

THE TOWNSHIP OF NORTH HURON  
COUNCIL AGENDA



Date: Tuesday, February 19, 2019  
Time: 6:00 p.m.  
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

Pages

1.	CALL TO ORDER	
2.	CONFIRMATION OF THE AGENDA	
	<i>THAT the Council of the Township of North Huron; accept the Agenda for the February 19, 2019 Council Meeting; as presented.</i>	
3.	DISCLOSURE OF PECUNIARY INTEREST	
4.	PUBLIC COMMENT (Opportunity for members of the public to speak to an item of business on the agenda, two minutes per person)	
5.	CONSENT AGENDA	
	<i>THAT the Council of the Township of North Huron hereby adopts Consent Items 5.1.1 to 5.1.3;</i>	
	<i>AND FURTHER THAT the Council of the Township of North Huron hereby receives Consent Items 5.2.1 to 5.3.3 for information.</i>	
5.1	Minutes	
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6.	<b>PUBLIC MEETINGS/HEARINGS AND DELEGATIONS</b>	
6.1	Wingham Police Services Recognition	
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6.3	<p>Planning Advisory Committee Meeting - van Heesch File #Z01-19</p> <p>Zoning By-law Amendment, Part North Part Lot 34, Concession 6, 845434 Marnoch Line, East Wawanosh Ward, Tonwship of North Huron;</p> <p>Applicant/Agent: Marilyn van Heesch, Henry van Heesch</p> <p><i>THAT the Council of the Township of North Huron hereby adjourns the Regular Council meeting at _____p.m. to enter a Planning Advisory Committee meeting.</i></p> <p><i>THAT the Council of the Township of North Huron reconvene the Regular Council meeting at _____ p.m.</i></p> <p><i>THAT the Council of the Township of North Huron hereby accept the recommendation of the Planning Advisory Committee; that the amendment to zoning as it applies to Part North Part Lot 34, Concession 6, East Wawanosh Ward, Township of North Huron, be approved.</i></p>	
7.	<b>REPORTS</b>	
7.1	Clerks Department	
7.2	Finance Department	
7.2.1	<p>Section 357 - Feb 2019 Report</p> <p><i>THAT the Council of the Township of North Huron hereby adopts the report in regard to tax refunds under Section 357 1 (d) of the Municipal Act in the amount of \$729.35 as presented by the Director of Finance and approves the adjustment to be made to the Collector’s Roll.</i></p>	107
7.2.2	<p>2018 Transfers to Reserve</p> <p><i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to the 2018 Transfers to Reserves for information purposes;</i></p> <p><i>AND FURTHER THAT Council authorizes the Director of Finance to proceed with the 2018 transfers to reserves as per attached listing.</i></p>	109
7.3	Recreation and Community Services	

7.4	Public Works and Facilities	
7.4.1	Summit Drive Streetlight Retrofit	112
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Director of Public Works, dated February 8, 2018 regarding the Summit Drive Streetlight Retrofit for information;</i></p> <p><i>AND FURTHER, that the project be given pre-budget approval to an upset limit of \$42,000.<sup>00</sup> plus applicable taxes.</i></p> <p><i>AND FURTHER, that the project be awarded to Pletch Electric Limited as a Single Source service provider.</i></p>	
7.5	Fire Department	
7.6	Building Department	
7.7	Childcare Department	
7.8	CAO	
7.8.1	Code of Conduct Complaint Protocol	119
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019 regarding draft Code of Conduct and accompanying Complaint Protocol;</i></p> <p><i>AND FURTHER, THAT Council directs staff to prepare a by-law for the March 4, 2019 meeting which adopts the draft Code of Conduct for Members of Council and Local Boards and repeals the 2013 Code of Conduct for Members of Council;</i></p>	
7.8.2	Council Member Pregnancy and Parental Leave Policy	146
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019, regarding a draft Council Member Pregnancy and Parental Leave Policy;</i></p> <p><i>AND FURTHER THAT Council directs staff to prepare a by-law for the March 4, 2019 meeting which adopts the draft Council Member Pregnancy and Parental Leave Policy.</i></p>	
7.8.3	Council Staff Relationship Policy	148
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019, regarding a draft Council and Staff Relationship Policy;</i></p> <p><i>AND FURTHER, THAT Council approves By-law 17-2019, being a By-law adopting a Council and Staff Relationship Policy for the Township of North Huron and attached to the February 19, 2019 agenda for Council's consideration;</i></p> <p><i>AND FURTHER, THAT Council deems the adoption of By-law 17-2019 to be time sensitive and approves an exception to Section 19.1 of the Procedural By-law to allow By-law 17-2019 to be passed at the February 19, 2019 Council meeting.</i></p>	

7.8.4	Appointment to Maitland Source Protection Authoirty Board Feb 19, 2019-2022	155
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*THAT the Council of the Township of North Huron hereby receive the CAO/Clerk report dated February 19, 2019 regarding an appointment to the Maitland Source Protection Authority Board, for information purposes.*

*AND FURTHER THAT Council hereby appoints David Blaney to sit, as the Municipal representative for the central grouping, on the Source Protection Committee for the 2019-2022 Term of Council;*

*AND FURTHER THAT the CAO/Clerk is hereby directed to prepare and send letters to Maitland Valley Conservation Authority, and municipalities in the central grouping, indicating the same.*

*AND FURTHER THAT a by-law be prepared for the March 4, 2019 Council Meeting to Amend By-law No. 111-2018, being a by-law to appoint persons, including Council Members to various Boards, Committees and Associations for the Term 2018-2012; to include the appointment of David Blaney as North Huron’s Representative on the Source Protection Committee.*

7.8.5	Appointment to Sustainable Huron Committee Feb 19, 2019	157
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*THAT the Council of the Township of North Huron hereby receive the CAO/Clerk report dated February 19, 2019 regarding an appointment to the Sustainable Huron Committee, for information purposes.*

*AND FURTHER THAT Council hereby appoints \_\_\_\_\_ to sit, as the Municipal Representative on the Huron County Sustainable Huron Committee for the 2019-2022 Term of Council;*

*AND FURTHER THAT a by-law be prepared for the March 4, 2019 Council Meeting to Amend By-law No. 111-2018, being a by-law to appoint persons, including Council Members to various Boards, Committees and Associations for the Term 2018-2012; to include the appointment of \_\_\_\_\_ as North Huron’s Representative on the Sustainable Huron Committee.*

**8. CORRESPONDENCE**

8.1	Huron County Federation of Agriculture	159
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**9. COUNCIL REPORTS**

9.1	REEVE ACTIVITY REPORT
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9.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)
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9.3	COMMENTS BY MEMBERS	
9.3.1	Motion - Reeve Bailey	
	<i>THAT the Council of the Township of North Huron hereby directs staff to prepare a report summarizing agreements with other municipalities.</i>	
10.	NOTICE OF MOTION	
11.	BY-LAWS	
11.1	By-law No. 16-2019	161
	A by-law to amend By-law No. 82-2008, as amended, being the Zoning By-law of the Corporation of the Township of North Huron as it applies to Part North Part Lot 34 Concession 6, 84534 Marnoch Line, East Wawanosh Ward, Township of North Huron (van Heesch).	
	<i>By-law No. 16-2019; A by-law to amend By-law No. 82-2008, as amended, being the Zoning By-law of the Corporation of the Township of North Huron as it applies to Part North Part Lot 34 Concession 6, 84534 Marnoch Line, East Wawanosh Ward, 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>	
11.2	By-law No. 17-2019	166
	A by-law to adopt a Council and Relationship Policy	
	<i>By-law No. 17-2019; A by-law to adopt a Council and Relationship Policy; 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>	
11.3	By-law No. 18-2019	172
	A by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Township of North Huron and Philip George Hubbard, Susan E. Hubbard and Catherine McNichol for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 3, Blyth, Township of North Huron.	
	<i>By-law No. 18-2018; A by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Township of North Huron and Philip George Hubbard, Susan E. Hubbard and Catherine McNichol for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 3, Blyth, 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>	
11.4	By-law No. 19-2019	177
	A by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Township of North Huron and Philip George Hubbard for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 4, Blyth, Township of North Huron.	

*By-law No. 19-2019; A by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Township of North Huron and Philip George Hubbard for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 4, Blyth, 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.*

**12. ANNOUNCEMENTS**

The next Budget Meeting will be held on Wednesday, February 20, 2019 at 6:00 p.m. in the North Huron Council Chambers.

The next Regular Meeting will be held Monday, March 4, 2019 at 6:00 p.m. in the North Huron Council Chambers.

**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:*

*(2)(b) Personal matters about an identifiable individual, including municipal or local board employees. (2)(f) advise that is subject to solicitor-client privilege, including communication necessary for that purpose. (Complaints)*

*(2)(b) Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel Update).*

*(2)(b) Personal matters about an identifiable individual, including municipal or local board employees (Council Member Roles)*

**15. CONFIRMATORY BY-LAW**

- 15.1 By-law No. 20-2019, 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 20-2019; 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, February 4, 2019  
**Time:** 6:00 p.m.  
**Location:** HELD IN THE WINGHAM KNIGHTS OF COLUMBUS HALL

**MEMBERS PRESENT:** Reeve Bernie Bailey  
Deputy Reeve Trevor Seip  
Councillor Kevin Falconer  
Councillor Paul Heffer  
Councillor Ric McBurney  
Councillor Chris Palmer  
Councillor Anita van Hittersum

**STAFF PRESENT:** Barb Black, Deputy Clerk  
Dwayne Evans, CAO/Clerk  
Donna White, Director of Finance  
Sean McGhee, Director of Public Works  
Kirk Livingston, CBO/Property Standards/Zoning (part of meeting)  
Laura Young, Huron County Planner  
Chad Kregar, Deputy Chief  
Jeff Howson, Assistant Deputy Chief

**OTHERS PRESENT:** Denny Scott, The Citizen  
Adam Bell, CKNX  
Kelsey Dunbar, Advance Times  
Attendance - Meeting Sign-In Sheet attached

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**1. CALL TO ORDER**

Reeve Bailey called the meeting to order at 6:00 p.m.

**2. CONFIRMATION OF THE AGENDA**

**M60/19**

**MOVED BY:** C. Palmer

**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron; hereby accepts the Agenda for the February 4, 2019 Council Meeting; as amended to include an In Camera Session: (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board (Blyth Fire Hall).*

**CARRIED**

### 3. DISCLOSURE OF PECUNIARY INTEREST

None noted

### 4. PUBLIC COMMENT (Opportunity for members of the public to speak to an item of business on the agenda, two minutes per person)

Verna Steffler, Wingham provided comments on agenda item 6.5 North Huron Museum Presentation. She expressed support for moving the North Huron Museum to the former train station. She commented that a committee could be formed to do fundraising, noting that she has participated in a number of fundraising initiatives, and would help with whatever needs to be done.

### 5. CONSENT AGENDA

Councillor Palmer commented on the Public Works Activity Report noting the Veolia report did not include the Belgrave Water System. CAO/Clerk Evans will make a request of Morris-Turnberry.

**M61/19**

**MOVED BY:** K. Falconer

**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron hereby adopts Consent Items 5.1.1 to 5.1.3;*

*AND FURTHER THAT the Council of the Township of North Huron hereby receives Consent Items 5.2.1 to 5.3.2 for information.*

**CARRIED**

#### 5.1 Minutes

5.1.1 Minutes of the Budget Meeting held January 15, 2019

5.1.2 Minutes of the Budget Meeting held January 16, 2019

5.1.3 Minutes of the Regular Council Meeting held January 21, 2019

#### 5.2 Reports

5.2.1 Bills and Accounts

5.2.2 Public Works Activity Report December 2018 and January 2019

#### 5.3 Correspondence

5.3.1 Agricultural Drainage Infrastructure Program

5.3.2 Watson & Associates Economists Ltd, letter to the Province

Deputy Reeve Seip referenced the Watson & Associates Economists Ltd. letter to the Province, commenting that he attended the Ministry of

Municipal Affairs and Housing presentation at ROMA. The concern outlined in the letter was with regards to the development costs being too high because of high land prices and government imposed fees and charges. Deputy Reeve Seip suggested that Council either endorse the letter or develop a new one.

After a short discussion:

**M62/19**

**MOVED BY:** T. Seip

**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron hereby endorse the letter received from Watson & Associates Economists Ltd. regarding development charges and housing affordability;*

*AND FURTHER, that Staff be directed to prepare a letter of support and forward the same to neighbouring municipalities for their consideration.*

**CARRIED**

## **6. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS**

### **6.1 Jeffrey McIntosh and Kyle David - AON Insurance Presentation**

Jeffrey McIntosh and Kyle David, Representatives from AON Insurance appeared before Council and presented the municipality's Insurance Program. Jeffrey McIntosh also provided information regarding AON's Public Sector Team and AON's Insurance Program. He covered commercial general liability; property including equipment breakdown; crime; and automobile coverage.

Kyle David provided information regarding low risk facility users; Council coverage; and cyber/breach Response. He also provided an update on the Canadian Municipal Insurance Market and spoke to actions being taken to stabilize pricing in 2019.

A discussion took place regarding insurance coverage for individuals and coverage for groups wishing to purchase low risk event insurance from AON.

Kyle David commented that they would work with staff to provide an understanding on how the coverage works, and would assist with individual inquiries as they arise.

Kyle David noted that the Township of North Huron is a new client for AON. AON's coverage began on January 1, 2019 and typically an insurance review is completed every five years.

Josh McIntosh and Kyle David were thanked for their presentation and they departed at 6:34 p.m.

## 6.2 Perth Huron United Way

Kate Procter, Representative from Perth Huron United Way attended Council presenting a review of “A Living Wage” and what it takes to make ends meet in Perth and Huron Counties. She explained how a Living Wage is calculated, noting that the 2018 Huron-Perth Living Wage rate is \$17.44 per hour.

K. Procter requested that Council consider becoming a Certified Living Wage Employer.

Deputy Reeve Seip commented that the Living Wage is an interesting concept, and questioned the impact on North Huron’s budget.

After some discussion

**M63/19**

**MOVED BY:** T. Seip

**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby directs staff to prepare a report regarding the financial impact on the municipality should Council wish to pursue becoming a Certified Living Wage Employer.*

**CARRIED**

## 6.3 Social Research and Planning Council

Ken Clarke, Representative from the Social Research and Planning Council attended Council presenting information on the myPerthHuron website.

K. Clarke noted that information is collected from local communities. The website has been expanded, to include information from local Health Units, surveys done by social services, national data bases, and information from local government.

CAO/Clerk Evans advised staff have received the draft Data Sharing Agreement provided by the Social Research and Planning Council, and noted that the information requested is already publicly available.

A discussion took place regarding the Shared Data Agreement.

Deputy Reeve Seip commented that the information being requested is already available, and questioned why the agreement is necessary.

K. Clarke acknowledged that there may be additional requests.

Deputy Reeve Seip expressed concern with appendix of the agreement, noting again that this is already publicly shared information. He

commented that he was fine with the agreement with the understanding that at any additional requests for information are presented to Council.

K. Clarke noted that would be the case.

Reeve Bailey noted that the agreement includes a termination clause.

Councillor Palmer commented and agreed that there must be a termination clause in the agreement.

K. Procter and K. Clarke were thanked for their presentations and departed at 7:39 p.m.

#### **M64/19**

**MOVED BY:** T. Seip

**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby receives the presentation from United Way of Perth-Huron (operating as the Social Research and Planning Council regarding a Shared Data Agreement for information purposes.*

*AND FURTHER THAT staff be directed to prepare a By-law to adopt a Shared Data Agreement with the Social Research and Planning Council, for the next regular meeting of Council.*

**CARRIED**

#### **6.4 Howson Dam & Pond Committee**

Rennie Alexander, Jim Wickens, David Shaw and Andy McBride Members of the Howson Dam & Pond Committee appeared before Council.

On behalf of the Committee, Andy McBride delivered a slide presentation regarding the history of the Howson Dam and Pond from 1862 to current day. He noted that a Citizens Committee was formed in 2012 with the Committee objective of becoming officially recognized by Council and for the purposes of assisting Council with the repair of the Howson Dam. He spoke to the Committee's desire to improve the function and appearance of the Howson Dam, and re-establish the historic water level. He noted that there are over 1,000 individual supporters and local community groups in favour of repairing the Howson Dam.

A. McBride requested that Council consider initiating discussions with the Howson Dam & Pond Committee as to how the Committee can be of assistance with a repair project.

The Delegation was thanked for their presentation and departed at 6:50 p.m.

After some discussion;

**M65/19****MOVED BY:** R. McBurney**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby receives the presentation from representatives of the Howson Dam and Pond Committee;*

*AND FURTHER that staff consider the presentation and prepare draft terms of reference and a draft by-law to establish a Howson Dam and Pond Committee for Council's consideration.*

**CARRIED**

## 6.5 North Huron Museum Presentation - Doug Kuyvenhoven

Doug Kuyvenhoven appeared before Council regarding the North Huron Museum. He commented that a number of service groups met last week and at the conclusion of that meeting there was clear support for moving the North Huron Museum to the former train station. D. Kuyvenhoven commented that the move would take two years, noting there is a lot of history showcased in the Museum. In particular, he noted author Alice Munro and painter George Reid.

D. Kuyvenhoven suggested the support for the move, and the group of volunteers is similar to the Town Hall Theatre group. He requested Council's consideration of establishing a North Huron Museum Committee.

Reeve Bailey thanked the volunteers stating he was glad to see volunteers are back.

D. Kuyvenhoven was also thanked for his presentation and departed at 6:54 p.m.

**M66/19****MOVED BY:** T. Seip**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby receives the presentation from Doug Kuyvenhoven regarding the relocation of the North Huron Museum to the former train station for information purposes;*

*AND FURTHER that Council directs staff to prepare a draft terms of reference and a draft by-law to establish a North Huron Museum Committee for Council's consideration at a future meeting.*

**CARRIED****7. REPORTS**

## 7.1 Clerks Department



### 7.1.1 Mowbray / Cerson Severance File #C01-2019

Owner: Mowbray Construction Co. Ltd

Applicant: Larry Cerson

Property Address: 30 Bristol Terrace

Property Description: Plan 426, Pt Lot 18, Plan 410, Pt Park Lot 14 Pt Mill St, Wingham Ward, Township of North Huron

Laura Simpson, Planner provided information regarding the Consent Application File #C01-2019. There was a question regarding the establishment of an easement on private property.

After some discussion:

#### **M67/19**

**MOVED BY:** A. van Hittersum

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application, Report #C01-2019, Owner: Mowbray Construction Co. Ltd. Applicant: Larry Cerson, Description: Plan 426, Pt Lot 18, Plan 410, Pt Park Lot 14 Pt Mill St., Wingham Ward, Township of North Huron, with the following conditions:*

#### ***Expiry Period***

*Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of notice of decision.*

#### ***Municipal Requirements***

*All municipal requirements be met to the satisfaction of the Township including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, and any related requirements, financial or otherwise.*

#### ***Zoning***

*Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.*

#### ***Survey***

*Provide to the satisfaction of the County and the Township:*

1. *a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and*
2. *a reference plan based on the approved survey*

**CARRIED**

## 7.2 Finance Department

### 7.2.1 2019 Interim Tax levy

**M68/19**

**MOVED BY:** A. van Hittersum

**SECONDED BY:** P. Heffer

*THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance, dated February 4, 2019, regarding the 2019 Interim Tax Levy for information purposes,*

*AND FURTHER THAT Council deems By-law #13-2019 to be administrative in nature and approves an exception to Section 19.1 of the Procedural By-law to allow this by-law to be passed at the February 4, 2019 council meeting.*

**CARRIED**

### 7.2.2 2019 Borrowing By-Law

**M69/19**

**MOVED BY:** K. Falconer

**SECONDED BY:** R. McBurney

*THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance, dated February 4, 2019, regarding the 2019 Borrowing By-Law for information purposes;*

*AND FURTHER THAT the Council deems By-Law #14-2019 to be administrative in nature and approves an exception to Section 19.1 of the Procedural By-law to allow this by-law to be passed at the February 4, 2019 council meeting.*

**CARRIED**

## 7.3 Recreation and Community Services

## 7.4 Public Works and Facilities

### 7.4.1 Blyth Fire Hall Presentation Update

Reeve Bailey commented that the previous Council, and current Council, have solicited the input of the fire department on a preferred and safe location for a new Blyth fire hall. He noted the Blyth Ball Diamond was the preferred location.

Sean McGhee, Director of Public Works presented an update regarding the Blyth Fire Hall.

S. McGhee noted that Council has taken the following actions towards a decision surrounding the construction of a new Blyth Fire Hall and Public Works facility.

- Consideration of options surrounding what to build with a preference toward a combined Firehall and Blyth Public Works facility.
- Review of current location options with a preference toward locating the facility on a municipally owned property to realize potential financial savings.
- Solicitation of community input at a public engagement meeting held in Blyth on January 30, 2019 to discuss what and where.

S. McGhee noted that to further assist in the selection process, staff was asked to secure detailed site development costing for various locations using the Combined Build option. As requested, S. McGhee provided estimated costs to construct a combined build on municipally owned lands and privately owned lands.

S. McGhee also provided the financial information surrounding the ESTC sale, noting the sale price of \$3,500,000, less expenses, leaves a total of approximately \$2,200,000 for construction.

Further, S. McGhee provided information on the financial impact on the municipality between a municipality owned location and a privately held location. If the facility was constructed on a municipal property, the projected impact would be a 3% increase in the municipality's spending. If the facility was constructed on a privately held property, the projected impact would be a 6-12% increase in municipality's spending.

A discussion was held regarding the information provided.

Reeve Bailey commented that the last Council choose to sell the ESTC to aid in reducing the municipality's debt load. The current Council asked the fire department, the Fire Chief and Deputies, as well as staff, to look at the safest and best place to relocate a new fire station / public works building. Council held a public meeting in Blyth for community input and the public opposed locating the facility on a Blyth Ball Diamond.

Reeve Bailey stated that all the costs to construct a new facility will be borne by all of North Huron ratepayers.

Reeve Bailey noted that Council will be going into a Closed Session to discuss the information in more detail.

Deputy Reeve Seip commented that after the Public Meeting in Blyth, Council heard the public and will be discussing confidential information regarding the private properties in Closed Session.

S. McGhee was thanked for his presentation.

7.5 Fire Department

7.6 Building Department

7.7 Childcare Department

7.8 CAO

7.8.1 Reeve vs Mayor Title

Reeve Bailey vacated the chair.

Deputy Reeve Seip assumed the chair.

Deputy Reeve Seip introduced the staff report regarding the Reeve vs Mayor Title.

Reeve Bailey spoke to the reason for having the report put forward for consideration of Council. He commented that he was fine with either title, however he did note that when attending a meeting in London recently sponsored by Bruce Power, his name tag presented him as Mayor. When attending other meetings Reeve Bailey also commented that often gets questions regarding the Reeve title.

Reeve Bailey also commended that one must always keep history, but cautioned we must not live in history. He suggested the title change may make a big difference.

Councillor Palmer commented that at amalgamation, the term Reeve was agreed upon to maintain history and historically the terms Mayor and Reeve mean the same.

**M70/19**

**MOVED BY:** K. Falconer

**SECONDED BY:** B. Bailey

*THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 4, 2019, regarding changing the title for the Head of Council and Deputy Head of Council;*

*AND FURTHER, that Council supports the change in title for the Head of Council from Reeve and Deputy Reeve to Mayor and Deputy Mayor, respectively;*

*AND FURTHER, THAT staff be directed to prepare a by-law for the February 19<sup>th</sup> regular Council meeting to implement the title change.*

*Councillor Palmer requested a Recorded Vote:*

*Recorded Vote:*

<i>Councillor Falconer</i>	<i>Yes</i>
<i>Councillor Heffer</i>	<i>No</i>
<i>Councillor McBurnery</i>	<i>No</i>
<i>Councillor Palmer</i>	<i>No</i>
<i>Councillor van Hittersum</i>	<i>No</i>
<i>Deputy Reeve Seip</i>	<i>No</i>
<i>Reeve Bailey</i>	<i>Yes</i>

**DEFEATED**

**M71/19**

**MOVED BY:** B. Bailey

**SECONDED BY:** C. Palmer

*THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 4, 2019, regarding changing the title for the Head of Council and Deputy Head of Council for information purposes.*

**CARRIED**

**8. CORRESPONDENCE**

**8.1 Impact of changes to the Physician Services Agreement on Rural Communities**

Councillor van Hittersum spoke to the Impact of changes to the Physician Service Agreement on Rural Communities. She commented that there is no or little impact on our community, and suggested that there is not enough information to support the request.

**M72/19**

**MOVED BY:** P. Heffer

**SECONDED BY:** K. Falconer

*THAT the Council of the Township of North Huron hereby receives the correspondence from the Township of Ashfield Colborne Wawanosh regarding the “Impact of changes to the Physician Services Agreement on Rural Communities” for information purposes.*

**CARRIED**

**9. COUNCIL REPORTS**

**9.1 REEVE ACTIVITY REPORT**

Reeve Bailey noted that the OPP contract have been signed.

