy clearly outlines that the purchase of goods and services need to be made in accordance with the annual approved budget. As is the current practice, any amendments to the budget require a report and approval by Council.

Appendices

A number of Appendices are included in the draft policy as follows:

- Appendix “A” provides a list of Goods and Services exempt for provisions of the Procurement Policy. As per Section 3 b) of the policy, funding for these goods and services must be included in the approved annual budget
- Appendix “B” provides for a list of Actions for Irregularities Contained in Bids
- Appendix “C” outlines requirements relating to Lease Financing
- Appendix “D” outlines the required approval levels and the authority requirements.
- Appendix “E” – Purchase Requisition Form for Purchases Greater than \$10,001 but not exceeding \$30,000 – Requires signatures of Department Head, Treasurer and CAO.
- Appendix “F”- Sole – Single Purchasing Justification Form – requires Council approval over \$2,500

FINANCIAL IMPACT

N/A

FUTURE CONSIDERATIONS

Each Department Head will continue to be responsible for continuously reviewing the implementation of the said procurement policy and to bring to the attention of the Director of

Finance any matters that need to be reviewed and revised to ensure that the procurement policy continues to be up to date and effective. In addition, should anyone become aware that the procedures contained herein are not being implement properly or are being disregarded, this should also be brought to the attention of the Director of Finance and CAO.

Section 41 requires the Treasurer to review the effectiveness of the policy at least once every five years and to report to Council as necessary.

RELATIONSHIP TO STRATEGIC PLAN

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

Donna White, Director of Finance



Dwayne Evans, CAO

Procurement of Goods & Services Policy

Effective Date: Proposed – September 17, 2018

Prepared by: Donna White, Director of Finance

Department: Treasury

Applies To: Council, All Staff

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1. POLICY STATEMENT

The purpose, goals and objectives of this Policy and of each of the methods of purchasing authorized herein are:

- (a) to obtain the best value for the Municipality when procuring Goods and/or services;
- (b) to encourage open and competitive bidding;
- (c) to ensure objectivity and integrity in the Purchasing process;
- (d) to ensure fairness between bidders;
- (e) to maximize savings for taxpayers;
- (f) to offer a variety of purchasing methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;
- (g) to the extent possible, to ensure openness, accountability and transparency while protecting the best interests of the Municipality and the taxpayers therein;
- (h) to avoid real and perceived conflicts between the interests of the Municipality and those of the Municipal employees and elected officials and to ensure compliance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended;
- (i) when possible, to encourage the purchase of goods and/or services with due regard to the preservation of the natural environment;
- (j) to promote, and incorporate wherever possible in purchasing activities of the Municipality, the requirements of the Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, as amended;
- (k) to ensure legislative compliance;
- (l) to maintain timely and relevant policies and procedures

1.1 LEGISLATIVE AUTHORITY

The Municipal Act, 2001, S.O., c.25, as amended, states:

Section 270 (1) Adoption of policies - *A Municipality shall adopt and maintain policies with respect to the following matters:*

3. *Its procurement of goods and services*

2. DEFINITIONS

(a) In this policy:

"Accessibility" is a general term used to describe the degree of ease that something (e.g. device, service, and environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability, and by extension, highly usable and practical for the general population as well;

"Accessible" is that which can be easily reached or obtained; a facility that can be easily entered; posing no obstacles to persons with a disability;

"Award" means authorization to proceed with the purchase of goods and/or services from a chosen Supplier;

"Bid" means an offer or submission from a Supplier in response to a request, tender or proposal which is subject to acceptance or rejection;

"Bid Approval Report" means a completed and authorized Purchase Requisition Form, or Council report which authorizes the purchase of goods and/or services and is executed by the Purchasing Authorities as set out in Appendix "D";

"Bid Solicitation" means a formal request for Bids including an Informal Quotation, Request for Quotation, Request for Tender, Request for Proposal or Request for Expression of Interest;

"Budget" means the budget or portion of the budget approved by Council;

"Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Corporation of the Township of North Huron, their Designate or any successor position thereto;

"Clerk" means the Clerk for the Corporation of the Township of North Huron;

"Compliant Bid" means a Bid that meets the terms and conditions;

"Conflict of Interest" means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

- (i) The giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers goods and/or services to the Corporation; or
- (ii) a direct or indirect interest in any business that provides goods and/or services to the Corporation; or
- (iii) a conflict of interest as defined in the *Municipal Conflict of Interest Act*

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other engineering or architectural work and includes site preparation, excavation, drilling, soil or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repair of fixtures of a building, structure or other engineering or architectural work;

"Contract" means a binding agreement between two or more parties that creates an obligation to provide or perform services;

"Council" means The Council of the Corporation of the Township of North Huron;

"Department" means any Department of the Corporation including any division within a Department;

"Department Head" means the individual accountable for the department and services assigned to each section thereof;

“Designate” means a person authorized by the Department Head to act on their behalf, for purposes of this policy;

“Formal Bid Process” means the process for receipt of Tenders, as outlined in Section 26;

“Goods” means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract;

“Informal Quotation” means a request for bids for which the value is below the defined formal bid process threshold;

“Lobbying” means the advocacy of an interest that is affected, actually or potentially by the bid solicitation process or individuals involved in the Bid Solicitation process including seeking to influence the outcome of the Bid Solicitation process or subsequent Award;

“Lowest Compliant Bid” means the Compliant Bid that would provide the Municipality with the desired goods and/or services at the lowest cost;

“Municipality” means the Corporation of the Township of North Huron;

“Professional Services” means those services requiring the skills of professionals for a defined service required including but not limited to:

- (i) architects, engineers, economic development, designers, surveyors, geoscientists, project managers, consultants, auditors, accountants, medical professionals and legal counsel/advisors;
- (ii) firms or individuals having specialized competence in environmental, planning or similar disciplines; and
- (iii) software, graphic design and web-design consultants and any other persons providing similar services;

“Purchase” means to acquire goods and/or services by purchase, rental, lease or trade, including construction;

"Quotation" means a binding statement of price, terms of sale and description of goods and/or services offered by a Supplier;

"Request for Expression of Interest" or "RFEOI" means a public request made by the Municipality seeking responses from potential Suppliers for the purposes of compiling a list of Suppliers who may be interested in providing Goods and/or Services to the Municipality from time to time. Receipt of an expression of interest by the Municipality does not create any obligation between the potential Supplier and the Municipality, but may be a precondition to qualifying for subsequent Bid Solicitations issued by the Municipality;

"Request for Proposal" or "RFP" means a public request for proposals by the Municipality made in accordance with Section 19 of this policy, seeking proposals to supply goods and/or services which may or may not result in an Award by the Corporation;

"Request for Tender" or "RFT" means a public request for tenders by the Municipality made in accordance with Section 18 of this policy;

"Services" means intangible products that do not have a physical presence and includes Professional Services. No transfer of possession or ownership takes place when services are sold, and they: (1) cannot be stored or transported; (2) are instantly perishable; and (3) come into existence at the time they are bought and consumed;

"Single Source" means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one Supplier capable of delivery of the same goods and/or services;

"Sole Source" means there is only one source of the goods and/or services that meets the requirements of the Municipality;

"Special Circumstance" means:

- (i) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;
- (ii) an event that, unless immediately addressed, is likely to cause significant loss or damage to property;
- (iii) an event that has disrupted any essential service that needs to be re-established without delay; or
- (iv) an emergency as defined in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.8, as amended, or any successor legislation thereto;

"Supplier" means any individual or organization offering goods and/or services including but not limited to contractors, consultants, vendors and service organizations;

"Tender" means a written detailed offer from a supplier to supply goods and/or services to the Municipality;

"Treasurer" means the Director of Finance/Treasurer of the Corporation of the Township of North Huron.

(b) Appendices "A – F" attached hereto form part of this Policy.

3. GOODS AND SERVICES EXEMPT FROM THE PROCUREMENT POLICY

- (a) The purchasing methods described in this policy do not apply to the goods and services outlined in Appendix "A".
- (b) Funding for these goods and services must be included in the approved annual budget.

4. PROCEDURE FOR ENGAGING CONSULTANTS, ENGINEERS, ARCHITECTS, TRAINERS AND SIMILAR TYPES OF PROFESSIONAL SERVICES

The purchasing methods described in this policy do not apply to the selection of consultants, engineers, architects, lawyers, trainers and similar types of professional services.

- (a) Funding for these goods and services must be included in the approved annual budget
- (b) The following criteria will be used in the selection of the above:
 - (i) Competence and experience on similar projects;
 - (ii) Previous experience and satisfactory performance in carrying out similar and related work in the Township including the ability to complete the work within the required time frame and project budget
 - (iii) Fees for service will be competitive and reasonable

5. APPLICATION

- (a) The policies and procedures outlined in this Policy, including all of the purposes, goals and objectives of Section 1 hereof, shall be followed for the purchase of all goods and/or services by the Municipality or any of its officers, agents, employees, Boards and committees of council;
- (b) No purchase or contract shall be divided in order to avoid any provisions of this policy;
- (c) In determining the lowest responsible bidder, the Department Head shall consider the following in addition to price:
 - (i) the ability, capacity and skill of the bidder to provide the quality of goods or services required;
 - (ii) the ability of the bidder to fulfill the contract or provide the service promptly at the specified time;
 - (iii) the character, reputation integrity, experience and efficiency of the bidder;
 - (iv) the quality and performance of previous contracts, goods or services undertaken by the bidder;
 - (v) the sufficiency of the bidder's financial resources with respect to fulfilling the contract or providing the goods and services,
 - (vi) the quality, availability and adaptability of the goods or services for the use required;
 - (vii) the ability of the bidder to provide future maintenance and service; and
 - (viii) the number and scope of conditions attached to the bid.
- (d) Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Treasurer, must be obtained, ensuring indemnification of the Township of North Huron from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier's obligations under a contract. A certificate of insurance must be submitted to the Treasurer for approval, prior to commencement of any service or work.
- (e) WSIB Certificates of Clearance where deemed appropriate, must be submitted to the Treasurer at the commencement of a project and periodically as the work is completed. Prior to final payment to a supplier, a WSIB Certificate of Clearance shall be obtained ensuring all premiums or levies have been paid to the Board to date.

6. ACCESSIBILITY REQUIREMENTS

Contracts for the acquisition of goods and services shall include the following elements:

- (a) that the Supplier shall comply with the accessibility standards under the Accessibility for Ontarians With Disabilities Act, 2005 (AODA);
- (b) that the Supplier shall ensure that its employees are trained on providing accessible customer services. Any training or training resources must conform to the legislated requirements under the Act; and
- (c) that the Supplier shall maintain records of the training, including dates when training was provided, the number of employees who received training and individual training records. Where requested by the Municipality, the person, business or organization shall provide written proof, as well as any documentation regarding training policies, practices and procedures, to the Municipality.

7. RESPONSIBILITIES AND AUTHORITIES

- (a) The Treasurer shall have all the necessary authority to administer this policy and to carry out the related duties on behalf of the Municipality.
- (b) Department Heads are responsible for and shall have the authority to:
 - (i) acquire goods and/or services within the approved annual budget for such Department provided that the requirements of this policy have been met;
 - (ii) ensure any amendments to the budget shall be presented in a report to Council for a resolution to approve such budget amendments. The staff report shall contain the purpose of the expenditure, cost estimate or expenditure limitation and how the expenditure will be funded;
 - (iii) ensure open, fair and impartial purchasing processes for goods and/or services;
 - (iv) ensure compliance with this policy and advise the Treasurer when there has been non-compliance. The Treasurer shall take appropriate action to address and correct any non-compliance;

- (v) identify accessibility requirements which should be part of the procurement process;
 - (vi) consider and have regard to accessibility issues as they may reasonably pertain to such acquisitions of goods and services and comply with the requirements of the municipality's accessibility obligations;
 - (vii) promote the standardization of good and/or services, where such standardization demonstrates and supports the purposes, goals and objectives of this policy;
 - (viii) ensure that all contract terms and conditions comply with the Bid Solicitation;
 - (ix) prepare and approve all specifications and terms of reference;
 - (x) manage contracts to ensure goods and/or services are received by the Municipality and comply with contract terms and conditions; and
 - (xi) monitor all contract expenditures and ensure that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract.
- (c) Designate – The Department Head may appoint one or more persons within the department to act on their behalf, for the purposes of this policy.
- (d) Signing Authorities – The signatures of the Department Head and CAO or Reeve and Clerk where required by by-law are necessary on all agreements to procure.
- (e) The Treasurer, between the last regular Council meeting in any year and the adoption of estimates for the next year, shall have the authority to pay the accounts of any ordinary business transactions of the Municipality that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.
- (f) Payments – All invoices and accounts from suppliers shall be approved prior to payment. Approval signed by the Department Head or designate, denotes clerical accuracy, budget approval and indication that the Goods and Services were received in good order, and must be provided to the Finance Department for payment. In addition, this approval shall include the correct account coding.
- (g) After the adoption of budgets, the Treasurer is authorized to pay the invoices and accounts approved by the appropriate Department Head and to pay contract accounts upon receipt of evidence of value received.

8. REQUIREMENT FOR APPROVED FUNDS

- (a) The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the budget.
- (b) Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to the following:
 - (i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
 - (ii) the goods and/or services will continue to be required in subsequent years and, in the opinion of the Department Head, or designate, the required funding can reasonably be expected to be made available; and
 - (iii) the contract includes a provision that the supply of goods and/or services in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.
 - (iv) The terms for renewal are clearly defined within the contract document.

9. TRADE AGREEMENTS

- (a) Purchasing by the Municipality may be subject to the provisions of Trade Agreements.
- (b) Where an applicable trade agreement supersedes and is in conflict with this Policy, the Trade Agreement shall take precedence.
- (c) The Department Head and/or Treasurer shall advise the appropriate Department Representative when a purchase may not conform to an applicable trade agreement as early as possible in the Bid Solicitation process.

10. DRINKING WATER QUALITY MANAGEMENT STANDARD

- (a) Suppliers of materials and services associated with the municipal drinking water system, shall comply with the Ontario Drinking Water Quality Standard (DWQMS) and the Municipality's DWQMS Operational Plan. The quality of supplies and services shall be confirmed through documentation of applicable accreditation, licenses and certifications.

- (b) Suppliers, where applicable, shall meet AWWA, ANSI, NSF, CSA or any other applicable industry standards. Supplies shall be verified against the order requisition when received. Suppliers of process chemicals shall be required to verify the quality of each product through documented certification of chemical analysis.
- (c) Suppliers of “essential” supplies and services shall provide after-hours contact information which will be included in the Township’s Water Distribution System Contingency Plan. This information shall be updated by Suppliers when contact information changes or at least annually.

11. ADVERTISING AND BID SOLICITATIONS

Bids shall be advertised on the Township website and where in the opinion of the Treasurer and Department Head are most effective or where necessary to comply with all existing statutory regulations and in accordance with the Municipality’s Notice Bylaw.

- The Township website is the official location for bid process documentation.
- Other electronic tendering service websites will be used where applicable for RFPs and RFTs.
- At a minimum, all bidding opportunities of \$100,000.00 or greater for goods, services or construction are required to be advertised on the Township website for a minimum of 10 days.
- For goods and services with a value greater than \$365,700.00 and construction with a value of \$9,100,000.00 or greater will be advertised as follows:
 - 40 calendar days, which can be reduced by the following:
 - by 5 days if the bids are posted electronically
 - by 5 days if bids are received electronically
 - by 5 days if the tender document is posted at the same time as the procurement notice
- Departments are encouraged to publish on the Township website as early as possible in each fiscal year, a notice regarding the future procurement plans for the upcoming budget year along with the notice of planned procurement and the planned date of the publication of the RFP or RFT.

- A Publication of Award shall be published on the Township website no later than 72 days after the award of a contract for goods and services with a value of \$100,000.00 or greater and construction of \$250,000.00 or greater, and shall include the following information:
 - a description of the goods and services procured
 - the name and address of the procuring entity
 - the name and address of the successful supplier
 - the value of the successful tender
 - the date of award; and
 - the type of procurement method used, and in the cases of where limited tendering was used, a description of the circumstances justifying the use of limited tendering.

12. METHODS OF PURCHASING

- (a) Any person purchasing goods and/or services on behalf of the Municipality shall do so using one of the following methods of purchasing set out in Sections 14 to 25 ("Methods of Purchasing"). The methods may be utilized individually or in combination with one another, as may be appropriate in the circumstances.
- (b) Any person purchasing goods and/or services on behalf of the Municipality is exempt from using one of the following methods of purchasing set out in Sections 14 to 25 ("Methods of Purchasing") if the purchase is with a Vendor of Record ("VOR") of the Ontario Government, through the Ministry of Government and Consumer Services which are accessible to public sector entities in Ontario. Through the VOR program, the Ontario Government has undertaken the competitive process on behalf of public sector entities. VOR purchases shall still be subject to the responsibilities for the purchasing of goods and/or services and oversight up to the value of their prescribed authority and any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

13. REQUEST FOR EXPRESSIONS OF INTEREST

Department Heads may conduct a Request for Expression of Interest (RFEOI) for the purpose of determining the availability of Suppliers and for the purpose of compiling a list of Suppliers and may be used as a specific pre-condition of any method of Purchasing utilized by the Municipality. The receipt of an

expression of interest by the Municipality does not create any obligation between the potential Supplier and the Municipality.

14. PETTY CASH –Purchases of \$100 or Less

- (a) A petty cash fund may be maintained by appropriate departments for the purchase of goods and/or services having a value of \$100 or less
- (b) Petty cash should only be used when it is not feasible to use the credit card
- (c) All petty cash disbursements slips will accompany the Cheque Requisition form to replenish the fund.

15. DIRECT PURCHASE – PURCHASES OF \$101 - \$2,500

- (a) Department Representatives are authorized to procure goods and/or services up to a total value of \$2,500, excluding taxes. All purchases must be approved by the Department Head. Only purchases that can be demonstrated to have been made at Fair Market Value shall be made. Department Representatives may procure goods and/or services through the following means:
 - (i) direct invoice from the supplier approved and signed by the Department Head;
 - (ii) credit card with the approval of the Department Head;
- (b) Two informal quotes in writing should be obtained whenever possible.

16. INFORMAL QUOTATION – PURCHASES OF \$2,501 AND NOT EXCEEDING \$10,000

- (a) Department Representatives are authorized to procure goods and/or services up to a total value of \$10,000, excluding taxes. All purchases must be approved by the Department Head.
- (b) Competitive process must be used
- (c) Three written quotes should be obtained
- (d) No formal advertising or receipt of sealed bids

17. REQUEST FOR QUOTATION – FOR PURCHASES GREATER THAN \$10,001 and NOT EXCEEDING \$30,000 excluding taxes)

- 1. For purchases with a total value greater than \$10,001 and not exceeding \$30,000, excluding taxes, a Request for Quotation method shall be utilized. At least three (3) written Quotations shall

be solicited, analyzed and the results tabulated by the Department Head and/or designate. All suppliers shall receive the same informal quotation written information. Quotations received shall be evaluated on price and the criteria outlined in the quotation request to determine the preferred Supplier.