Reeve Bailey attended the round-table discussion with the Honourable Steve Clark, Minister of Municipal Affairs and Housing, on January 26, 2019 in Teeswater. He commented that it will be March before the municipality will know about OMPF funding for 2019.

Reeve Bailey, and all of Council, attended the Special Council Meeting in Blyth which was held for Public consultation regarding the new Blyth Fire Hall.

Reeve Bailey also reported the necessary papers to purchase land at Blyth Landfill have been signed.

Reeve Bailey also commended that he met with the Director of Planning for the County of Huron to discuss potential land development in North Huron.

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

Deputy Seip attended Roma. He commented that 440 delegations met with the new Ontario government, and one major concern he heard was with regards to the review of the Ontario Municipal Partnership Fund. Each municipality has received an interim payment, however there has been no word on when the review of the OMPF will be completed. Deputy Reeve Seip noted that in conversation with Lisa Thompson, MPP Huron Bruce, she was very vague when it would be completed. It was clear that rural Ontario provided a strong voice.

Deputy Reeve Seip also provided comments regarding Youth Advisory Councils. He commented he would like something setup to hear from the youth, and more specifically he would like to hear what they need to stay in the area. He found this to be a very interesting topic for discussion.

### 9.2.1 Wingham Police Service Board

Recognition of the Wingham Police Officers for their Years of Service.

Deputy Reeve Seip commented that the Wingham Police Service transitions to the OPP on February 21, 2019. The North Huron Police Services Board in conjunction with Council, would like to invite the Wingham Police Officers and their families to the next meeting of Council to celebrate their service to the community.

**M73/19**

**MOVED BY:** T. Seip

**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron hereby direct staff to send invitation letters to the Wingham Police Officers and their families to attend the February 19th, 2019 Meeting of Council, in recognition of their Years of Service.*

**CARRIED**

### 9.3 COMMENTS BY MEMBERS

Councillor Palmer commented on the condition of the rural roads in the East Wawanosh Ward.

## 10. NOTICE OF MOTION

### 10.1 Request by Reeve Bailey

*THAT the Council of the Township of North Huron hereby directs staff to prepare a report summarizing agreements with other municipalities.*

## 11. BY-LAWS

### 11.1 By-law No. 13-2019

Being a by-law to provide for Interim Tax Levy

**M74/19**

**MOVED BY:** T. Seip

**SECONDED BY:** C. Palmer

*By-law No. 13-2019; Being a by-law to provide for Interim Tax Levy; 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**

### 11.2 By-law No. 14-2019

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

**M75/19**

**MOVED BY:** A. van Hittersum

**SECONDED BY:** P. Heffer

*By-law No. 14-2019; Being a by-law authorizing the borrowing of money to meet current expenditures 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**

## 12. ANNOUNCEMENTS

The next Police Services Board meeting will be held on Tuesday, February 12, 2019 at 7:00pm in the North Huron Council Chambers

The next Economic Development meeting will be held February 14, 2019 from 8-10am, location to be determined

The next Regular Meeting will be held Tuesday, February 19, 2019 at 6:00 p.m. in the North Huron Council Chambers

The next Budget Meeting will be held on Wednesday, February 20, 2019 at 6:00 p.m. in the North Huron Council Chambers

**13. OTHER BUSINESS**

**14. CLOSED SESSION AND REPORTING OUT**

**M76/19**

**MOVED BY:** T. Seip

**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron hereby proceeds at 8:45 p.m. to an In-Camera Session (Closed to the Public) to discuss the following:*

- *(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board (Blyth Fire Hall).*

**CARRIED**

**M77/19**

**MOVED BY:** T. Seip

**SECONDED BY:** C. Palmer

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:46 p.m.*

**CARRIED**

**M78/19**

**MOVED BY:** T. Seip

**SECONDED BY:** A. van Hittersum

*That the Council of the Township of North Huron hereby directs staff to develop a Request for Proposal for the Design and Construction of a Blyth Fire Hall / Blyth Public Works facility;*

*AND FURTHER that Council authorizes staff to proceed with negotiating a possible purchase of land in Blyth for the construction of a combined Blyth Fire Hall / Blyth Public Works facility.*

**CARRIED**

**15. CONFIRMATORY BY-LAW**

- 15.1 By-law No. 15-2019, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

**M79/19**

**MOVED BY:** T. Seip

**SECONDED BY:** P. Heffer

*THAT By-law 15-2019; 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**



**16. ADJOURNMENT****M80/19****MOVED BY:** T. Seip**SECONDED BY:** A. van Hittersum

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:50 p.m.*

**CARRIED**

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Bernie Bailey, Reeve

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Dwayne Evans, CAO/Clerk

## MINUTES OF THE NORTH HURON POLICE SERVICES BOARD MEETING

**Date:** Tuesday, January 22, 2019  
**Time:** 7:00 pm  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Trevor Seip, Chair  
Kathy Adams, Provincial Appointee  
Ric McBurney, Council Appointee  
James Zorychta, Community Representative  
STAFF PRESENT: Tim Poole, Police Chief  
Amanda Piskorski, Secretary

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### 1. CALL TO ORDER

Secretary Piskorski called the meeting to order at 7:00 p.m.

Piskorski reported that she was in attendance on behalf of the Clerk/Chief Administrative Officer who delegated his authority for the purposes of installing the Board members at this inaugural meeting.

#### 1.1 Oath of Office

Secretary Piskorski administered the Declaration of Oath of Office to the members of the North Huron Police Services Board for their 2019 term.

### 2. ACCEPT OR AMEND AGENDA

**MOVED BY:** Ric McBurney

**SECONDED BY:** Kathy Adams

*THAT the North Huron Police Services Board hereby accept the Agenda for the January 15, 2019 Police Services Board Meeting, as presented.*

**CARRIED**

### 3. DECLARATION OF PECUNIARY INTEREST

None Declared.

### 4. ELECTION OF CHAIR AND VICE-CHAIR

#### 4.1 Election of Chair Person

Secretary Piskorski conducted the election of Chair Person for the 2019 term for the Police Services Board.

Secretary Piskorski opened the floor for nominations.

Member Adams nominated Member Seip for the position of Chair Person. Member McBurney Seconded the nomination.

Secretary Piskorski called a second and third time for nominations, hearing none, Piskorski called the nominations closed.

Seip accepted the nomination of Chair.

**MOVED BY:** Ric McBurney

**SECONDED BY:** James Zorychta

*THAT the North Huron Police Services Board hereby appoints Trevor Seip to the Office of Chairperson for the year 2019.*

**CARRIED**

#### 4.2 Election of Vice-Chair

Secretary Piskorski conducted the election of Vice-Chair Person for the 2019 Term for the Police Services Board.

Secretary Piskorski opened the floor for nominations.

Member Adams nominated member McBurney for the position of Vice-Chair

Member McBurney nominated member Adams for the position of Vice-Chair

Adams declined the nomination because she feels her role on the Board as a Provincial Appointee is uncertain.

Chair Seip called for the motion to appoint member McBurney as Vice-Chair.

**MOVED BY:** Ric McBurney

**SECONDED BY:** James Zorychta

*THAT the North Huron Police Services Board hereby appoints Ric McBurney to the Office of Chairperson for the year 2019.*

**CARRIED**

Secretary Piskorski called forward Chair Seip to conduct the remainder of the meeting.

**5. MINUTES OF THE PREVIOUS MEETING**

**MOVED BY:** Kathy Adams

**SECONDED BY:** Ric McBurney

*THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held January 15, 2019 as amended.*

**CARRIED**

**6. DELEGATIONS / PETITIONS / INVITED GUESTS**

None present.

**7. BUSINESS ARISING FROM THE MINUTES****7.1 2019 Draft Budget**

The draft 2019 budget was reviewed.

Chief Poole commented that he needs to increase the salary line and decrease the benefits portion of the 2019 draft budget in light of new information. Chair Seip agreed with Poole indicating he wants to make sure the Board covers themselves with respects the pay outs.

**MOVED BY:** Ric McBurney

**SECONDED BY:** Kathy Adams

*THAT the North Huron Police Services Board hereby directs Chief Poole to revise the salary and benefits portion of the draft 2019 budget;*

*AND FURTHER that Chief Poole presents an updated draft 2019 budget to the February Police Services Board Meeting for consideration.*

**CARRIED**

**8. POLICE CHIEF'S REPORT****8.1 DEPARTMENT UPDATE - JANUARY 2019**

Chief Poole presented his report noting that during the month of December the Wingham Police responded to 126 calls for service. During the same period last year, they received 106 calls. Six of those calls were to assist the OPP in their area.

At this time Chief Poole updated the Board on the disbandment process. He noted that the process has accelerated over the pasts few weeks and he has been in contact with the Township regarding the selling of assets. The Township has informed Poole to hold off selling the items until the OPP could be informed of what was available for purchase. The OPP has since advised Poole that they can go ahead and sell the assets. Poole has received offers for the purchase of twelve pistols at \$7,200.00; four breast

plates/body armor at \$1,500, finger print scanner at \$9,000, roadside screening device at \$500 and a roadside radar at \$700 from other local police services.

Poole indicated that any firearms not sold could be given to another police service or they will have to be destroyed. Poole would like to see the firearms, ammunition and tasers that are not sold given to other police services that have assisted the Wingham Police Service in the past, rather than be destroyed. Poole indicated that he has a company coming on February 20th to destroy all other firearms, knives and ammunition.

Chair Seip asked if the Township is considering acquiring any of the other police service assets with the exception of the Explorer. That is currently being reviewed by senior management is the Explorer. Poole explained that the North Huron Department is interested in acquiring the Explorer as well as the radios. Poole explained that the Township has asked him to put a market value on the items so the fire department can purchase the assets out of their budget and the police service budget would receive the revenue. Poole indicated that the police service has two cruisers and it is likely the cruisers would be disposed of by the Township through GovDeals.

Poole noted in his report that there is a rumour that none of the officers have received anything from the OPP. He reported that all of the officers have been offered a job with the OPP and five of those officers, that he knows of, have already handed in their acceptance letters.

Chief Poole indicated that an OPP staff sergeant will be coming to the Wingham station on January 23 to look over the records and determine how best to transport them to the OPP station in Goderich.

Chief Poole reported that the Canada Police Information Centre will be conducting an audit before the disbandment.

Criminal Records Checks will be ceased on February 7th 2019, two weeks before disbandment of the Wingham Police Service. All inquiries after this date will be directed to the OPP.

Poole advised the Board that he offered the cell phones to the Township but they declined. He has notified Bell and the contract will be cancelled effective February 21st. Poole asked the Board whether they wanted to give the phones to the Township or dispose of them another way. If the Board decides to do nothing with the phones, they will become Township property after disbandment. Chair Seip indicated he would like a discussion on the cell phones to be placed on the February agenda for further discussion.

**MOVED BY:** Kathy Adams

**SECONDED BY:** Ric McBurney

*THAT the North Huron Police Services Board hereby approves the Police Chief's Report as presented.*

**CARRIED**

**MOVED BY:** Ric McBurney

**SECONDED BY:** James Zorychta

*THAT the North Huron Police Services Board hereby directs Chief Poole to sell the bided firearms and distribute the remaining firearms as he sees fit to the West Grey, Hanover and Saugeen Shores police services.*

**CARRIED**

## **9. TREASURY REPORT**

### **9.1 BILLS & ACCOUNTS**

Police (2200) \$16,868.39

Police Station (2210) \$1,919.23

Total \$18,787.62

**MOVED BY:** Kathy Adams

**SECONDED BY:** Ric McBurney

*THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$18,787.62 for the period December 14, 2018 ending January 18, 2019 as supported by the Secretary-Treasurer's list of vouchers.*

**CARRIED**

## **10. BY-LAWS AND POLICIES FOR CONSIDERATION**

### **11. CORRESPONDENCE**

Chair Seip provided information regarding the Police Board's Ontario Association of Police Service Boards membership. Staff has asked Seip if they want to renew their membership for 2019 at \$250.00. Seip mentioned that they are still a Board and it gives them an opportunity to go to the Zone five meetings. The membership also allows them to network and talk with other police board members regarding common issues.

**MOVED BY:** Ric McBurney

**SECONDED BY:** James Zorychta

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

**CARRIED****MOVED BY:** Kathy Adams**SECONDED BY:** Ric McBurney

*THAT the North Huron Police Services Board hereby directs staff to renew the Ontario Association of Police Service Boards Membership.*

**CARRIED****12. NEW BUSINESS****12.1 Chair Seip - Recognition Discussion**

Chair Seip advised the Board that on February 21st the Police Association is holding a dinner and wing night celebration for the 140 years of service the Wingham Police Service has provided to the Community. Chair Seip suggests the municipality and the Board should consider a joint event to thank the for their years of service.

Chair Seip offers to coordinate with staff and the Reeve to work on a recognition service event for the Wingham Police Service at the February 19th Council meeting.

**13. BOARD MEMBERS' INQUIRIES & REPORTS**

Regarding the Provincial Appointee Status Chair Seip advises that the vacant position is now posted online. Seip reports that he hasn't got into contact with the province yet regarding the Board's request to contact them as indicated at the December meeting.

Seip made the Board aware that it will be Council's decision whether the size of the Board is reduced. Council will determine this after the February 21<sup>st</sup> transition date.

**14. PUBLIC GALLERY QUESTIONS AND / OR COMMENTS****15. IN CAMERA SESSION****16. NEXT MEETING**

Next meeting will be held in the Townhall Council Chambers, February, 12th 2019 at 7:00 p.m.

**17. ADJOURNMENT**

**MOVED BY:** Kathy Adams

**SECONDED BY:** Ric McBurney

*THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at 8:09 p.m.*

**CARRIED**

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Trevor Seip, Chair

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Amanda Piskorski, Secretary



**MINUTES AND REPORT OF THE TOWNSHIP OF NORTH HURON  
ECONOMIC DEVELOPMENT COMMITTEE MEETING**



**Date:** Wednesday, December 5, 2018  
**Time:** 8:00 a.m.  
**Location:** HELD IN THE BLYTH MEMORIAL COMMUNITY HALL

**MEMBERS PRESENT:** Murray Simpson, Chair  
Dave Tiffin, Member  
Glen Manjin, Member  
Grant Sparling, Member (departed at 8:50 a.m.)  
Bernie Bailey, Council Elect

**MEMBERS ABSENT:** Kevin Falconer, Council Elect

**STAFF PRESENT:** Dwayne Evans, CAO/Clerk  
Amanda Piskorski, Secretary

**OTHERS PRESENT:** Denise Lockie, Recreation and Marketing Assistant  
Laura Simpson, Huron County Planner

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**1. WELCOME AND INTRODUCTIONS - NEW ATTENDEES**

Chair Simpson called the meeting to order at 8:02 a.m. and welcomed Reeve Burnie Bailey to the committee.

**2. CONFIRMATION OF THE AGENDA**

**MOVED BY:** Glen Manjin

**SECONDED BY:** Grant Sparling

*THAT the North Huron Economic Committee; accept the Agenda for the December 5, 2018 Committee Meeting, as presented.*

**CARRIED**

**3. MINUTES**

3.1 Minutes of the Economic Development Committee Meeting held November 1, 2018.

**MOVED BY:** Dave Tiffin

**SECONDED BY:** Glen Manjin

*THAT the North Huron Economic Development Committee hereby adopts the minutes of the meeting held November 1, 2018; as presented.*

**CARRIED****4. DECLARATION OF PECUNIARY INTEREST**

None Declared.

**5. REPORTS****5.1 Blyth Festival Delegation**

Dwayne Evans North Huron CAO/Clerk advised the Committee that over the past 4-5 years the Township has provided funding support to the Blyth Festival in the amount of \$15,000. In prior years he reported the funding was \$20,000 the funding is part of the Township's Economic Development Budget and as such, invited Gil Garrett, Rachael King and Heather Boa to present their ask to the Economic Development Committee.

Gil Garratt, Rachael King and Heather Boa were in attendance, Gil presented on the Blyth Festival and explained the partnership between the Festival and the Township. The presentation included the Festival's funding request to continue the Township's funding request by contributing \$15,000 to the festival for 2019. The funding will be used to promote North Huron and the Festival. The committee members present supported contributing \$15,000 to the festival and recommended Council allocate the funds out of the 2018 Economic Development budget to provide the Festival with assurances of the Township's financial committee for 2019.

There was discussion that the Regional Tourism Office 4 Inc. (RTO4) previously had funding opportunities available to promote certain initiatives. Staff are instructed to invite them to the next committee meeting.

Member Grant Sparling departed the meeting at 8:50 a.m. due to another commitment. Quorum is no longer present, therefore, the remainder of the meeting will be treated as a report.

**5.2 SLED Update**

Denise Lockie, Recreation and Marketing Assistant updated the committee on the Supporting Local Economic Development (SLED) funding application. Denise met with Cody Joudry, Director of Economic Development, County of Huron. Huron County has accepted the application with some minor edits. Denise is waiting to hear back from Mr. Joudry on the application.

**5.3 RED Update**

Denise Lockie, Recreation and Marketing Assistant updated the committee on the Rural Economic Development (RED) grant program application.

Denise is waiting to hear back from the RED grant program on the application. She will report back at the next committee meeting.

#### 5.4 Service Squad Grant Update

Denise Lockie, Recreation and Marketing Assistant advised the committee on that she is trying to get in touch with the Huron County Economic Development department to see if they are interested in running the program. Denise informed that the deadline for this program is in February/March, 2019.

#### 5.5 Economic Development 2018 Budget

Dwayne Evans CAO/Clerk explained that staff are working on the 2019 budget and that the North Huron Treasure is needing the Economic Development budget for 2019. Dwayne suggested that the Committee start considering projects they would like to include in the 2019 budget. Possible changes to the Economic Development Budget were discussed.

Reeve Bailey shared that he would like to see the Economic Development Committee deal with more concerns related to development for homes and businesses in the communities. He would like to see the committee present to Council on economic growth opportunities in North Huron. Bailey suggested a possible new budget item could allocate funds to attract developers, industries and tourists to North Huron. He suggested the Committee not reduce the budget as he would like to grow the Committee.

Dwayne Evans CAO/Clerk advised that Council has approved the reestablishment of the Committee. He communicated that the Township will undertake to advertise for additional committee members. Evans encouraged those in attendance to reach out to other individuals to be involved in the Committee.

#### 5.6 Community Improvement Plan/Draft Application Form

Laura Simpson, Huron County Planner updated the Committee on the Community Improvement Plan Project. The plan was approved and adopted by Council at their November 19th Council meeting. The project was amended to include the Lions Park in Blyth and part of the river flats in Wingham. The project is now in the appeal stages. After the appeal period and provided there are no appeals the application form will be posted on the Townships website. The first application intake is from January 1st, 2019 to February 28<sup>th</sup>, 2019.

In response to a question Laura welcomed the BIA's to promote the Committee Improvement Plan to all their members.

Dwayne Evans CAO/Clerk suggested the Committee may want to start thinking about whether they wanted to allocate additional dollars in the 2019 budget for the Community Improvement Plan.

**6. CORRESPONDENCE**

**6.1 Robert Gavreluk, Letter re North Huron Community Improvement Plan.**

Those present at the Economic Development Committee meeting on December 5, 2018 suggested Council send a thank you letter explaining to Mr. Gavreluk that staff are currently working on some of these issues.

**7. DISCUSSION**

**7.1 Economic Development Meeting Dates, Times and Locations**

Those present at the meeting determined that future committee meetings will be held on the second Thursday of the month starting at 8:00 a.m. with a continued rotation meeting place between Blyth and Wingham.

**8. NEXT MEETING**

January 10, 2019 at 8:00 a.m. in the Township Council Chambers.

**9. ADJOURNMENT**

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 045202 Date 02/13/2019 Amount 110.00</b>				
004792 CHARLOTTE MELVILLE-HILL	2-11-2019	02/11/2019	REC- FACE PAINTING	110.00
		Invoice Count	1 Total	110.00
<b>Cheque 045203 Date 02/13/2019 Amount 1,182.56</b>				
004915 CONNIE JASINSKAS	2-8-2019	02/08/2019	AQUATICS- TRAINING	1,182.56
		Invoice Count	1 Total	1,182.56
<b>Cheque 045204 Date 02/13/2019 Amount 1,269.86</b>				
000885 DEAN'S VALU-MART	641-4903	12/31/2018	DAY CARE - FOOD SUPPLIES	58.37
000885 DEAN'S VALU-MART	641-8940	01/18/2019	DAY CARE- FOOD SUPPLIES	434.61
000885 DEAN'S VALU-MART	641-2302	01/20/2019	DAY CARE- RICE CAKES	14.00
000885 DEAN'S VALU-MART	641-3928	01/21/2019	BA-MR- FOOD SUPPLIES	149.03
000885 DEAN'S VALU-MART	641-9424	01/21/2019	EL- FOOD SUPPLIES	99.17
000885 DEAN'S VALU-MART	641-0167	01/25/2019	DAY CARE- FOOD SUPPLIES	433.07
000885 DEAN'S VALU-MART	641-1913	01/28/2019	EL- FOOD SUPPLIES	81.61
		Invoice Count	7 Total	1,269.86
<b>Cheque 045205 Date 02/13/2019 Amount 190.84</b>				
004706 DOUG KUYVENHOVEN	1-31-2019	01/31/2019	TH THEATRE- SUPPLIES	190.84
		Invoice Count	1 Total	190.84
<b>Cheque 045206 Date 02/13/2019 Amount 19.50</b>				
004913 JENNIFER MERRITT	2-1-2019	02/01/2019	REFUND- DAY CARE	19.50
		Invoice Count	1 Total	19.50
<b>Cheque 045207 Date 02/13/2019 Amount 1,200.00</b>				
000427 MINISTER OF FINANCE	2-8-2019	02/08/2019	25 MARRIAGE LICENCES	1,200.00
		Invoice Count	1 Total	1,200.00
<b>Cheque 045208 Date 02/13/2019 Amount 25,710.00</b>				
000431 MINISTER OF FINANCE	112012181124240	12/20/2018	CREDIT FOR CSPT GRANT	-1,204.00
000431 MINISTER OF FINANCE	112801191344128	12/31/2018	POLICE- DECEMBER OPP BIL	26,914.00
		Invoice Count	2 Total	25,710.00
<b>Cheque 045209 Date 02/13/2019 Amount 2,252.60</b>				
003138 OWEN SOUND POLICE SERVICES	3843-19	01/17/2019	POLICE- JANUARY DISPATCH	2,252.60
		Invoice Count	1 Total	2,252.60
<b>Cheque 045210 Date 02/13/2019 Amount 100.00</b>				
004914 PAUL HEFFER	2018	12/31/2018	REFUND ELECTION NOMINAT	100.00
		Invoice Count	1 Total	100.00
<b>Cheque 045211 Date 02/13/2019 Amount 335.59</b>				

**Accounts Payable**

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice	
Number	Name	Number	Date	Description	Amount	
000567	SCHOLAR'S CHOICE	S010122484.001	12/12/2018	EARLY ON- SUPPLIES		335.59
				Invoice Count	1	Total 335.59
		<b>Cheque 045212</b>	<b>Date 02/13/2019</b>	<b>Amount</b>	<b>105.00</b>	
000628	TECHNICAL STANDARDS & SAFETY AL	6423270	01/21/2019	TH- ELEVATOR LICENCE		105.00
				Invoice Count	1	Total 105.00
					Report Total	32,475.95

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor		Invoice	Invoice	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
<b>Cheque 005012</b>		<b>Date 02/13/2019</b>	<b>Amount</b>	<b>12,289.07</b>	
004513	XTERRA CONSTRUCTION INC	Payment Cert # 9	02/07/2019	WATER- HOLDBACK RELEAS	12,289.07
				Invoice Count 1 Total	12,289.07
Report Total					12,289.07

## Accounts Payable

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

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 003500 Date 02/13/2019 Amount 211.82</b>				
000011 AIR LIQUIDE CANADA INC	39449179	01/24/2019	SEWER- BLUESHIELD 23	211.82
		Invoice Count	1 Total	211.82
<b>Cheque 003501 Date 02/13/2019 Amount 759.93</b>				
000629 MORAN MECHANICAL AND ELECTRICA	102726	02/05/2019	SEWER- BACKUP 119 VICTOF	759.93
		Invoice Count	1 Total	759.93
Report Total				971.75