2. Requires receipt of sealed bids and specified date and time for bid closing.
3. The Purchase Requisition form - Appendix "E" shall be prepared for signature and approval by the Department Head, Treasurer and CAO prior to the purchase. If three (3) written quotations have not been received, reasons will be explained on this form.
4. Where the purchase is related to providing services, WSIB Coverage must be verified prior to the commencement.
5. Any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

18. REQUEST FOR TENDER (RFT) - WRITTEN

(PURCHASES GREATER THAN \$30,001 excluding taxes)

- (a) For purchases with a total value greater than \$30,001, excluding taxes, a Request for Tender shall be issued, provided that all of the following conditions apply:
 - (i) two (2) or more sources are considered capable of supplying the goods and/or services;
 - (ii) the goods and/or services are adequately defined to permit the evaluation of tenders against clearly defined criteria;
 - (iii) it is intended that the lowest compliant bid will be accepted.
- (b) The Department Head shall create the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.
- (c) RFT's require suppliers to submit a Bid in firmly sealed separate envelopes which shall contain technical, financial and other information as prescribed in the Bid Solicitation at a specified date and time for bid closing.

- (d) Council Approval required as per Appendix "D".
- (e) All RFT's shall be conducted in accordance with Section 22.
- (f) All RFT's shall be advertised in accordance with Section 11.
- (g) Any Bid irregularities shall be dealt with in accordance with Appendix "B".
- (h) The Bid Approval Report shall be prepared in accordance with Section 30.
- (i) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

19. REQUEST FOR PROPOSAL (RFP) - WRITTEN

(PURCHASES GREATER THAN \$30,001 excluding taxes)

- (a) A Request for Proposal (RFP) shall be issued where the Method of Purchasing meets one or more of the following criteria:
 - (i) the purchase is required as a result of a particular problem, requirement or objective;
 - (ii) the selection of the supplier depends more upon the effectiveness of the proposed solution, rather than the price alone;
 - (iii) the precise goods and/or services, or the specifications therefore, are not known or are not definable and it is expected that suppliers will further define them.
- (b) The Department Head shall provide the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.
- (c) Council approval required as per Appendix "D".
- (d) RFP's require suppliers to submit a Bid in firmly sealed separate envelopes which shall contain technical, financial and other information as prescribed in the Bid Solicitation at a specified date and time for bid closing.

- (e) All RFP's will be evaluated based on the evaluation criteria outlined in the Bid Solicitation by Department Heads and CAO where applicable.
- (f) RFP's may be issued by invitation, where in the opinion of the CAO there is an economical advantage to do so or advertised in accordance with Section 11 of this policy.
- (g) Any Bid irregularities shall be dealt with in accordance with Appendix "B".
- (h) The Bid Approval Report shall be prepared in accordance with Section 30.
- (i) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

20. SINGLE SOURCE PURCHASES

Single Source procurement may be conducted if the goods and/or services are available from more than one source, however there are valid and sufficient reasons for selecting one supplier in particular.

- (a) Bid solicitations are not required for Single Source Purchases, provided any of the following conditions apply:
 - (i) only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service;
 - (ii) same or existing equipment is in use and will utilize same spare parts inventory OR continuation of previous service;
 - (iii) to provide flexibility with existing or like equipment, material and/or supplies;
 - (iv) due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date;
 - (v) an unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of open procurement procedures;
 - (vi) the Municipality has a rental contract with a purchase option and such purchase option is beneficial to the Municipality;
 - (vii) there are no bids in response to a Bid Solicitation;
 - (viii) it is advantageous to the Municipality to acquire the goods and/or services from a supplier pursuant to the procurement process conducted by another public body;

- (b) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.
- (c) The Bid Approval Report shall be prepared in accordance with Section 30.
- (d) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

21. SOLE SOURCE PURCHASES

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

- (a) Statutory or market based monopoly;
- (b) Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or
- (c) The complete item, service, or system is unique to one supplier and no alternative or substitute exists;
 - (i) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.
 - (ii) The Bid Approval Report shall be prepared in accordance with Section 30.
 - (iii) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

22. SPECIAL CIRCUMSTANCE PURCHASES

- (a) Purchases that are required to respond to Special Circumstances as defined in Section 2 of this policy, shall be authorized in accordance with Appendix "D". All such purchases are exempt from the processes outlined under the Methods of Purchasing, but such processes may be followed where practical to do so, and in all instances must be reported to and approved by the CAO.

- (b) Contracts required to effect Special Circumstance purchases shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".
- (c) Purchases under Special Circumstances shall be reported to Council identifying the event or emergency which resulted in the purchase and the proposed source of funding.

23. PURCHASE OF USED FLEET/EQUIPMENT

Department Heads may purchase used fleet/equipment that is sold by other municipalities by private sale or public auction, sold through a vendor licensed to sell used equipment, sold by sealed bid or by negotiation provided that:

- (a) The equipment meets or exceeds the department equipment requirements, and the purchase is part of the approved annual budget;
- (b) It is documented that it is fiscally responsible to purchase a used piece of equipment rather than purchase new;
- (c) If the total expenditure per piece of equipment exceeds \$25,000, a report will be forwarded to Council detailing the purchase information.

24. SPECIFICATIONS

The Department Head, whose budget provides for the subject Procurement, shall be responsible for the preparation of the specifications for a quotation or tender. These specifications may require the assistance of professional and/or Consulting Service Providers in order to satisfy legal and liability issues.

Specifications should be detailed, may be brand specific, but shall leave room for potential suppliers to provide alternatives in the event an equal or better-proven product or method is available and shall not deter a competitive process. In such cases where the specifications will result in a Single Source Procurement, it shall be at the discretion of CAO to require the Department Head to bring forward a report for Council approval.

Suppliers or potential suppliers should not be requested to expend time, money, or effort to design or develop specifications or otherwise help define a requirement beyond the normal level of service expected.

In the event that such services for the preparation of specifications be required:

- (a) the contracted supplier will be considered as a consultant and therefore be unable to make an offer for the supply of the goods and services, unless approved by the Department Head and CAO;
- (b) a fee shall be paid; and
- (c) detailed specifications shall be approved by the Department Head of the initiating department and shall become the property of the Township for use in obtaining competitive bids.

25. NEGOTIATION

- (a) Notwithstanding that Negotiation may be a component of another procurement process; negotiation may be used for Purchases of Goods and/or services when any of the following criteria apply:
 - (i) a Sole Source is being recommended;
 - (ii) two (2) or more identical Bids are received;
 - (iii) the lowest compliant bid received meeting all mandatory specifications exceeds the Budget amount;
 - (iv) the extension of an existing Contract would be more effective;
 - (v) only one (1) Bid is received in response to a Bid Solicitation;
 - (vi) there is Council authorization to do so.
- (b) The Bid Approval Report shall be prepared in accordance with Section 30.
- (c) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

26. FORMAL BID PROCESS

- (a) All Bids (with the exception of submissions in response to Direct Purchase and Informal Quotations) shall be received by the Department Head, in accordance with the instructions in the Bid Solicitation, and opened in public at the time and place stated in the Bid Solicitation.
- (b) Bids received shall be opened in the presence of the Department Head or designate and the Treasurer or designate. The Suppliers named and the Bid amount(s) shall be read aloud and recorded unless the contents of a Bid envelope require validation in which

case, the Bid will be reserved. If the reserved Bid is determined to be valid, a continuation of the Bid opening will be scheduled and the results of the Bid opening will be posted.

- (c) When only one (1) bid is received, only the Supplier's name shall be read aloud. The Bid amount shall not be read aloud. Bid Irregularities shall be administered in accordance with Appendix "B".

27. CO-OPERATIVE PURCHASING

Each Department Head is authorized to participate with other local governments, or their agencies, on co-operative purchasing ventures or joint contracts, on the basis of the most acceptable overall tender, in keeping with the provisions of this policy.

The Department Head may enter into arrangements with other local government bodies or their agencies on a co-operative or joint basis for purchases of goods and/or services where there are economic or other advantages in so doing and such purchases comply with this Policy.

28. FINANCE LEASING

General policies governing purchase of the goods and services shall also apply to lease and rental agreements.

Following the completion of the Request for Tender process, the respective Department Head shall follow the steps as defined in the Lease Financing Policy, attached to this policy as Appendix "C".

29. LOCAL PREFERENCES

In accordance with the Discriminatory Business Practice Act, R.S.O 1990, Chapter D. 12, there will be no local preferences for purchases. All else being equal including price, preference will be given to purchase goods and/or services firstly from North Huron based businesses, secondly from Huron County, thirdly for those in the province of Ontario and further from those located in Canada.

30. REPORTING PROCEDURES

Prior to any Award for Purchases greater than \$30,000 excluding taxes, a Bid Approval Report shall be prepared by the Department Head, signed and authorized in accordance with the Purchasing Authorities set out in Appendix "D".

31. PRESCRIBED COUNCIL APPROVAL

- (a) Notwithstanding any other provision of this Policy, the following Awards require Council approval:
 - (i) the recommended Award exceeds the amount budgeted for the purchase;
 - (ii) the Authority to Award has not been expressly delegated to staff of the Municipality
 - (iii) the recommended Award is not the Lowest Compliant Bid.
- (b) Council may, by resolution, waive the provisions of this policy if it is in the best interest of the Corporation to do so.

32. FINANCIAL SECURITIES AND INSURANCE

- (a) The CAO or Department Head may require that a bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful supplier enters into a contract with the Municipality
- (b) In addition to the security referred to in Section 32(a), the successful supplier may also be required to provide:
 - (i) a 100% Performance Bond to guarantee the performance of the Contract; and/or
 - (ii) a 100% Labour and Materials Payment Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract; and/or
 - (iii) an irrevocable letter of credit or such further security as may be deemed appropriate in the circumstances
- (c) Prior to the commencement of work, the supplier shall provide to the Municipality, proof of insurance in accordance with the Bid Solicitation.

- (d) Failure to comply with all terms and conditions of a Bid Solicitation, including failure to provide proof of insurance as required, shall be just cause for cancellation of the award.
- (e) Prior to the Municipality issuing payment to a supplier, the supplier shall provide a Certificate of Clearance from the Workplace Safety and Insurance Board, if applicable, confirming all premiums or levies have been paid to the Board to date.

33. BID IRREGULARITIES

The process for administering irregularities contained in Bids pertaining to all Bid Solicitations shall be executed in accordance with Appendix "B".

34. FORM OF CONTRACT

- (a) An award may require a formal written agreement.
- (b) An email award may be used when the resulting Contract is straightforward and will refer to the Municipality's standard terms and conditions outlined in the Bid Solicitation.
- (c) A formal written agreement satisfactory to the CAO shall be used when the resulting Contract is complex. The Reeve and Clerk will execute the necessary documentation as per Appendix 'D'.
- (d) It shall be the responsibility of the Department Head in consultation with the CAO to determine if it is in the best interest of the Municipality to establish a formal written agreement with the Supplier.

35. DOCUMENT EXECUTION AUTHORITY

Employees or officers of the Municipality identified in Appendix "D" (Document Execution Authority) shall have the authority to execute Contracts and all other documents necessary to affect the Award of purchase of goods and/or services, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the CAO and that the award or purchase complies with this policy.

36. DISPUTE RESOLUTION

- (a) The Municipality encourages competitive bidding and an open, accountable and transparent process for the purchase of goods and/or services.
- (b) To maintain the integrity of the Bid Solicitation process, suppliers who believe they have been treated unfairly in a Bid Solicitation process may submit a substantive objection to the CAO providing sufficient detail regarding their complaint within:
 - (i) three (3) days from the conclusion of the Bid opening process for Request for Quotations or Request for Tenders; or
 - (ii) three (3) days from the Supplier being notified of the results of a Request for Proposals.
- (c) The CAO will arrange a debriefing with the supplier to explain the Bid Solicitation process that led to the selection of the successful supplier.
- (d) The CAO will investigate the complaint and will make a recommendation to Council.
- (e) Should a supplier continue to have concerns respecting the award and the decision, the supplier may then request, in writing to the CAO, a mediator, to assist in resolving any outstanding issues between the supplier and the Municipality.
- (f) The recommended mediator will be approved by both the supplier and the Municipality.
- (g) The mediator shall make their best efforts to assist the parties to reach a mutually acceptable solution.
- (h) Costs for the mediator shall be equally shared by the supplier and the Municipality.
- (i) Any resolution reached through the mediation process shall remain confidential if requested by either of the parties.

37. LOBBYING RESTRICTIONS

- (a) Suppliers, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the Bid Solicitation process or subsequent award. This restriction extends to all of the

Municipality's staff and anyone involved in preparing a Bid Solicitation or participating in a bid evaluation process, and members of Council.

- (b) The Municipality may reject any bid by a supplier that engages in such lobbying, without further consideration, and may terminate that supplier's right to continue in the Bid Solicitation process
- (c) During a Bid Solicitation process, all communications shall be made through the individual identified on the RFP, RFQ or RFT as the main contact for that particular purchase. No supplier or person acting on behalf of a supplier or group of suppliers, shall contact any elected official, consultant or any employee of the Municipality to attempt to seek information or to influence the award.
- (d) Elected officials shall refer any inquiries about a Bid Solicitation process to the CAO.

38. ACCESS TO INFORMATION

- (a) The disclosure of information received relevant to Bid Solicitations or Awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including primarily the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- (b) All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act 2004, S.O. 2004, c.3, Sched. A, or other relevant Ontario or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of the Municipality, and all records thereof which they come into contact with in the course of performing services or providing goods to the Municipality.

39. COMPLIANCE

- (a) All persons involved in the purchase of goods and/or services provided for in this policy, shall act in a manner consistent with the requirements and objectives of this policy.

- (b) Purchases may not be divided into two (2) or more parts to avoid the requirements of this policy.
- (c) Any goods and/or services that are obtained in contravention of this policy will be subject to investigation by the Municipality, following which the Municipality will take the necessary corrective action.
- (d) Any employee of the Municipality who knowingly contravenes this policy is committing a serious act of misconduct and may be held personally liable for the full value of the purchase as well as disciplinary action up to and including termination.

40. ENVIRONMENTALLY SOUND ACQUISITIONS

Department Heads will endeavour to include specifications in Bid Solicitations that provide for energy efficient products, reusable products and products that minimize environmental impacts without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

41. CONFLICT OF INTEREST

- (a) Personal purchases shall not be made for any elected or appointed officials, members of a board or committee, or for any municipal employee or their families.
- (b) Every elected official, appointed officer, employee of the Municipality or a member of their family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order, contract is, or might be awarded, any rebate, gift or money, except:
 - (i) gifts of a very small intrinsic value; or
 - (ii) moderate hospitality during the normal course of business that would not significantly exceed what the Municipality, through the employee's expenses account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.
- (c) All elected officials, officers or employees of the Municipality shall declare any Conflicts of Interest to the CAO and shall have no involvement in a Bid Solicitation process where a real or perceived Conflict of Interest has been found or deemed to exist, including, but not limited to:

- (i) requesting the goods and/or services, setting the parameters of the purchase, evaluating bids or recommending, deciding or making awards;
 - (ii) direct contact with those making the purchasing decisions and the user department.
- (d) No person shall provide consulting services or professional services to both the Municipality and a private firm on the same or related project.
- (e) A contract for goods and/or services placed with a relative of the Municipality shall be declared and that employee shall not be placed in a position to supervise or approve the execution of that contract.

42. SEVERABILITY

If any section or sections of this policy or parts thereof are found by an adjudicator or court of competent jurisdiction to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of the policy shall be deemed to be separate and independent there from and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

43. POLICY REVIEW

The Treasurer shall review the effectiveness of this policy at least every five (5) years and report to Council as necessary.

44. ENQUIRIES

Director of Finance
Township of North Huron
274 Josephine St
Wingham, Ontario N0G 2W0
Telephone: 519-357-3550 Ext 126
dwhite@northhuron.ca

APPENDIX "A" to Procurement Policy CORPORATION OF THE TOWNSHIP OF NORTH HURON

Goods and Services exempt from provisions of the Procurement Policy.
These purchases shall be made in accordance with Section 3 of this policy.

Training and Education

- (a) Conferences, conventions, courses and seminars
- (b) Memberships
- (c) Magazines, subscriptions, books, periodicals
- (d) Staff development

Reimbursable Expenses

- (a) Meal allowances
- (b) Travel and Hotel Accommodations
- (c) Mileage
- (d) Parking expenses
- (e) Miscellaneous – non-travel expenses

General Expenses

- (a) Payroll deduction remittances
- (b) Payment for employment
- (c) Medical
- (d) Licenses (vehicles, elevators, radios, etc.)
- (e) Debenture and loan payments
- (f) Insurance Premiums
- (g) Grants/donations to agencies
- (h) Petty cash replenishment
- (i) Damage claims
- (j) Legal and insurance settlements
- (k) Legal fees and other professional services related to a legal matter
- (l) Tax remittances
- (m) Postage
- (n) Fuel

Utilities

- (a) Water and sewer charges
- (b) Hydro charges
- (c) Internet connectivity charges
- (d) Cable television charges
- (e) Natural or propane gas
- (f) Telephone/communication

Professional and Special Services

- (a) Committee fees

- (b) Advertising
- (c) Honorariums
- (d) Ongoing maintenance & software licensing agreements for equipment such as computer hardware and software, telecommunications equipment and elevators
- (e) Payments that are subject to Cost Sharing Agreements
- (f) Goods and/or services authorized under an agreement

All purchases of goods and/or services specifically authorized by resolution which waives the purchasing policy.

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APPENDIX "B" to Procurement Policy

ACTIONS FOR IRREGULARITIES CONTAINED IN BIDS

IRREGULARITY		ACTION
	General	
1	Late bids	Automatic rejection. Return unopened to the bidder after date stamping, initial and witnessed.
2	Unsealed Envelopes	Automatic rejection.
3	Failure to attend mandatory site visit (if required)	Automatic rejection.
4	Any Company, or principal of a Company, who has an outstanding claim or commenced legal action against the Municipality.	Automatic rejection.
	Bid Document – Execution	
5	Bids completed in erasable medium	Automatic rejection.
6	Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.	Automatic rejection
7	Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature, otherwise automatic rejection.
8	Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
9	Form of Quotation or Tender missing or incomplete.	Automatic rejection.
10	Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.
11	Date of Bid missing or incomplete	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
	Insufficient Financial Security	

12	No Bid deposit, uncertified cheque, or financial security not an original (eg A photocopy or facsimile of a financial security)	Automatic rejection.
13	Amount of financial security is insufficient	Automatic rejection.
14	Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of the Department Head the insufficiency in the financial security is trivial or insignificant.
15	Amount of security is expressed only as a dollar figure.	Automatic rejection.
16	Name of signature of Supplier is missing or incomplete	Automatic rejection.
17	Seal of Supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items, otherwise automatic rejection
18	Name, signature, or seal of bonding company is missing or incomplete.	Automatic rejection.
19	Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
	Other	
20	Incomplete illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
21	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head, if stated in the Bid Solicitation, automatic rejection.
22	Bid received on documents other than those provided in the Bid Solicitation.	Automatic rejection, unless allowed for in the Bid Solicitation.
23	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection, unless in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
24	Mathematical errors	Two (2) working days* to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.

25	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection.
26	Bids containing minor obvious clerical errors.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head.
27	Any other irregularities.	CAO or designate shall have the authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.
28	Alternate items bid in whole or in part.	Available for further consideration only if the request document invites alternative goods.

*Where "working day" is specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity.

"APPENDIX C" TO PROCUREMENT POLICY

Lease Financing Policy

Introduction

In certain circumstances, it may be economically advisable for the Municipality to enter into a financing lease to acquire the rights to use capital property and equipment rather than an outright purchase. This policy establishes the procedures regarding the evaluation of potential financing lease agreements and the requirements for reporting the results of those procedures to Municipal Council as required under the Municipal Act, 2001, as amended, and Ontario Regulation 653/05, as amended.

Statement of Policy and Goals

In accordance with the Municipality's procurement policy, a procurement decision must always ensure that the prices paid for goods and services make optimum use of Municipality resources. When staff considers the option of a financing lease agreement, their evaluation of the option must ensure that this goal is achieved.

Adherence to the policies and procedures herein will result in a report presented to Municipal Council which clearly gives an opinion as follows;

- a) Whether or not the costs of the financing lease agreement are lower than other methods of financing available to the Municipality and
- b) Whether the risks associated with the financing lease are reasonable.

Definitions

Financing lease means a lease allowing for the provision of municipal capital facilities if the lease may or will require payment by the municipality beyond the term for which the municipal council was elected. Financing leases include both material leases and non-material leases.

Material lease means a financing lease which would result in a material impact for the municipality, which is hereinafter defined as an individual financing lease with annual payments in excess of \$10,000.

Non-material lease means a financing lease which would not result in a material impact or a combined impact for the municipality.

Material impact means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under regulations.

Combined material impact means the costs or risks of a proposed non-material lease which, when combined with all other non-material leases entered into or proposed to be entered into in a particular year by the municipality, would result in a material impact.

Municipal Capital facilities include land, works, equipment, machinery and related systems and infrastructures.

Payment Schedule

A financing lease agreement must include a schedule of all fixed amount of payment, if any, required under the lease and that may be required under any possible extensions or renewals of the lease.

Treasurer's Report

Before entering into a material lease, the Treasurer shall prepare a report to Council with recommendations, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed financing lease, including;

- (a) A comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing,
- (b) A statement summarizing, as may be applicable, the effective rate or rates of financing for the lease, the ability for the lease payment amounts to vary, and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease,
- (c) A statement summarizing any contingent payment obligations under the lease that in the opinion of the Treasurer would result in a material impact for the municipality, including lease termination provisions, equipment loss, equipment replacement options and guarantees and indemnities,
- (d) A summary of the assumptions applicable to any possible variations in the lease payment and contingent payment obligations, and
- (e) Any other matters the Treasurer or Council considers advisable including whether the scope of the financing lease warrants obtaining independent financial advice.

Legal Advice

The report may include legal advice on the provisions of the proposed financing lease agreement.

Change in Circumstances

At any time after a report regarding a potential financing lease agreement has been made, but before the agreement is entered into, if the Treasurer becomes of the opinion that a changed circumstance with respect to the proposed lease may result in a material impact for the municipality, the Treasurer shall as soon as is reasonably possible update the report and present the updated report to Council.

Annual Reporting

In accordance with Ontario Regulation 266/02, as amended, the Treasurer shall prepare an annual report and present to Council if the municipality has any financing leases subsisting in the fiscal year.

Exemptions – Non-material leases

A financing lease may be entered into without complying with this policy if the financing lease is deemed by the Treasurer not to materially impact the Municipality's debt and financial obligation repayment limit. The definition of material impact to be considered by the Treasurer in making this determination is included in the definitions section of this policy.

APPENDIX D to Procurement Policy

Purchasing Method	Value	Purchasing Authority	Dept. Head Approval	Treasurer Approval	CAO Approval	Council	Document Execution
Petty Cash	Up to \$100	Department Representative	No	No	No	No	N/A
Direct Purchase	\$101 to \$2,500	Department Representative	Yes	No	No	No	Dept Head
Informal Quotation	\$2,501 – \$10,000	Department Representative	Yes	Yes	No	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Quotation	\$10,001 - \$30,000	Department Head	Yes	Yes	Yes	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Proposal	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Tender	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Single Source & Sole Source Purchases	>\$2,500	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Negotiation	>\$10,000	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable

Special Circumstances	>\$10,000 - \$50,000	Department Head	Yes	Yes	Yes	No	CAO
Special Circumstances	>\$50,000	CAO	Yes	Yes	Yes	Yes	CAO

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Execution Authority
Township of North Huron
"APPENDIX E" TO PROCUREMENT POLICY
Purchase Requisition Form for Purchases Greater than \$10,001
but not Exceeding \$30,000

This document must be completed and approved by the Department Head, Treasurer and CAO prior to the purchase being made and may be used as supporting documentation in the case of a competitive dispute. All supporting documentation such as the information provided to the supplier and quotes received are to be attached to this form. This form and all supporting documentation will be maintained with the invoice documentation in Finance according to retention schedules.

Detailed Description of Goods and / or Services (Attach document provided to supplier)

Organizations Invited to Submit Quotations

(Benefit may be gained by obtaining more than the minimum three quotations) – Include Company, Representative contact Method –attach additional pages as necessary

Have 3 written quotations been obtained? Yes No

Reason(s) for not obtaining three quotation:

Is quotation accepted the lowest price? Yes No

Reasons for accepting quotation which is not the lowest price:

WSIB coverage has been confirmed (for services) Yes No

I, the approving officer, declare that I have no direct or indirect interest with the individual or organization that is being approved to provide the goods and/or services.

Date: _____ Department Head: _____
Date: _____ Treasurer: _____
Date: _____ CAO: _____

Township of North Huron
"APPENDIX F" TO PROCUREMENT POLICY
Sole – Single Source Purchasing -Justification Form

This document must be completed and approved by the appropriate document execution authority as set out in Appendix "D". A full report to Council must be completed and approved by Council prior to this method of procurement being used.

Department and Supplier Information

Department _____

Proposed Supplier: _____

Description of Product/Service:

Sole/Single Source Rationale –Check the appropriate box(es) to support the sole/single source purchase.

- ☐ Technical – only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service. **Provide supporting evidence.**
- ☐ Standardization – Same as existing equipment and will utilize same spare parts inventory OR continuation of previous service. **Provide background on previous service or process used to set standard.** If a competitive bid process was utilized, please provide details.
- ☐ Interchangeability/compatibility – To provide flexibility with existing or like equipment, material and/or supplies. **Provide supporting evidence.**
- ☐ Market – due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date. **Provide background information.**

- ☐ Emergency – A critical situation has occurred. (A planning deficiency is not an acceptable reason.) **Provide background information.**
- ☐ Other (Be specific). (ie – application of an act or legislation or existing patents rights; rental contract with a purchase option and such purchase option is beneficial to the Municipality). **Provide detailed supporting evidence.**

Date: _____ Department Head*: _____

**I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a sole/single source purchase.*

Approval

Date: _____ Treasurer: _____

Date: _____ CAO: _____

Recommendation was approved by Council Resolution # _____
at a council meeting



List of Changes

- Bulk or co-operative buying
- Vendor of Record (VOR) purchases
- Accessibility Requirements
- Trade Agreements
- Advertising
- Increased Approval Limits
- Buying Used
- Sole/Single Purchases
- Drinking Water Quality Standard Management (DWQMS)
- Environmentally Sound Acquisitions



Draft Procurement Policy

Procedure	Draft Policy	Process Required
Petty Cash	Up to \$100	<ul style="list-style-type: none">• Department Representative
Direct Purchase	\$101 - \$2,500	<ul style="list-style-type: none">• Two informal quotes in writing where possible
Informal Quotation	\$2,501 - \$10,000	<ul style="list-style-type: none">• Three written quotes• No formal advertising or receipt of sealed bids
Request for Quotation	\$10,001 - \$30,000	<ul style="list-style-type: none">• Three written quotations• All suppliers receive same written information• Requires sealed bids and specified bid closing time
Request for Tender	Greater than \$30,001	<ul style="list-style-type: none">• Written information prescribed in tender• Requires sealed bids and specified bid closing time
Request for Proposal	Greater than \$30,001	<ul style="list-style-type: none">• Written information provided – specifications and general conditions• Requires sealed bids and specified bid closing time• RFP may be issued by invitation



APPENDIX D to Procurement Policy

Purchasing Method	Value	Purchasing Authority	Dept. Head Approval	Treasurer Approval	CAO Approval	Council	Document Execution
Petty Cash	Up to \$100	Department Representative	No	No	No	No	N/A
Direct Purchase	\$101 to \$2,500	Department Representative	Yes	No	No	No	Dept Head
Informal Quotation	\$2,501 – \$10,000	Department Representative	Yes	Yes	No	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Quotation	\$10,001 - \$30,000	Department Head	Yes	Yes	Yes	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Proposal	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Tender	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Single Source & Sole Source Purchases	>\$2,500	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Negotiation	>\$10,000	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Special Circumstances	>\$10,000 - \$50,000	Department Head	Yes	Yes	Yes	No	CAO
Special Circumstances	>\$50,000	CAO	Yes	Yes	Yes	Yes	CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White, Director of Finance
DATE: 04/09/2018
SUBJECT: Belgrave Water Connection
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance, dated September 4, 2018 regarding a Connection Request to the Belgrave Water System;

AND FURTHER, THAT the Council of the Township of North Huron sets the maximum number of years for re-payment of the Capital Charge at 15 (fifteen) years.

EXECUTIVE SUMMARY

Capital upgrades were undertaken to the Belgrave Water System in 2009. At that time all North Huron residents were given several options to pay the capital charge of \$6,900.00. Those options included:

- Lump Sum Payment
- 4 equal installments on the 2010 tax bill
- 5 year payment plan
- 15 year payment plan

The five year terms have been completed and there are 6 ratepayers left with 6 years remaining in the 15 year term which ends in 2025.

Two additional North Huron properties have been given permission to connect to the Belgrave Water System under By-Law 74-2018. One of these property owners has contacted Morris-Turnberry and requested connection. He has requested a 30 year repayment plan.

The Water System is owned and operated by Morris-Turnberry however, they have no authority to collect from North Huron ratepayers.

DISCUSSION

To be consistent with the options offered to the other North Huron (Belgrave) system users, it is recommended the same options be offered to the two additional properties with a maximum 15 year term. North Huron would pay Morris-Turnberry the current capital charge of \$7,974.56 and then collect from the property owner over a maximum of 15 years. The interest rate would be determined at the time of connection. A 15 year rate would be approximately 3.32%.

FINANCIAL IMPACT

The costs will be fully recovered from the property owner.

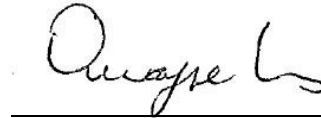
FUTURE CONSIDERATIONS

The other property owner that was given permission to connect to the system will be offered the same payment options at such time that they wish to connect.

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: Sean McGhee
DATE: 04/09/2018
SUBJECT: Westcast Community Center HVAC Replacement
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for the replacement of the Fitness Center HVAC System for information;

AND FURTHER THAT the contract for the replacement of the HVAC system, in the amount of \$25,965.⁰⁰ plus applicable taxes be awarded to Montgomery Industrial Services.

EXECUTIVE SUMMARY

The HVAC system servicing the Fitness Center at the Westcast Community Center has reached the limit of its serviceable duty. The unit has failed numerous times and was scheduled for replacement in 2018.

In order to ensure compatibility with the rest of the building areas it was deemed appropriate to pursue a direct replacement for the existing TRANE unit. It was determined through consultation with TRANE that the existing unit is obsolete. Another model was identified by the factory as the direct replacement for the 17.5 Ton unit.

A Tender was released calling for complete replacement of the unit with a further requirement that the successful bidder provide documentation from TRANE confirming the compatibility of the replacement unit.

A mandatory site meeting was held with two (2) firms attending to review the project. Both firms submitted quotes with pricing as follows:

- Montgomery Industrial Services - \$25,965.00 plus taxes.
- Cliff's Plumbing and Heating - \$37,000.00 plus taxes.

Both submissions were found to be compliant with the Tender requirements, with no bid irregularities identified.

DISCUSSION

All parts, materials, and equipment required for the replacement are included in the scope of the project. Installation and commissioning of the unit must be completed no later than November 2nd, 2018.

Scheduling for the replacement unit requires approval of the Director of Public Works and must be established to minimize interruption to the operation of the Fitness Center.

FINANCIAL IMPACT

The 2018 Capital Budget includes \$35,000.00 for the completion of this project. Total bid price for the work is \$26,421.98 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, Director of Public Works
DATE: 04/09/2018
SUBJECT: Asphalt Crack Sealing
ATTACHMENTS: North Huron Roads Map

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for asphalt crack sealing for information;

AND FURTHER THAT a reallocation of \$20,000.⁰⁰ from the 2018 Rural Road Resurfacing project fund be authorized;

AND FURTHER THAT the contract for the application of rubberized crack sealing in the amount of \$20,000.⁰⁰ be awarded to Waughtertite Asphalt Sealing and Marking.

EXECUTIVE SUMMARY

The Township of North Huron received funding from the Ontario Community Infrastructure Fund for a Road Resurfacing project in 2018. This project was completed under budget. As done last year, staff are seeking Council's approval to apply the surplus funds towards the continuation of the crack sealing program. Staff are also seeking Council's approval to aware this year's crack sealing to Waughtertite Asphalt Sealing and Marking in the amount of \$20,000.

DISCUSSION

A review of Blyth, EW, and Wingham roads identified 20,000 feet of road surface that would benefit from the crack sealing program. Annual sealing of cracks in asphalt pavement reduces the impact of freeze/thaw cycles and helps preserve municipal roadways. This work is typically applied to the better roads as a method of maximizing condition.

Quotes for the work were received as follows:

- Waughtertite Asphalt Sealing and Marking - \$0.90 per linear foot
- Tera Nova Paving - \$0.95 per linear foot
- Superior Road Products – \$1.28 per linear foot (approximate cost as this firm bid a fixed daily rate)

As done last year, a reallocation of funds is being requested of Council to apply residual funds from the Road Resurfacing Capital Project to the Crack Sealing Maintenance Project.

The following North Huron roadways are being recommended for application of asphalt crack sealing:

- Auburn – estimated 3,000 linear feet on North Huron roadways;
- Blyth, King Street between Queen and Morris as well as McConnell between Queen and Morris – estimated 6,000 linear feet;
- Wingham, Elm St. from Carling to End, Highland Dr. from Elm St. to Charles St. and Grandview from Elm St. to Charles St. with an estimated total of 11,000 linear ft.

If approved, this work will be scheduled for completion in late September.

FINANCIAL IMPACT

If the reallocation is approved, this project will be completed under the OCIF Formula Based Funding program and will have no impact on the 2018 Operating or Capital budgets.

FUTURE CONSIDERATIONS

Crack sealing is a recognized and reliable form of road maintenance. This item will be incorporated into the Public Works Roads Maintenance budget for consideration in 2019.