## Accounts Payable

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

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 001429 Date 02/04/2019 Amount 261.25</b>				
000665 UNION GAS LIMITED	December 2018-1186	12/31/2018	976 M3- 425 MILL ST PW	261.25
			Invoice Count 1 Total	261.25
<b>Cheque 001430 Date 02/05/2019 Amount 414.58</b>				
000053 BELL MOBILITY	1-8-2019	01/01/2019	POLICE- CELL PHONES	414.58
			Invoice Count 1 Total	414.58
<b>Cheque 001431 Date 02/06/2019 Amount 248.00</b>				
004896 FAMILY RESPONSIBILITY ONTARIO	2-7-2019	02/06/2019	WAGE GARNISHMENT	248.00
			Invoice Count 1 Total	248.00
<b>Cheque 001432 Date 02/06/2019 Amount 21,776.17</b>				
000687 WESTARIO POWER INC.	2104060144	12/31/2018	129960 KWH- COMPLEX	18,955.27
000687 WESTARIO POWER INC.	300265610	12/31/2018	5159 KWH- DAY CARE	717.47
000687 WESTARIO POWER INC.	300265611	12/31/2018	4001 KWH- DAY CARE	427.06
000687 WESTARIO POWER INC.	300265615	12/31/2018	16646 KWH- TH/POLICE	1,646.33
000687 WESTARIO POWER INC.	300265621	12/31/2018	0 KWH- PARK DR SNACK BAF	30.04
			Invoice Count 5 Total	21,776.17
<b>Cheque 001434 Date 02/07/2019 Amount 5,952.88</b>				
000665 UNION GAS LIMITED	December 2018-0458	12/31/2018	13491 M3- COMPLEX	3,490.67
000665 UNION GAS LIMITED	December 2018-4108	12/31/2018	3922 M3- TOWN HALL	1,013.26
000665 UNION GAS LIMITED	December 2018-5109	12/31/2018	654 M3- POLICE STN	190.59
000665 UNION GAS LIMITED	December 2018-5340	12/31/2018	1231 M3 - LIBRARY	336.01
000665 UNION GAS LIMITED	December 2018-5467	12/31/2018	1215 M3- DAY CARE GAS	324.68
000665 UNION GAS LIMITED	December 2018-7408	12/31/2018	2323 M3- 445 JOSEPHINE ST	597.67
			Invoice Count 6 Total	5,952.88
<b>Cheque 001435 Date 02/08/2019 Amount 43,359.28</b>				
000535 RECEIVER GENERAL FOR CANADA	2-7-2019-COUNCIL	02/07/2019	COUNCIL PAYROLL REMITTA	1,253.89
000535 RECEIVER GENERAL FOR CANADA	2-7-2019-FT	02/07/2019	FT PAYROLL REMITTANCE	34,336.88
000535 RECEIVER GENERAL FOR CANADA	2-7-2019-PT	02/07/2019	PT PAYROLL REMITTANCE	7,768.51
			Invoice Count 3 Total	43,359.28
<b>Cheque 001436 Date 02/11/2019 Amount 2,814.41</b>				
000294 HYDRO ONE NETWORKS INC	December 2018-0523	12/31/2018	10998 KWH- BLYTH STREETL	2,262.33
000294 HYDRO ONE NETWORKS INC	January 2019-8056	01/22/2019	3189 KWH- BLYTH FIRE HALL	552.08
			Invoice Count 2 Total	2,814.41
<b>Cheque 001437 Date 02/11/2019 Amount 771.78</b>				
000665 UNION GAS LIMITED	December 2018-8454	12/31/2018	1596 M3- FIRE STATION W	422.45
000665 UNION GAS LIMITED	December 2018-9991	12/31/2018	1302 M3- MUSEUM	349.33
			Invoice Count 2 Total	771.78
<b>Cheque 001438 Date 02/11/2019 Amount 1,048.81</b>				
000687 WESTARIO POWER INC.	300266457	12/31/2018	783 KWH- JOSEPHINE STREE	137.00

## Accounts Payable

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

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000687 WESTARIO POWER INC.	300266458	12/31/2018	1014 KWH- JOSEPHINE STRE	133.91
000687 WESTARIO POWER INC.	300266497	12/31/2018	2907 KWH- LIBRARY	421.61
000687 WESTARIO POWER INC.	300266498	12/31/2018	3266 KWH- LIBRARY	356.29
Invoice Count 4 Total				1,048.81
<b>Cheque 001439 Date 02/12/2019 Amount 11,100.63</b>				
000294 HYDRO ONE NETWORKS INC	December 2018-4216	12/31/2018	53040 KWH- BLYTH COM CEN	11,100.63
Invoice Count 1 Total				11,100.63
<b>Cheque 001440 Date 02/12/2019 Amount 59.12</b>				
000687 WESTARIO POWER INC.	300266968	12/31/2018	0 KWH- PARK DRIVE BALL PA	29.08
000687 WESTARIO POWER INC.	300266969	12/31/2018	0 KWH- PARK DRIVE BALL PA	30.04
Invoice Count 2 Total				59.12
<b>Cheque 001441 Date 02/13/2019 Amount 49.74</b>				
000294 HYDRO ONE NETWORKS INC	December 2018-8337	12/31/2018	120 KWH- 377 GYPSY OTH O1	49.74
Invoice Count 1 Total				49.74
<b>Cheque 001442 Date 02/13/2019 Amount 6,256.92</b>				
000427 MINISTER OF FINANCE	1-31-2019	01/31/2019	JANUARY 2019 REMITTANCE	6,256.92
Invoice Count 1 Total				6,256.92
<b>Cheque 001443 Date 02/13/2019 Amount 1,349.09</b>				
000140 CIBC VISA	HiMama- 10072	12/28/2018	DC MONTHLY SUBSCRIPTION	98.31
000140 CIBC VISA	Subway- 229487	01/04/2019	COUNCIL- TRAINING LUNCH	86.74
000140 CIBC VISA	MOE8724	01/07/2019	HWIN REGISTRATION RENEV	55.00
000140 CIBC VISA	U of G- 4928	01/08/2019	DRAINAGE COURSE	385.00
000140 CIBC VISA	Canadian Payroll 19	01/14/2019	CANADIAN PAYROLL ASSOC.	310.75
000140 CIBC VISA	Canadian Tire- 45	01/15/2019	PW- WELDING HELMET, BACI	398.30
000140 CIBC VISA	Spotify- 99058705164	01/17/2019	FITNESS- MONTHLY SUBSCR	14.99
Invoice Count 7 Total				1,349.09
Report Total				95,462.66

## Accounts Payable

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

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 000703 Date 02/06/2019 Amount 3,475.52</b>				
000687 WESTARIO POWER INC.	2104060146	12/31/2018	12000 KWH- WELL #4	1,660.61
000687 WESTARIO POWER INC.	300265616	12/31/2018	7600 KWH-WELL #3	1,038.11
000687 WESTARIO POWER INC.	300265617	12/31/2018	7628 KWH- WELL #3	776.80
Invoice Count 3 Total				3,475.52
<b>Cheque 000704 Date 02/13/2019 Amount 1,941.56</b>				
000294 HYDRO ONE NETWORKS INC	January 2019-7904	01/25/2019	11712 KWH - 201 THUELL ST '	1,941.56
Invoice Count 1 Total				1,941.56
Report Total				5,417.08

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 503578 Date 02/20/2019 Amount 1,025.76</b>				
003445 A J STONE COMPANY LTD	144324	01/31/2019	FIRE- SERVICE SCBA'S	1,025.76
		Invoice Count	1 Total	1,025.76
<b>Cheque 503579 Date 02/20/2019 Amount 871.91</b>				
000002 ACAPULCO POOLS LIMITED	I004196	01/14/2019	POOL- DAZZLE ELIMINATOR	126.79
000002 ACAPULCO POOLS LIMITED	I004214	01/21/2019	POOL- CHEMICALS	745.12
		Invoice Count	2 Total	871.91
<b>Cheque 503580 Date 02/20/2019 Amount 100.00</b>				
004742 ALICE MCDOWELL	2018	12/31/2018	REFUND ELECTION NOMINA	100.00
		Invoice Count	1 Total	100.00
<b>Cheque 503581 Date 02/20/2019 Amount 113.95</b>				
001987 ALLSTREAM BUSINESS INC.	1726285-19674470	01/28/2019	CEMETERY- PHONE	53.28
001987 ALLSTREAM BUSINESS INC.	1726358-19674471	01/28/2019	PW- EW - PHONE	60.67
		Invoice Count	2 Total	113.95
<b>Cheque 503582 Date 02/20/2019 Amount 5,516.39</b>				
004605 AVRON	474067	12/31/2018	EARLY ON - SUPPLIES	5,516.39
		Invoice Count	1 Total	5,516.39
<b>Cheque 503583 Date 02/20/2019 Amount 118.65</b>				
004091 BLYTH ARTS & CULTURAL INITIATIVE 1 2019-03		01/30/2019	ADMIN- MEETING AT MEM HA	118.65
		Invoice Count	1 Total	118.65
<b>Cheque 503584 Date 02/20/2019 Amount 15,000.00</b>				
000066 BLYTH FESTIVAL	208702	12/31/2018	CO-OP MARKETING INITIATIV	15,000.00
		Invoice Count	1 Total	15,000.00
<b>Cheque 503585 Date 02/20/2019 Amount 284.76</b>				
002743 BRANDT SECURITY	21188	02/01/2019	ADMIN- YEARLY ALARM MON	284.76
		Invoice Count	1 Total	284.76
<b>Cheque 503586 Date 02/20/2019 Amount 281.77</b>				
003199 CAM'S POOL & SPA SERVICE	840475	01/17/2019	POOL- PARTS FOR POOL PUI	281.77
		Invoice Count	1 Total	281.77
<b>Cheque 503587 Date 02/20/2019 Amount 1,109.35</b>				
004835 CARRIER CENTERS	05S502631	01/30/2019	FIRE- REPAIR 2015 TANKER	1,109.35
		Invoice Count	1 Total	1,109.35
<b>Cheque 503588 Date 02/20/2019 Amount 501.64</b>				
003997 CDW CANADA INC	QSH8611	01/17/2019	EARLY ON- BLACK TONER	123.89

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003997 CDW CANADA INC	QSH8670	01/17/2019	EARLY ON- THREE TONERS	377.75
		Invoice Count	2 Total	501.64
<b>Cheque 503589</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,264.60</b>	
004328 CIMCO REFRIGERATION	90655332	01/31/2019	ARENA W- REPAIR COMPRES	1,264.60
		Invoice Count	1 Total	1,264.60
<b>Cheque 503590</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>163.85</b>	
000146 CLIFF'S PLUMBING & HEATING	33739	02/07/2019	ARENA B- REPAIR WATER HE	163.85
		Invoice Count	1 Total	163.85
<b>Cheque 503591</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>237.30</b>	
004697 COMCENTRIC NETWORKING INC.	6847	02/01/2019	FIRE B- NETWORK	237.30
		Invoice Count	1 Total	237.30
<b>Cheque 503592</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>154.81</b>	
002982 COMCO FASTENERS INC	19/0134	01/31/2019	PW- GRADE 8 HEX BOLTS	154.81
		Invoice Count	1 Total	154.81
<b>Cheque 503593</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>2,929.51</b>	
004852 CONTINUIT CORP.	65056745	01/31/2019	ADMIN- MONTHLY IT SUPPOF	2,373.00
004852 CONTINUIT CORP.	65056833	02/07/2019	REC ADMIN- IT SUPPORT ON	257.08
004852 CONTINUIT CORP.	65056841	02/07/2019	REC ADMIN- CABLE, ONSITE	299.43
		Invoice Count	3 Total	2,929.51
<b>Cheque 503594</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>2,251.56</b>	
004803 DEAMS HOLDINGS INC.	1163	01/01/2019	LIBRARY B- JANUARY RENTA	1,125.78
004803 DEAMS HOLDINGS INC.	1174	02/01/2019	LIBRARY B- FEBRUARY REN1	1,125.78
		Invoice Count	2 Total	2,251.56
<b>Cheque 503595</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,004.92</b>	
000186 DELTA ELEVATOR COMPANY LTD	9190607	02/01/2019	TOWN HALL- ELEVATOR MAIL	503.11
000186 DELTA ELEVATOR COMPANY LTD	9190608	02/01/2019	COMPLEX- ELEVATOR MAINT	501.81
		Invoice Count	2 Total	1,004.92
<b>Cheque 503596</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,929.48</b>	
002183 DONNELLY & MURPHY	49529	02/01/2019	ADMIN-PROP STD- LEGAL FE	1,533.98
002183 DONNELLY & MURPHY	49530	02/01/2019	ADMIN- LEGAL FEES	395.50
		Invoice Count	2 Total	1,929.48
<b>Cheque 503597</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>452.57</b>	
004738 DWAYNE EVANS	1-31-2019	01/31/2019	CAO- OSUM COMMITTEE MEI	452.57
		Invoice Count	1 Total	452.57
<b>Cheque 503598</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>148.36</b>	

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004580 FISHER'S REGALIA	41749	02/06/2019	FIRE- 3 BAR EPAULETTES	148.36
		Invoice Count	1 Total	148.36
<b>Cheque 503599 Date 02/20/2019 Amount 18,168.92</b>				
000074 FOXTON FUELS LIMITED	387867	01/04/2019	LANDFILL- COMPACTOR FUE	406.09
000074 FOXTON FUELS LIMITED	387751	01/07/2019	PW- DIESEL EXHAUST FLUID	117.43
000074 FOXTON FUELS LIMITED	388371	01/11/2019	LANDFILL - COMPACTOR FUE	200.98
000074 FOXTON FUELS LIMITED	388729	01/16/2019	PW- EW- CLEAR DIESEL	1,333.89
000074 FOXTON FUELS LIMITED	388730	01/16/2019	PW- EW- DYED DIESEL	2,944.99
000074 FOXTON FUELS LIMITED	388825	01/17/2019	PW- W- CLEAR DIESEL	1,268.48
000074 FOXTON FUELS LIMITED	388826	01/17/2019	PW- W- DYED DIESEL	772.92
000074 FOXTON FUELS LIMITED	388923	01/18/2019	LANDFILL- COMPACTOR FUE	163.36
000074 FOXTON FUELS LIMITED	389317	01/23/2019	PW B- CLEAR DIESEL	1,030.83
000074 FOXTON FUELS LIMITED	389455	01/25/2019	LANDFILL- COMPACTOR FUE	184.20
000074 FOXTON FUELS LIMITED	389649	01/29/2019	PW- W-CLEAR DIESEL	1,394.50
000074 FOXTON FUELS LIMITED	389650	01/29/2019	PW- W- DYED DIESEL	1,253.20
000074 FOXTON FUELS LIMITED	389832	01/31/2019	PW- EW- CLEAR DIESEL	1,621.05
000074 FOXTON FUELS LIMITED	389833	01/31/2019	PW- EW- DYED DIESEL	3,169.04
000074 FOXTON FUELS LIMITED	390339	01/31/2019	PW- 13-39 FUEL	27.89
000074 FOXTON FUELS LIMITED	390394	01/31/2019	FIRE- JANUARY FUEL	83.19
000074 FOXTON FUELS LIMITED	390433	01/31/2019	POLICE- FUEL	1,045.48
000074 FOXTON FUELS LIMITED	390746	01/31/2019	PW- JANUARY FUEL	1,151.40
		Invoice Count	18 Total	18,168.92
<b>Cheque 503600 Date 02/20/2019 Amount 779.53</b>				
000237 GEORGIAN BAY FIRE & SAFETY LTD	766378	01/31/2019	ARENA/HALL B- FIRE INSPEC	779.53
		Invoice Count	1 Total	779.53
<b>Cheque 503601 Date 02/20/2019 Amount 84.96</b>				
000249 GREEN'S MEAT MARKET	16257	01/31/2019	DAY CARE- MEAT PRODUCT	84.96
		Invoice Count	1 Total	84.96
<b>Cheque 503602 Date 02/20/2019 Amount 435.05</b>				
001207 HARRIS TIME INC.	5322	01/16/2019	ARENA B- NEW SCOREBOAR	435.05
		Invoice Count	1 Total	435.05
<b>Cheque 503603 Date 02/20/2019 Amount 4,520.00</b>				
004612 HENRY BLYTH FARMS INC	1010	02/01/2019	FIRE- FIRE HALL RENTAL	4,520.00
		Invoice Count	1 Total	4,520.00
<b>Cheque 503604 Date 02/20/2019 Amount 1,012.79</b>				
000274 HORTON'S DAIRY	M20877	01/07/2019	DAY CARE - DAIRY SUPPLIES	99.52
000274 HORTON'S DAIRY	M21021	01/07/2019	BA-MR- DAIRY SUPPLIES	133.86
000274 HORTON'S DAIRY	21584-2019	01/08/2019	EL- DAIRY SUPPLIES	46.31
000274 HORTON'S DAIRY	21751	01/15/2019	DAY CARE - DAIRY SUPPLIES	180.59
000274 HORTON'S DAIRY	21764	01/15/2019	EL- DAIRY SUPPLIES	53.62
000274 HORTON'S DAIRY	21985	01/22/2019	DAY CARE - DAIRY SUPPLIES	176.56
000274 HORTON'S DAIRY	22003	01/22/2019	EL- DAIRY SUPPLIES	53.62
000274 HORTON'S DAIRY	22197	01/29/2019	DAY CARE- DAIRY SUPPLIES	229.97

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000274 HORTON'S DAIRY	22212-2019	01/29/2019	EL- DAIRY SUPPLIES	38.74
		Invoice Count	9 Total	1,012.79
<b>Cheque 503605</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>27.11</b>	
000281 HURON BAY COOPERATIVE INC	86214	01/03/2019	PW- EW- BIT SET	27.11
		Invoice Count	1 Total	27.11
<b>Cheque 503606</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>440.25</b>	
002988 HURON COUNTY MUTUAL FIRE AID	1-18-2019	01/18/2019	FPO- YEARLY DUES	440.25
		Invoice Count	1 Total	440.25
<b>Cheque 503607</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>526.43</b>	
000321 JOE'S AUTOMOTIVE	42724	01/08/2019	POLICE- SERVICE 2017 FORC	193.08
000321 JOE'S AUTOMOTIVE	42776	01/22/2019	POLICE- BATTERY 2011 CRO'	333.35
		Invoice Count	2 Total	526.43
<b>Cheque 503608</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>125.00</b>	
004864 JON FOXTON	1-28-2019	01/28/2019	WORK BOOT ALLOWANCE 2C	125.00
		Invoice Count	1 Total	125.00
<b>Cheque 503609</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,027.02</b>	
000352 KITSUPPLY	150962	01/22/2019	DAY CARE- JANITORIAL SUPI	160.40
000352 KITSUPPLY	151154	02/05/2019	COMPLEX - JANITORIAL SUPI	470.94
000352 KITSUPPLY	151156	02/05/2019	JANITORIAL SUPPLIES	262.45
000352 KITSUPPLY	151160	02/05/2019	ARENA B- JANITORIAL SUPPI	133.23
		Invoice Count	4 Total	1,027.02
<b>Cheque 503610</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>141.25</b>	
000353 KNIGHTS OF COLUMBUS	2350	02/11/2019	ROOM RENT- FEB 4- COUNC	141.25
		Invoice Count	1 Total	141.25
<b>Cheque 503611</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>282.50</b>	
003952 LOCAL AUTHORITY SERVICES LTD	EPT001560	02/01/2019	LAS- ENERGY PLANNING TOC	282.50
		Invoice Count	1 Total	282.50
<b>Cheque 503612</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>86.57</b>	
002521 LORI VADER	1-25-2019	01/25/2019	EL- SUPPLIES	62.33
002521 LORI VADER	1-28-2019	01/28/2019	EL- MATS FOR ROOM	24.24
		Invoice Count	2 Total	86.57
<b>Cheque 503613</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>158.20</b>	
000420 MGM TOWNSEND TIRE	59501	02/09/2019	FIRE- BATTERIES	158.20
		Invoice Count	1 Total	158.20
<b>Cheque 503614</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>116.91</b>	

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004748 MICHAEL ROESS	1-30-2019	01/30/2019	FPO - MILEAGE TO INSPECTI	116.91
		Invoice Count	1 Total	116.91
<b>Cheque 503615</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,890.84</b>	
000421 MICROAGE BASICS	302874	12/31/2018	EARLY ON- LAMINATOR CAR	457.51
000421 MICROAGE BASICS	303812	12/31/2018	EARLY ON- HANGING FOLDE	70.17
000421 MICROAGE BASICS	304318	12/31/2018	EARLY ON- RETURN FOLDER	-46.76
000421 MICROAGE BASICS	435915	12/31/2018	EARLY ON- FILING CABINET	262.63
000421 MICROAGE BASICS	302299	01/03/2019	PW- LASER CARTRIDGE, PAF	133.89
000421 MICROAGE BASICS	302406	01/03/2019	REC ADMIN- PAPER	134.45
000421 MICROAGE BASICS	302655	01/04/2019	ARENA/HALL B- OFFICE SUP	107.38
000421 MICROAGE BASICS	303074	01/08/2019	PW- DAILY DIARIES	591.18
000421 MICROAGE BASICS	303095	01/08/2019	REC ADMIN- BATTERIES, FLA	30.98
000421 MICROAGE BASICS	303501	01/10/2019	PW- DAILY DIARIES	151.49
000421 MICROAGE BASICS	303757	01/11/2019	LANDFILL- PAPER CLIPS, TH	53.17
000421 MICROAGE BASICS	303843	01/11/2019	REC ADMIN- MARKERS	6.26
000421 MICROAGE BASICS	304048	01/14/2019	BA-MR- BINDERS, PAGE PRO	34.00
000421 MICROAGE BASICS	304051	01/14/2019	FITNESS- BINDER	10.57
000421 MICROAGE BASICS	436351	01/14/2019	RETURN- DAILY DIARIES	-370.39
000421 MICROAGE BASICS	304377	01/15/2019	REC ADMIN- INK ROLLER	4.02
000421 MICROAGE BASICS	304831	01/18/2019	REC ADMIN- THERMAL ROLL	57.99
000421 MICROAGE BASICS	305223	01/21/2019	FIRE-MOUSE FOR COMPUTE	25.15
000421 MICROAGE BASICS	305385	01/22/2019	ANIMAL LICENCING- ENVELO	28.00
000421 MICROAGE BASICS	437069	01/28/2019	ADMIN- CERTIFICATES/FRAM	149.15
		Invoice Count	20 Total	1,890.84
<b>Cheque 503616</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>66.67</b>	
000436 MONTGOMERY INDUSTRIAL SERVICES	19-0125-02	01/28/2019	TH- CLEANED ICE FROM FAN	66.67
		Invoice Count	1 Total	66.67
<b>Cheque 503617</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>283.15</b>	
000442 MUNICIPAL WORLD INC	269474	02/08/2019	ADMIN- BY- LAW /MINUTES C	283.15
		Invoice Count	1 Total	283.15
<b>Cheque 503618</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>93.31</b>	
000123 MUNICIPALITY OF CENTRAL HURON	131681	12/31/2018	STURDY DRAIN MAINTENANC	93.31
		Invoice Count	1 Total	93.31
<b>Cheque 503619</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>477.97</b>	
002832 NORTRAX CANADA INC.	1143118	01/21/2019	PW- REPAIR 08-21	477.97
		Invoice Count	1 Total	477.97
<b>Cheque 503620</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>161.03</b>	
000498 ORKIN CANADA CORPORATION	356626	01/11/2019	LANDFILL- PEST CONTROL	161.03
		Invoice Count	1 Total	161.03
<b>Cheque 503621</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>4.53</b>	



## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000520 PUROLATOR INC.	440368654	01/25/2019	DRAINS- SUPERINTENDENT (	4.53
		Invoice Count	1 Total	4.53
<b>Cheque 503622</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>3,191.40</b>	
003991 QUALITY CLASSROOMS	1091079	12/31/2018	EARLY ON- SUPPLIES	2,897.77
003991 QUALITY CLASSROOMS	1091689	12/31/2018	EARLY ON- SUPPLIES	293.63
		Invoice Count	2 Total	3,191.40
<b>Cheque 503623</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>768.88</b>	
004569 RICOH	SCO92269701	01/31/2019	REC/ADMIN- COPIER RENT, C	594.43
004569 RICOH	SCO92269702	01/31/2019	POLICE- COPIER RENT, COPI	45.86
004569 RICOH	SCO92269703	01/31/2019	DC/FIRE- COPIER RENT, COF	128.59
		Invoice Count	3 Total	768.88
<b>Cheque 503624</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>616.08</b>	
000539 RINTOULS POOLS AND SPAS	72760	02/01/2019	POOL- MURIATIC ACID	284.76
000539 RINTOULS POOLS AND SPAS	72788	02/07/2019	POOL- CHEMICALS	331.32
		Invoice Count	2 Total	616.08
<b>Cheque 503625</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>961.73</b>	
000272 RONA HODGINS	151715/1	01/07/2019	FIRE- WASHING MACHINE HC	24.86
000272 RONA HODGINS	151766/1	01/08/2019	TH THEATRE- HARDBOARD, I	312.64
000272 RONA HODGINS	151779/1	01/08/2019	FIRE- OUTLET, PLUG LOCK	94.15
000272 RONA HODGINS	151780/1	01/08/2019	RETURN- PLUG LOCK	-29.00
000272 RONA HODGINS	151968/1	01/11/2019	TH THEATRE- PLYWOOD	264.76
000272 RONA HODGINS	152162/1	01/16/2019	TH THEATRE- FJP PRIM	93.23
000272 RONA HODGINS	152269/1	01/18/2019	TH THEATRE- FLOOR SANDI	16.95
000272 RONA HODGINS	152347	01/21/2019	TH THEATRE- FLOOR FINISH	34.70
000272 RONA HODGINS	152564/1	01/25/2019	TH THEATRE- 2 X 10'S	39.44
000272 RONA HODGINS	152761/1	01/29/2019	TH THEATRE- PLASTER OF P	33.97
000272 RONA HODGINS	152762/1	01/29/2019	TH THEATRE- PLASTER OF P	8.23
000272 RONA HODGINS	152782/1	01/30/2019	TH THEATRE- UNDERLAY	67.80
		Invoice Count	12 Total	961.73
<b>Cheque 503626</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>25.00</b>	
004289 ROYAL CANADIAN MOUNTED POLICE	1800004389	12/01/2018	POLICE- FINGERPRINT SEAR	25.00
		Invoice Count	1 Total	25.00
<b>Cheque 503627</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>576.58</b>	
004330 SEPOY WIRING	12967	01/14/2019	COMPLEX- LIGHT BULBS	358.19
004330 SEPOY WIRING	12982	01/17/2019	COMPLEX- CHANGE FUSE	37.86
004330 SEPOY WIRING	12998	01/29/2019	ARENA W- REPAIR COMPRES	75.71
004330 SEPOY WIRING	13024	02/01/2019	TOWN HALL THEATRE- SUPP	65.51
004330 SEPOY WIRING	13025	02/01/2019	PW- THERMOSTAT	39.31
		Invoice Count	5 Total	576.58
<b>Cheque 503628</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>418.26</b>	
000592 SOCAN	18833-22-06-8769526	01/01/2019	HALL B- ANNUAL FEES	209.13

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000592 SOCAN	70344-22-08 8770189	01/01/2019	ARENA W- ANNUAL FEES	209.13
		Invoice Count	2 Total	418.26
<b>Cheque 503629 Date 02/20/2019 Amount 920.24</b>				
000602 STANTON HARDWARE	300125	12/31/2018	EARLY ON- BATTERIES, BOXI	69.44
000602 STANTON HARDWARE	299907	01/04/2019	TH THEATRE- PRIMER	88.12
000602 STANTON HARDWARE	299914	01/04/2019	TOWN HALL- WATER REFILL	5.90
000602 STANTON HARDWARE	299931	01/05/2019	TH THEATRE- SCREWS, BRU	15.62
000602 STANTON HARDWARE	299948	01/07/2019	POOL- WATER REFILL	8.85
000602 STANTON HARDWARE	299967	01/08/2019	AIRPORT- JANITORIAL SUPPI	64.91
000602 STANTON HARDWARE	299981	01/08/2019	EL- BROOM	13.55
000602 STANTON HARDWARE	300013	01/10/2019	TH THEATER- DRYWALL COM	32.76
000602 STANTON HARDWARE	300015	01/10/2019	COMPLEX- FURNACE FILTER	44.00
000602 STANTON HARDWARE	300030	01/10/2019	TH THEATRE- PRIMER	81.77
000602 STANTON HARDWARE	300052	01/11/2019	LANDFILL- WHITE GREASE, K	20.85
000602 STANTON HARDWARE	300054	01/11/2019	TH THEATER- PAINT ROLLER	4.49
000602 STANTON HARDWARE	300084	01/12/2019	TH THEATRE- SWITCH PLATE	3.70
000602 STANTON HARDWARE	300096	01/14/2019	PW- GARBAGE BAGS, T PAPE	61.00
000602 STANTON HARDWARE	300136	01/15/2019	TH THEATRE- WOOD GLUE,	25.40
000602 STANTON HARDWARE	300181	01/17/2019	COMPLEX- BLEACH, ICE MEL	69.97
000602 STANTON HARDWARE	300182	01/17/2019	TH THEATRE- GLOVES, PAIN	12.36
000602 STANTON HARDWARE	300184	01/17/2019	TH THEATRE- PAINT ROLLER	4.83
000602 STANTON HARDWARE	300205	01/18/2019	TH- WATER REFILL/KEYS	6.33
000602 STANTON HARDWARE	300260	01/22/2019	TH- LED BULBS	28.24
000602 STANTON HARDWARE	300282	01/23/2019	TH THEATRE- PRIMER	44.06
000602 STANTON HARDWARE	300316	01/24/2019	POOL- WATER REFILL	5.90
000602 STANTON HARDWARE	300333	01/25/2019	TH THEATRE- PRIMER	44.06
000602 STANTON HARDWARE	300389	01/28/2019	TH -WATER REFILL	2.95
000602 STANTON HARDWARE	300391	01/28/2019	PW- CONCRETE SCREWS	8.69
000602 STANTON HARDWARE	300405	01/29/2019	TH THEATRE- SCREWS, ANC	13.04
000602 STANTON HARDWARE	300420	01/29/2019	TH THEATRE- SWITCHES, LE	85.80
000602 STANTON HARDWARE	300434	01/30/2019	TH THEATRE- VACUUM BAGS	33.89
000602 STANTON HARDWARE	300439	01/30/2019	POLICE- EXTENSION CORD	19.76
		Invoice Count	29 Total	920.24
<b>Cheque 503630 Date 02/20/2019 Amount 181.11</b>				
000606 STEFFEN AUTO SUPPLY	261658	01/11/2019	LANDFILL - COOLANT	32.97
000606 STEFFEN AUTO SUPPLY	261737	01/14/2019	PW- COPPER GASKET	2.94
000606 STEFFEN AUTO SUPPLY	262631	01/25/2019	LANDFILL - COOLANT	16.49
000606 STEFFEN AUTO SUPPLY	262769	01/29/2019	PW- WIPER BLADES, WASHE	82.07
000606 STEFFEN AUTO SUPPLY	262907	01/31/2019	PW- HYDRAULIC HOSES	46.64
		Invoice Count	5 Total	181.11
<b>Cheque 503631 Date 02/20/2019 Amount 718.99</b>				
004780 SUNBELT RENTALS OF CANADA INC.	71259014-0001	01/18/2019	PW- RENT 45' LIFT BLYTH LIC	718.99
		Invoice Count	1 Total	718.99
<b>Cheque 503632 Date 02/20/2019 Amount 373.86</b>				
000620 SWAN DUST CONTROL LTD	5340383	01/15/2019	COMPLEX- MATS /MOPS	154.48
000620 SWAN DUST CONTROL LTD	5348381	01/29/2019	COMPLEX- MOPS/MATS	154.48
000620 SWAN DUST CONTROL LTD	5348391	01/29/2019	POLICE- MATS/MOPS	39.44

## Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/06/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000620 SWAN DUST CONTROL LTD	5348396	01/29/2019	DAY CARE- MATS	25.46
		Invoice Count	4 Total	373.86
<b>Cheque 503633</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>704.03</b>	
004260 TREVOR SEIP	1-31-2019	01/31/2019	COUNCIL ROMA CONFERENC	704.03
		Invoice Count	1 Total	704.03
<b>Cheque 503634</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>70.00</b>	
003532 TRULY NOLEN	41487	01/17/2019	DAY CARE- PEST CONTROL	70.00
		Invoice Count	1 Total	70.00
<b>Cheque 503635</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>150.00</b>	
002775 VAL MULLOUGH	2-11-2019	02/11/2019	REC ADMIN- FACE PAINTING	150.00
		Invoice Count	1 Total	150.00
<b>Cheque 503636</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>1,214.81</b>	
000685 WATSON'S HOME HARDWARE	BB9406	12/31/2018	HALL B- REFRIGERATOR	846.37
000685 WATSON'S HOME HARDWARE	BB8309	01/10/2019	ARENA/HALL B- SAVE-T SALT	31.59
000685 WATSON'S HOME HARDWARE	BB8327	01/10/2019	FIRE- STORAGE BOXES	34.44
000685 WATSON'S HOME HARDWARE	BB8362	01/11/2019	PW- PICK HEAD/HANDLE	38.96
000685 WATSON'S HOME HARDWARE	BB8566	01/14/2019	FIRE- STORAGE BOXES	33.73
000685 WATSON'S HOME HARDWARE	BB9028	01/23/2019	ARENA B- ALLEN WRENCH	3.73
000685 WATSON'S HOME HARDWARE	BB9033	01/23/2019	FIRE- DRILL KIT	225.99
		Invoice Count	7 Total	1,214.81
<b>Cheque 503637</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>2,761.16</b>	
000856 WEILER'S CLEANING & RESTORATION	12312444	01/31/2019	JANUARY JANITORIAL SERVI	2,761.16
		Invoice Count	1 Total	2,761.16
<b>Cheque 503638</b>	<b>Date 02/20/2019</b>	<b>Amount</b>	<b>199.52</b>	
000720 WORK EQUIPMENT LTD	46188	02/01/2019	PW- WIPER BLADE /ARM 03-1	199.52
		Invoice Count	1 Total	199.52
Report Total				80,222.78

## Accounts Payable

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

Cheque Date 02/02/2019 to 12/31/2019

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 900179 Date 02/04/2019 Amount 3,059.93</b>				
000294 HYDRO ONE NETWORKS INC	December 2018-9227	12/31/2018	16920 KWH- 117 NORTH STRI	3,059.93
			Invoice Count 1 Total	3,059.93
<b>Cheque 900180 Date 02/06/2019 Amount 1,790.80</b>				
000687 WESTARIO POWER INC.	300265613	12/31/2018	6962 KWH- 120 JOSEPHINE S	954.25
000687 WESTARIO POWER INC.	300265614	12/31/2018	7936 KWH- SEWR 120 JOSEP	806.51
000687 WESTARIO POWER INC.	300265618	12/31/2018	0 KWH- SEWR SIPHON	30.04
			Invoice Count 3 Total	1,790.80
<b>Cheque 900181 Date 02/12/2019 Amount 4,088.37</b>				
000294 HYDRO ONE NETWORKS INC	December 2018-1727	12/31/2018	30300 KWH- 60 LLOYD ST	4,088.37
			Invoice Count 1 Total	4,088.37
Report Total				8,939.10



March 20, 2018

## **Belgrave Drinking Water System – 2017 Compliance Summary**

This is a summary of regulatory compliance for the Belgrave Drinking Water System in 2017. A complete summary of the flows, sampling results, chemical use, and significant activities, was submitted on February 27, 2018 in the Annual Report.

### **BACKGROUND:**

Following the Walkerton tragedy in 2000, the Ontario Government developed a new, comprehensive legislative paradigm based on a source-to-tap, multi-barrier approach to the protection of drinking water. The *Safe Drinking Water Act (SDWA)*, 2002, and its Regulations, contain requirements for Municipalities that provide potable water to their residents.

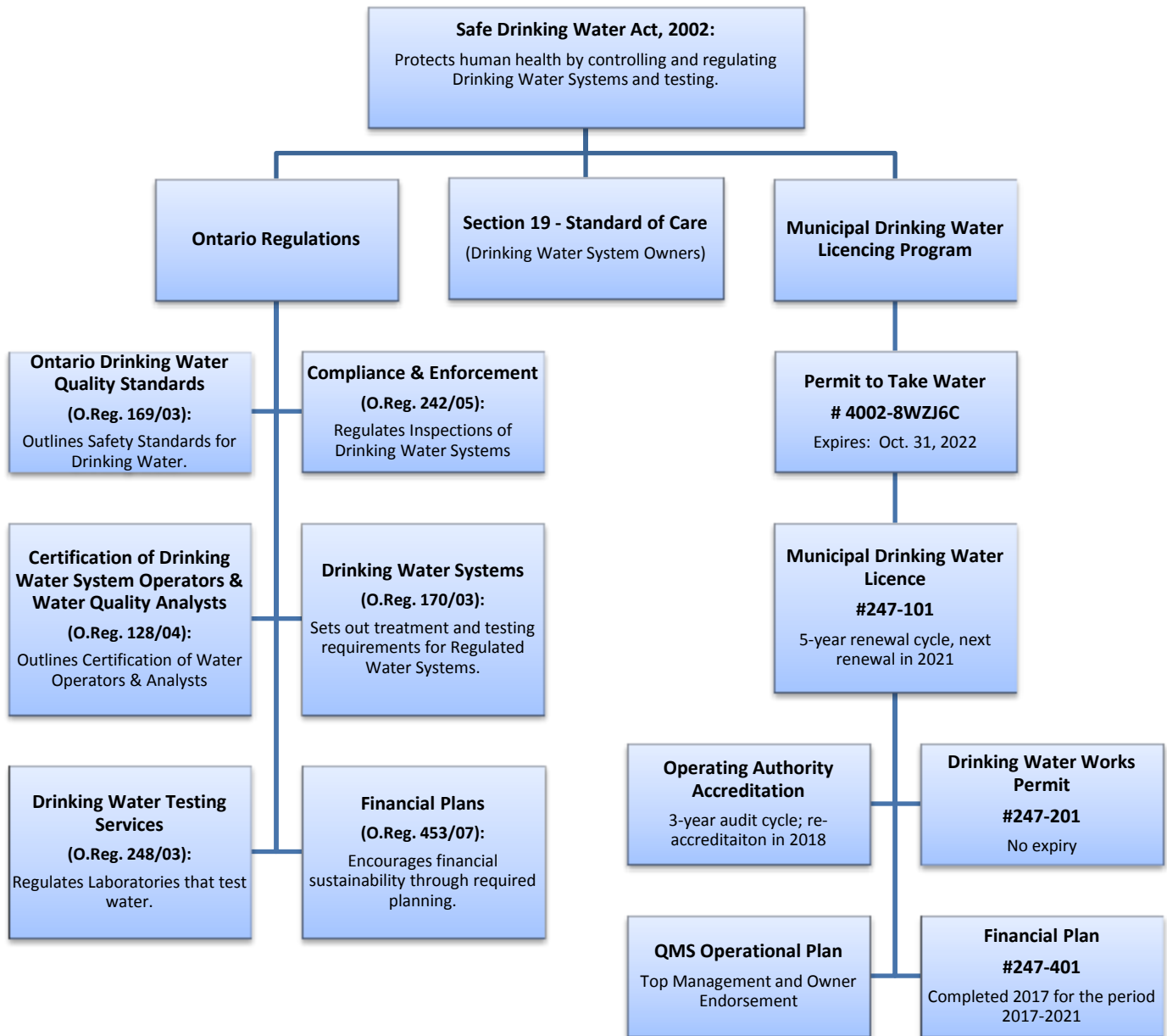
Under Section 19 (Standard of Care of the *SDWA*, owners of a Drinking Water System are required to:

- (a) exercise the level of care, diligence and skill in respect of a Municipal Drinking Water System that a reasonably prudent person would be expected to exercise in a similar situation; and
  - (b) act honestly, competently and with integrity, with a view to ensuring the protection and safety of the users of the Municipal Drinking Water System.
- 2002, c. 32, s. 19(1).

The following chart outlines key aspects of the *SDWA* that relate to the Belgrave Drinking Water System:



## Legislative Framework for the Belgrave Municipal Drinking Water System





This report intends to provide relevant information to help Council, as owner of the Belgrave Drinking Water System, meet this Standard of Care. Its contents are organized as follows, according to specific reporting requirements under the *SDWA*:

1. **Summary Report:** Schedule 22 of Ontario's *Drinking Water Systems Regulation* (O. Reg. 170/03) requires that a summary report be prepared for the preceding calendar year, and submitted to members of Council to disclose compliance status and provide pertinent water quality data.
2. **Annual Report:** Section 11 of O. Reg. 170/03 requires that an annual report be prepared for the preceding calendar year, and submitted to member of Council and the Municipality of Morris-Turnberry. This report summarizes water quality monitoring, corrective actions, and major expenses, and is made available to the public on the Municipality of Morris-Turnberry website and at the Municipal office.
3. **MOECC Inspection Report:** In 2006, the Ministry of the Environment and Climate Change (MOECC) introduced a comprehensive inspection program for municipal residential drinking water systems. The objectives of this program are to determine compliance with the *SDWA* and associated regulations; to encourage the continuous improvement of the drinking water system; and to establish a process to measure these improvements.
4. **Municipal Drinking Water Management Review:** The *SDWA*, through the Municipal Drinking Water Licensing program, requires that the Township maintain an accredited Quality Management System (QMS) for its drinking water system. This review communicates to Council key information related to the QMS and the Municipal Drinking Water Licensing program.
5. **QMS "Operational Plan":** The *SDWA*, through the Municipal Drinking Water Licensing program, requires that a Municipal Drinking Water System Owner (Council) endorse the most current version of the QMS Operational Plan. This document, once endorsed, is posted on the Municipal website and is available at the Operations Centre.

## 1. SUMMARY REPORT

### 1.1 Submission to the Municipality of Morris-Turnberry

Schedule 22 of Ontario Regulation 170/03 requires, for Large Municipal Residential Systems, that a Summary Report be prepared and submitted to the Municipality of Morris-Turnberry, for distribution to Council by March 31, 2017 for the period from January 1 to December 31, 2017.

### Statement of Compliance

Requirements for owning and operating the Belgrave Drinking Water System are contained within the *SDWA*, its applicable regulations, and its approval instruments.

- The MOECC "Drinking Water Ontario" web portal provides the most current version of the Act and its regulations: [www.ene.gov.on.ca/environment/dwo](http://www.ene.gov.on.ca/environment/dwo)
- Belgrave is approved by the MOECC to operate a Class 1 Treatment and a Class 1 Distribution System through its Municipal Drinking Water License (MDWL) #247-101, and to alter the system through its Drinking Water Works Permit (DWWP) #247-201.

Compliance with these requirements is evaluated through annual Ministry Inspections. The Belgrave 2017 Inspection Report contains **three incidents of non-compliance**. There have been no Orders issued by the MOECC under the *SDWA* or Ontario Regulation 170/03 for the period of January 1, 2017 to December 31, 2017.





## 1.2 Summary of Flow Rates

Under Schedule 22-2(3) of O. Reg. 170/03, the Summary Report must include a summary of flow rates for the purpose of enabling the system owner to assess the capability of the system to meet existing and planned uses.

Table 1 is a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average.

**Table 1: 2017 Summary of Flows for Belgrave**

### Belgrave Jane Well

Month	Treated Flow Daily Max (L/s)	Treated Flow Monthly Avg (L/s)	Treated Volume Monthly Total (m <sup>3</sup> )	Treated Volume Daily Max (m <sup>3</sup> )	Treated Volume Monthly Avg (m <sup>3</sup> )	Capacity Daily Max (%)
January	1.56	1.41	455.48	48.0	14.69	34.72
February	1.56	1.41	369.01	18.0	13.18	13.02
March	1.56	1.40	425.00	18.5	13.71	13.38
April	1.56	1.41	486.00	59.0	16.20	42.68
May	1.56	1.42	544.16	47.5	18.14	34.36
June	1.56	1.42	641.51	45.0	21.38	32.55
July	1.55	1.41	508.98	24.5	16.42	17.72
August	1.54	1.39	520.98	25.5	16.81	18.45
September	1.53	1.38	493.98	41.0	16.47	29.66
October	1.53	1.39	727.01	86.0	23.45	62.21
November	1.56	1.41	663.00	65.0	22.10	47.02
December	1.56	1.40	450.99	32.0	14.55	23.15
<b>PTTW Max</b>	<b>1.6</b>	<b>1.6</b>	<b>4,204.8</b>	<b>138.24</b>	<b>---</b>	<b>---</b>
Annual Max	1.56	---	727.01	86.00	---	62.21
Annual Avg	---	1.40	523.84	---	17.27	---
Annual Total	---	---	6,286.10	---	---	---

### Belgrave McCrae

Month	Treated Flow Daily Max (L/s)	Treated Flow Monthly Avg (L/s)	Treated Volume Monthly Total (m <sup>3</sup> )	Treated Volume Daily Max (m <sup>3</sup> )	Treated Volume Monthly Avg (m <sup>3</sup> )	Capacity Daily Max (%)
January	4.18	3.97	1,499.01	69.00	48.36	19.01
February	4.13	3.66	1,397.01	77.00	49.89	21.22
March	4.14	3.67	1,500.00	64.00	48.39	17.64
April	4.13	3.64	1,733.67	173.00	57.79	47.67
May	4.14	3.65	1,614.86	68.00	52.09	18.74
June	4.09	3.60	2,000.47	114.00	66.68	31.42
July	4.09	3.61	1,784.01	86.00	57.55	23.70
August	4.01	3.54	1,782.52	82.00	57.50	22.60
September	4.02	3.51	1,670.66	119.50	55.69	32.93
October	4.15	3.59	1,359.34	120.00	46.87	33.07
November	4.19	3.69	1,163.99	61.00	38.80	16.81
December	4.03	3.59	1,595.02	86.00	51.45	23.70
<b>PTTW Max</b>	<b>4.2</b>	<b>4.2</b>	<b>11,037.6</b>	<b>362.88</b>	<b>---</b>	<b>---</b>
Annual Max	4.19	---	2,000.47	173.00	---	47.67
Annual Avg	---	3.64	1,591.71	---	52.59	---
Annual Total	---	---	<b>19,100.56</b>	---	---	---





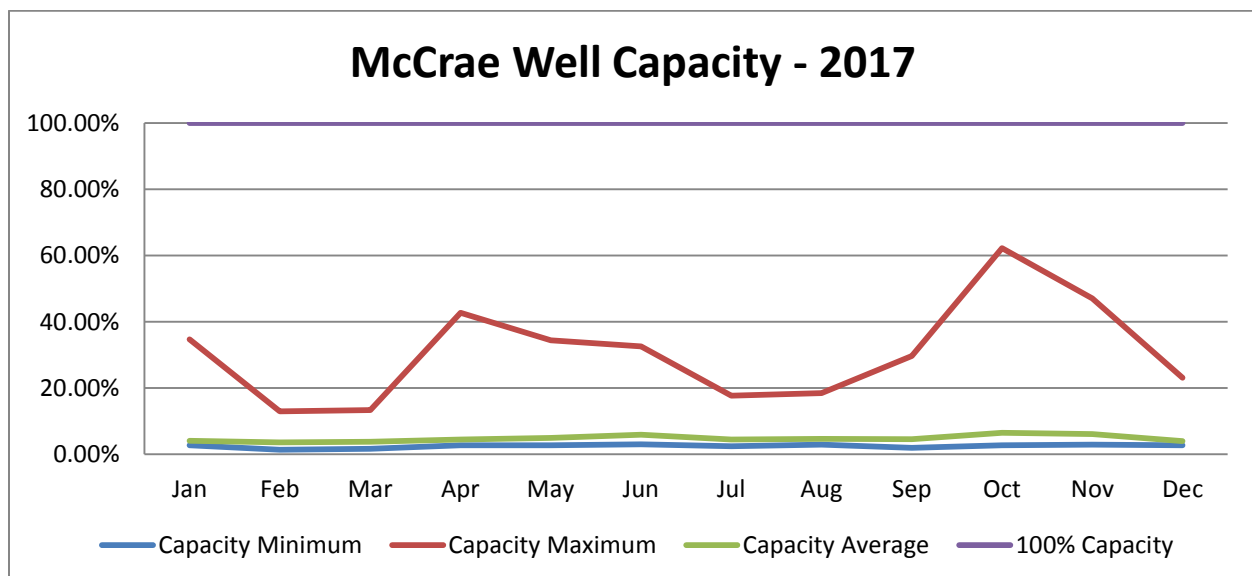
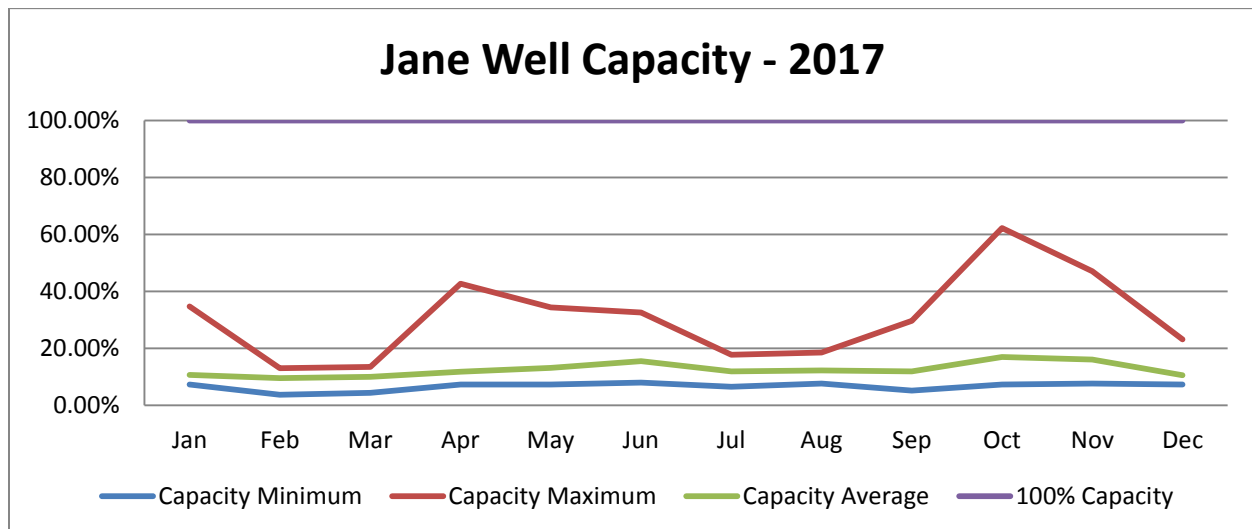
**Table 2: 2017 Summary of Flow Exceedances for Belgrave**

There were no flow exceedances for the Belgrave Drinking Water System in 2017.