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,

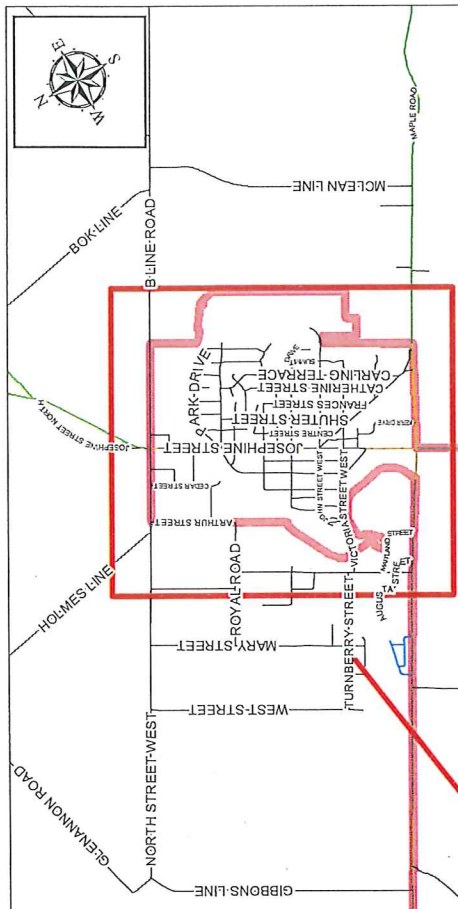


Sean McGhee, Director of Public Works

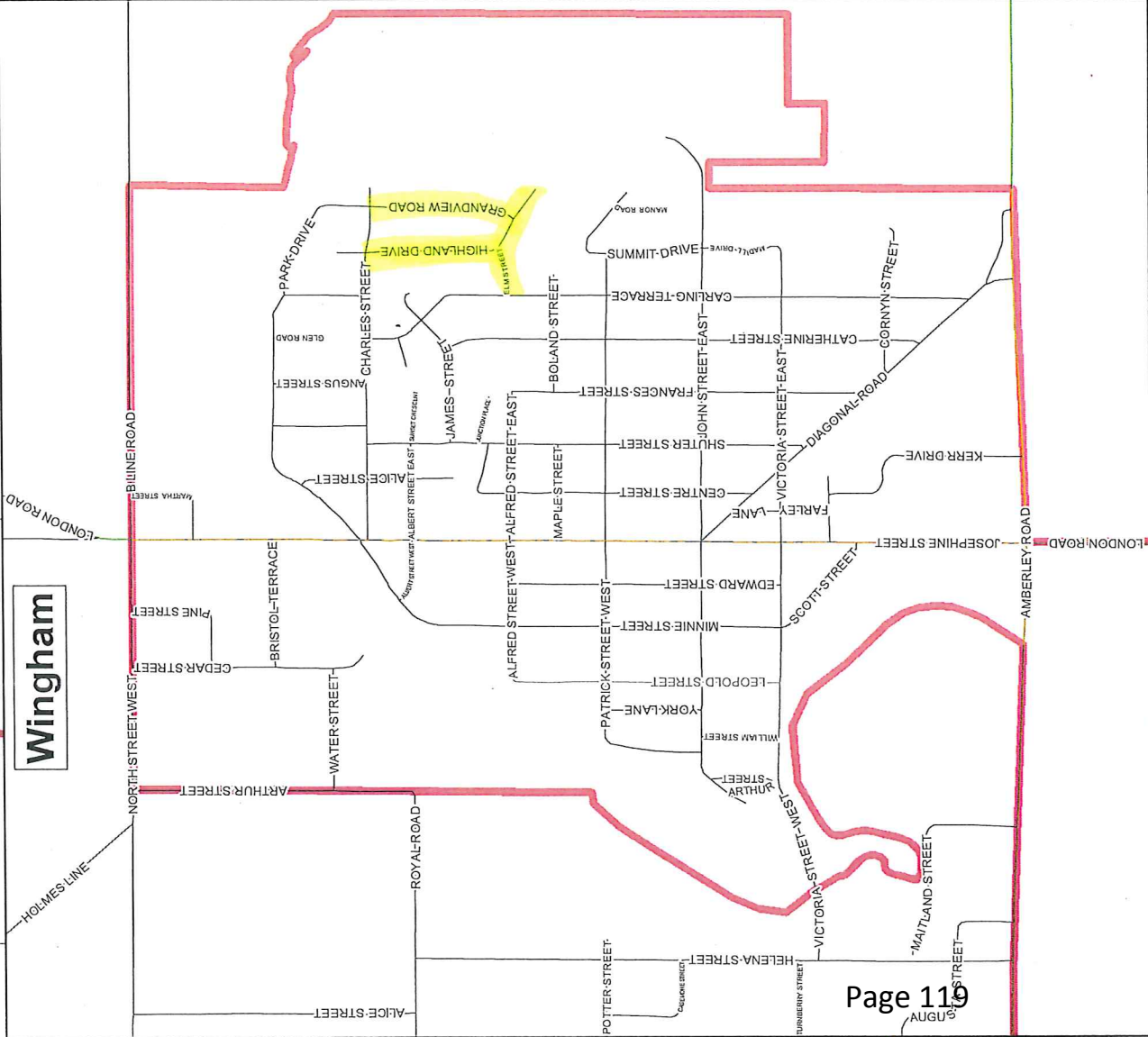


Dwayne Evans, CAO

North Huron



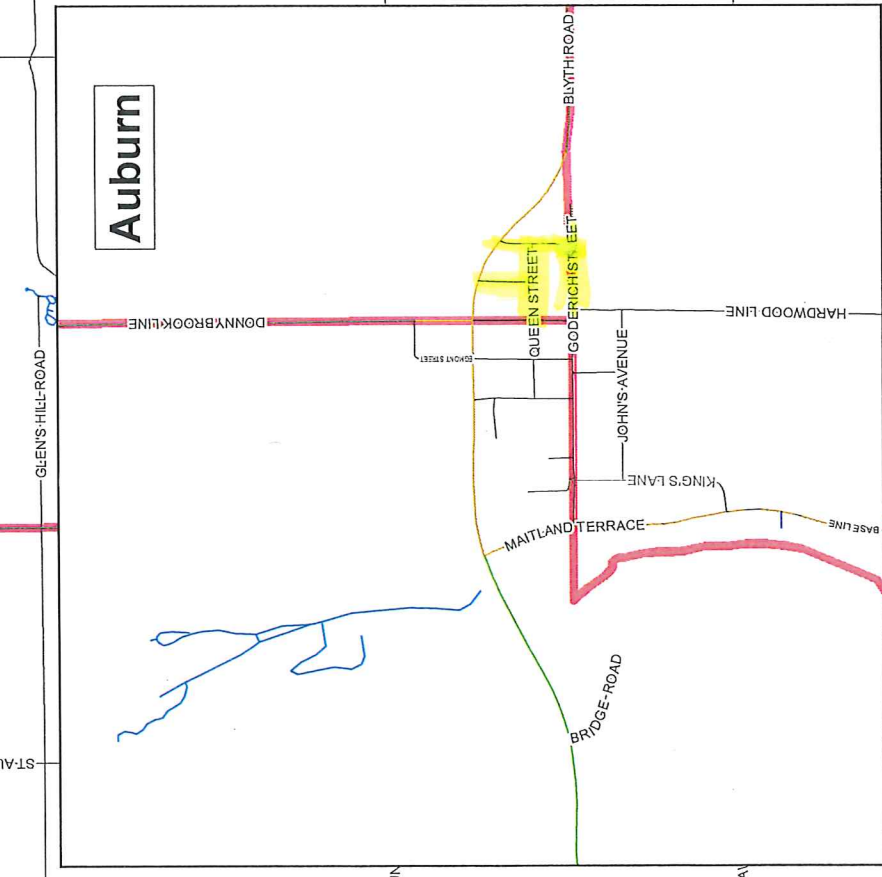
Wingham



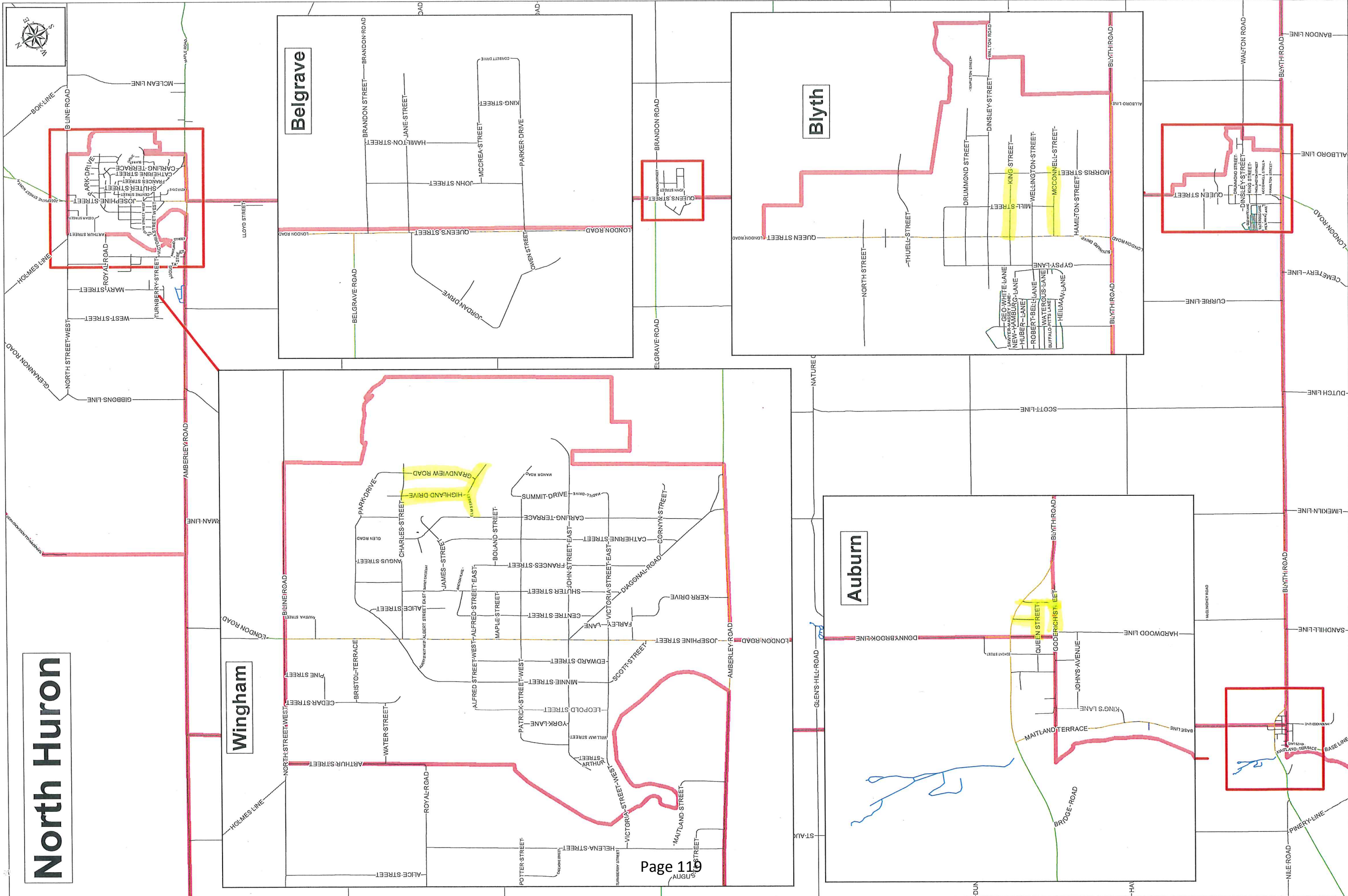
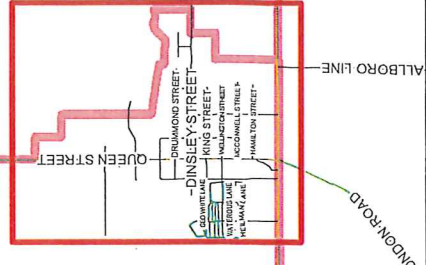
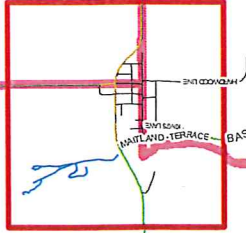
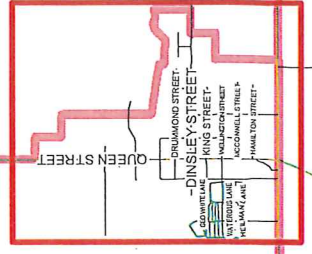
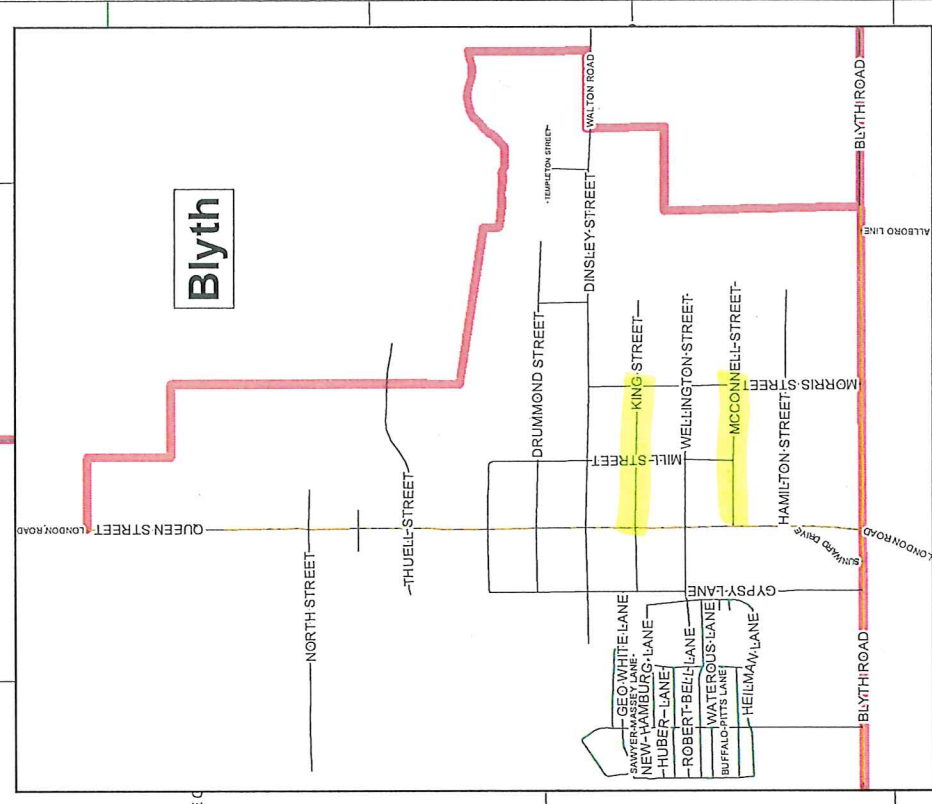
Belgrave



Auburn



Blyth





TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee, Director of Public Works
DATE: 04/09/2018
SUBJECT: National Disaster Mitigation Program
ATTACHMENTS: Wingham Area Flood Water Depth Map - MVCA

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding a funding opportunity through the National Disaster Mitigation Program (NDMP) for information;

AND FURTHER THAT, staff be authorized to apply for funding through the National Disaster Mitigation Program (NDMP) on behalf of the Township of North Huron for the purpose of updated floodplain mapping.

EXECUTIVE SUMMARY

The National Disaster Mitigation Program (NDMP) is a federal program that provides funding for projects designed to mitigate flood risk. Public Safety Canada will provide up to 50% funding on approved projects, to a maximum of \$1.5 million dollars.

This program was recommended to the Township by the MVCA as an opportunity to secure updated flood plain modelling. The existing Maitland River flood plain model was completed 42 years ago in 1976 and is outdated. Land use and development in the area have changed substantially since that time. By revisiting the mapping utilizing the latest technology, the accuracy will be notably enhanced and will provide highly detailed information as it relates to the flood plain in the area.

The NDMP can provide up to 50% funding for costs associated with acquisition of the topographic mapping required to update the Flood Plain Mapping. Once the topographic mapping is received, the MVCA can create a new flood plain model to update the mapping. Updated mapping would enable MVCA to refine the floodway which has the potential to ease restrictions on development in the Wingham Area for both North Huron and Morris-Turnberry. Morris Turnberry staff have expressed an interest in teaming up with MVCA and North Huron to move forward with this project. Morris-Turnberry will be bringing a similar report forward to their Council for similar consideration.

If the project is approved for funding, 50% of the total cost would be covered through the NDMP with the remaining 50% shared evenly between Morris-Turnberry and North Huron. All work undertaken by the MVCA to update the flood plain mapping would be done as a levy service at no additional cost.

The costs associated with the project are limited to the acquisition of 3-dimensional ground data through the use of Light Detection and Ranging (LIDAR) systems. This involves use of sensitive equipment on board an aircraft which flies a predetermined grid over the area in early spring.

Submissions are due not later than end of day on September 14th.

DISCUSSION

The NDMP consists of four project streams which are expected to be completed sequentially. The project streams available for funding include the following:

- risk assessments
- flood mapping
- mitigation planning
- investments in non-structural and small-scale structural mitigation projects

As the risk assessment component has been completed by the MVCA, the application for funding would focus on the mapping component.

This project is a 2019 initiative. If the Township is successful in securing NDMP funding, Council will have opportunity to consider the merits and costs associated with the project prior to entering into a formal contribution agreement.

FINANCIAL IMPACT

There is no impact on the 2018 Budget. The estimate for acquisition of the data is approximately \$40,000.⁰⁰. The financial impact for North Huron on the 2019 budget is expected to be \$10,000.⁰⁰ and would be considered during 2019 Budget discussions.

FUTURE CONSIDERATIONS

None at this time.

RELATIONSHIP TO STRATEGIC PLAN

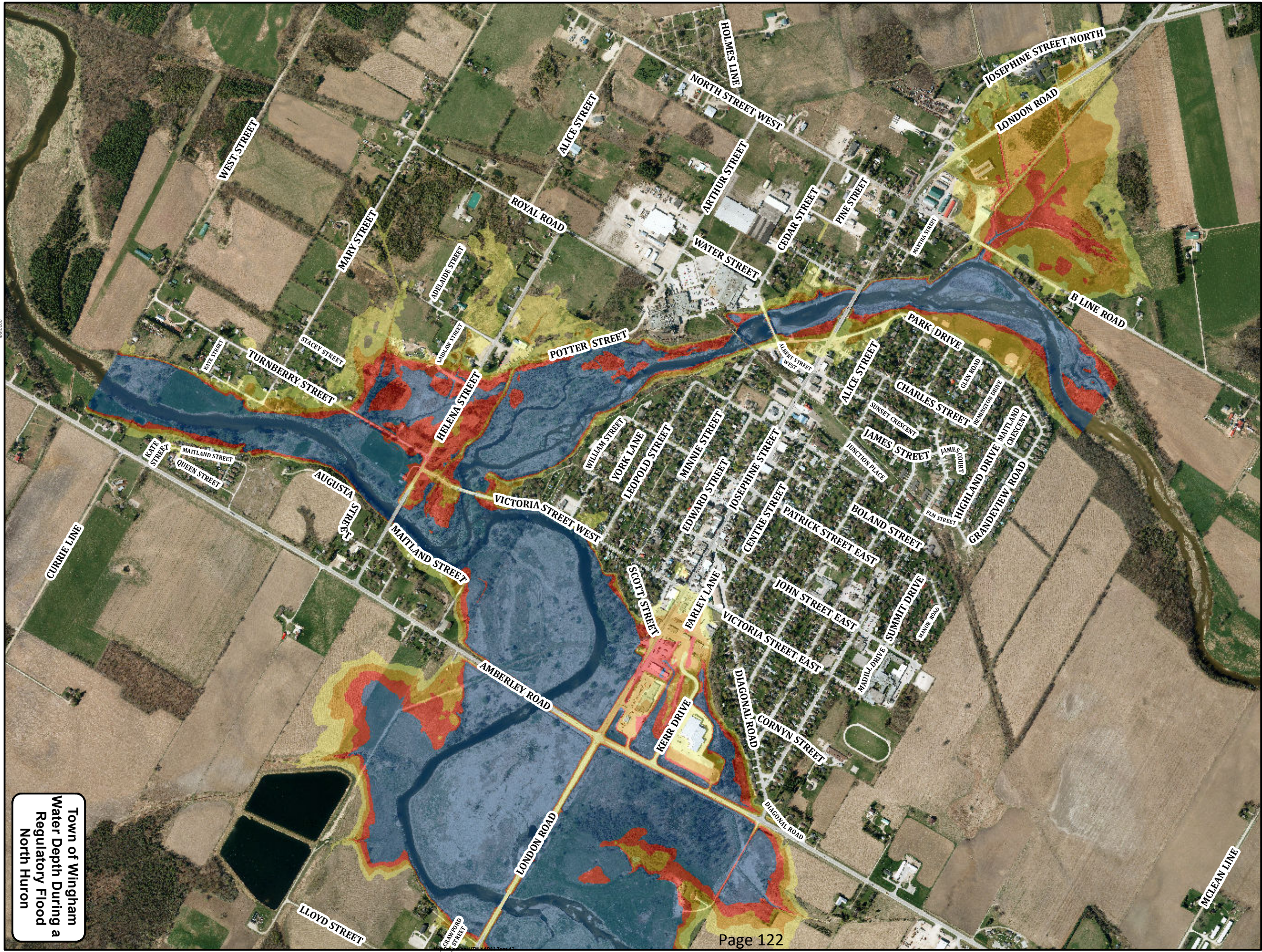
This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



Sean McGhee, Director of Public Works



Dwayne Evans, CAO



Town of Wingham
Water Depth During a
Regulatory Flood
North Huron

**Town of Wingham
Water Depth During a
Regulatory Flood
North Huron**

LEGEND

Water Depth

- Less than 1m
- 1m to 2m
- 2m to 3m
- Greater than 3m

N

1:12,000

0 110 220 440 660

Meters

1 cm = 120 meters

Map Projection: UTM NAD83 Zone 17

MVCA GIS/Planning Services
Copyright (c) Queen's Printer, 2014
Aerial Photography taken in 2010 by Mapcon.

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Maitland Valley Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee, Director of Public Works
DATE: 17/09/2018
SUBJECT: Union Gas Easement Request
ATTACHMENTS: Proposed gas line map, Mapping – Registered Plan 410 & 417

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 17th, 2018 regarding an easement request by Union Gas for information;

AND FURTHER, THAT the Council authorize an easement on the property in principal, pending a legal survey of the area in question.

AND FURTHER, THAT staff be instructed to bring a report to Council including detailed survey information and a draft easement agreement between Union Gas Ltd. and the Township of North Huron as soon as practicable.

EXECUTIVE SUMMARY

Union Gas approached the Township of North Huron requesting an easement agreement in order to service a landlocked property located at 412 Josephine Street in Wingham.

The proposed 30' easement would run from Josephine Street along the south side of the Wingham Community Trail property adjacent to the Maitland Valley Community Church. The 273.4' easement is located on Part 4 of Reference Plan 22R-3903. See attached.

DISCUSSION

Although the proposed easement does not adversely affect municipal operations, there is an existing encroachment agreement with the Maitland Valley Community Church in the vicinity of the proposed gas line location. A survey of the property to determine the appropriate location for the easement, which would be completed at the expense of Union Gas Limited, needs to be commissioned prior to formal approval by the Township.

If the easement is approved in principal, Union Gas Ltd. will proceed in securing the necessary property details.

FINANCIAL IMPACT

All costs associated with the acquisition and registering of the easement on title, including necessary survey costs, will be the responsibility of Union Gas Limited.

FUTURE CONSIDERATIONS


No foreseeable future considerations.