### 1.3 Comparison of Flow Rates vs. Rated Capacity

Under Schedule 22-2(3) of O. Reg. 170/03, the Summary Report must include a comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water license.

Table 3 illustrates the monthly capacity in relation to 100% capacity.

**Table 3: Capacity of Both Belgrave Wells**



#### 1.4 Responsibility for Water Supply, Treatment and Storage

Provincial Legislation sets out the responsibility for water supply in the Village of Belgrave. Under the *Municipal Act, 2001*, the Municipality of Morris-Turnberry is responsible for the treatment and storage of water in the Village of Belgrave. Veolia Water has been retained by the Municipality of Morris-Turnberry as the Operating Authority for the Belgrave Drinking Water System.

#### 1.5 System Description

The Belgrave water system is characterized as a “secure ground water” system and is classified as a large municipally owned water system. The well house and its equipment have a daily maximum capacity to deliver 501 cubic meters of potable water per day to the Belgrave community in Morris-Turnberry and the Humphrey subdivision in North Huron.

The current water sources are two secure deep bed rock wells. The Jane St. production well is located at 32 Hamilton St. and the McCrea well is located at 23 McCrea St. Both are connected to the treatment plant at 28 McCrea St. via dedicated raw water mains.

The treatment plant is equipped with high lift pumps, backup diesel generator set, chlorinators, a chlorine contact reservoir, green sand filtration for iron removal and online monitoring. The system is controlled and monitored by an on-site PLC.

The Belgrave well supply was put in service May 1, 2007 and replaces the former Jane St, McCrea St. and Humphrey subdivision water systems. The Jane St. and McCrea St. wells were upgraded and retained as sources. The Humphrey subdivision well was abandoned. The Humphrey well house was retained and acts as a sample station and houses an on-line chlorine analyzer for the distribution system.

The distribution system in the Morris-Turnberry side of Belgrave was constructed in 2008 and is constructed of PVC with polyethylene services.

There is a connection to the Humphrey subdivision on the North Huron side. This distribution system is polyethylene and was constructed in the 1980's.

There is no elevated storage to maintain pressure and therefore, the system pressure is maintained using pressure tanks and the high lift pumps.

The system has no hydrants and lacks the capacity to provide fire flows.

#### 1.6 Licences and Permits

The Belgrave Drinking Water System has the following licenses and permits:

PTTW: # 4002-8Y5KVG	Issued: Nov. 1, 2012	Expires: Oct. 31, 2022
MDWL: # 247-101	Issued: Jul. 20, 2016	Expires: Jul. 19, 2021
DWWP: # 247-202	Issued: Jul. 20, 2016	No expiry

CT calculations for Belgrave are based on flow and maintaining at least the minimum free chlorine residual. The limiting factor regarding flow is chlorine contact time. In order to meet the regulatory CT requirements, the maximum allowed flow must correspond with a free chlorine residual capable of achieving **2-log removal or inactivation of viruses** as outlined in the *MOECC Procedure for Disinfection of Drinking Water in Ontario*.

#### 1.7 System Infrastructure

The Village of Belgrave has a distribution network of 117 customer services. The distribution system in the Morris-Turnberry side of Belgrave was constructed in 2008 and is constructed of PVC with polyethylene services.

There is a connection to the Humphrey subdivision on the North Huron side. This distribution system is polyethylene and was constructed in the 1980's.





Semi-annual flushing is performed in Spring and Fall, along with valve turning. Periodic flushing of dead-ends occurs as necessary.

### 1.8 Water Sampling and Testing

The purpose of sampling and testing is to confirm that water is safe for human consumption and to provide a comprehensive track record.

#### Requirement:

O. Reg. 170/03 stipulates the minimum number and frequency of sampling for the Belgrave distribution system. Based on the estimated 2017 population of 376 residents, and in accordance with the 2017 Belgrave Inspection Report, Belgrave must meet the following annual sampling requirements:

Parameter	Description	Required # of Samples	Requirement Source
<b>E. Coli Total Coliform Heterotrophic Plate Count (HPC)</b>	For testing presence of microbiological activity	96	O. Reg. 170/03, Sch. 10
<b>Trihalomethanes (THMs) and Haloacetic Acids (HAAs)</b>	For testing presence of disinfection by-products	8	O. Reg. 170/03, Sch. 13
<b>Lead (Pb)</b>	For testing presence of lead in the distribution system only – not private side	* reduced sampling in effect for 2017	O. Reg. 170/03, Sch. 15; MDWL # 247-101, Sch. D

#### Sampling Frequency and Location:

Currently, operators collect water samples for microbiological analysis on a weekly basis, and perform grab chlorine residuals four days a week. The distribution system chlorine residual is monitored continuously. Operators may use Municipal buildings, businesses, and residential homes to collect samples, depending on access to sample taps.

In 2017, staff collected 104 microbiological samples. Microbiological samples are sent primarily to E3 Laboratories in Niagara-on-the-Lake, but on occasion they are sent to SGS Environmental in London. Staff also collected 2 pH and alkalinity samples, as well as 4 THMs and 4 HAAs through this reporting period.

### 1.9 Communications When Adverse Water Samples Are Identified

#### Requirement – Laboratory:

A water sample that does not meet Provincial water quality standards is considered “adverse”. When adverse water quality is detected, the accredited laboratory conducting the testing will immediately notify the Operating Authority, the Spills Action Centre (SAC), and the Huron County Medical Officer of Health. This notification is made by telephone through live communication to a person in authority. In addition to the phone calls, a fax is sent to the three agencies to verify the live communication made earlier.

#### Requirement – Drinking Water System Owner/Operating Authority:

The SDWA also requires the drinking water system Owner/Operating Authority to immediately notify the MOECC and the Huron County Medical Officer of Health that the laboratory notice has been received and that “corrective actions” are being initiated. The method of contact is by telephone to a person of authority. The Operating Authority also faxes both agencies first to verify the previous live communication, and to confirm that corrective actions have been completed and the issue resolved.

This reporting system provides assurance that the water works owner is complying with the applicable regulations and that appropriate corrective actions are being taken and are being reported.





## **2.0 ANNUAL REPORT**

Section 11 of Ontario Regulation 170-03 requires that an Annual Report be prepared by February 28 each year for the preceding calendar year. As well, the Annual Report must be made available to the public, free of charge. To meet this requirement, the Belgrave 2017 Annual Report will be posted on the Municipal website and shall be available at the Municipal Office. The Annual Report must include:

- A brief description of the water system.
- A summary of chemical usage for treatment.
- A summary of expenses incurred to make improvements to the water system.
- A summary of water quality testing results for microbiological, inorganic chemical and organic chemical parameters.
- A summary of adverse water quality reports.
- A description of how the Annual Report has been distributed and where the Annual Report and Summary Report required under O. Reg. 170/03 Schedule 22, will be located in order to be accessible to the public.

## **3.0 MOECC INSPECTION REPORT**

On November 28, 2017, MOECC staff conducted an inspection of the Belgrave Drinking Water System. The inspection included a review of operating manuals, logbooks, staff certification and training, and water quality monitoring. It also includes an audit of the SCADA alarm history, data collection, and the operator log-in history.

The entire process concludes with an Inspection Report that includes required actions, recommended actions, and a final inspection rating. A low inspection rating does not necessarily mean that the drinking water provided is unsafe; however, it does indicate the degree to which there is room for improvement in meeting the Provincial regulatory requirements. These findings are used as a tool to track progress towards the Chief Drinking Water Inspector's goal of achieving 100% compliance with the regulatory framework on a Province wide basis.

The Operating Authority achieved a rating of 95.59% on the 2017 Belgrave Inspection Report.

### **Precautionary Boil Water Notices**

There were no Precautionary Boil Water Notices issued by the Operating Authority in 2017 on the Belgrave Drinking Water System.

### **Boil Water Advisory**

There were no Boil Water Advisories issued by the Huron County MOH on the Belgrave Drinking Water System in 2017.

### **Compliance**

There was one adverse water quality incident report (AWQI) filed with the MOE and the Huron County Health Unit in 2017.

AWQI #132208 - a treated water sample taken on January 10, 2017 came back with a total coliform result of 3 cfu/100mL. The area was re-sampled and results came back clear.





## Non-Compliances

- 1) The owner did not have evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water License and Drinking Water Works Permit issued under Part V of the SDWA.
  - Each new shipment of chemicals from supplier will come with C of A
- 2) There were four occasions during the inspection period when analyzer data logging did not occur due to UPS failures. There were two instances during the inspection period when the analyzer data logging failed but the reason for the failures was not documented. There is no further required action at this time.
- 3) A review of the logbook entries for the inspection period revealed that the alarm on the free chlorine residual analyzer at the Humphrey Sample Station was disabled on April 25 and 26, 2017 during the spring flushing program to eliminate high chlorine alarms from occurring.
  - new procedure implemented and operators trained on its practice

## Chemical Exceedances

There were no exceedances for chemical parameters sampled in 2017.

## 4.0 MUNICIPAL DRINKING WATER MANAGEMENT REVIEW:

Belgrave received its first Municipal Drinking Water License and Drinking Water Works Permit on August 4, 2011. According to the five-year renewal cycle, these documents were due for renewal prior to August 2, 2016. Renewal submissions were made early in 2016, and these documents were renewed. The MDWL will now expire in July 2021.

Under the Licensing program, Belgrave is required to maintain a drinking water Quality Management System (QMS). Note: For QMS Roles and Responsibilities, see Organizational Chart and Roles & Responsibilities Table in Appendix E – Operational Plan.

- a. QMS Management Review Outcomes – includes action items from the most recent Management Review meeting
- b. Infrastructure Review Outcomes and Infrastructure Programs Summary – includes a summary of the infrastructure review process and of infrastructure repair, rehabilitation, and renewal programming.

## Infrastructure Assessment

Regular contact is maintained with the Morris-Turnberry representative and also a monthly summary report is submitted. The JobsPlus program is continually updated with preventative and corrective maintenance issues. A complete summary can be forwarded to the client upon their request. Through regular communication between the operating authority and the client, capital items are discussed. A list of capital items and concerns was forwarded to the Morris-Turnberry representative on December 4, 2017.

The annual Management Review was conducted by the operating authority on May 15, 2017, as per the DWQMS requirement in Element 14. These regular discussions between the client and the operating authority for this water system are continued throughout the year by emails, phone calls, monthly reports, and meetings as per the requirements of Element 15 of the DWQMS.

The Internal Audit was completed on December 5 & 6, 2017 and the Risk Assessment was completed December 5, 2017. The 12-month surveillance audit was completed by SAI and maintained accreditation June 12, 2017. The staff





was involved with an Emergency Response exercise on December 20, 2017, which involved a chemical spill near the well head.

## **5.0 QMS OPERATIONAL PLAN**

Belgrave must document its QMS in an Operational Plan, which must be endorsed by QMS Top Management and Morris-Turnberry Council, and made available to the public. The Operational Plan was reviewed in 2017 as part of the Risk Assessment.

John Graham, Project Manager

### **Veolia Water Canada, Inc.**

100 Cove Road, P.O. Box 185

Goderich, Ontario, N7A 3Z2

Tel 519-524-6583 ext 310

Fax 519-524-9358

[www.veoliawaterna.com](http://www.veoliawaterna.com)



# Annual Report

*For the 2017 Operating Year*

## Belgrave Drinking Water System 2017 Operation and Maintenance Annual Report

### **PREPARED BY**

Veolia Water  
100 Cove Rd.  
Goderich, ON  
N7A 3Z2

### **TO**

Municipality of Morris Turnberry,  
RR#4, 41342 Morris Road,  
Brussels, ON  
N0G 1H0

Resourcing the world  **VEOLIA**

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## **1.0 INTRODUCTION AND BACKGROUND**

The purpose of the 2017 Annual Report is to document the operation and maintenance data for the Belgrave Drinking Water System for review by the Ministry of the Environment in accordance with O. Reg. 170/03. This report covers January 1, 2017 to December 31, 2017. A copy of this report will be submitted to the owner to be uploaded to the township's website and can be supplied to interested parties upon request.

## **2.0 DESCRIPTION OF WATER SYSTEM**

The Belgrave Well Supply (DWS #220008257), is characterized as a ground water system and is classified as a large municipal residential system. The system consists of two wells, with a maximum capacity of 501 m<sup>3</sup>/day. The treatment building houses the controls for the system, chlorination and iron removal treatment, in-ground storage reservoirs and pressure system including pumps for the distribution system.

One production well is located at 32 Hamilton Street (near the intersection of Jane St and referred to as the Jane Street Well), and the other at 23 McCrea Street, with both wells connected to the treatment plant at 28 McCrea Street via dedicated raw water mains. The distribution system serves the community of Belgrave with a connection to the Humphrey Subdivision (North Huron).

The system serves a population of approximately 300 residents, with approximately 113 customer services in use (and 223 service connections total).

The system consists of a Class 1 Treatment and Class 1 Distribution and Supply, which is owned by the Municipality of Morris-Turnberry and operated by Veolia Water Canada, the Operating Authority.

The Jane Street well is 42.4 metres deep, equipped with a submersible pump with a rated capacity of 1.6 l/s, with instrumentation and control equipment, and discharges to a combined header.

The McCrea Street Well is 38.1 metres deep equipped with a submersible pump with a rated capacity of 4.2 Litres/second, with instrumentation and control equipment and discharges to a combined header.

Flow from each well is combined in a common filter influent header at the treatment plant where the flow is then split equally through three green sand filters, treated with sodium hypochlorite and then to an in-ground reservoir and a high lift pumping station.

The Jane Street well was drilled in October 1983 and The McCrea Street Well drilled in June 1976. Modifications and updates were made to the Jane Street and McCrea Street well systems in 2007 to form the new Belgrave Water Treatment System with a new treatment building.

Raw water is pumped from each well. Potassium permanganate is injected as part of the iron removal system. The filtered water is treated with sodium hypochlorite and then flows to an in-ground two cell storage and chlorine contact reservoir located below the treatment building. The treatment building has three (3) high lift submersible pumps and six (6) hydropneumatic pressure tanks that supply and maintain the water pressure to the distribution system. The system is monitored and controlled by an onsite Programmable Logic Controller (PLC).

Back-up power is supplied by one 60 KW diesel standby generator with an automatic transfer switch located in the pump house.

There is no elevated storage tank. The system pressure is maintained using pressure tanks and the high lift pumps.

The system has no hydrants and capacity for fire protection is not provided.

The current water source is from two secure deep bed rock wells. Land use in the vicinity of the wells is a mixture of residential and institutional. There is no Municipal sanitary sewer system so the area is served by individual septic systems.

Disinfection is achieved on the Belgrave well supply through the use of 6 % sodium hypochlorite. This chemical is injected prior to the water entering the chlorine contact reservoir at a sufficient dosage to achieve both primary and secondary disinfection objectives.

The primary disinfection system consists of two 200 L solution tanks, with one duty and one standby chemical metering pump with automatic switch-over capability. An on-line free chlorine residual analyzer ensures continuous disinfection with high and low level parameter set points and alarms.

Primary disinfection is provided via Chlorine Contact Time within the reservoir. The Chlorine Contact provided is based on the provision of a minimum regulatory CT of 2.0, to provide 99% (2-log) inactivation of viruses. The design Chlorine Contact Time is based on 2-log inactivation of viruses at a minimum free chlorine residual of 0.2 mg/L (after contact time), raw water pH of 6-9 and a minimum water temperature of 5°C.

The chlorine dosage range varies with the chlorine demand of the raw water. The free chlorine residual is monitored at the point of entry to the distribution system, by an on-line chlorine analyzer, with a target residual of > 1.00 mg/l and < 2.00 mg/l.

The raw water from the wells at Belgrave has iron levels higher than what is considered aesthetically acceptable. Through the First Engineers report it was determined that the iron oxidized in the treated water and resulted in higher than acceptable turbidity levels within the distribution system. The treatment building provides iron removal through greensand filters. Potassium permanganate is injected into the water to oxidize the iron and to regenerate the greensand filters. This chemical is injected into the raw water upstream of the filters.

The treated water is monitored and controlled by an on-site PLC. A PC at the site records the data generated by the PLC at the wells and treatment building.

Distribution piping typically ranges in size from 50 mm to 150 mm, and consists of PVC Polyethylene and High Density Polyethylene Piping.

Typical system pressure ranges from 40 P.S.I to 60 P.S.I.

### 3.0 SUMMARY OF WATER QUALITY MONITORING

#### 3.1 Water Treatment Equipment Operation and Monitoring

##### 3.1.1 Point of Entry Chlorine Residual

Chlorine residuals are continuously measured using a HACH CL17 online chlorine analyzer and verified for accuracy using hand-held HACH pocket colourimeters. **Table 1** shows the monthly average of free chlorine residual values on the treated water at the point of entry.

##### 3.1.2 Distribution Chlorine Residual

Chlorine residuals in the distribution system are checked using a HACH pocket colourimeter.

Table 1. – Treated and Distribution Chlorine Residuals for Belgrave Drinking Water System

Date	Average Treated Chlorine Residual (mg/L)	Average Distribution Chlorine Residual (mg/L)
Jan	1.42	1.32
Feb	1.67	1.50
Mar	1.80	1.64
Apr	1.73	1.60
May	1.64	1.47
Jun	1.56	1.30
Jul	1.46	1.19
Aug	1.54	1.33
Sep	1.59	1.41
Oct	1.67	1.47
Nov	1.65	1.45
Dec	1.70	1.61
<b>Average</b>	<b>1.62</b>	<b>1.44</b>
<b>Min</b>	<b>1.06</b>	<b>0.53</b>
<b>Max</b>	<b>3.07</b>	<b>2.81</b>
<b># Samples</b>	<b>8760</b>	<b>8760</b>

### 3.1.3 Turbidity

Turbidity is measured daily using a pocket turbidimeter. **Table 2.** provides a summary of raw and treated turbidity results. The maximum turbidity measured was 0.33 NTU.

Table 2. – Raw and Treated Water Turbidities for Belgrave Drinking Water System

<b>Date</b>	<b>Average Jane Well Turbidity (NTU)</b>	<b>Average McCrea Well Turbidity (NTU)</b>
Jan	0.32	0.16
Feb	0.19	0.14
Mar	0.17	0.17
Apr	0.19	0.23
May	0.12	0.14
Jun	0.11	0.14
Jul	0.27	0.11
Aug	0.11	0.09
Sep	0.14	0.15
Oct	0.26	0.22
Nov	0.17	0.22
Dec	0.16	0.19
<b>Average</b>	<b>0.21</b>	<b>0.16</b>
<b>Min</b>	<b>0.11</b>	<b>0.09</b>
<b>Max</b>	<b>0.33</b>	<b>0.23</b>
<b># Samples</b>	<b>18</b>	<b>19</b>

### 3.2 Microbiological Sampling

#### 3.2.1 Raw Water Samples

Raw water samples are taken every week. In 2017, a total of 52 samples from Jane well and 52 samples from McCrae Well were collected and analyzed for E. coli and Total Coliforms. Most Total Coliform and E. coli result obtained were 0 cfu/100 ml. There were two instances in October where the total coliforms were greater than zero on McCrae well. On October 17, 2017 the total coliforms for McCrae well were 2 cfu/100 mL and on October 24, 2017 they were 1 cfu/100 mL. **Table 3a.** and **Table 3b.** provide a summary of bacteriological results performed on the raw water.

Table 3a. – Microbiological Results for Raw Water at Belgrave Well Supply Jane Well

Date	E. coli			Total Coliform		
	# Samples	# Samples 0	# Samples ≥1	# Samples	# Samples 0	# Samples ≥1
Jan	6	6	0	6	6	0
Feb	4	4	0	4	4	0
Mar	4	4	0	4	4	0
Apr	4	4	0	4	4	0
May	5	5	0	5	5	0
Jun	4	4	0	4	4	0
Jul	4	4	0	4	4	0
Aug	5	5	0	5	5	0
Sep	4	4	0	4	4	0
Oct	4	4	0	4	4	0
Nov	4	4	0	4	4	0
Dec	4	4	0	4	4	0
Total	52	52	0	52	52	0

Table 3b. – Microbiological Results for Raw Water at Belgrave Well Supply McCrae Well

Date	E. coli			Total Coliform		
	# Samples	# Samples 0	# Samples $\geq 1$	# Samples	# Samples 0	# Samples $\geq 1$
Jan	6	6	0	6	6	0
Feb	4	4	0	4	4	0
Mar	4	4	0	4	4	0
Apr	4	4	0	4	4	0
May	5	5	0	5	5	0
Jun	4	4	0	4	4	0
Jul	4	4	0	4	4	0
Aug	5	5	0	5	5	0
Sep	4	4	0	4	4	0
Oct	4	4	0	4	2	2
Nov	4	4	0	4	4	0
Dec	4	4	0	4	4	0
Total	52	52	0	52	50	2

### 3.2.2 Treated Water (Point of Entry) Samples

One treated water sample from the point of entry is taken every week and analyzed for E.Coli, Total Coliforms and for Heterotrophic Plate Count (HPC). A total of 52 treated water samples were collected and analyzed for the above parameters. Most E. coli and total coliform result from the treated water was 0 cfu/100 ml. There was one instance where a total coliform result 3 cfu/100 mL was received on January 10, 2017. See Section 6.0 for more information. The range of HPC results were 0 - 5 cfu/100 ml. **Table 4.** provides a summary of all bacteriological results performed on treated water.

Table 4. – Microbiological Results for Point of Entry at Belgrave Drinking Water System

Date	E. coli			Total Coliform			HPC		
	# Samples	# Samples 0	# Samples ≥1	# Samples	# Samples 0	# Samples ≥1	# Samples	Safe	Deteriorating
Jan	6	6	0	6	5	1	6	6	0
Feb	4	4	0	4	4	0	4	4	0
Mar	4	4	0	4	4	0	4	4	0
Apr	4	4	0	4	4	0	4	4	0
May	5	5	0	5	5	0	5	5	0
Jun	4	4	0	4	4	0	4	4	0
Jul	4	4	0	4	4	0	4	4	0
Aug	5	5	0	5	5	0	5	5	0
Sep	4	4	0	4	4	0	4	4	0
Oct	4	4	0	4	4	0	4	4	0
Nov	4	4	0	4	4	0	4	4	0
Dec	4	4	0	4	4	0	4	4	0
<b>Total</b>	52	52	0	52	51	1	52	52	0



### 3.2.3 Distribution System

Distribution samples are collected every week and tested for E.Coli, Total Coliform and for Heterotrophic Plate Count (HPC). In 2017, a total of 104 distribution samples were collected and analyzed for the above parameters and all samples were found to be safe. All E. coli and total coliform result from the treated water were 0 cfu/100 ml. The range of HPC results were 0 - 3 cfu/100 ml. **Table 5.** provides a summary of all bacteriological samples taken in the distribution system.

Table 5. – Microbiological Results for Belgrave Distribution System

Date	E. coli			Total Coliform			HPC		
	# Samples	# Samples 0	# Samples ≥1	# Samples	# Samples 0	# Samples ≥1	# Samples	Safe	Deteriorating
Jan	12	12	0	12	12	0	6	6	0
Feb	8	8	0	8	8	0	4	4	0
Mar	8	8	0	8	8	0	4	4	0
Apr	8	8	0	8	8	0	4	4	0
May	10	10	0	10	10	0	5	5	0
Jun	8	8	0	8	8	0	4	4	0
Jul	8	8	0	8	8	0	4	4	0
Aug	10	10	0	10	10	0	5	5	0
Sep	8	8	0	8	8	0	4	4	0
Oct	8	8	0	8	8	0	4	4	0
Nov	8	8	0	8	8	0	4	4	0
Dec	8	8	0	8	8	0	4	4	0
<b>Total</b>	104	104	0	104	104	0	52	52	0

### 3.3 Chemical Sampling & Testing

#### 3.3.1 Inorganics

One treated water sample is taken every 36 months and tested for inorganics. The most recent samples for the Belgrave Drinking Water System were collected on March 1, 2017 and submitted to the laboratory for analysis of inorganics as listed in Schedule 23. All parameters were found to be within compliance. Inorganics will be sampled and analyzed again on or before March 1, 2020. Results from 2017 can be found in **Table 6**.

Table 6. – Schedule 23 Results for Belgrave Drinking Water System

Parameter	Result (µg/L)	Maximum Allowable Concentration (µg/L)
Antimony	<0.02	6
Arsenic	0.8	25
Barium	146	1000
Boron	21	5000
Cadmium	<0.03	5
Chromium	0.48	50
Mercury	<0.01	1
Selenium	<0.04	10
Uranium	0.802	20

### 3.3.2 Lead

Schedule 15.1 of Ontario Regulation 170/03 requires that samples be taken during two seasons: once between December 15 and April 15 and once between June 15 and October 15. The Maximum Allowable Concentration for Lead is 0.01 mg/L. In the two previous lead sampling seasons, lead, pH and alkalinity samples were taken on March 29, 2017 and again on September 18, 2017. 2017 results can be found in **Table 7**.

Table 7. – Lead Sampling Program Results for Belgrave Drinking Water System

	Lead (mg/L)	pH	Alkalinity (mg/L)
<b>Dec-Apr</b>	0.00056	7.53	232
<b>Jun-Oct</b>	0.00004	7.40	228

### 3.3.3 Organics

One treated water sample is taken every 36 months and tested for schedule 24 organic parameters. The most recent samples were collected on March 1, 2017. All parameters were found to be within compliance. Organics will be sampled and analyzed again on or before March 1, 2020. 2017 sample results can be found in **Table 8**.

Table 8. – Schedule 24 Results for Belgrave Drinking Water System

Parameter	Result (µg/L)	Maximum Allowable Concentration (µg/L)
Benzene	<0.32	5
Carbon Tetrachloride	<0.16	5
1,2-Dichlorobenzene	<0.41	200
1,4-Dichlorobenzene	<0.36	5
1,1-Dichloroethylene	<0.33	14
1,2-Dichloroethane	<0.35	5
Dichloromethane	<0.35	50
Monochlorobenzene	<0.3	80
Tetrachloroethylene	<0.35	30
Trichloroethylene	<0.43	50
Vinyl Chloride	<0.17	2
Diquat	<1	70
Paraquat	<1	10
Glyphosate	<1	280
Polychlorinated Biphenyls	<0.04	3
Benzo(a)pyrene	<0.004	0.01
2,4-dichlorophenol	<0.15	900
2,4,6-trichlorophenol	<0.25	5
2,3,4,6-tetrachlorophenol	<0.20	100
Pentachlorophenol	<0.15	60
Alachlor	<0.02	5
Atrazine+N-dealkylated metabolites	<0.01	5
Atrazine	<0.01	-
De-ethylated atrazine	<0.01	-
Azinphos-methyl	<0.05	20
Carbaryl	<0.05	90
Carbofuran	<0.01	90
Chlorpyrifos	<0.02	90
Diazinon	<0.02	20
Dimethoate	<0.03	20
Diuron	<0.03	150
Malathion	<0.02	190
Methoxychlor	<0.01	900
Metolachlor	<0.01	50
Metribuzin	<0.02	80
Phorate	<0.01	2
Prometryne	<0.03	1
Simazine	<0.01	10
Terbufos	<0.01	1
Triallate	<0.01	230
Trifluralin	<0.02	45
2,4-dichlorophenoxyacetic acid	<0.19	100
Bromoxynil	<0.33	5
Dicamba	<0.20	120
Diclofop-methyl	<0.40	9
MCPA	<0.00012	0.00012

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Picloram	<1	190
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### 3.3.4 Trihalomethanes and Haloacetic Acids

One distribution sample is taken every three months from a point in the distribution system and tested for Trihalomethanes (THMs) and Haloacetic Acids (HAAs). In 2017, samples were collected during the months of February, May, August and November. The Ontario Drinking Water Quality Standard (ODWQS) have set a Maximum Allowable Concentration (MAC) of 100 µg/L for THMs and it is expressed as a running annual average. Currently there is no MAC for HAAs. In 2017, the average THM was found to be 11.33 µg/L, which is within compliance. Refer to **Table 9.** for the summary of trihalomethane and haloacetic acid results.

### 3.3.5 Nitrate & Nitrite

One treated water sample is taken every three months and tested for nitrate and nitrite. In 2017, samples were collected during the months of February, May, August and November. The Ontario Drinking Water Quality Standard (ODWQS) have set a Maximum Allowable Concentration (MAC) of 1 mg/L for nitrites and 10 mg/L for nitrates. The results were found to be within compliance. Refer to **Table 9.**

Table 9. – Nitrate, Nitrite, THM and HAA Results at Belgrave Drinking Water System

Date	Nitrate		Nitrite		THMs		HAAs	
	# Samples	Result (mg/L)	# Samples	Result (mg/L)	# Samples	Result (µg/L)	# Samples	Result (µg/L)
Feb	1	0.012	1	<0.003	1	9.3	1	<5.3
May	1	0.024	1	<0.003	1	12	1	<5.3
Aug	1	0.027	1	<0.003	1	11	1	<5.3
Nov	1	0.032	1	<0.003	1	13	1	<5.3
Total	4		4		4		4	
Average		0.024		<0.003		11.33		<5.3
Maximum		0.032		<0.003		13		<5.3

### 3.3.6 Sodium

One water sample is collected every 60 months and tested for Sodium. The Ontario Drinking Water Standards (ODWQS) have set a Maximum Acceptable concentration (MAC) of 200 mg/L for Sodium and requires the Medical Office of Health be notified if the concentration exceeds 20 mg/L. These samples were last collected on March 15, 2013 and were found to be 7.03 mg/L, which is in compliance. The next water sample for Sodium will be collected and analyzed on or before March 15, 2018.

### 3.3.7 Fluoride

One water sample is collected at least once in every 60 months and tested for Fluoride. The Ontario Drinking Water Quality Standards (ODWQS) have set a MAC of 1.5 mg/L. On May 5, 2015, a sample was collected for this analysis. The sample was found to have a concentration of 1.48 mg/L, which is in compliance. The next water sample for Fluoride will be collected and analyzed on or before May 5, 2020.

## 4.0 WATER AND CHEMICAL USAGE

### 4.1 Chemical Usage

Refer to **Table 10**. From January 1, 2017 to December 31, 2017, 75.67 kg of sodium hypochlorite was used to ensure proper disinfection in the distribution system with an average dosage of 3. mg/L.

Table 10. – Chemical Usage at Belgrave Drinking Water System

Date	Sodium Hypochlorite		Potassium Permanganate
	Usage (kg)	Average Dosage (mg/L)	Total Usage (L)
<b>Jan</b>	6.23	3.44	106.25
<b>Feb</b>	5.55	3.44	97.50
<b>Mar</b>	6.02	3.39	107
<b>Apr</b>	6.37	3.23	115.25
<b>May</b>	6.95	3.43	122.50
<b>Jun</b>	8.00	3.32	160.25
<b>Jul</b>	6.09	2.88	166.25
<b>Aug</b>	5.80	2.80	162.50
<b>Sep</b>	6.19	2.96	153.25
<b>Oct</b>	7.16	3.68	143.75
<b>Nov</b>	5.76	3.43	96.75
<b>Dec</b>	5.54	2.78	98.25
<b>Total</b>	<b>75.67</b>		<b>159.50</b>
<b>Average</b>		<b>3.23</b>	



## 4.2 Annual Flows

A summary of the water supplied to the distribution system in 2017 is provided in **Table 11**. This Table provides a breakdown of the monthly flow provided to the distribution system.

Flow meters were calibrated on July 11, 2017 by Corix and were found to be acceptable.

Table 11. – Treated Water Flows for Belgrave Drinking Water System

Date	Average Daily Flow (m <sup>3</sup> )	Maximum Daily Flow (m <sup>3</sup> )	Total Monthly Flow (m <sup>3</sup> )
Jan	58.42	78	1810.99
Feb	57.61	79	1613
Mar	57.32	70	1776.98
Apr	65.61	242	1968.36
May	65.36	99	2026.17
Jun	80.45	133	2413.54
Jul	68.32	89	2118
Aug	66.68	93.5	2067
Sep	69.84	141	2095.16
Oct	62.72	163	1944.32
Nov	56.07	70	1682.01
Dec	64.34	98	1994.49
<b>Average</b>	<b>64.41</b>		
<b>Max</b>		<b>242</b>	
<b>Total</b>			<b>23,510.02</b>

## 5.0 IMPROVEMENTS TO SYSTEM AND ROUTINE AND PREVENTATIVE MAINTENANCE

The following summarizes water system improvements and routine and preventative maintenance for the Belgrave Drinking Water System:

- Spring flushing of the distribution system occurred on April 25th and 26th.
- SCADA upgrades completed throughout May and June
- A review of the Belgrave Treatment System by OWWCO has resulted in a downgrading of the classification from a Class 2 to a Class 1 treatment system
- New backflow preventer installed on September 14th
- Fall flushing of distribution system occurred on September 20th
- SCADA computer upgraded on November 7th

## 6.0 MINISTRY OF THE ENVIRONMENT INSPECTIONS AND REGULATORY ISSUES

The most recent Ministry of Environment inspection was completed by Jill Wales on November 28, 2017.

There were three non-compliances noted. The Inspection Rating was 95.59%.

1. The owner did not have evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. The MOECC requires that the supplier provide an Affidavit of Compliance and/or Certificate of Analysis to ensure the supplier (or any agent or third party company conducting the sampling and testing) is appropriately certified to package or repackage the chemical before delivering it to the purchaser.
  2. There were four occasions during the inspection period when analyser data logging did not occur due to UPS failures. There were two instances during the inspection period when the analyser data logging failed but the reason for the failures was not documented. According to the owner/operating authority, a data logging failure alarm has been installed as a corrective measure to alert the operator of data recording issues. The owner/operating authority is required to notify the undersigned if data logging issues continue to occur. There are no further required actions at this time.
  3. The following instance(s) of non-compliance
3. A review of the logbook entries for the inspection period revealed that the alarm on the free chlorine residual analyser at the Humphrey Sample Station was disabled on April 25 and 26, 2017 during the spring flushing program to eliminate high chlorine alarms from occurring. This action is in non-compliance with the standard prescribed by section 6-5(1.1)1 of O. Reg. 170/03 which requires the regulatory on-line continuous monitoring equipment to cause an alarm to signal immediately if the equipment malfunctions or loses power or the free chlorine residuals are outside of the range prescribed in the Table to Schedule 6 in O. Reg. 170/03 while water is being directed to the users of the system.

Instances of adverse water quality:

AWQI #132208 - a treated water sample taken on January 10, 2017 came back with a total coliform result of 3 cfu/100 mL. The area was re-sampled and results came back clear.

## 7.0 MOECC Regulatory Changes

It should be noted that there will be some upcoming changes to Ontario Regulation 170/03 and Ontario Regulation 169/03 that strengthen standards and clarify testing requirements as follows:

- Strengthen standards for Arsenic, Carbon Tetrachloride, Benzene, and Vinyl Chloride;
- Adopt new standards for Chlorate, Chlorite, 1-Methyl-4-Chlorophenoxyacetic acid (MCPA) and Haloacetic Acids (HAAs); (NOTE: Chlorate and Chlorite testing is only required for Municipal Drinking Water Systems using Chlorine Dioxide treatment equipment.)
- Clarify/optimize testing, sampling and reporting requirements for Trihalomethanes (THMs) and HAAs; and
- Remove 13 pesticides from testing requirements.

The aforementioned amendments will be phased in over the next four years to allow system owners and/or operators the opportunity to collect baseline information and complete required system upgrades. Currently, the new sampling, testing, reporting and re-sampling requirements, and the removal of 13 pesticides came into effect January 1, 2016. As well, testing requirements for HAAs and updates to standards for Carbon Tetrachloride, Benzene, Vinyl Chloride, Chlorate, Chlorite, and MCPA came into effect January 2017. Refer to **Table 12** for the new Regulatory Requirements. Subsequent phase-in dates are:

- January 1, 2018: Updates to standards for Arsenic come into effect / require reporting
- January 1, 2020: New standards for HAAs and HAAs testing optimization rule for smaller systems will come into effect / require reporting.

**Table 12 – Regulatory Requirements**

Parameter	Current Requirement		Amended Requirement	
	MAC	½ MAC	MAC	½ MAC
<b>Arsenic</b>	25 µg/L	12.5 µg/L	10 µg/L	5 µg/L
<b>Benzene</b>	5 µg/L	2.5 µg/L	1 µg/L	0.5 µg/L
<b>Carbon Tetrachloride</b>	5 µg/L	2.5 µg/L	2 µg/L	1 µg/L
<b>Vinyl Chloride</b>	2 µg/L	1 µg/L	1 µg/L	0.5 µg/L



# 2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



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# About MPAC

**MPAC stands for Municipal Property Assessment Corporation,** and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

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As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

Learn more at:



[mpac.ca](http://mpac.ca)





# Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

## The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
  - New construction, demolitions and consolidations
  - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

## Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

## Attached to this report are two municipal-level assessment snapshots:

### 1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

### 2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for  
assessing and  
classifying more than

**5 MILLION**

properties in Ontario

Representing

**\$2.78T**

in property value

We delivered  
more than

**800,000**

Property  
Assessment  
Notices

# 2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

## Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

## New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

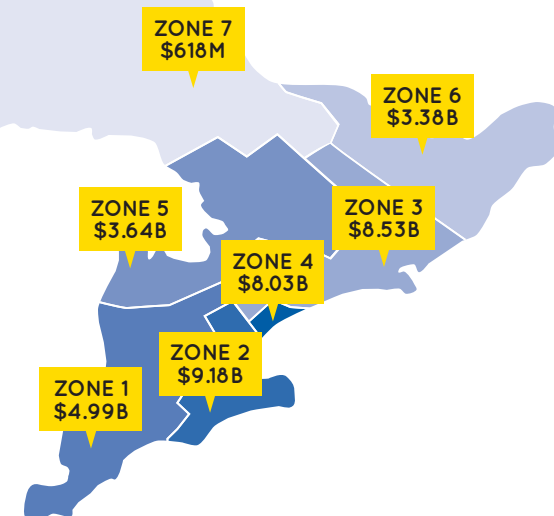
## New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

## 2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province



From January 1 to October 31, 2018,  
MPAC completed a total of 27,917  
Requests for Reconsideration

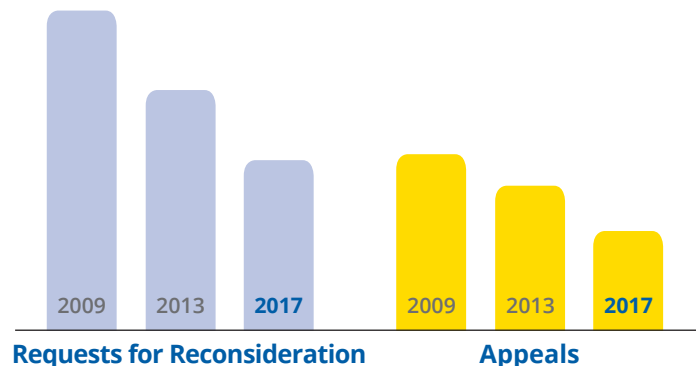
## Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

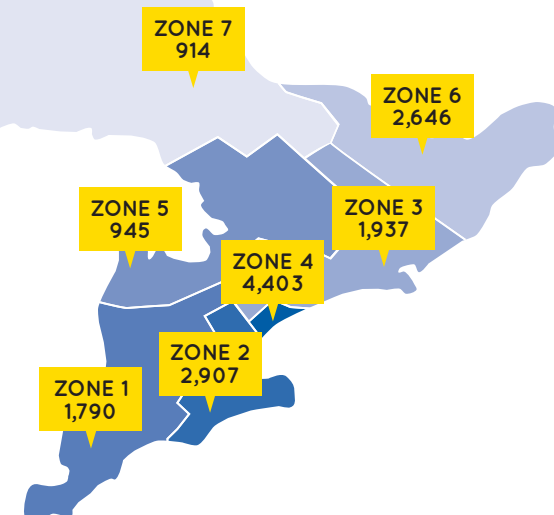
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

### 2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a  
steady decrease  
in the number of  
RfRs and appeals  
since 2009

# Service Level Agreement (SLA)

**The service levels in the SLA represent the most important MPAC deliverables** as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met  
**96%**  
of all service levels



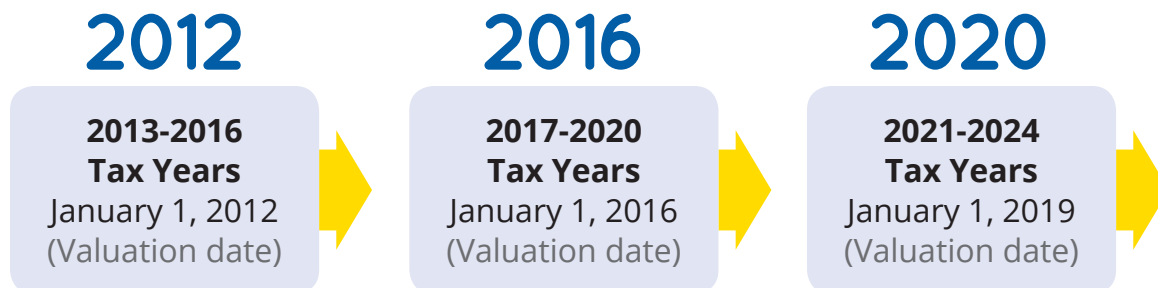
# Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.





# Conclusion

At the core of our new **2017–2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

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Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



## APPENDIX 1

### Assessment Change Summary by Property Class Township of North Huron

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	363,543,800	346,991,719	355,267,758	2.4%
M Multi-Residential	10,019,100	9,814,750	9,916,925	1.0%
C Commercial	32,775,200	31,386,346	32,080,774	2.2%
S Shopping Centre	789,000	749,500	769,250	2.6%
X Commercial (New Construction)	4,138,000	4,106,028	4,122,014	0.4%
I Industrial	2,971,200	2,656,446	2,813,823	5.9%
L Large Industrial	7,684,500	7,684,500	7,684,500	0.0%
P Pipeline	4,380,000	4,295,007	4,337,504	1.0%
F Farm	260,509,600	206,327,101	233,418,351	13.1%
T Managed Forests	3,235,200	2,552,096	2,893,649	13.4%
(PIL) C Commercial	4,237,900	3,777,130	4,007,515	6.1%
(PIL) I Industrial	73,100	67,050	70,075	4.5%
(PIL) H Landfill	231,900	192,120	212,010	10.4%
E Exempt	54,095,900	52,031,111	53,063,506	2.0%
<b>TOTAL</b>	<b>748,684,400</b>	<b>672,630,904</b>	<b>710,657,654</b>	<b>5.7%</b>



## APPENDIX 2

### Assessment Base Distribution Summary by Property Class Township of North Huron

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	363,543,800	48.6%	346,991,719	51.6%	355,267,758	50.0%
M Multi-Residential	10,019,100	1.3%	9,814,750	1.5%	9,916,925	1.4%
C Commercial	32,775,200	4.4%	31,386,346	4.7%	32,080,774	4.5%
S Shopping Centre	789,000	0.1%	749,500	0.1%	769,250	0.1%
X Commercial (New Construction)	4,138,000	0.6%	4,106,028	0.6%	4,122,014	0.6%
I Industrial	2,971,200	0.4%	2,656,446	0.4%	2,813,823	0.4%
L Large Industrial	7,684,500	1.0%	7,684,500	1.1%	7,684,500	1.1%
P Pipeline	4,380,000	0.6%	4,295,007	0.6%	4,337,504	0.6%
F Farm	260,509,600	34.8%	206,327,101	30.7%	233,418,351	32.8%
T Managed Forests	3,235,200	0.4%	2,552,096	0.4%	2,893,649	0.4%
(PIL) C Commercial	4,237,900	0.6%	3,777,130	0.6%	4,007,515	0.6%
(PIL) I Industrial	73,100	0.0%	67,050	0.0%	70,075	0.0%
(PIL) H Landfill	231,900	0.0%	192,120	0.0%	212,010	0.0%
E Exempt	54,095,900	7.2%	52,031,111	7.7%	53,063,506	7.5%
<b>TOTAL</b>	<b>748,684,400</b>	<b>100%</b>	<b>672,630,904</b>	<b>100%</b>	<b>710,657,654</b>	<b>100%</b>



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,  
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

**Subject: 2018 Year-End Assessment Report**

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As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in dark ink, appearing to be "C. Nell", written in a cursive style.

Carla Y. Nell  
Vice-President, Municipal and Stakeholder Relations

Attachments

**Copy** Regional and Account Managers



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374

February 13, 2019

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Recognizing that we are already well into the municipal budget year, the government will be maintaining the current structure of the OMPF for 2019 as well as Transitional Assistance. This means that the program and funding will remain virtually the same as in 2018, while allowing for annual data updates and related adjustments. We heard the concerns of municipalities and that is why we are now providing the certainty they need to begin finalizing their budgets.

Ministry staff are working to finalize data updates to ensure the OMPF continues to be responsive to changing municipal circumstances as is the case under the current program. Allocation notices with funding details for each municipality, as well as supporting material, will be available in mid-March. At that time, the final 2019 funding envelope will also be announced. Consistent with prior years, Transitional Assistance will continue to gradually decline as fewer municipalities require this funding.

As we communicated previously, Ontario inherited a \$15 billion deficit. The rising cost of servicing our massive debt, if left unchecked, will imperil our hospitals, schools and other public services. We cannot allow this to happen. We continue to review government transfer payments, including the OMPF, as we work to put our province back on a sustainable and responsible fiscal path.

In the coming months, we will continue to consult with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. As we noted in December, the OMPF will be reviewed. For this reason, we are committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

.../cont'd



We respect our municipal partners and remain committed to listening and working together constructively to find smarter and more efficient ways to make life better for our communities.

Sincerely,

***Original Signed by***

Vic Fedeli  
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing  
Jamie McGarvey, President, Association of Municipalities of Ontario



**Township of North Huron**  
274 Josephine Street  
Wingham, Ontario  
N0G 2W0  
[www.northhuron.ca](http://www.northhuron.ca)

**PETITION**

PAGE \_\_\_\_ of \_\_\_\_

**To:** The Council of the Township of North Huron

**Whereas:** (provide a brief description of issue/problem/request in question)

<i>Blyth is opposing the Fire Hall being built on Red Bird Ball Diamond</i>

**I/We the undersigned, petition the Council of the Township of North Huron as follows:**

Name (print)	Address	Signature

All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-357-3550, 274 Josephine Street, Wingham, Ontario, N0G 2W0.

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME	ADDRESS/PHONE
Nayir McAngel	
JOE HEFFROW	
Casey Even	
Deb Stryker	
Scott Ramsay	
BRUCE Brown	
Sara Walkorn	
Lisa Bystaul	
Mike Housher	
Kim OSTER	
Joe Hallahan	
Dany Courtney	
<del>Josh</del> Josh Albrechtas	
Carolyn Dornelli	
Bob Bullholder	
Trish Scott	
Ashley Falconer	
Glen Linner	
SANDY FOLEMAN	
Bev Blair	
Phil Ryan	
Brent Howell	
Kim Penn	
Chris Pearson	
Debra Brown	

# PETITION

## OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME	ADDRESS/PHONE
Susan Bromley	
Jonda Brak	
Cheryl McClure	
Jim Johnston	
Mike Spiera	
Lisa Melady	
STEVE SWITZER	
BRAD WALSH	
Chris Lee	
Colleen Carter	
DAN BAILEY	
David Pech	
Annie Sparling	
BRIAN WESTBERG	
THAT BALL DIAMOND WAS NOT THERE! GEORGE RADFORD	
MEMORIAL BALL DIAMOND NOT LETS BUILD	
A FIRE HALL	
Joy Finlayson	
Bruce Bromley	
Jane Ryan	
Devon Sosling	
Amanda Johnson	
Brenda McDonald	
Trill Simon	
Steven Gross	
Amanda Aitken	

Grocery

Against  
North  
Huron

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME	ADDRESS/PHONE
Shannon Montgomery	
Chris Patterson	
Cathie Brown	
V. Cole	
Myrtle Badley	
Darryl Youngblut	
Erin Cressman	
Colleen Bromley	
Karen Hubbard	
Barbara Stewart	
Heather Ditz	
Pat. Anne Atkinson	
Alex Rover	
Adam Blatt	
Nikk Brown	
Glenn F. Rosen	
Dennis Frederick	
Kate Stewart	
Peter Gusso	
Sarah Gusso	
Georgia Gusso	
Adriana White	
John PVK	

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME

ADDRESS/PHONE

Larry Placette

Linda Placette

Jeff Placette

Donna Lorian

Tracie Brantley

Duke Carter

Sharon Davis

Jason Hubbs

Ross Oates

Chris Cowan

Barb Cowan

Doug McCrory

KAREN McCrory

Shirley

Annie Sierstema

Randy Damm

Carrie Damm

Shirley Groothuis

Brian Groothuis

Dee Plunkett

Byron Plunkett

Dan Plunkett

Byron

Susan Plunkett

Josh Plunkett

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME	ADDRESS/PHONE
Sarah Upshall	
J. Ginchard	
R. J. Hunt	
Bob Ann	
Lloyd M. Clinchey	
Eileen M. Clinchey	
Karen Taylor	
Wayne Taylor	
KalliAnn Taylor	
Eldon Chamney	
Glaine Chamney	
Patty Cooke	
Paul Cooke	
Lucas Cooke	
Dale Coulter	
NEIL RODGER	
TRACY RODGER	
CENNOR RODGER	
COLTON RODGER	
MICHAELA RODGER	
Steve Johnston	
Mary Ellen Gross	
Bryan Gross	
Gordon Gross	
Bernice Gross	

## OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

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*[Signature]*



Cussie Henry

Brenda Orr

Rosemarie Lee

Richard Poore

Peter & Jennifer  
Hoekmeijer

Dennis Horn

Deb Sholdia

Jenessa Dalton

A. Montgomery

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

NAME

ADDRESS/PHONE

Frederick Kelling  
Lyn Coswell  
Sharon Thaler  
Sharon Thaler

## OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

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## OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

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# PETITION

Against  
North  
Huron

[illegible]

V AVERSTH COLES  
GORDON COLES

# PETITION

OPPOSING FIRE HALL BEING BUILT AT RADFORD BALL DIAMOND

E SIPPET

NAME

FAYE BOLGER

June & Harry Baker

Joanne & MURRAY SELLER

Shirley Gross

TERRY & VIRGINIA BURNS

Nancy Pizzuti

Jason Cressman

Deb Siertsema

~~Build~~ the ~~Fire~~ Hall - ~~Ball~~ Diamonds  
aren't ~~used~~ used efficiently???