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





PARTS SCHEDULE			
PART	LOT/BLOCK	PLAN/CON	INST. No.
1	Part of 1, 2, 3, 5, 6, 7, 8, 9, 10, 11 and 12		25222
2	Part of 2		255
3	Part of 1, 7, 8, 9, 10, 11 and 12	417	294714
4	Part of 1, 2, 3, 5, 6 and 7	417	30636
5	Part of Park Lot 10	410	14073
6	Part of Park Lot 10		3382

REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.
DATE: February 20, 1996
[Signature]
D.A. CULBERT
ONTARIO LAND SURVEYOR

PLAN 22R-3903
RECEIVED AND DEPOSITED
DATE: 20 Feb 1996
[Signature]
LAND REGISTRAR FOR THE
REGISTRY DIVISION OF
HURON (No 22)

PLAN OF SURVEY
OF PART OF
PARK LOT 10
REGISTERED PLAN No. 410
AND PART OF
**LOTS 2, 3, 5, 6, 7, 8, 9,
10 AND 11**
AND ALL OF
LOTS 1, 12, 13 AND 14
REGISTERED PLAN No. 417
IN THE
TOWN OF WINGHAM
COUNTY OF HURON
SCALE 1" = 50'
1995
ARCHIBALD, GRAY & McKay LTD.
ONTARIO LAND SURVEYORS

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:
1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGULATIONS MADE THEREUNDER;
2) THE SURVEY WAS COMPLETED ON THE 20TH DAY OF DECEMBER, 1995.
DECEMBER 20, 1995. *[Signature]*
D.A. CULBERT
ONTARIO LAND SURVEYOR

NOTES & LEGEND

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTH LIMIT OF PART 1, PLAN 22R-3522 HAVING A BEARING OF N46°53'00"W AS SHOWN THEREON.

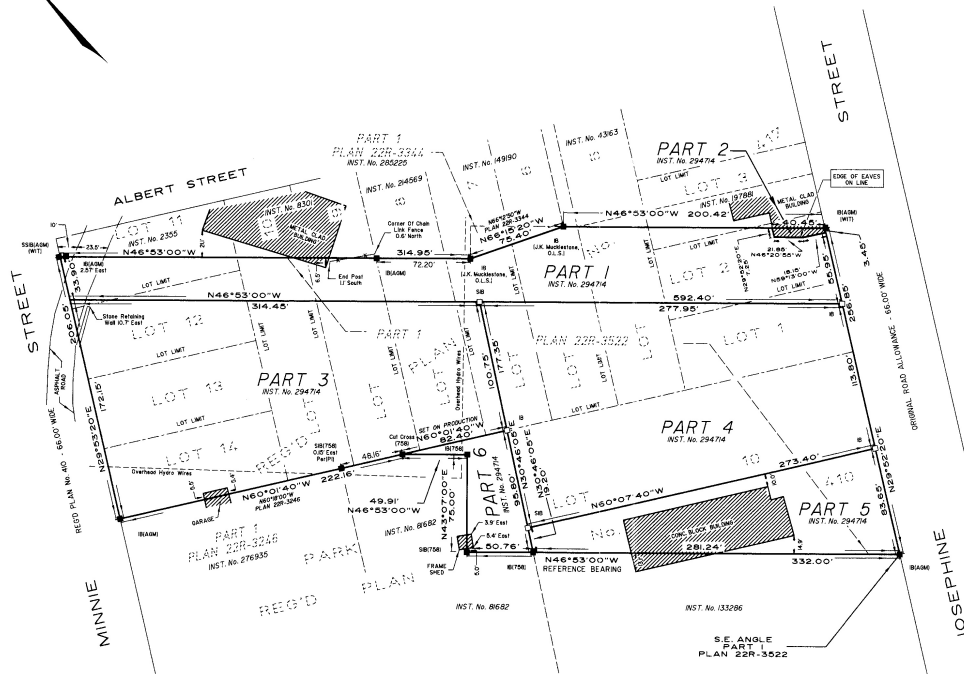
- DENOTES MONUMENTATION FOUND
- DENOTES MONUMENTATION PLANTED
- SB DENOTES STANDARD IRON BAR
- SSB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- WT DENOTES WITNESS
- AGM DENOTES ARCHIBALD, GRAY & McKay LTD., O.L.S.
- 756 DENOTES B.M. ROSS, O.L.S.
- PI DENOTES PLAN 22R-3502

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT.

ARCHIBALD, GRAY & McKay LTD.
ONTARIO LAND SURVEYORS
LONDON - STRATFORD - GODERICH
CONSULTATION OFFICE IN STRATHROY

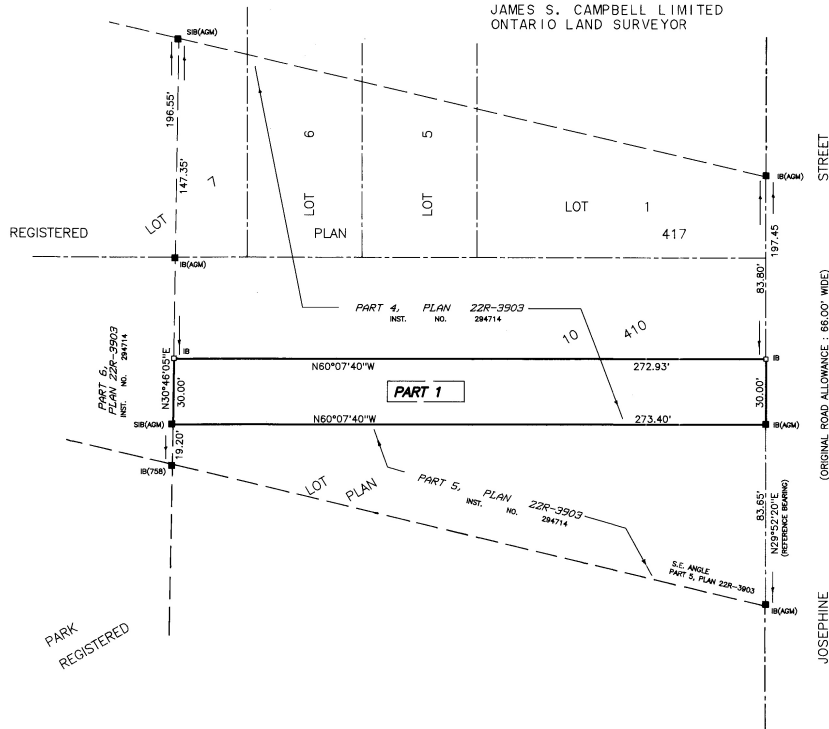


DRAWN BY: BCS
CHECKED BY: DAC
DIGITAL FILE: W502H
FILE NO: WING-01R-2
PLAN No.
2-6Z-0534



PLAN OF SURVEY
OF PART OF
PARK LOT 10
REGISTERED PLAN NO. 410
IN THE
TOWN OF WINGHAM
COUNTY OF HURON
SCALE 1" = 30'

JAMES S. CAMPBELL LIMITED
ONTARIO LAND SURVEYOR



I REQUIRE THIS PLAN TO
BE DEPOSITED UNDER THE
REGISTRY ACT.

JUNE 5, 1997.

James S. Campbell
JAMES S. CAMPBELL
ONTARIO LAND SURVEYOR

PLAN 22R- 4107
RECEIVED AND DEPOSITED

JULY 10, 1997.

P. E. Maclean
LAND REGISTRAR FOR
THE REGISTRY DIVISION OF
HURON (NO.22)

SCHEDULE OF PARTS

PART	COMPOSITION	INSTRUMENT NUMBER
1	PART OF PARK LOT 10 REGISTERED PLAN 410	INST. NO. 294714

DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN
BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

NOTE:

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE EASTERN LIMIT
OF PART 4, PLAN 22R-3903, HAVING A BEARING OF N29°52'20"E,
AS SHOWN THEREON.

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□		SURVEY MONUMENT PLANTED
SB		STANDARD IRON BAR
IB		IRON BAR
WT		WITNESS
ACM		ARCHIBALD, GRAY & MCKAY LTD.
758		B.M. ROSS, O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH
THE SURVEYS ACT, THE SURVEYORS ACT, THE REGISTRY ACT, AND
THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 3RD DAY OF JUNE, 1997.

DATED AT CAMBRIDGE
JUNE 5, 1997.

James S. Campbell
JAMES S. CAMPBELL
ONTARIO LAND SURVEYOR

JAMES S. CAMPBELL LIMITED
ONTARIO LAND SURVEYOR

55 RAGLIN PLACE, UNIT 4
CAMBRIDGE, ONTARIO, N1R 7J2
PHONE : (519) 623-5477

DRAWN BY : BN

FILE NO. : 97 - 5577



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sean McGhee, Director of Public Works
DATE: 04/09/2018
SUBJECT: North Huron Daycare Facility Roof Replacement
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 4th, 2018 regarding the procurement of services for the repair of the Daycare Facility Roof for information;

AND FURTHER, THAT Council receive information from the Township's Solicitor in closed session in accordance with Section 239 (2) (f) of the Municipal Act.

EXECUTIVE SUMMARY

There have been ongoing concerns with the condition of the roof. A number of options ranging from redesign and full replacement of the roof to minor repair of the peaked sections of the roof were considered.

Various resources were consulted after which it was determined that the most economical approach with the least impact on the operation was to have both the shingled and membrane areas stripped and replaced with a modern equivalent roofing system.

A tender was released detailing the requirements of the project. The tender clearly specified the work to be performed, details surrounding the operational nature of the facility, minimum standards for materials, and a strict requirement for membership with the Canadian Roofing Contractors Association (CRCA). The requirement for CRCA membership was included as a reliable method of ensuring that the work would be performed by a firm that met Health and Safety, experience, and quality standards.

A mandatory site meeting was held which was attended by seven (7) firms. In total, three (3) firms responded to the Tender. A review of all submissions for bid irregularities resulted in one (1) firm being eliminated as they did not meet the mandatory CRCA Membership requirement.

The following eligible bid submissions were received:

- Grand Valley Roofing and Coatings Ltd. - \$88,550.⁰⁰ plus taxes
- D.J. Peat Roofing & Sheet Metal - \$93,408.⁷⁶ plus applicable taxes

Both eligible firms exhibited full Tender compliance with no bid irregularities in their submissions.

This procurement was compliant with both the current and proposed North Huron Procurement Policies.

DISCUSSION

The Township of North Huron received a commitment of funding assistance for this project from County of Huron Social and Property Services in 2017. At the time the funding was received, the scope of the project was under review. The County agreed to allow the funds to be carried forward into 2018 on the provision that the project be completed this year.

Council is being requested to award the tender and to authorize the use of the Capital funds originally intended for engineering work to be re-allocated for use in addressing contingencies associated with the project.

FINANCIAL IMPACT

Total anticipated cost for this project is approximately \$118,000 less the contribution received from the County of Huron of \$100,000.⁰⁰, for a net cost of approximately \$18,000 including taxes.

FUTURE CONSIDERATIONS

The Tender called for all bidders to quote on a membrane system with a 10-year warranty. The cost associated with increasing to a significantly better warranty may prove to be negligible. Staff will work to maximize the available warranty for the structure.

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/Clerk
DATE: 04/09/2018
SUBJECT: Integrity Commissioner, closed Meeting Investigator and Municipal Ombudsman
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018 regarding the services of an Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman;

AND FURTHER, THAT Council directs staff to report back at a future Council meeting.

EXECUTIVE SUMMARY

Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*, received Royal Assent on May 30, 2017. Bill 68 amended the Municipal Act, the Municipal Conflict of Interest Act, The Building Code Act, The Planning Act, to name a few. The purpose of the amendments were to: (1) enhance municipal accountability and transparency; (2) promote municipal financial sustainability; and (3) help ensure responsive and flexible municipal governments.

The provision that has received the greatest amount of attention among municipal staff is the requirement for municipalities to appoint an Integrity Commissioner. The purpose of this report is to update Council on the status of a possible Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman appointment.

DISCUSSION

Section 239.1 of the Municipal Act states that a person may request an investigation into whether a municipality or local board has complied with Section 239 or a procedure by-law under subsection 238(2) in respect of a meeting or part of a meeting that was closed to the public. This same section states that the investigation is to be completed by the municipality's closed meeting investigator or in the event the municipality has not appointed a closed meeting investigator, the Ontario Ombudsman. There is no charge to municipalities for Ontario Ombudsman services.

With respect to Integrity Commissioner and Municipal Ombudsman services, the Ontario Ombudsman has no jurisdiction to act or be appointed as the Integrity Commissioner or Municipal Ombudsman for municipalities. The reason for this is because the Ontario Ombudsman has the authority to oversee and review the actions of municipal Integrity Commissioners and Municipal Ombudsmans under section 14(4.4) of the Ombudsman Act. The Office of the Ombudsman has also reiterated numerous times that it is not an office of first resort with respect to complaints.

In response to the Integrity Commissioner requirement of Bill 68, the County of Huron sent out an email earlier this year to all lower-tier municipalities asking if there was interest in working together to satisfy this requirement. The response from lower-tier municipalities was positive and as such,

County Council authorized County staff to release a Request for Proposal for the services of an Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman. It is the intent that one firm would provide all three services to the County and all interested lower-tier municipalities on an as needed basis.

In preparing the RFP, County staff took the following into consideration:

1. If lower-tier municipalities are interested in soliciting Integrity Commissioner, Closed Meeting Investigator and/or Municipal Ombudsman services from the firm hired by the County, the lower-tier municipalities would have the option to do so. The retainer fee for such services would be charged to the County levy and made available to all lower tier municipalities interested in the services. This approach would ensure there is a common education program and service approach throughout the County and there would be increased citizen awareness of the services across all municipal boundaries;
2. Lower tier municipalities would be responsible for the hourly fees associated with the service(s) accessed; and
3. Lower tier municipalities would not be obligated to appoint the firm hired by the County for the delivery of Integrity Commissioner, Closed Meeting and/or Municipal Ombudsman services. Lower tier municipalities could obtain and pay for their own Integrity Commissioner, Closed Meeting and Municipal Ombudsman's services, if they so desired. If lower tier municipalities appoint the same firm hired by the County, the Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman would report to the local CAO and Council on lower tier municipal issues.

The County's RFP was issued in late May with a requested response date of June 20, 2018. Two firms responded. The responses have been reviewed and discussed by staff representatives from the County, Municipality of South Huron, Township of North Huron, Town of Goderich and the Municipality of Morris-Turnberry. After some discussion it was decided one of the firms be invited to make a presentation to the County and all lower-tier municipalities regarding their services. The presentation is scheduled to take place mid-September. North Huron staff will be in attendance. A follow up report will be provided to Council at a future meeting.

FINANCIAL IMPACT

If Council adopts the firm hired by the County for the provision of Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman services, North Huron will be responsible for any hourly fees associated with these services. If there is a retainer fee, the County has agreed to cover this cost through the County levy.

FUTURE CONSIDERATIONS

If Council decides not to adopt the firm hired by the County, Council will need to direct staff to undertake a process to retain Integrity Commissioner and Municipal Ombudsman services. If Council so desired, Closed Meeting Investigations could be completed by the Ontario Ombudsman.

RELATIONSHIP TO STRATEGIC PLAN

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

A handwritten signature in cursive script, appearing to read "Dwayne Evans".

Dwayne Evans, CAO/Clerk



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO/Clerk
DATE: 04/09/2018
SUBJECT: Town Hall Public Meeting, 2018
ATTACHMENTS: Town Hall Public Meeting Procedures

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018, regarding a Town Hall Public Meeting;

AND FURTHER, THAT Council directs staff to advertise a Town Hall Public Meeting (Special Council Meeting) to be held on Monday, September 24, 2018 at 7:00 pm in the Wingham Town Hall Theatre; and

AND FURTHER, THAT Council directs staff to provide a copy of the notice of the Town Hall Meeting to all 2018 municipal election Council candidates.

EXECUTIVE SUMMARY

Section 5.9 of Council's Procedural By-law (By-law 18-2016) states that Council will hold a minimum of one Town Hall Public Meeting per year. At the August 13, 2018 Council directed staff to proceed with the scheduling of a Town Hall Public Meeting in September. At this same meeting there was also a discussion about inviting all 2018 municipal election Council candidates to attend.

Staff have reviewed the September meeting date calendar and are recommending the Town Hall Public Meeting be held on Monday, September 24, 2018 at 7:00 pm in the Wingham Town Hall Theatre. In 2016 this meeting was held in Blyth and in 2017 the meeting was held in Belgrave.

DISCUSSION

Town Hall Public meetings provide members of our community with an opportunity to speak with Council on matters of interest.

The attached procedure outlines the meeting procedures for a Town Hall Public meeting including establishing the agenda and dealing with topics of discussion and presentations from the public. Similar to last year's approach, it is recommended an outside facilitator be engaged to moderate the session.

FINANCIAL IMPACT

None of the items in this report have a direct financial impact on the 2018 budget.

FUTURE CONSIDERATIONS

This year's Town Hall Public meeting will educate and inform the next term of Council.

RELATIONSHIP TO STRATEGIC PLAN

Our citizens are engaged and well informed – We solicit communication from residents and promote citizen engagement.

A handwritten signature in black ink, appearing to read "Dwayne Evans", written in a cursive style.

Dwayne Evans, CAO/Clerk



Township of North Huron

Town Hall Public Meeting

Subject:	Procedure for Town Hall Public Meeting	Effective:	September 6, 2016
Issued by:	Clerk		

A. **Background**

By-law No. 18-2016 Establishes a Policy to Govern the Calling, Place and Proceedings of the Council and Committees of the Township of North Huron and to Provide Public Notice of Meeting (Procedural By-law).

Section 5.9 of the By-law states that Council will hold a minimum of one (1) Town Hall Public Meeting per year.

B. **Purpose of Meeting**

The purpose of the Town Hall Public Meeting is to provide members of the community an opportunity to speak to Council on matters of interest to them.

C. **Meeting Procedures**

1. The Rules of Order established in the Procedural By-law shall be the Rules and Regulations for the order and dispatch of business for the Meeting unless otherwise noted.
2. Agenda for Meeting shall be as follows:
 1. Call to Order
 2. Declaration of Pecuniary Interest
 3. Presentations from the Public
 4. Adjournment
3. The duration of the Meeting shall be one (1) hour unless extended by motion of Council.
4. Contrary to Section 30 of the Procedural By-law, there will be no live recording or broadcasting of the Meeting on the Township website .

D. Topics for Discussion

1. Topics for discussion are to be within the Township's jurisdiction and may include, but are not limited to:

Suggestions for:

- New initiatives
- Partnerships
- Enhancements or reductions to services
- Future projects

2. Requests for service and/or complaints will not be included as topics for discussion and should be submitted as per the Request for Service/Complaint policy.

E. Presentations From the Public

1. Persons wishing to speak to Council must sign a register at the door prior to the commencement of the meeting.
2. Speaking order will be determined based on the order in which the register is signed.
3. Each speaker will be provided a maximum of five (5) minutes to speak. Speakers will be timed by the display of a timer on a projector screen in the meeting room.
4. Council members may ask questions of the Speaker or Staff for clarification. Some matters may be referred to staff for further investigation.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO/Clerk
DATE: 04/09/2018
SUBJECT: Tuckersmith Telecommunications Severance Request
ATTACHMENTS: Lease Agreement with Tuckersmith Telecommunications; Lease Agreement with County of Huron

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated September 4, 2018 regarding a possible severance of a 10 metre by 10 metre parcel of land from the north east corner of the Emergency Services Training Centre property;

AND FURTHER, THAT staff be directed to exercise the municipality's consent authority under the Planning Act and take the necessary steps to create a 10 metre by 10 metre parcel of land in the north east corner of the Emergency Services Training Centre property, as illustrated in a site sketch prepared by D. Culbert Ltd, Plan No. G-5068;

AND FURTHER, THAT staff be authorized to take the necessary steps to transfer the newly created parcel to Tuckersmith Telecommunication Co-operative at no cost to Tuckersmith Telecommunications;

AND FURTHER, THAT staff be directed to exercise the termination provisions in the agreement between Tuckersmith Telecommunications Co-operative and the Township of North Huron, dated June 3, 2013 by providing one year's written notice to Tuckersmith Telecommunications regarding the removal of equipment from the Emergency Services Training Centre;

AND FURTHER, THAT staff be directed to notify the County, in writing, of the potential sale of the Emergency Services Training Centre property.