Sharon Jackson

Alex BAIR

Robert Machan

Joe Hulzebos

Richard Badley

Edgar Daer

John Wiersma

Renny HULZEBOS

Nancy Roe Nancy M. Roe

Brock Vadden

Linda Linner

Joan Clark

Cliff Snell

Brenda Burkholder

Joseph L Phelan

Samuel Korn

Julie Jeffers - Blyth



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Donna White, Director of Finance  
**DATE:** 19/02/2019  
**SUBJECT:** Section 357 – Feb 2019 Report  
**ATTACHMENTS:** N/A

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby adopts the report in regard to tax refunds under Section 357 1 (d) of the Municipal Act in the amount of \$729.35 as presented by the Director of Finance and approves the adjustment to be made to the Collector's Roll.

## **EXECUTIVE SUMMARY**

Section 357 of the Municipal Act allows for the reduction, cancellation or refund of taxes under certain criteria. One application has been received under Section 357 1 (d) and the reason for the application was:

- Razed by Fire – House Fire on February 8, 2018

## **DISCUSSION**

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

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

Tax Year	Roll #	Property Address	Reason	Tax amount
2018	580-006-019-00	84534 Marnoch Line	House fire	\$729.35

## **FINANCIAL IMPACT**

The Township budgets annually for the reduction, cancellation or refund of taxes, vacancy and charitable rebate programs. The 2019 Draft Budget includes \$36,400.00 and thus far, no applications have been processed.

## **FUTURE CONSIDERATIONS**

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

## **RELATIONSHIP TO STRATEGIC PLAN**

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



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Donna White, Director of Finance



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Dwayne Evans, CAO





## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 19/02/2019  
**SUBJECT:** 2018 Transfers to Reserves  
**ATTACHMENTS:** 2018 Transfers to Reserves

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to the 2018 Transfers to Reserves for information purposes;

AND FURTHER THAT Council authorizes the Director of Finance to proceed with the 2018 transfers to reserves as per attached listing.

### **EXECUTIVE SUMMARY**

As part of the year-end audit process, transfers to and from reserves which were included in the annual budget are reviewed by each Department Head along with projects that were to be funded from reserves. At year end, a listing is compiled of any additional amounts that can be transferred to reserves for council approval.

### **DISCUSSION**

The 2018 budget allocated funds for certain projects in several departments and the funds were raised in 2018 to pay for these projects. The 2018 Budget was not passed until May 22, 2018 and therefore a number of projects were started or in the very preliminary stages at year end. In addition, a number of staffing positions were vacant for various periods in 2018. Most of those positions have now been filled. A number of these projects have been moved forward and included in the 2019 Draft Budget. The funds will either be included in the 2019 Budget to complete projects that were not completed by the end of 2018 or remain in reserves for specified projects. There are some instances where additional revenue was received such as for tipping fees at the landfill and there were a number of unexpected grants received for the DayCare.

### **FINANCIAL IMPACT**

A total of \$242,325.78 will be moved forward and included in the 2019 Draft budget to complete ongoing projects which were not completed in 2018. The remaining amounts will be transferred to various reserves.

### **FUTURE CONSIDERATIONS**

Transfers to and from reserves are monitored throughout the year.

### **RELATIONSHIP TO STRATEGIC PLAN**

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

A handwritten signature in black ink, appearing to read "Dwayne Evans", with a stylized flourish at the end.

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Donna White, Director of Finance

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Dwayne Evans, CAO

Township of North Huron - 2018 Year End Transfers to Reserve			
		Amount	
<b>2018 Projects Ongoing - Moved Forward to 2019</b>			
Niche Wall	Included in 2019 Draft Budget	11,590.00	
C O Monitors	Included in 2019 Draft Budget	10,000.00	
Arena W Repairs	Included in 2019 Draft Budget	97,745.00	
PW Drain Assessment	Work Not completed - Possible 2019	39,400.00	
OCIF Formula Based Funding	Included in 2019 Draft Budget	47,740.78	
Township of North Huron - In it to Win It Contribution	Included in 2019 Draft Budget	5,000.00	
Libro Credit Union - In it to Win It - Grant	Included in 2019 Draft Budget	10,000.00	
Wingham BIA - In it to Win It	Included in 2019 Draft Budget	2,500.00	
Ec Dev	Included in 2019 Draft Budget - SLED Grant	1,000.00	
Police Equipment (Capital)	Decreased Expenses (Area Rated) - 2019 Budget	17,350.00	242,325.78
<b>2018 Projects Completed - Underbudget</b>			
Police Roof	Replacement Cost Less (Not Area Rated)	6,000.00	6,000.00
<b>Unexpected Revenue</b>			
DayCare - County Expansion Grant	Grant - Staff Report in 2019	65,324.79	
Early Learning - County Expansion Grant	Grant - Staff Report in 2019	13,998.17	
Huron County - Increased Operating Grant	Grant - Provincial Budget March 2019	57,000.00	
Huron County - One Time Fee Stabilization	Grant - Stabilize Parent Fees	14,061.00	
Sale of Land	Property Sale	3,000.00	
Tipping Fees	Increased Revenue - Included in 2019 Budget	50,000.00	203,383.96
<b>Operating Variances</b>			
Public Works Operating	Reduced 2018 Winter Control/Staff Vacancies	85,000.00	
Council - Travel/Training	Underspent - vacancies (Possible Use in 2019)	7,500.00	
Admin - Travel/Training	Underspent - vacancies (Possible Use in 2019)	6,000.00	
Insurance Deductible Expense	Underspent	13,500.00	
Asset Management/PSAB	Underspent (Possible Use in 2019)	6,500.00	
Animal Control	Underspent - Dog Counter	2,300.00	
ESTC	Reduced Deficit - apply to Accumulated Deficit	61,351.95	
DayCare Programs	Increased Revenue	50,000.00	
Campground B	Decreased Expenses - Pay off Balance	2,533.90	
Arena W - Refrigeration Plant Replacement	Increase Rev/Decreased Expense	42,000.00	
Blyth Arena - Roof Repair	Decreased Expenses	20,000.00	
Aquatic Centre - Ceiling Repairs and Baffles	Increase Rev/Decreased Expense	65,000.00	
Museum	Decreased Expenses	1,400.00	
Ec Dev	Special Projects - not completed	45,910.00	
Planning & Development	Decreased Expenses	8,500.00	
Blyth/Hullett Landfill	Decreased Cost - Included in 2019 Budget	12,600.00	
Wingham Police	Reduced Expenses - Included in 2019 Budget	25,175.46	455,271.31
<b>Fire Department Reconciliation (Partner Approval)</b>			
Fire Reconciliation - Operating Reserve	Underspent	11,245.87	
Fire Reconciliation - Operating Reserve	Increased Revenue	63,304.21	
			74,550.08



## TOWNSHIP OF NORTH HURON

## REPORT

Item No. OPS19-02

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Sean McGhee, Director of Public Works  
**DATE:** 19/02/2019  
**SUBJECT:** Summit Drive Streetlight Retrofit  
**ATTACHMENTS:** Summit Drive Streetlight Map, Project Letter from Westario Power Inc., Single Source Justification Form

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the Director of Public Works, dated February 8, 2018 regarding the Summit Drive Streetlight Retrofit for information;

**AND FURTHER,** That the project be given pre-budget approval to an upset limit of \$42,000.<sup>00</sup> plus applicable taxes.

**AND FURTHER,** That the project be awarded to Pletch Electric Limited as a Single Source service provider.

### **EXECUTIVE SUMMARY**

Prior to commencing with the streetlight retrofit, a detailed audit was completed by RealTerm Energy. The audit noted that conventional streetlights were not installed on Summit Drive. RealTerm Energy provided the Township with recommended locations for the installation of streetlights to service the area, but excluded the work from the project as it was outside of their scope.

Summit Drive was originally designed to address street lighting through the use of privately-owned front yard lighting at each residential location. As might be expected, this approach does not provide adequate illumination of the driven portion of the road allowance.

These privately-owned yard lights are electrically connected ahead of the meter at each residential location to avoid associated energy costs. As the yard light wiring is installed ahead of the household panel, the property owner does not have the ability to access and isolate this circuit.

Budget pricing has been secured to disconnect seventeen (17) original yard lights and install five (5) new streetlights per the RealTerm Energy Audit. The project includes purchase and installation of streetlight poles and all associated hardware, directional boring, conduit installation and wiring, as well as disconnection of the existing yard lighting circuit.

Prior to commencing the project, each property owner will be advised of the project and informed of all details surrounding the electrical disconnection of their yard light. At that time, the property owners will have the option, at their own expense, of having the yard lights reconnected in compliance with applicable electrical codes. Public works will remove and dispose of any unwanted fixtures at no cost to the home owner and restore the property after they have been disconnected.

### **DISCUSSION**

Due to the location of underground infrastructure in the area, there is a degree of complexity associated with this project. Staff is recommending utilizing the Single Source Procurement Process and has secured pricing from an experienced local contractor that is familiar with the Wingham streetlight retrofit.

There is a delivery time of approximately 8 weeks for some of the required components.

### **FINANCIAL IMPACT**

The estimated price for this project before taxes, including materials and contracted services is \$34,000.<sup>00</sup> with additional charges of \$4,000.<sup>00</sup> for Westario disconnect services. A contingency fund of \$4,000.<sup>00</sup> has been added to the overall estimate to cover unanticipated circumstances.

This project is included in the 2019 Capital Budget and is recommended to be funded through taxation.

### **FUTURE CONSIDERATIONS**

Modern construction and electrical standards would not permit this approach to streetlighting. We are not aware of any other areas that require this approach within the Township.

### **RELATIONSHIP TO STRATEGIC PLAN**

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



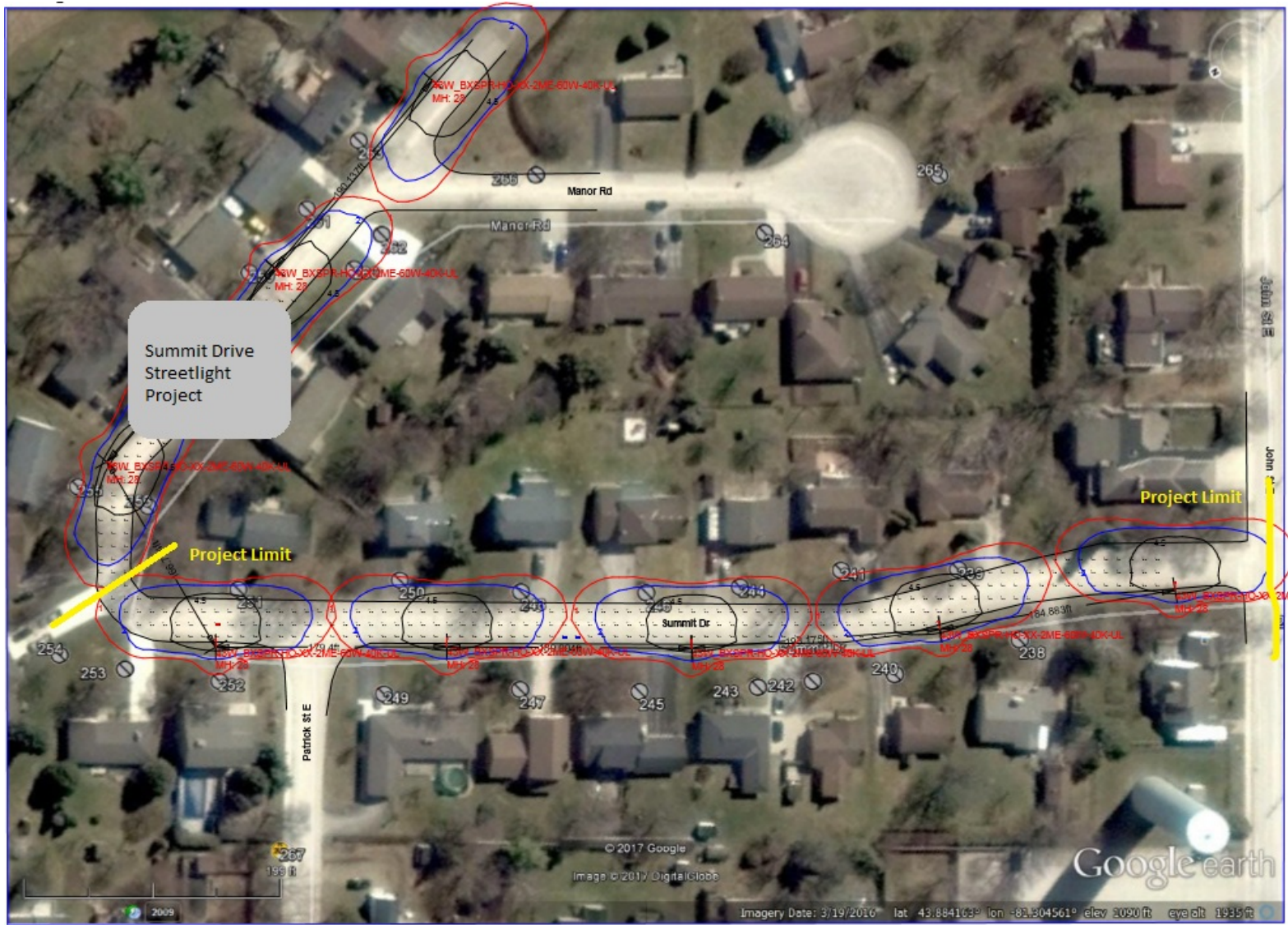
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Sean McGhee, Director of Public Works



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Dwayne Evans, CAO







## Westario Power Inc.

24 Eastridge Road  
RR 2 Walkerton, ON N0G 2V0  
Tel: 519-507-6937  
Fax: 519-507-6887

February 6, 2019

Township of North Huron  
PO BOX 90  
274 Josephine St  
Wingham, ON N0G 2W0

Attn: Public Works Administration

Re: Summit Dr, Wingham Yard Light Replacements

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Dear Public Works Administration,

Westario have reviewed North Huron's plan to install new streetlights and a streetlight service along Summit Dr in the Town of Wingham. Currently Westario understand that there are yard lights near the road side property lines at each home that are currently being utilized as the streetlights for the subdivision. The wire feeding these Yard lights is believed by Westario to connect within customer's meter bases on the line side and could potentially run through the customer's property and/or homes then proceed out to the yard lights. The exact running line of the wire from the meter base to the yard light near the road will be unknown to Westario. Westario understands there is a fuse installed within customer's meter base for these wires but access to the fuse is restricted to the town/homeowners to maintain because Westario are the only company authorized to pull Westario Meters & Cut Westario seals.

Westario do support the town's decision to complete the installation of the new streetlights so that the line side taps can be removed from the customer's meter bases for the following possible reasons,

**1) Safety to Homeowners, Town Staff, and Westario Power Inc Staff**

This lineside tap could be hazardous to homeowners because if the wire feeding these yard lights enters the home or if the homeowner needs to excavate in their yards there will be a live wire that the homeowners are unable to isolate themselves to safely replace the equipment connected or dig around the wire. In some cases customers may be unaware of the existence/purpose of the underground wire feeding the yard lights. Westario also believe that this could be a hazard to homeowners because this is not part of Westario's distribution system therefore there is the risk that this wire is not being located when homeowners submit for ONECALL Locates because Westario are only required to locate lines owned and maintained by Westario Power Inc. The wire feeding these yard lights are not owned and maintained by Westario Power Inc.

The town could have hazards associated with these yard lights because similar to homeowners the wires to these yard lights may not be located properly when the town request ONECALL Locates. Also similar to the homeowners the town are unable to isolate the cables for maintenance because the fuse is inaccessibly located in the meter bases of the homes.



## **Westario Power Inc.**

24 Eastridge Road  
RR 2 Walkerton, ON N0G 2V0  
Tel: 519-507-6937  
Fax: 519-507-6887

### **2) Non Standard Installation**

The existing wiring of these yard lights also does not conform to current Westario requirements. Currently if these yards lights are connected to the line side of the meter bases the load from these lights are not being captured by the Westario Meter. All load on a property should be captured by a Westario Power Inc. Meter because there may be the chance, especially if this wire enters the home, that the customer could be unknowingly connecting other devices to this line.

The lugs on the line side of the meter base are designed for the purpose of connecting a single underground line side cable, currently there is likely an additional small wire installed within the lug for the yard light feed. Common underground meter bases when looking at the specifications require a wire greater than/equal to a #6 sized wire, it is likely the underground wires tapped into the line side of the meter base feeding the streetlights do not meet the size of a #6 wire and they are installed in the same lug/space as the line side wire feeding the home.

Another possible issue with this being a non-standard installation is when homeowners need to complete meter base replacements/panel replacements in the future there is the possibility that Electrical Safety Authority (ESA) could deny the reconnection of the property unless the feed to the yard lights is modified and brought to code forcing the town to act at that time unexpectedly. This could cause delays in customer's work or force the disconnection of the yard lights causing a non-illuminated street. This would need to be verified with Electrical Safety Authority.

The Town of North Huron will be responsible to determine if this project proceeds, however for the reasons listed above Westario feel that this project would assist in making this street safer & more in line with current standards. There may be additional regulations/requirements causing the requirement for this town's project, such as Municipal Street lighting standards, Ontario Electrical Safety Code (ESA) rules, etc. However this will be the town's requirements to outline any addition regulations.

Sincerely,

Sheraz Mustafa,  
Planning & Design Engineer



**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: ***Public Works***

Proposed Supplier: ***Pletch Electric Limited***

Description of Product/Service: ***Installation of Streetlights on Summit Drive***

**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.

***Pletch Electric Limited was the sub-contractor that did all North Huron streetlight maintenance prior to the retrofit. This firm has extensive background knowledge on the Wingham system.***

- ☒ 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.

***See comment above.***

- ☐ 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: **February 7<sup>th</sup>, 2019**

Department Head\*: **Sean McGhee**

*\*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: Feb. 7/19 Treasurer: Donna White

Date: Feb 7/19 CAO: Quayle

Recommendation was approved by Council Resolution # \_\_\_\_\_  
at February 19<sup>th</sup>, 2019 Council meeting.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Dwayne Evans, CAO/Clerk  
**DATE:** 19/02/2019  
**SUBJECT:** Draft Code of Conduct for Members of Council and Local Boards  
**ATTACHMENTS:** Draft Code of Conduct, including Appendix B (Complaint Protocol)

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019 regarding draft Code of Conduct and accompanying Complaint Protocol;

AND FURTHER, THAT Council directs staff to prepare a by-law for the March 4, 2019 meeting which adopts the draft Code of Conduct for Members of Council and Local Boards and repeals the 2013 Code of Conduct for Members of Council;

### **EXECUTIVE SUMMARY**

In 2018, the County of Huron and all member municipalities issued a joint Request for Proposal (RFP) for the Request for Proposal for the services of an Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman. The RFP was issued on the basis that one firm would provide all three services to the County and all interested partner municipalities on an as needed basis.

At the October 15, 2018 Regular Meeting of Council, the CAO/Clerk prepared a report outlining the results of the RFP and recommended appointing Aird Berlis LLP as the Integrity Commissioner, Closed Meeting Investigator and Ombudsman for the Township of North Huron.

By-law 91-2018, passed November 5<sup>th</sup>, 2018, enacts the appointment of Aird Berlis LLP for a two (2) year term.

The **Integrity Commissioner** is responsible for performing investigations and/or providing advice on matters relating to the Code of Conduct.

The **Closed Meeting Investigator** is responsible for addressing complaint with regards to Section 239 (Closed Session) of the Municipal Act.

The **Ombudsman** is responsible for addressing a complaint received “regarding any decision or recommendation made or act done or omitted in the course of the administration of the municipality, its local boards and such municipally-controlled corporations”.

### **DISCUSSION**

One of the services provided by Aird Berlis, includes education and training on municipal obligations and requirements; legislative changes; and policy and procedure advice.

Aird Berlis have drafted a “Code of Conduct” (including a Complaint Protocol) and “Council and Staff Relationship Policy” for consideration by Council. A separate report will present the draft “Council and Staff Relationship Policy” to Council.

#### **DRAFT CODE OF CONDUCT & COMPLAINT PROTOCOL**

Staff have reviewed the draft Code of Conduct, comparing it to following existing corporate policy:

- By-law 72-2013 Code of Conduct for Members of Council
- By-law 116-2017 Procedural By-law (as amended)
- Use of Corporate Resources for Election Purposes Policy

The following amendments to the draft provided Aird Berlis LLP are being proposed:

1. Insert Section 4.1 (i):

In all respects, a Member shall:

- respect that official information relating to decisions made by the municipality should be communicated in the first instance to the community and the media in an official capacity by the Reeve and/or designate;

2. Amend Section 4.1 (j) to include “and/or staff”:

In all respects, a Member shall:

- refrain from making disparaging comments about another Member **and/or staff** or unfounded accusations about the motives of another Member **and/or staff**;

3. Insert Section 4.1 (k):

In all respects, a Member shall:

- refrain from acting as a paid agent of the municipality (committee, agency, board or commission);

4. Amend Section 7.2(g) to reduce the recommended allowable value of a “gift” from \$300 to \$50 to reflect the provisions of the current North Huron Code of Conduct.

5. Amend Section 7.3 to clarify that only that Council is only required to report gifts or benefits received under Section 7.2 (a), (g), (h) and (i).

6. Amend Section 8.2 to permit Closed Session materials to be returned (at the end of the meeting) to the CAO or Clerk.

7. Amend Section 15.2 (c) and (d) to clarify that a penalty for non-compliance with the Code could be removal from any Committee, Agency, Board or Commission of which the Member may be appointed by Council (including the position of Chairperson).

#### New Provisions in the Draft Code of Conduct

- Definitions – the 2013 Code did not apply to any person other than members of Council. The 2019 draft clearly defines “Council” and “Member” in a manner that includes anyone appointed to Township committees, agencies, boards or commissions (including joint boards). The Definition section also includes an explanation of frivolous, non-pecuniary interest, staff and vexatious.
- The role of Council and Staff, with regards to the Code, are outlined.
- The Gifts and Benefits section is much clearer than the 2013 Code. It has been confirmed that Aird Berlis LLP will interpret the annual “Disclosure Statement” as only being required for gifts and benefits received under Section 7.2 (a), (g), (h) and (i).

- Penalties for Non-Compliance – the Municipal Act was amended to permit a penalty to be applied in cases of non-compliance with the Code.

#### Complaint Protocol – Appendix “B” of the Draft Code

The draft Code includes a “Complaint Protocol” that applies only to complaints against “Members” under the Code of Conduct. **Part A** is an Informal Complaint Procedure that strongly recommends (but does not require) individuals pursue the Informal Complaint Procedure as the first means of remedy. The Integrity Commissioner can assist with the informal discussions between the parties.

Formal complaints are made under **Part B**. An individual may make a formal complaint against a Member they believe is in contravention of either the Code of Conduct or the Municipal Conflict of Interest Act. The forms, limitations, investigation process, investigation, reporting findings and the role of Council are clearly established in the Complaint Protocol.

A Member may seek advice from the Integrity Commissioner, unless they are already under investigation by the Commissioner.

The Integrity Commissioner must report to the complainant and Member no later than 90 days after the official receipt of any Complaint under the Code of Conduct (may issue an interim report). The Integrity Commissioner must also complete an investigation under the Municipal Conflict of Interest Act no later than 180 days after receipt of complaint.

If the complainant is “sustained”, then the Commissioner will report to Council the findings, terms of settlement/and or any recommended remedial or corrective action. If the complainant is not “sustained”, then the Commissioner is NOT obligated to report to Council on the results of the investigation.

Upon receipt of a report from the Integrity Commissioner, Council must deal with it at the next Regular Council Meeting. Council may consider the report in advance of the next regular meeting should they agree to hold a special meeting.

Council must make a determination on the report at the same meeting at which it is tabled.

Council may accept or refuse the recommendations set out in the report. Council may also accept, refuse or vary any penalty or sanction contained in the report.