EXECUTIVE SUMMARY

At the August 13, 2018 meeting, Council received a delegation from Tuckersmith Telecommunications regarding a request to sever a small parcel of land from the Emergency Services Training Centre property for the purposes of a utility building. Council directed staff to prepare a report in response to the request.

DISCUSSION

On June 3, 2013, the Township of North Huron entered into a lease agreement with Tuckersmith Telecommunications Co-operative regarding use of the Emergency Services Training Centre for IT service delivery. More specifically, in return for a \$150 monthly credit toward North Huron's account, Tuckersmith Telecommunications was permitted to install fibre and electronic equipment in the furnace room and have a power service entrance at the Emergency Services Training Centre building. The agreement was for a period of 5 years effective July 1, 2013 and continues after the 5 years until either party exercises the termination provisions. The termination notice period is one

year and upon termination, the agreement requires Tuckersmith Telecommunications to remove all their equipment and repair any damages caused to the building by removal of the equipment.

At the time of reviewing and discussing the future of the Emergency Services Training Centre property, staff was unaware of the ramifications of exercising the termination provision of this agreement. As written, the agreement suggests removal of the equipment is a non-issue. This is not the case. The infrastructure investment by Tuckersmith Telecommunications in the Emergency Services Training Centre building is more significant than staff realized. It is suggested the agreement with Tuckersmith Telecommunications does not accurately reflect the permanent nature of Tuckersmith's investment in infrastructure and equipment. As previously stated, the agreement suggests removal of Tuckersmith's **equipment** (emphasis added), is easily done.

When the permanent nature of Tuckersmith's investment became known, staff offered options for Tuckersmith's consideration. The options included, but were not limited to,: (1) entering into a new lease agreement with a potential new owner for use of the furnace room; (2) re-locate the equipment to the Blyth Community Centre; (3) re-locate the equipment to the proposed new fire hall; or (4) enter into an agreement and re-locate the equipment within an existing Blyth business. It was at this point that staff became aware of the permanent nature of the equipment arrangement. Tuckersmith Communications shared with staff the cost to re-locate the existing infrastructure and equipment. Tuckersmith also explained the importance of remaining in very close proximity of the Emergency Services Training Centre building. Re-locating to another municipally-owned property in Blyth or within an existing Blyth business were not options. Tuckersmith proposed the severance of a small parcel of land of the Emergency Services Training property for the construction of a building to house the necessary equipment.

As presented, Tuckersmith is proposing the severance of a 10 metre by 10 metre parcel of land in the north east corner of the Emergency Services Training Centre to accommodate a fibre hub building. Based on the drawing provided, the building will be approximately 4 metres by 4 metres and located in the south west corner of the severed parcel. In consultation with the County Planner, it has been determined that a re-zoning of the severed parcel would be required. Because the property is located in the Municipality of Central Huron, the re-zoning application would be submitted to the Municipality of Central Huron for review and approval. Under authority granted by the Planning Act, the Township of North Huron can grant the severance without going through the consent process. To create the parcel, a survey completed by a registered Ontario Land Surveyor would need to be completed and registered on title. The services of the Township's solicitor would be required to register the parcel on title.

In addition to creating and re-zoning the parcel, access to the parcel would need to be determined. The severed parcel fronts onto a County Road however, because the parcel would be within the urban limits of the Municipality of Central Huron, Central Huron would establish access privileges. Alternatively and as proposed by Tuckersmith Communications, an easement could be registered on title of the Emergency Services Training Centre property which would allow Tuckersmith Communications to access the fibre hub building in the absence of a separate road entrance. If a separate entrance was granted, staff have determined that adequate space exists to allow for the parking of one vehicle.

It is recommended Council direct staff to proceed with the creation and transfer of the severed parcel to Tuckersmith Communications Co-operative at the municipality's expense. The estimated cost for this action is approximately \$2,500. It is important to note the Township's Property Disposal By-law 25-2008 speaks to easements for utility purposes without declaring the property surplus. It is unclear whether this provision extends to the transfer of land for utility purposes. If Council decides to proceed in this direction, staff will consult with the Township's solicitor.

Regarding the required re-zoning application, it is recommended Tuckersmith Telecommunications complete and submit a re-zoning application to the Municipality of Central Huron at their expense. Similarly, it is recommended Tuckersmith Communications obtain the necessary building permit and construct a fibre hub building at their expense. The reason for this recommendation is because the parcel of land and the building will be owned and become part of Tuckersmith's capital facility assets. Further, the parcel is located in the Municipality of Central Huron and it is a best practice for 'developers' to work directly with municipalities when development is proposed.

FINANCIAL IMPACT

As discussed above, the cost to the municipality to create and transfer the proposed parcel of land to Tuckersmith Telecommunications is approximately \$2,500. The cost to re-zone the property is approximately \$1,900. A Municipality of Central Huron building permit for a 172 square foot utility building is approximately \$186.00.

FUTURE CONSIDERATIONS

As per the attached agreement between the Township of North Huron and Tuckersmith Telecommunications Co-operative, it is recommended staff be directed to exercise the termination provision and provide one year's written notice to Tuckersmith Telecommunications regarding removal of equipment from the Emergency Services Training Centre. If a transfer of ownership of the facility was to occur prior to removal of the equipment, the municipality will need to ensure Tuckersmith Telecommunications has 'reasonable access' (language from the lease agreement) to their equipment.

Similarly, there is a lease agreement between the Township of North Huron and the County of Huron regarding use of the Emergency Services Training Centre building as an Ambulance Post. As per the attached, the agreement was signed on October 17, 2011 and remains in effect "until it is terminated by either party with 90 days written notice". North Huron staff met with County staff and have been advised that the County is undertaking a facility accommodation review. County staff have advised vacating the Emergency Services Training Centre building is possible with one month's notice. It is recommended staff be directed to notify the County, in writing, of the potential sale of the Emergency Services Training Centre property.

RELATIONSHIP TO STRATEGIC PLAN

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

A handwritten signature in black ink, appearing to read "Dwayne Evans", written in a cursive style.

Dwayne Evans, CAO



June 5, 2013

Tuckersmith Communications Co-operative Limited
Attn: Mr. Rob Van Aaken
40023 Kippen Road
Kippen, Ontario N0M 2E0

Dear Mr. Van Aaken:

Re: ESTC Site License Agreement

Please find enclosed three (3) copies of the ESTC Site License Agreement between the Tuckersmith Communications Co-operative Limited and the Township of North Huron. The documents have been endorsed and sealed by the Township of North Huron, and are returned to the Local Authority Services Limited for execution. I trust that once signed, two copies will be returned to our office for our files.

Should you have any questions or require additional information concerning this matter, I may be contacted at the Municipal Office.

Yours truly,

Gary Long, CAO/Clerk
Township of North Huron

/b

Encl.

Returned via mail

June 13, 2013

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

ESTC SITE LICENSE AGREEMENT

THIS AGREEMENT made in duplicate as of the 9th day of April 9, 2013

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

(hereinafter referred to as the "Licensor")

AND: **Tuckersmith Communications Co-operative Limited**
 40023 Kippen Road
 Kippen, Ontario
 N0M 2E0

(hereinafter referred to as the "Licensee")

WHEREAS the Licensor is the owner of a site located at 40193 Blyth Road, County of Huron, in the Province of Ontario more commonly known by the Licensor as the "Emergency Services Training Centre".

(hereinafter referred to as the "ESTC".)

AND WHEREAS the parties hereto have agreed to enter into these premises for the purposes of installing fibre optic cable and electrical equipment upon the terms and conditions hereinafter set out;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants and obligations contained herein, it is agreed by and between the parties hereto as follows:

TERM

1. This agreement is for a minimum term of 5 years commencing on the 1st day of July, 2013 and will continue indefinitely thereafter unless terminated by either party upon 365 days written notice (see termination).

LICENCE CONSIDERATION

2. In consideration of the licence herein granted, and upon installation of the stated equipment, the Licensee shall provide to the Licensor a credit of \$150.00 per month to be applied to the account of the Township of North Huron.

LICENCE

3. The Licensor hereby grants to the Licensee a licence to install fibre and electronic equipment in the furnace room and power service entrance at the ESTC.
4. The Licensee shall not assign, transfer or otherwise dispose of, or encumber the licence granted herein in whole or in part without obtaining the prior written consent of the Licensor, which consent may not be unreasonably withheld.

ACCESS

5. The **Licensor** shall make available to the **Licensee**, reasonable access to the ESTC for the purposes necessary to the reasonable exercise by the **Licensee** of the licence granted herein.
6. The **Licensee** shall provide the **Licensor** with a list of names of persons who will be attending on the ESTC on its behalf, and shall advise the **Licensor** in writing of any amendments that should, from time to time, be made to the said list.

OBLIGATIONS OF THE LICENSEE

7. The **Licensee** shall maintain its equipment and any other property which it may have upon the ESTC in a good and safe state of repair and in a clean and orderly condition and cooperate with **Licensor** in preserving the ESTC and other facilities used in common in a clean and safe condition.

INDEMNIFICATION

8. The **Licensee** shall indemnify and save harmless the **Licensor** for any damage to the said lands, the **Licensee's** use thereof as permitted herein;

INSURANCE

9. **Licensee** shall take out and keep in force during the term of this licence comprehensive property damage and public and general liability insurance for coverage of no less than Two Million (\$2,000,000) dollars per occurrence. Such insurance shall insure **Licensee** from any and all claims made by third parties including **Licensor** for damages for personal injury, including death and from claims for property damage, including loss of use, which may arise as a result of **Licensee's** use of the ESTC. Certificates for each insurance policy shall forthwith upon execution of this licence be delivered to the **Licensor**.

TERMINATION

10. Both the **Licensee** and the **Licensor** shall have the right to terminate this Agreement upon three hundred and sixty-five (365) days prior written notice to each other without penalty.
11. At the termination of the Agreement the **Licensee** will remove its equipment and shall be responsible for the repair of any damages caused to the building during the removal of the equipment.

NO TENANCY, AGENCY OR PARTNERSHIP CREATED

12. Nothing contained herein shall be deemed or construed by the parties as creating any relationship between the parties other than that of **Licensor** and **Licensee**.

NOTICE

13. Any notice which is required to be given under the terms of this agreement may be effectively given by the parties hereto if personally delivered or by mailing the same by prepaid registered mail directed to:

in the case of the **Licensor** to:

Township of North Huron
274 Josephine Street
PO Box 90
Wingham, ON
N0G 2W0

Attention: CAO

in the case of the **Licensee** to:

Tuckersmith Communications Co-operative
Limited
40023 Kippen Road
Kippen, Ontario
N0M 2T0

Attention: General Manger

Any notice shall be deemed to be effectively given on the date of personal delivery or on the expiration of the fifth day following the day on which such mailing was effected, except in the case of postal interruption when personal service only shall be effective.

SUCCESSORS

14. This agreement and the covenants and obligations herein contained shall enure to the benefit of and be binding upon the **Licensor**, its successors and assigns and shall be binding upon the **Licensee**, its permitted successors and assigns.

GENERAL PROVISION

15. This agreement may only be amended in writing executed by both parties hereto and attached as an Addendum to an executed copy of this agreement.
16. The parties acknowledge that this agreement does not grant any interest, whether legal or equitable, to the **Licensee** in or to any real property of the **Licensor**.
17. This agreement shall be interpreted in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties have duly caused this agreement to be executed.

Township of North Huron

Tuckersmith Communications Co-operative
Limited

Per Neil Vincent

Per: [Signature]

Per: [Signature]
c/s or Witness

Per: [Signature]
c/s or Witness

June 3, 2013
(Date)

June 12, 2013
(Date)

**THE CORPORATION OF THE
TOWNSHIP OF NORTH HURON**

BY-LAW NO. 51 -2011

BEING A BY-LAW TO AUTHORIZE THE CLERK TO SIGN, ON BEHALF OF COUNCIL,
A LEASE AGREEMENT WITH THE COUNTY OF HURON

WHEREAS the Municipal Act, permits the Councils of all Municipalities to enter into certain agreements;

AND WHEREAS the Council of the Township of North Huron desires to enter into the said Agreement with the County of Huron

AND WHEREAS Council deems it expedient to enter into the said Lease Agreement;

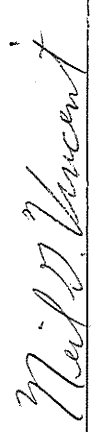
NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS the following:

1. The CAO/Clerk Gary Long is hereby authorized to sign, on behalf of Council, a Lease Agreement with the County of Huron for use of the Emergency Services Training Centre to use solely as an Ambulance Post.
2. Copies of the said Agreements are attached hereto and designated as Schedule A to this By-law.
3. This By-law shall come into force and takes effect on the day of final passing thereof.


READ A FIRST AND SECOND TIME THIS 17TH DAY OF OCTOBER, 2011

READ A THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF OCTOBER, 2011

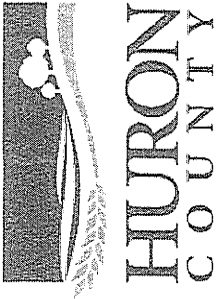
CORPORATE SEAL



Reeve Neil G. Vincent



Clerk/CAO Gary Long



County of Huron Emergency Services
1 Court House Square, Goderich, ON N7A 1M2
Tel: 519.524.8394 Fax: 519.524.5147
www.huroncounty.ca

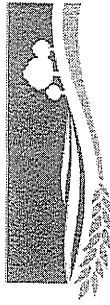
Lease Agreement

This lease agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed.

The Township of North Huron shall be referred to as the "Lessor" and the County of Huron shall be referred to as the "Lessee". As consideration for this Full Gross Lease agreement, the Lessor agrees to lease to the Lessee and the Lessee agrees to lease from the Lessor for use solely as an Ambulance Post, a separate and distinct portion of the premises located at 40193 Blyth Road in the town/village of Blyth, Ontario.

1. **Terms:** The Lessee agrees to pay in advance \$500. per month on or before the first (1st) day of each month. This agreement shall commence on 15 October 2011 and upon a negotiated agreement, shall be effective retro to 15 October 2011 and continue until it is terminated by either party with 90 days written notice.
2. **Annual Rent :** Payments will be twelve (12) equal payments made by cheque and made payable to "Treasurer, Township of North Huron".
3. **Utilities:** Lessor shall arrange and pay for all utilities, cleaning and paper products for the term of this lease agreement, including, but not limited to, electricity, gas, water, and sewer. Telephone and any internet connections required will be the responsibility of the Lessee.
4. **Delivery, Acceptance and Surrender of Premises:** The Lessee shall surrender the premises at the termination of this lease agreement in the same condition as when the lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fire and storms.
5. **Partial destruction of Premises:** Partial destruction of the premises shall not render this lease agreement void or voidable, nor terminate it except as specifically provided in this lease agreement. If the premises are partially destroyed during the term of this lease agreement, the Lessor shall repair them when such repairs can be made in conformity with governmental laws and regulations. The lease payments will be reduced proportionately to the extent the repair operations interfere with the business conducted on the premises by the Lessee. If the repairs cannot be made within a reasonable time or if the Lessor does not elect to make the repairs within a reasonable time, the Lessee shall have the option of terminating the agreement, in writing, without a notice period.

...progress through teamwork...



HURON C O U N T Y

6. **Liability Insurance:** The Lessee shall have in place at its expense, at all times, sufficient liability insurance for the portion of the space it leases from the Lessor. Such coverage shall be adequate to protect against liability for damage claims through public use of or arising out of accidents occurring in the Lessee's portion of the premises.

The Lessor shall have in place at its expense, at all times, sufficient liability insurance for the remainder of the premises. Such coverage shall be adequate to protect against liability arising for damage claims through public use of or arising out of accidents in or around the non-Lessee's portion of the premises.

7. **Snow Removal:** The Lessor agrees to ensure snow removal is performed at its own expense as soon as reasonably practical so that access/egress is possible at all times.

8. **Governing Law:** It is agreed that this lease agreement shall be governed by, construed, and enforced in accordance with the laws of the Province of Ontario. It is further agreed that should one of the clauses in this lease agreement be void under the law, the remainder of the lease agreement remains in force.

9. **Entire Agreement:** This lease agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this lease agreement shall not be binding upon either party except to the extent incorporated in this lease agreement.

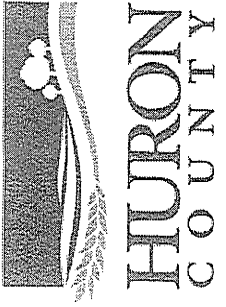
10. **Modification of Agreement:** Any modification of this lease agreement or additional obligation assumed by either party in connection with this agreement shall be binding only evidenced in written form and signed by an authorized representative of each party.

11. **Notices:** All notices, demands, or other writings that this lease agreement requires to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in Canada Post mail, registered and postage prepaid, and addressed as follows:

To Lessor: The Township of North Huron
 274 Josephine Street
 WINGHAM, ON
 N0G 2W0

To Lessee: The Corporation of the County of Huron
 County Clerk
 One Court House Square
 GODERICH, ON
 N7A 1M2

...progress through teamwork...



12. **Time of Essence:** It is specifically declared and agreed that time is of the essence of this lease agreement.

In witness, each party to this lease agreement has caused it to be executed on the date indicated below.

Signed the _____ day of _____, 2011 at Goderich, Ontario.

Lessor:
The Township of North Huron

Lessee:
The Corporation of the County of Huron



Gary Long, CAO/Clerk

Barbara Wilson, County Clerk



Barn Dance Historical Society

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

RECEIVED

AUG 24 2018

TOWNSHIP OF NORTH HURON

August 24, 2018

Open Letter to the Reeve and Council, Township of North Huron
Box 90
Wingham, ON N0G 2W0

We read with interest, the article by Denny Scott in The Citizen last week (August 23rd) regarding "Museum decision will have to wait for new Council".

When we spoke last with Melissa Scott, Pool Supervisor, she noted that the Barn Dance Historical Society and Museum would be kept in the loop regarding any decisions on the museum property. To date, that has not occurred, so we were surprised to see the article in The Citizen as no dialogue has taken place with the Barn Dance Historical Society.

Last March, we submitted some facts to Council on the Barn Dance Historical Society Museum and the Annual Jamboree/Campout held in Blyth through Pat Newson, former Facilities Manager.

The sole reason in holding the Annual Jamboree/Campout in Blyth each year is to support the Barn Dance Historical Society Museum in Wingham. Without the museum, we have no real reason to continue with this event.

The Barn Dance Historical Society has paid the Township of North Huron approximately \$4,350 in rent for the museum each year. This was waived by council in 2018 due the closure of the building.
In addition, our event generates annual revenue for the Municipality of approximately \$14,500 in Facility charges.

The Barn Dance Historical Society also donates to various Blyth Community Groups including the Blyth Arena Complex, Camp Grounds, Blyth Lions, and Blyth Festival Theatre, Huron Pioneer Threshers, Legion and others. To date, we have donated \$27,700 to these groups through our event.

Other economic spinoff of our event includes partnering with the Blyth Lions which is a major fund raiser for the Club and media advertising through Blyth Printing, The Citizen, CKNX and others, not to mention the increased tourism for Blyth and the County. We have people attend our event from British Columbia to Newfoundland.

We are asking Council for assistance to be included with any Museum deliberation and decisions. Both the Municipal Museum and the Barn Dance Historical Society Museum complement each other. We invite you to take a look at some pictures of the Barn Dance Museum at www.thebardance.ca Click on "Museum" in the header.

Without the Barn Dance Historical Society Museum, the Jamboree/Campout held in Blyth each May is in Jeopardy.

The Barn Dance Historical Society is open to suggestions from council and/or any citizen where we might relocate and maintain our history and the Annual Jamboree/Campout in Blyth.

Ruth Baxter
President
On Behalf of the Board of Directors

David Wall
Museum Chairman

c.c. Dwayne Evans, CAO, Township of North Huron

"CANADA'S LARGEST TRAVELLING BARN DANCE"



August 22, 2018

Reeve Neil Vincent & Township of North Huron Councillors
Township of North Huron
Wingham, Ontario. NoG 2Wo

Dear Neil & Township Councillors:

re: CHANGES and/or ADDITIONS TO EXISTING LICENSED AREA APPLICATION TO THE AGCO FOR BLYTH MEMORIAL COMMUNITY HALL

The Alcohol and Gaming Commission requires **a letter of non-objection from the municipality stating that there is "no-objection" to the expansion of licensed areas** as outlined below.

Special events offer unique experiences for our community. We are looking to expand capacity in this facility and requests from event planners and our anchor tenant indicate a desire to expand our licensed areas as outlined below. Therefore, Blyth 14/19 Inc is submitting an application for a Changes and/or Additions to Existing Licensed Areas re our liquor license at Blyth Memorial Community Hall.

Attached maps show the exact proposed locations outlined in red which include
The Gallery and Lobby Area (1,516 sq. ft.)
The Theatre (upper hall) (2223 sq. ft. - 286 fixed seating)
The Balcony (672 sq. ft - fixed seating)
The Courtyard (2394 sq. ft. Outside*)

*Stantions will divide the licensed area along the sideway by Hwy # 4 and the opening at the north edge of the property from the back of the Howard Building to the corner of Blyth Memorial Community Hall.

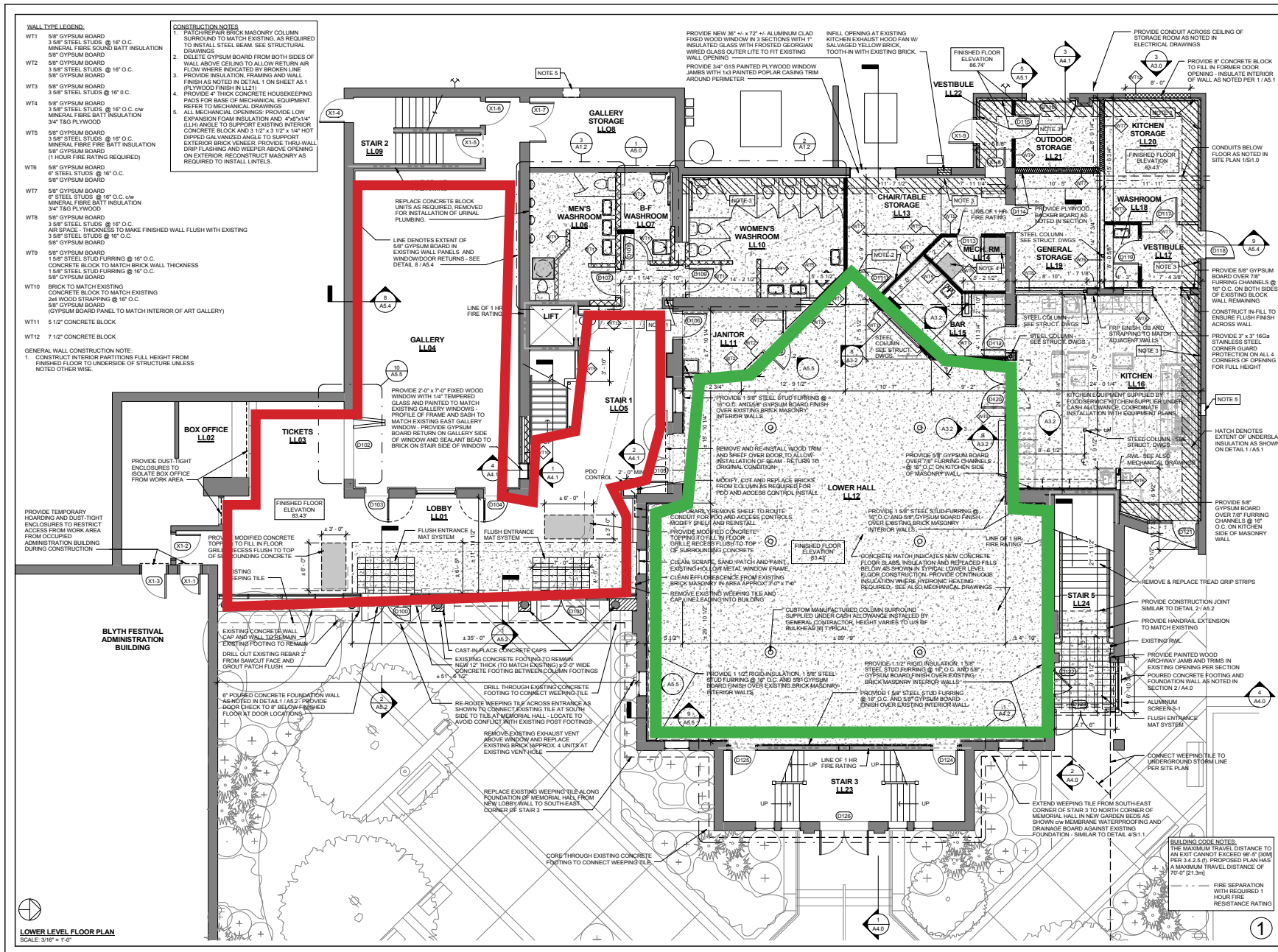
We are also asking for an increase in the current licensed area from 150 to 180 persons (2167 sq ft, shown in attached file).

Notification letters have been sent to the OPP, Huron County Health Unit, North Huron Building Officials and the North Huron Fire Department.

Please don't hesitate to contact me should you have any questions or concerns re the application.

Regards,
Karen Stewart

519-441-7629 / kstewart@ezlink.ca



Allan Avis architects

60 West Street
Goderich, ON N7A 2K3
www.AllanAvisArchitects.com

T 519 524 5313
F 519 524 5253

ISSUED FOR

15JUN2015 BID READY

Rev. No. DATE REMARKS

NOTED FOR

All measurements must be checked on the work by the Contractor.

Do not scale the drawing.

Do not use this drawing for construction until sealed and signed by Architect.

Signing Architect has exercised responsible control with respect to design activities.

BID READY

NOT TO BE USED FOR CONSTRUCTION

Renovations and Addition at
Blyth Memorial Community Hall
431 Queen Street,
Blyth, Ontario
Lower Floor Plan

scale: 3/16" = 1'-0"

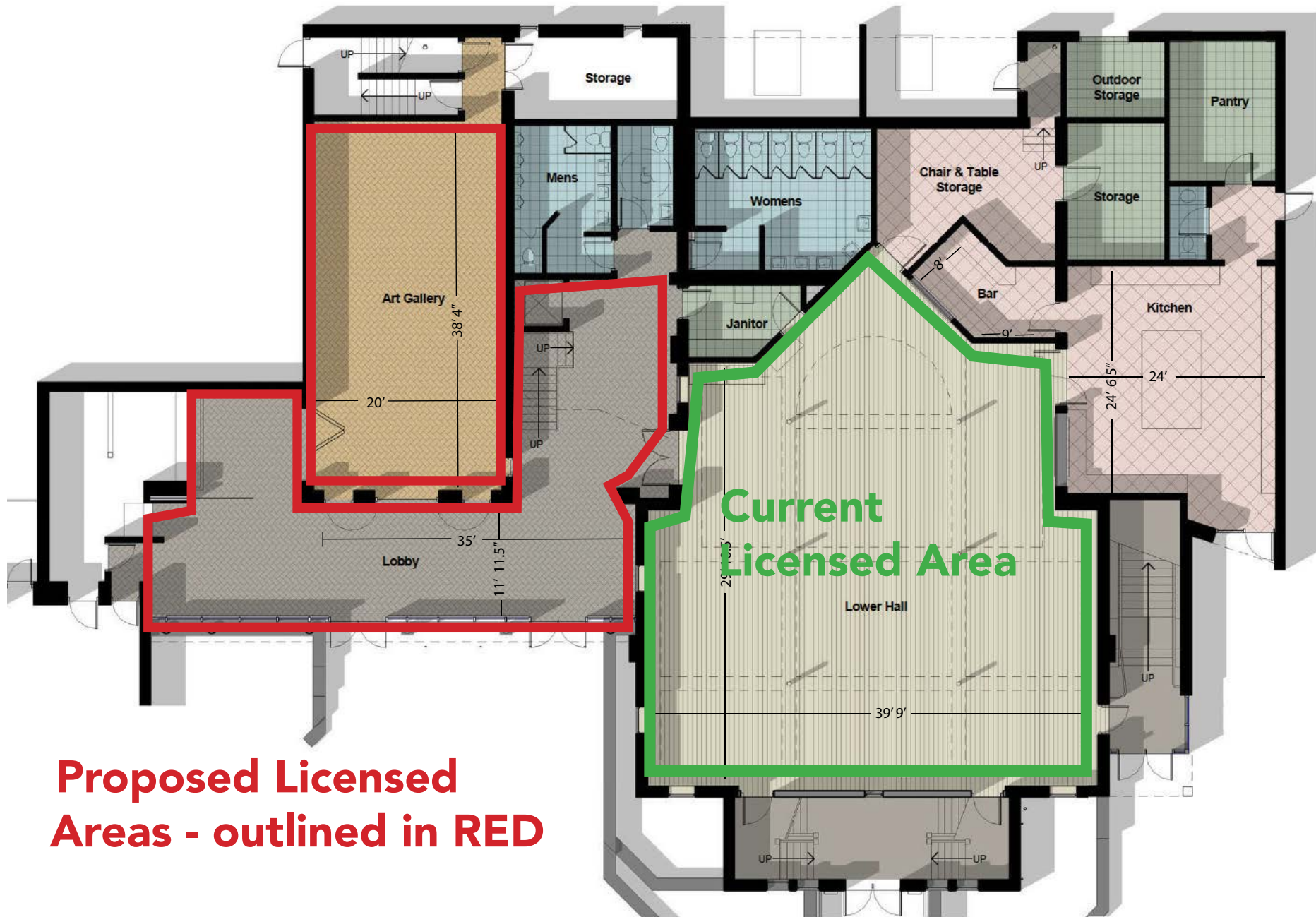
detail: a - Detail number, b - Location drawing

drawn: BY, check: JM

date: 09/25/14, sheet: A1.0

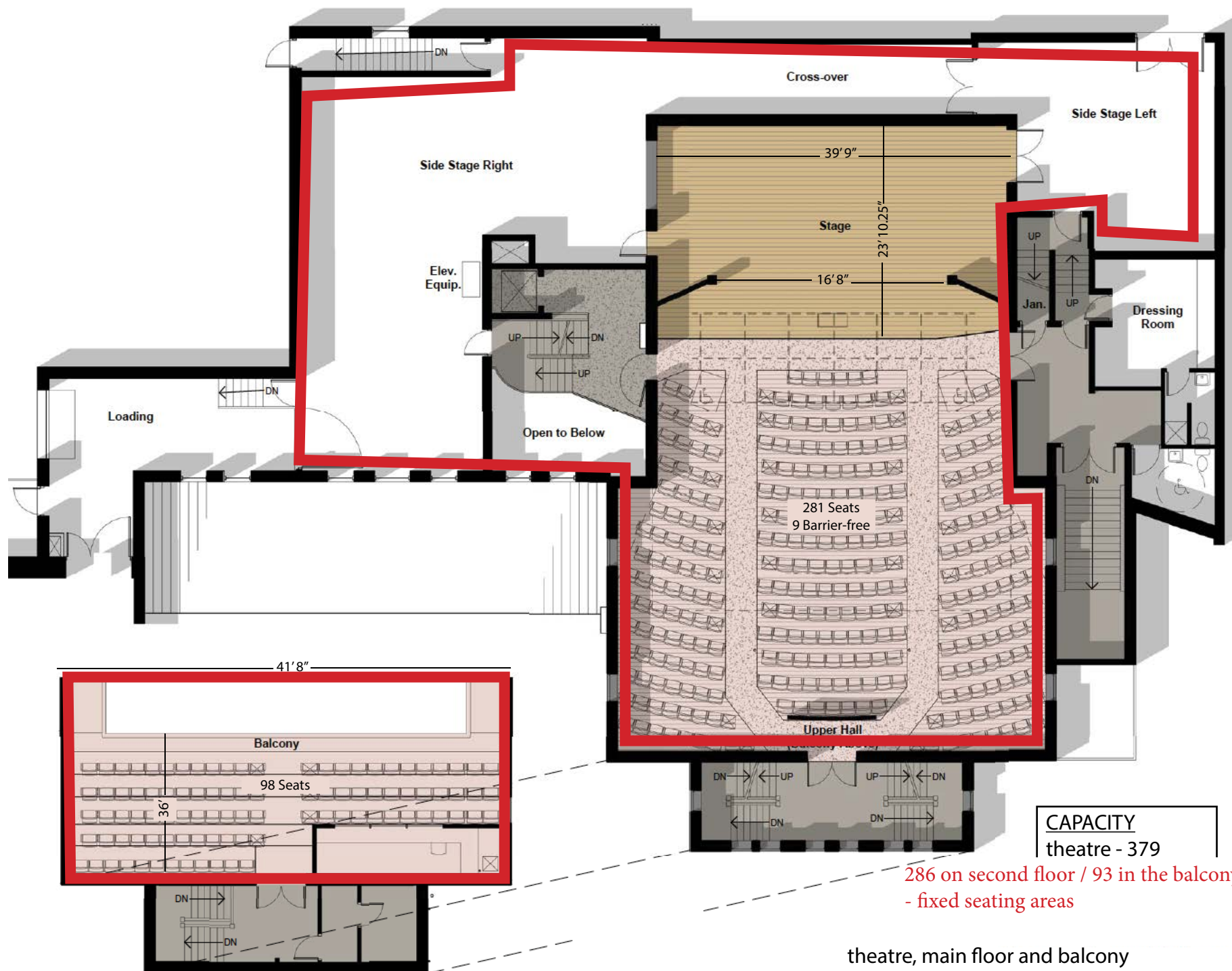
job: 1450.00

Street level - Art Gallery And Lobby area proposed new areas.
Lower Hall - current license boundary

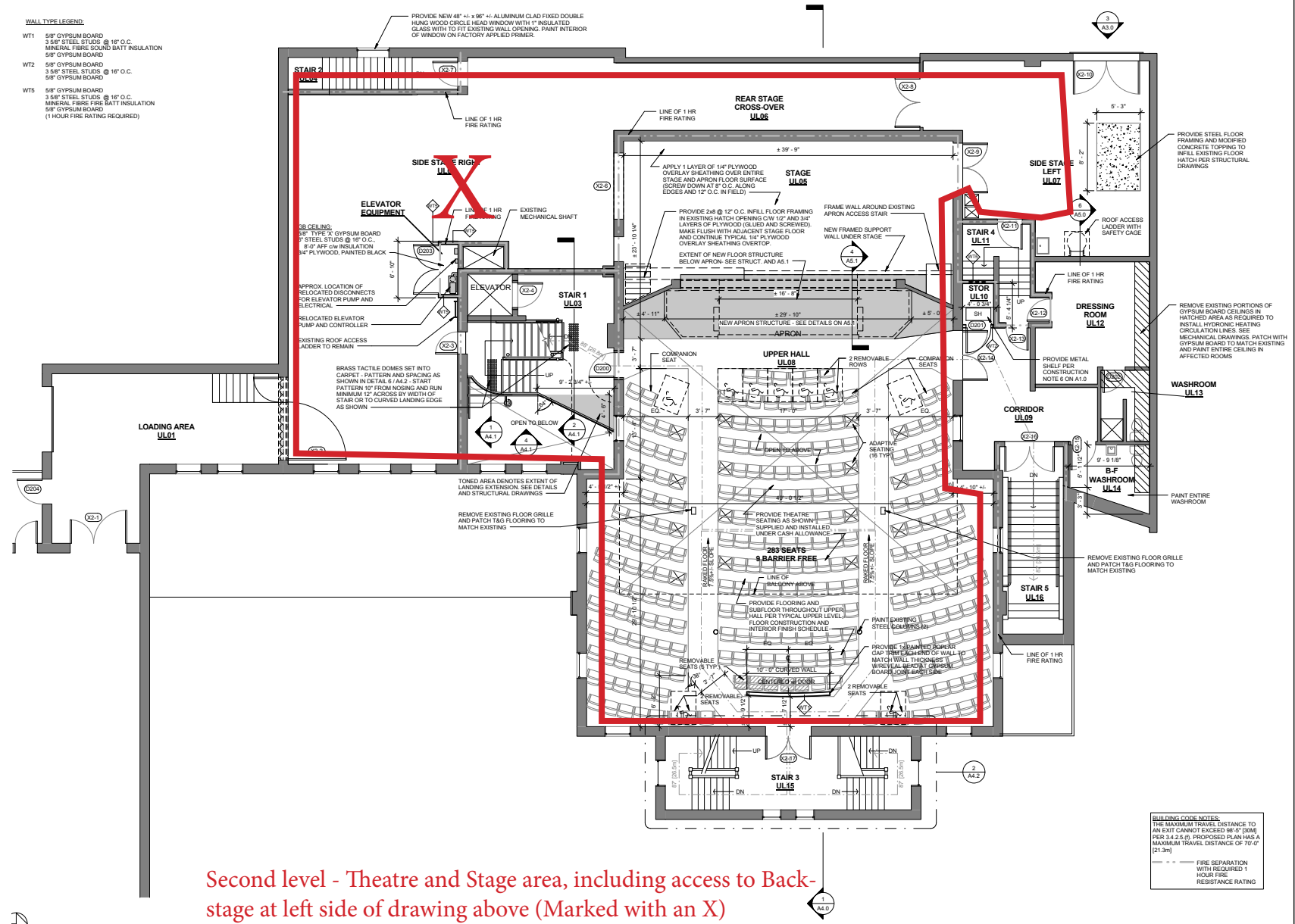


**Proposed Licensed
Areas - outlined in RED**

NOTE: Same areas as outlined on page 1.



- WALL TYPE LEGEND:**
- WT1 5/8" GYPSUM BOARD
3/8" STEEL STUDS @ 16" O.C.
MINERAL FIBRE SOUND BATT INSULATION
5/8" GYPSUM BOARD
 - WT2 5/8" GYPSUM BOARD
3/8" STEEL STUDS @ 16" O.C.
5/8" GYPSUM BOARD
 - WT5 5/8" GYPSUM BOARD
3/8" STEEL STUDS @ 16" O.C.
MINERAL FIBRE FIRE BATT INSULATION
5/8" GYPSUM BOARD
(1 HOUR FIRE RATING REQUIRED)



Second level - Theatre and Stage area, including access to Back-stage at left side of drawing above (Marked with an X)

Alan Avis architects

60 West Street
Goderich, ON N7A 2K3
www.AlanAvisArchitects.com

T 519 524 5313
F 519 524 5253

20 JUL 2016 CONSTRUCTION

ISSUED FOR

All measurements must be checked on the work by the Contractor.
Do not scale the drawing.
Do not use this drawing for construction until sealed and signed by Architect.
Signing Architect has exercised responsible control with respect to design activities

ONARIO ASSOCIATION OF ARCHITECTS

2016-2017

Renovations and Addition at
Blyth Memorial Community Hall
431 Queen Street,
Blyth, Ontario
Upper Floor Plan

scale: 3/16" = 1'-0"

detail: a - Detail number, b - Location drawing

drawn: BY, check: JM

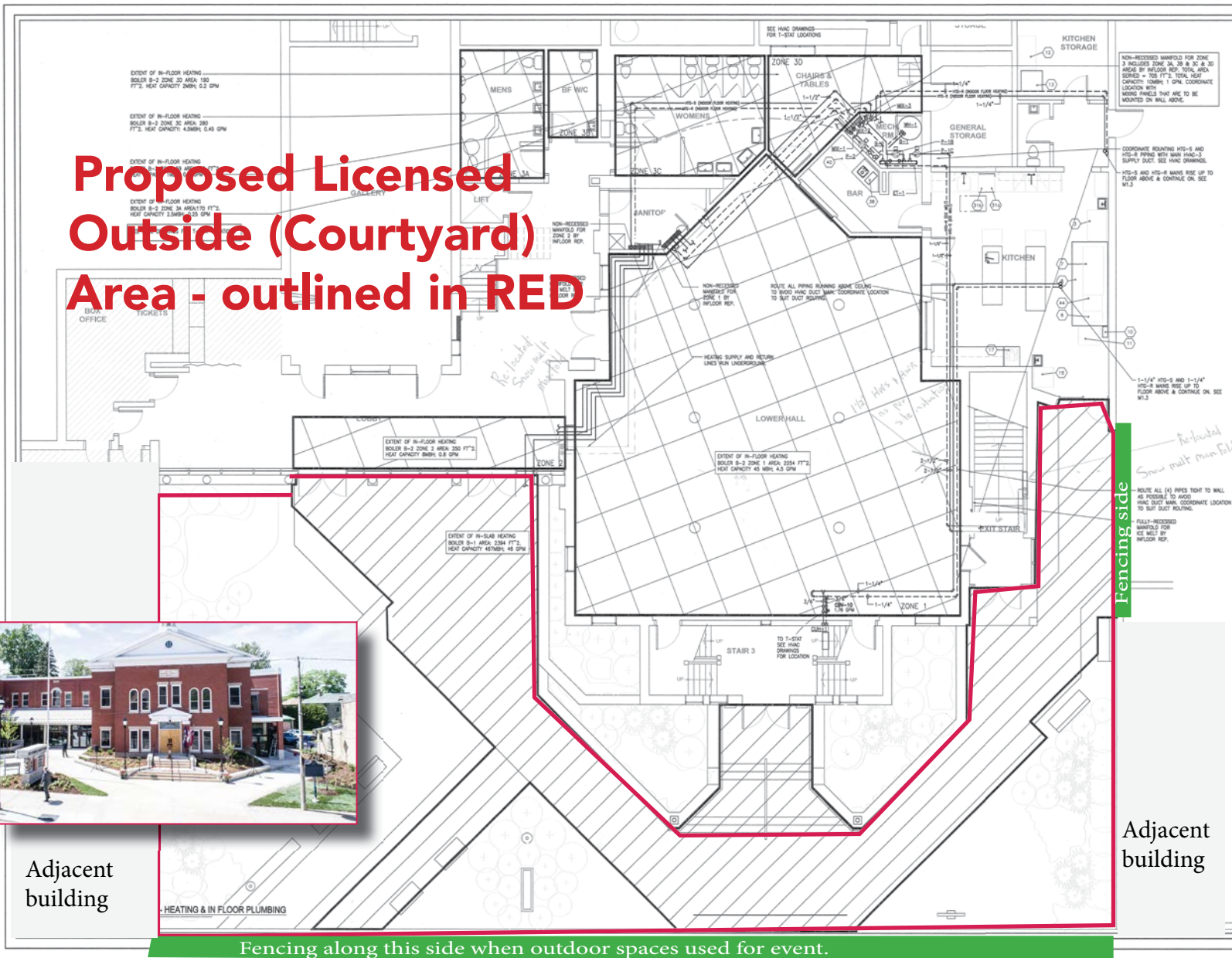
date: 05/16/14, sheet: A1.1

job: 1450.00

Proposed Licensed Outside (Courtyard) Area - outlined in RED



Adjacent building



Fencing along this side when outdoor spaces used for event.

area marked by diagonal lines = 2394 sq ft representing most of the pavement area Capacity = $2394/12 = 199.5$

Allan Avis
architects
80 West Street
Goderich, ON N7A 2K3
www.AllanAvisArchitects.com
T 519 524 5313
F 519 524 5253

INTEGRATED
engineering
1930 Blue Heron Drive
London, ON N6H 5L9
Tel: 519-472-3688
Fax: 519-472-4322
www.integratedengineering.ca

Shamrock Mechanical
Solutions INC.
5475 Richmond Ave.
Lucan Ontario, M4W 2J0

AS Built

No.	DATE	REMARKS
1	04/11/18	ISSUED FOR

All measurements must be checked on the work by the Contractor.
Do not scale the drawing.



Renovations and Addition at
Blyth Memorial Hall
431 Queen Street,
Blyth, Ontario
Lower Floor Heating & Infloor Plumbing

SCALE: 3/16" = 1'-0"

detail: a - Detail number b - Location drawing

drawn: ERL check: G.L.H.

date: 04NOV2014 sheet: M1.2

job: 1450.00

August 15, 2018

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

via Email

Dear Premier Ford:

Re: Provincial Agricultural Systems Mapping

The Council of the Township of Selwyn passed the following Resolution at their August 7, 2018 Council meeting.

Resolution No. 2018 – 153 – Provincial Agricultural Systems Mapping

Councillor Donna Ballantyne – Councillor Gerry Herron –

Whereas the Provincial Liberals seem to have made rash, broad stroke decisions by implementing Agricultural Systems mapping changes with little notice and no transition period;

Be it resolved that the Provincial Conservatives review the rationale and research that drove the decision to implement the new Agricultural Systems mapping that expanded prime agricultural land designations; and that the new government be urged to review and modify the severe restrictions resulting from the agricultural systems mapping; and that this Resolution be circulated to M.P.P. Dave Smith, the Association of Municipalities of Ontario (AMO) and all AMO municipalities requesting their support.

Carried.

Should you have any questions regarding the above-noted matter, please do not hesitate to contact the office directly.

Sincerely,

Carla Hope

Carla Hope, Administrative Assistant

c.c. Dave Smith, MPP
Association of Municipalities of Ontario
All Municipalities in Ontario
County of Peterborough, Land Division

Mailing Address
PO Box 270
Bridgenorth
Ontario K0L 1H0

Tel: 705 292 9507
Fax: 705 292 8964

August 13, 2018

The Honourable Caroline Mulroney
Attorney General
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Subject: Regulating the Display and Distribution of Objectionable Images

At its meeting on August 7, 2018, Oakville Town Council approved the following motion:

WHEREAS Oakville wishes to be a safe and welcoming community for all those who are residents or visitors to our town; and

WHEREAS messaging and graphic depictions felt by many to be upsetting and objectionable appear in public places, on our streets and at our doorsteps yearly; and

WHEREAS the Canadian Code of Advertising Standards includes in its provisions, outlined under Unacceptable Depictions and Portrayals - Advertisements shall not: undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population.

THEREFORE, BE IT RESOLVED that Council direct the Director of Municipal Enforcement, in consultation with the Town Solicitor, to assess options to:

- a. regulate the display of banners/signs in public places as well as the distribution of print materials to private residences that contain extremely graphic images intended to shock, alarm, or cause dismay, including the potential for the prohibiting of the public display and distribution of such print materials for the purposes of addressing the potential of such displays to cause harm to members of the public, especially children; and*
- b. report back to Council in 2019.*

Be it further resolved that by way of a letter to the Hon. Caroline Mulroney, Attorney General, Mayor Burton, on behalf of Council, urge the Province of Ontario to limit and regulate the display and distribution of posters, signs and leaflets that contain disturbing images; and

THAT Mayor Burton, on behalf of Council, write the Minister of Justice of Canada urging the consideration of amendments to Section 163(8) of the Canadian Criminal Code - Obscene Publication; and

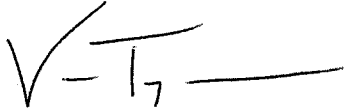
THAT a copy of this resolution be sent to all members of the Association of Municipalities of Ontario (AMO).

August 13, 2018

Subject: Regulating the Display and Distribution of Objectionable Images

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 2003, or email vicki.tytaneck@oakville.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'V-Ty', followed by a horizontal line.

Vicki Tytaneck
Town Clerk

c. Association of Municipalities of Ontario – All Members

Subject: SLED Program is open

Hello Everyone,

I'm pleased to announce the opening of the SLED program today. The SLED program will replace the HEDP fund moving forward. I've outlined the program and process below. If you have any questions please call or email me anytime.

2018 Supporting Local Economic Development (SLED) Program

In previous years there was a program called the Huron Economic Development Partnership (HEDP) fund which was a grant program designed for Huron County municipalities to obtain up to \$10,000 each year for projects identified in their economic development strategic plans. We have created a new program which will replace HEDP called SLED (Supporting Local Economic Development). It has some of the same elements but is not the same program.

SLED is a more focused program designed to help fund projects targeting key regional economic development priorities: workforce attraction, agriculture, tourism, and investment attraction. These priorities are subject to change through an annual review process by the Huron County Economic Development Board.

Normally the program will open January 1 to Municipalities and other non-profits are eligible to apply after June 30. The program is delivered on a first come, first served basis and monies will not be reserved for Municipalities after June 30 each year although they are still eligible to apply anytime. Non-profits can apply early on behalf of a Municipality with written permission from the Municipality.

Because the program is starting mid-way through 2018 Municipalities will be given an opportunity to apply to the fund before non-profit applications are considered, unless applying on behalf of the Municipality as outlined above.

No organization will be provided more than \$10,000 per project through this fund. Projects must be completed in 12 months from the date of application. Money will be provided at the completion of the project following the submission of a completed project report from the applicant to the program administrator.

Application Process

Potential applicants should meet with the program administrator to discuss potential projects prior to applying. The program administrator's role is to support the applicant by discussing how to meet the various criteria (i.e. discussing how to measure economic impact), work through any questions, and approve applications.

Criteria

Applications to the SLED program must meet the following criteria:

1. The money has to be used in a way that has a clear and obvious economic impact;

2. The direct economic impact of the project is measured;
3. The project leverages other investment, ideally private investment;
4. The applicant clearly supports the project through meaningful resource commitments; and
5. The project focus on at least one of the following objectives:
 - a. Attracting and settling new residents (i.e. workforce age) to the area;
 - b. Clearly encourages the diversification of existing agriculture in the area;
 - c. Creates or clearly expands/improves visitor experiences in the area; or
 - d. Likely to attract investment or resolve investment attraction issues in the area.

In speaking with Vicki Lass from OMAFRA we agreed it was important to mention the RED program is currently open and closes September 28. Utilizing both programs together for a project could be highly beneficial to some of you. I'd highly encourage those considering applying to RED to speak with Vicki first but for more general information here is a good link: <https://www.ontario.ca/page/rural-economic-development-program>.

I will take on the role of program administrator. Please feel free to call or email me anytime. I look forward to discussing economic development projects with you.

Cody Joudry

Director of Economic Development
Huron County

5194402385

54 West St. Goderich, ON N7A
2K3

huroncounty.ca e: cjoudry@huroncounty.ca



I am happy to announce that the scheduled intake of RED is open and accepting applications until September 28th at 5pm. The guidebook and applications are available at www.ontario.ca/REDprogram. There are no changes to the program from the last intake. Should you require any assistance please do not hesitate to contact me.

Sincerely,

Vicki

Vicki Lass

Agriculture and Rural Economic Development Advisor Huron & Perth

Ontario Ministry of Agriculture, Food and Rural Affairs

63 Lorne Ave., East, Unit 2B

Stratford, Ontario

N5A 6S4

Tel: 519-271-6574

Mobile: 519-274-2214

If you have any accommodation needs or require communication supports or alternative formats, please let me know.





August 14, 2018

Township of North Huron
Attn: Reeve Neil Vincent
Box 90
Wingham, ON
N0G 2W0

Dear Reeve Vincent and Members of Council:

Re: Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure

We are writing to council at this time to obtain your input on the draft cost sharing proposal for water and erosion control infrastructure that MVCA owns or assists a member municipality in maintaining.

We have insufficient funding to maintain or repair all of the water and erosion control infrastructure that we are responsible for. Therefore the Board is faced with determining how to deal with this challenge in the years ahead.

MVCA's water and erosion control infrastructure consists of three recreational water control structures located in Gorrie (Gorrie Conservation Area-Township of Howick), Bluevale (Pioneer Conservation Area-Municipality of Morris-Turnberry) and Brussels (Brussels Conservation Area-Township of Huron East).

MVCA is also responsible for maintaining the Listowel Flood Control Structure and the Goderich Bluffs Stabilization project in partnership with the Municipality of North Perth and the Town of Goderich respectively.

All of these structures were constructed or repaired in the 1970's, 80's and early 90's when the Provincial Government had programs in place that provided grants of up to 85% to cover the costs of construction, repairs and maintenance.

These funding programs were eliminated in the mid 1990's and replaced with a \$5 million dollar Water and Erosion Control Infrastructure fund to provide 50% grants to conservation authorities to maintain, repair or decommission structures. Conservation Authorities in partnership with municipalities are responsible for over 900 dams, dykes, channels and erosion control structures with a replacement cost of \$2.7 billion dollars! It should be noted the new program is not designed to fund new or replacement structures.

All of these water and erosion control structures are aging and many are in in need of major repairs!

In 2018 conservation authorities submitted 126 projects to the WECI Fund that would require \$10 million of Provincial funding. Therefore not all of the projects could be funded. The number of projects will continue to increase without additional funding being added to this program.

MVCA's Board thinks that maintenance, repair, or decommissioning of water and erosion control infrastructure should be cost shared on a 50-50 basis with those municipalities where MVCA has water and erosion control structures.

At the present time MVCA has been cost sharing the maintenance, minor repairs and major repairs to flood and erosion control structures on a 50-50 basis with the Municipality of North Perth and the Town of Goderich, when work has been required. We have been fortunate to date of being able to obtain 50% funding from the Provincial Water and Erosion Control Infrastructure fund to be able to help North Perth finance any major repair work to the flood control structure in Listowel.

MVCA has been utilizing accumulated surplus and the general levy funds to finance minor repairs and maintenance to recreational water and erosion control structures. Maintenance and repair work for recreational structures doesn't rank high enough to receive funding from the Provincial Water and Erosion Control Infrastructure Fund.

The primary purpose of the Provincial Water and Erosion Control Infrastructure Fund is to help conservation authorities and municipalities maintain flood and erosion control structures because these structures help to reduce the potential for loss of life, property damage and social disruption.

MVCA's Board would appreciate council's feedback as to whether they think that the maintenance, repairs and/ or decommissioning costs of recreational water and erosion control infrastructure should be funded by all member municipalities through the general levy or if this work should be cost shared with the municipalities in which these structures are located? The Board thinks that this work should be cost shared on a 50-50 basis with the municipality in which the structure is located. While decommissioning is eligible for WECI program funding, it is very unlikely that work would rank high enough to be funded.

The Board is also seeking input as to whether your municipality thinks that MVCA should adopt the following policy. If a municipality is interested in having a recreational water and erosion control structure replaced, that MVCA transfer the ownership of the structure and associated lands to the municipality and allow them to pursue funding for this option.

Representatives from MVCA will be meeting with our local MPP's later this summer to ask them to support increasing the amount of funding for the Provincial Water and Erosion Control Program so that conservation authorities will have adequate funds to maintain, repair or replace necessary water and erosion control infrastructure.

In closing we recognize that all our member municipalities are facing similar challenges with respect to financing the maintenance, repairs and replacement of their own infrastructure.

We would appreciate receiving a response from your municipality by September 14, 2018 if possible.

Sincerely;

A handwritten signature in black ink that reads "Jim Campbell". The signature is written in a cursive, flowing style. The "J" is large and loops around the "i". The "C" in "Campbell" is also large and loops around the "a". The signature is set against a light gray, textured background.

Jim Campbell
Chair

Existing Practice for Cost Sharing Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of WECEI funding)	50%
Recreational Water Control Structures Minor Repairs Preventative maintenance	100%	0%

Draft Cost Sharing Policy for Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs (including studies)	50% (subject to approval of funding from WECEI Program)	50%
Recreational Water Control Structures Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of funding from WECEI Program)	50%
Decommissioning (including studies)	100% (subject to approval of WECEI funding-50% grant; 50% to be funded by general levy from all member municipalities	
Replacement/New Structure (including studies)		Local municipality be given option of taking over ownership of the structure and associated lands if interested.

Examples of Minor/Major repairs to Recreational Water Control Structures

Minor Repairs and Preventative maintenance: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

Major Repairs: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 78-2018

Being a by-law to authorize Civil Marriage Solemnization Services
by the Township of North Huron

WHEREAS Ontario Regulation 285/04 provides for the Authorization for the Clerk of a municipality to Solemnize Civil Marriages within the authority of a licence;

AND WHEREAS municipal clerks may delegate their authority to solemnize marriages pursuant to Section 224 (4) of the Municipal Act which states that the clerk may delegate in writing to any person, other than a member of council, any of the clerk's powers and duties under this and any other Act;

AND WHEREAS the Council of the Corporation of the Township of North Huron considers it desirable to have Civil Marriage Solemnization Services provided by the Township of North Huron;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to enact this By-law;

NOW THEREFORE, the Council of the Corporation of the Township of North Huron ENACTS the following:

1. That the Council of the Corporation of the Township of North Huron does hereby direct that Civil Marriage Solemnization Services be provided by the Township of North Huron;
2. That the Council of the Corporation of the Township of North Huron does hereby support the municipal Clerk delegating the authority to provide Civil Marriage Solemnization;
4. That a copy of the said Civil Marriage Solemnization Appointments is attached hereto and designated as Schedule 'A' to this By-law;
4. That By-law No. 10-2017, and By-law No. 97-2017 are hereby repealed;
5. 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 4th DAY OF SEPTEMBER, 2018.

READ A THIRD TIME AND PASSED THIS 4th DAY OF SEPTEMBER, 2018.

CORPORATE SEAL

Neil G. Vincent, Reeve

Dwayne Evans, CAO/Clerk

Schedule “A” to By-law No. 78-2018
Civil Marriage Solemnization Appointments

Emily Phillips

Alice McDowell

Margaret Speer

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 79-2018

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 September 4, 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 4th day of September, 2018.

READ A THIRD TIME AND FINALLY PASSED this 4th day of September, 2018.

Neil Vincent, Reeve

SEAL

Dwayne Evan, CAO/Clerk