The identity of the complainant is considered confidential, but may be disclosed by the Integrity Commissioner if they deem it appropriate and necessary (or if consented to by the complainant).

#### **FINANCIAL IMPACT**

As provided for in the service agreement with Aird Berlis LLP, fees are based on time spent in relation to a matter and the hourly rate of the member of their staff that is performing the service. The professional rates are set out in Appendix B of the By-law appointing Aird Berlis LLP. The retainer for Aird Berlis LLP was paid by the County of Huron as agreed at the time of issuing the joint RFP.

### **FUTURE CONSIDERATIONS**

From time to time it is prudent to review and consider amendments to corporate policies. Given the fact that the Integrity Commissioner is a new position and the Complaint Protocol a new procedure, it is advisable to review the final adopted policy prior to the end of this term of Council.

### **RELATIONSHIP TO STRATEGIC PLAN**

North Huron residents are engaged and well informed.

North Huron is fiscally responsible and strives for operational excellence.

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

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Dwayne Evans, CAO/Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND  
LOCAL BOARDS**

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**1.0 Application & Purpose**

- 1.1 This Code of Conduct applies to all Members of the Council of the Township of North Huron including the Reeve and, unless specifically provided, with necessary modifications to all Township committees, agencies, boards and commissions, which are defined as local boards in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*.
- 1.2 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedural By-law and other sources of applicable law, including but not limited to:
- *Municipal Act, 2001*
  - *Municipal Conflict of Interest Act*
  - *Municipal Elections Act, 1996*
  - *Municipal Freedom of Information and Protection of Privacy Act*
  - *Human Rights Code*
  - *Occupational Health and Safety Act*
  - *Provincial Offences Act*
  - *Criminal Code*

**2.0 Statement of Principles**

- 2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Township by its Members as duly elected public representatives to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.
- 2.2 The following key statements of principle are intended to guide Members and assist with the interpretation of the Code of Conduct:

- Members shall serve and be seen to serve the public in a conscientious and diligent manner;
- Members shall observe and act with the highest standard of ethical conduct and integrity;
- Members shall avoid the improper use of the influence of their office and act without self-interest;
- Members shall act and are expected to perform their functions with honesty, integrity, accountability and transparency;
- Members shall perform their duties and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- Members shall be cognizant that they are at all times representatives of the Township and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Township; and
- Members shall uphold the spirit and the letter of the laws of Canada, Ontario and the laws and policies adopted by Council.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are not intended to be enforced independently as such.

### 3.0 Definitions

3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) “Chief Administrative Officer” means the Chief Administrative Officer of the Township;
- (b) “child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (c) “confidential information” means information or records that are in the possession, in the custody or under the control of the Township that the Township is either precluded from disclosing under the *Municipal Act, 2001* or other applicable legislation, its Procedural By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation;
- (d) “conflict of interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests



and his or her public interests as an elected representative such that it might influence his or her decision in a particular a matter;

- (e) "Council" means the council for the Township and includes, as the context may require and with all necessary modifications, any Township committee, agency, board or commission, which are defined as local boards in the *Municipal Act, 2001*;
- (f) "fiduciary" means the obligation of a person in a position of authority to act on behalf of another, assuming a duty to act in good faith and with care, candour and loyalty in fulfilling this obligation;
- (g) "frivolous" means of little or no weight, worth, importance or any need of serious notice;
- (h) "local board" means any Township committee, agency, board or commission, which is a local board as defined in subsection 1(1) and section 223.1 of the *Municipal Act, 2001* and includes a joint board;
- (i) "meeting" means a regular, special or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and
  - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (j) "Member" means a Member of the Council for the Township or a member of a local board, including a member of a joint board if appointed by the Council;
- (k) "non-pecuniary interest" means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member's decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;
- (l) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (m) "Reeve" means the head of Council for the Township;
- (n) "spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
- (o) "staff" means the Chief Administrative Officer and all officers, directors, managers, supervisors and all non-union and union staff, whether full-time,

part-time, contract, seasonal or volunteer, as well as agents and consultants acting in furtherance of the Township's business and interest;

- (p) "Township" means The Corporation of the Township of North Huron; and
- (q) "vexatious" means troublesome or annoying in the case of being instituted without sufficient grounds and serving only to cause irritation and aggravation to the person being complained of.

#### **4.0 General Obligations**

4.1 In all respects, a Member shall:

- (a) make every effort to act with good faith and care;
- (b) conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any committee and in accordance with the Township's Procedural By-law or other applicable procedural rules and policies;
- (c) seek to advance the public interest with honesty;
- (d) seek to serve their constituents in a conscientious and diligent manner;
- (e) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, race, creed, religion, ability and spirituality;
- (f) refrain from making statements known to be false or with the intent to mislead Council or the public;
- (g) recognize that they are representatives of the Township and that they owe a duty of loyalty to the residents of the Township at all times;
- (h) accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings; and
- ~~(i) respect that official information relating to decisions made by the municipality should be communicated in the first instance to the community and the media in an official capacity by the Reeve and/or designate;~~
- ~~(j) refrain from making disparaging comments about another Member and/or staff or unfounded accusations about the motives of another Member and/or staff;~~
- ~~(k) refrain from acting as a paid agent of the municipality (committee, agency, board or commission);~~

## **5.0 The Role of Staff**

- 5.1 Council as a whole approves the budget, policies and governance of the Township through its by-laws and resolutions. An individual Member does not direct nor oversee the functions of the staff of the Township.
- 5.2 The Township's staff serve Council and work for the Township as a body corporate under the direction of the Chief Administrative Officer. Inquiries of staff from Members should be directed to the Chief Administrative Officer or to the appropriate senior staff as directed by the Chief Administrative Officer.
- 5.3 A Member shall comply with the Township's Council and Staff Relationship Policy.
- 5.4 A Member shall not publicly criticize staff. If a Member has any issue with respect to any staff member, such issue shall be referred to the Chief Administrative Officer who will direct the matter to the particular staff member's appropriate superior.
- 5.5 A Member shall respect the role of staff in the administration of the business and governmental affairs of the Township, and acknowledge and appreciate that staff:
- (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise;
  - (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity; and
  - (c) carry out their duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

## **6.0 Township Property**

- 6.1 Council is the custodian of the assets of the Township. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.2 By virtue of their office or appointment, a Member must not use or permit the use of the Township's land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Township. No Member shall seek financial gain for themselves, family or friends from the use or sale of

Township-owned intellectual property, computer programs, technological innovations, or other patent, trademarks or copyright held by the Township.

## **7.0 Gifts and Benefits**

- 7.1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the Township. A Member shall not accept a fee, advance, gift, gift certificate, cash, hospitality or any form of personal benefit connected directly or indirectly with the performance of his or her duties except as provided in Section 7.2. A gift, benefit or hospitality provided with the Member's knowledge to a Member's spouse, child, or parent, or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.
- 7.2 For greater clarity, despite Section 7.1, a Member is entitled to accept any compensation, remuneration or benefits authorized by law but shall not accept any gift or benefit other than in the following circumstances:
- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
  - (b) a political contribution otherwise reported by law, in the case of a Member running for office;
  - (c) services provided without compensation by persons volunteering their time;
  - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;
  - (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Township;
  - (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if:
    - (i) attendance serves a legitimate municipal business purpose related to the normal business of the Township,
    - (ii) the person extending the invitation or a representative of the organization is in attendance, and
    - (iii) the value is reasonable and the invitations are infrequent;
  - (g) gifts not having a value greater than ~~\$50.00~~\$300;

- (h) benefits received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member; and
- (i) any gift or benefit, if the Integrity Commissioner is of the opinion, before the gift or personal benefit has been accepted, that it is unlikely that receipt of the gift or benefit gives rise to a reasonable presumption that the gift or benefit was given in order to influence the Member in the performance of his or her duties.

7.3 A Member who has received and accepted a gift or benefit pursuant to Section 7.2 (a), (g), (h) or (i) shall file a disclosure of the gift or benefit indicating the person, body or entity from which it was received together with the estimated value of the gift or benefit in accordance with the Disclosure Statement set out in Appendix "A". The list shall be provided to the Chief Administrative Officer on an annual basis commencing on March 31 of every year and shall be a matter of public record.

7.4 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

## **8.0 Confidential Information**

8.1 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Township that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws and information received during closed meetings of Council. Examples of types of information that a Member must keep confidential, unless expressly authorized by Council or as required by law, include, but are not limited to:

- (a) matters related to ongoing litigation or negotiation, or that is the subject of solicitor-client privilege;
- (b) information provided in confidence, for example the identity of a complainant where a complaint is made in confidence;
- (c) price schedules in contract tender or Request for Proposal submissions if so specified;
- (d) personnel matters about an identifiable individual;
- (e) "personal information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act*; and
- (f) any census or assessment data that is deemed confidential.

8.2 A Member shall not disclose the content of any confidential information, or the substance of deliberations, of a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and

as broadly as the confidence applies. All confidential documents received at a closed meeting are to be turned into the Chief Administrative Officer or Clerk at the end of the closed meeting. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.

8.3 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Township that is relevant to matters before the Council, ~~or~~ a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Township and must follow the same processes as any private citizen to obtain such information.

8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the Township, Council or any other person, or for financial or other gain for themselves or others.

8.5 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, Township policies, procedures and rules, ethical standards and, where appropriate, professional standards.

8.6 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

#### **9.0 Discrimination and Harassment**

9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.

9.2 A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the public, another Member or staff. A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

9.3 A Member shall comply with the Township's workplace harassment and violence policy.

#### **10.0 Improper Use of Influence**

10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.

10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves, their parents, children or grandchildren, spouse, or friends or associates, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

#### **11.0 Conflicts of Interest**

11.1 A Member shall seek to avoid conflicts of interest, both pecuniary and non-pecuniary. A Member shall comply with the requirements of the *Municipal Conflict of Interest Act* with respect to obligations relating to pecuniary interests. A Member shall take proactive steps to mitigate any non-pecuniary conflicts of interest in order to maintain public confidence in the Township and its elected officials.

11.2 Members are encouraged to seek guidance from the Integrity Commissioner when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest, pecuniary or non-pecuniary.

#### **12.0 Council Policies and Procedures**

12.1 A Member shall observe and adhere to the policies, procedures and rules established from time to time by Council.

#### **13.0 Election Activity**

13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any Township policies pertaining to elections. The use of the Township's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial or federal office.

#### **14.0 Respect for the Code of Conduct**

14.1 A Member shall respect the process for complaints made under the Code of Conduct or through any process for complaints adopted by the Township. A Member shall not act in reprisal or threaten reprisal against a person who makes a complaint or provides information to the Integrity Commissioner during an investigation. A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner.

14.2 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct. A Member shall not destroy or damage documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Township.

## **15.0 Penalties for Non-Compliance with the Code of Conduct**

15.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:

- (a) a reprimand; or
- (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to 90 days.

15.2 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective or remedial actions, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council, agency, board or commission;
- (d) be removed from or not be appointed as chair of a committee of Council, agency, board or commission; and
- (e) comply with any other remedial or corrective action or measure deemed appropriate by the Integrity Commissioner.

## **16.0 Legal Fees**

16.1 A Member of Council is responsible for his or her own legal costs if he or she retains a lawyer or paralegal to provide counsel, advice or representation on any matter related to the Code of Conduct, including, but not limited to, an investigation and the imposition of penalties or remedial or corrective measures or actions by the Integrity Commissioner.

## **17.0 Complaint Protocol**

17.1 The Complaint Protocol – Code of Conduct is Appendix “B” to the Code of Conduct.



TOWNSHIP OF NORTH HURON

CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS

APPENDIX "A"

DISCLOSURE STATEMENT FOR GIFTS OR BENEFITS

Member's Name: \_\_\_\_\_

Gift Received or Nature of Benefit: \_\_\_\_\_

\_\_\_\_\_

Received From: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Value or Estimate of Gift: \_\_\_\_\_

Please describe the circumstances under which the Gift or Benefit was received:

\_\_\_\_\_  
\_\_\_\_\_

Please describe your intentions with respect to the Gift or Benefit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

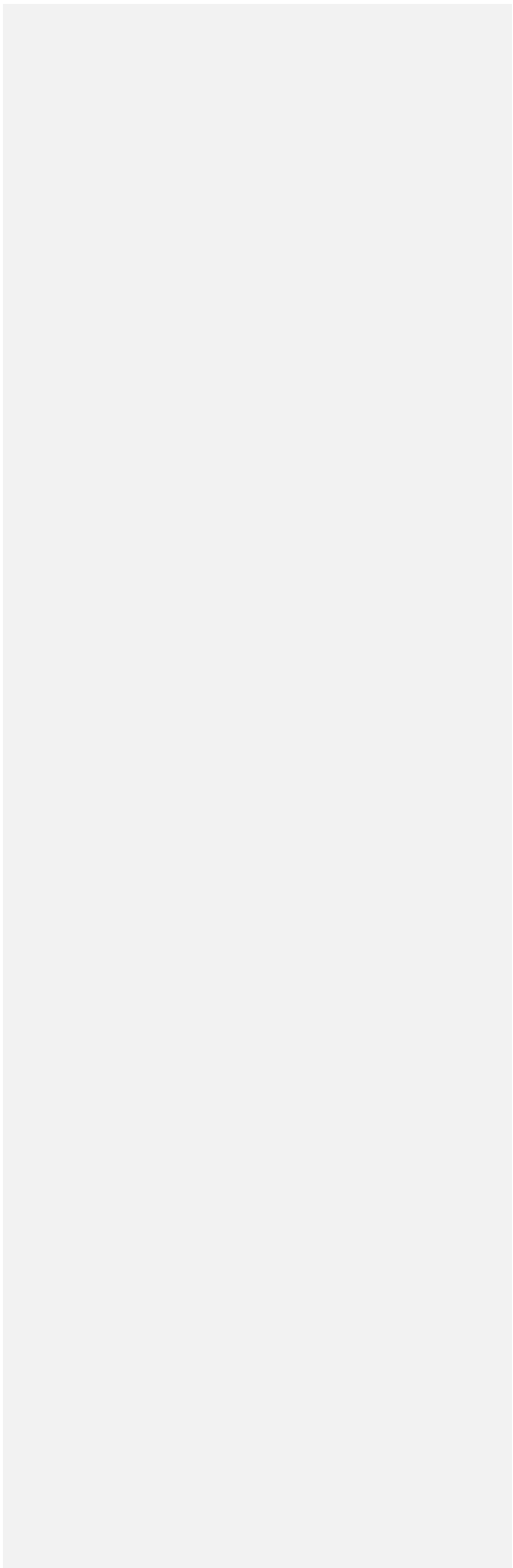
Do you anticipate transferring the Gift or Benefit described above to the Township or the local board?

Yes, immediately \_\_\_\_\_ Yes, eventually \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

|



**TOWNSHIP OF NORTH HURON**  
**CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS**

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**APPENDIX "B"**  
**COMPLAINT PROTOCOL**

**PART A - INFORMAL COMPLAINT PROCEDURE**

1. Any individual who identifies or witnesses behaviour or activity by a Member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by following the Informal Complaint Procedure:
  - (a) document the incident(s) where the Member may have contravened the Code of Conduct including dates, times, locations, other persons present, and any other relevant information;
  - (b) advise a third party about the concerns regarding the Member's actions;
  - (c) advise the Member that the behaviour or activity appears to contravene the Code of Conduct;
  - (d) identify to the Member the specific provision(s) of the Code of Conduct that may have been contravened;
  - (e) encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;
  - (f) request the Integrity Commissioner to assist in informal discussion of the alleged complaint with the Member in an attempt to settle or resolve the issue;
  - (g) if applicable:
    - (i) confirm to the Member that his or her response is satisfactory, or
    - (ii) advise the Member that his or her response is unsatisfactory;
  - (h) consider the need to pursue the matter in accordance with the Formal Complaint Procedure set out in Part B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
2. Individuals are strongly encouraged to pursue the Informal Complaint Procedure as the first means of remedying behaviour or activity of a Member that they believe violates the Code of Conduct.
3. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner's potential role as a mediator/conciliator of issues relating to a complaint.

4. The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code of Conduct set out in Part B.

## **PART B - FORMAL COMPLAINT PROCEDURE**

### **Formal Complaints**

- 1.(1) Any individual who identifies or witnesses behaviour or activity by a Member that they reasonably believe contravenes the Code of Conduct may file a formal complaint to request an inquiry by the Integrity Commissioner as to whether a Member has contravened the Code of Conduct in accordance with the following requirements:
- (a) all complaints shall be in writing on the prescribed form (Formal Complaint Form # 1) and shall be dated and signed by an identifiable individual;
  - (b) the complaint must set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct must be accompanied by a supporting sworn affidavit setting out the evidence in full in support of the allegation; and
  - (c) Council may also file a complaint against any of its Members of an alleged contravention of the Code of Conduct by passing a resolution requesting the Integrity Commissioner to undertake an inquiry.
- (2) An elector, as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest (collectively, a "complainant") may file a formal request that the Integrity Commissioner carry out an inquiry concerning an alleged contravention of section 5, 5.1 or 5.2 of that Act by a Member in accordance with the following requirements:
- (a) all requests (also referred to as "complaints") shall be in writing on the prescribed form (Formal Complaint Form # 2) dated and signed by an identifiable individual;
  - (b) the request shall include a statutory declaration attesting to the fact that:
    - (i) the complainant became aware of the contravention not more than six (6) weeks before the date of the complaint, or
    - (ii) in the case where the complainant became aware of the alleged contravention during the period of time described in paragraph 1 of subsection 223.4.1(5) of the *Municipal Act, 2001*, that the complainant became aware of the alleged contravention during that period of time;
  - (c) Council may also pass a resolution requesting the Integrity Commissioner to undertake an inquiry respecting an alleged contravention of sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a Member and provide a statutory declaration as required by Section 1(2).
- (3) Individuals, electors or persons demonstrably acting in the public interest who file a formal complaint under Sections 1(1) or 1(2) must provide a full and complete record of evidence to the Integrity Commissioner who is under no obligation whatsoever to, but may, seek

additional information to supplement or complete the evidentiary record to substantiate or support the allegations set out in the complaint or request.

#### **Filing of Complaint and Classification by Integrity Commissioner**

- 2.(1) The complaint may be filed with the Chief Administrative Officer by hard copy or directly with Integrity Commissioner by a sealed hard copy or by e-mail to the email address(es) set out on the Township's website.
- (2) The Integrity Commissioner shall initially classify the complaint to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council procedures, policies or rules as set out in Section 3 or whether it is a request under sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

#### **Complaints Outside Integrity Commissioner's Jurisdiction**

3. If the complaint, including the supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint relates to matters addressed by other legislation under another Township procedure, policy or rule or request in relation to sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall advise the complainant in writing as follows:

##### ***Criminal Matter***

- (a) if the complaint is, on its face, an allegation of a criminal nature consistent with the *Criminal Code*, the complainant shall be advised that:
  - (i) the Integrity Commissioner will refer it to the appropriate police service, or
  - (ii) the complainant may pursue it with the appropriate police service if the complainant wishes to pursue any such allegation;

##### ***Municipal Freedom of Information and Protection of Privacy Act***

- (b) if the complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter must be referred to the Chief Administrative Officer to deal with under its access and privacy policies under that statute;

##### ***Other Procedure, Policy or Rule Applies***

- (c) if the complaint appears to fall within the scope of another procedure, policy or rule of the Township, the complainant shall be advised to pursue the matter under such procedure, policy or rule with the appropriate Township official or staff member;

##### ***Lack of Jurisdiction***

- (d) if the complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner (for example, it relates to a decision of Council or a local board as a whole and not one or more individual Members), the complainant shall be so

advised and provided with any additional reasons and referrals as the Integrity Commissioner considers appropriate;

#### ***Matter Already Pending***

- (e) if the complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, a human rights or workplace harassment complaint or similar process, or to a civil matter that is pending before the courts, the Integrity Commissioner may, in his/her sole discretion, suspend any investigation, in whole or in part, pending the result of the other process;

#### ***Similar Matter Already Pending***

- (f) if the complaint is in relation to a similar matter which is subject to an outstanding complaint before the Integrity Commissioner, the Integrity Commissioner may, in his/her sole discretion, consider the matter in conjunction with the similar matter or deal with it separately, including not undertaking an inquiry if the matter can be adequately addressed in any report and/or recommendations made with respect to the complaint in the similar matter; and

#### ***Other Ethical Code or Policy Applies***

- (g) if the complaint is in relation to a matter which is governed by a code of conduct, ethical code or similar procedure or policy of another body or entity which also governs the Members (for example, another board, body or committee to which the Member has been appointed), the Integrity Commissioner shall consider the most appropriate forum for the complaint and may, in his/her sole discretion, defer consideration of the matter pending any determination made by the other body or entity and shall so advise the complainant and, if necessary, the Member.

#### **Limitation Period**

- 4.(1) The Integrity Commissioner shall not accept a complaint under the Code of Conduct for which the event giving rise to the complaint occurred or came to the attention of the complainant more than six (6) months prior to the date of the filing of the complaint. The complainant must establish that the event giving rise to the complaint occurred and/or came to the complainant's attention within six (6) months of the complaint being filed in accordance with Section 2.
- (2) The Integrity Commissioner shall not accept a request relating to sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* except in accordance with the requirements of subsections 8(2)-(6) of that statute and section 223.4.1 of the *Municipal Act, 2001*.

#### **Refusal to Conduct Investigation**

- 5. The Integrity Commissioner has a discretion as to whether to carry out an investigation. If the Integrity Commissioner is satisfied, after considering the information contained in the complaint, that a complaint:

- (a) is frivolous or vexatious,
- (b) is not made in good faith,
- (c) constitutes an abuse of process,
- (d) discloses no grounds or insufficient grounds for an investigation, or
- (e) does not warrant a full investigation,

the Integrity Commissioner shall not be required to conduct an investigation and may summarily dismiss the complaint, and, where this becomes apparent during the course of an investigation, the Integrity Commissioner shall terminate the inquiry and provide notice to the complainant and, if necessary, to the Member.

#### **Opportunities for Resolution**

6. Following receipt and review of a formal complaint or at any time during the investigation where the Integrity Commissioner, in his or her discretion, believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

#### **Investigation**

- 7.(1) The Integrity Commissioner may proceed as follows, except where the Integrity Commissioner has a full factual record and believes, in his or her sole discretion, that no additional information is required, or where otherwise required by the *Public Inquiries Act, 2009*, or where the Integrity Commissioner has not otherwise terminated the inquiry:

- (a) provide the Member with an outline of the complaint with sufficient particularity to allow the Member to understand the complaint against him or her but the Integrity Commissioner shall not have any obligation to disclose:
  - (i) the identity of the complainant, or
  - (ii) the identity of any witnesses set out in the complaint or persons that are questioned/interviewed by the Integrity Commissioner,

unless it is essential for the Member to adequately respond to the complaint, which determination shall be made in the Integrity Commissioner's sole and absolute discretion;

- (b) request that the Member provide a written response to the allegations in the complaint to the Integrity Commissioner within ten (10) business days;
- (c) provide a copy of the Member's response to the complainant with a request that any written reply be provided by the complainant to the Integrity Commissioner within ten (10) business days; and

(d) extend the timelines set out above if the Integrity Commissioner deems it necessary to do so in his or her sole and absolute discretion.

- (2) If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Township's computers and servers, and may enter any Township work location relevant to the complaint for the purpose of investigation and potential resolution.
- (3) The Integrity Commissioner may, but is under no obligation, to provide the Member with a draft of the proposed draft report on the complaint.
- (4) The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any Member unless the Member has had an opportunity either in person or in writing to comment to the Integrity Commissioner on any preliminary or proposed finding(s).
- (5) The Integrity Commissioner may, but is under no obligation, to advise either the Member or the complainant of any proposed sanction or recommendation the Integrity Commissioner may include in the report to Council.
- (6) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, intimidation, delay, reprisal or retaliation by the Member or by any other person encountered during the formal complaint investigation.
- (7) The Integrity Commissioner is entitled to make such additional inquiries and provide such additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or corrective measure or actions imposed by Council.
- (8) The Integrity Commissioner shall retain all records related to the complaint and investigation but may provide copies of certain records, in confidence, to Township administrative staff who are required to ensure that any such records are securely and confidentially retained.

#### **No Complaint Prior to Municipal Election**

- 8.(1) Notwithstanding any other provision of this Complaint Protocol, no complaint may be filed with the Integrity Commissioner, no report shall be made by the Integrity Commissioner to Council during the period of time starting on nomination day for a regular municipal election year, as set out in section 31 of the *Municipal Elections Act, 1996* and ending on the voting day in a regular election as set out in section 5 of the *Municipal Elections Act, 1996*.
- (2) If the Integrity Commissioner has received a complaint and has commenced an inquiry but has not completed the inquiry before nomination day in a regular municipal election year, the Integrity Commissioner shall terminate the inquiry on nomination day but may commence an inquiry in respect of the same complaint if within six (6) weeks after the voting day in a regular municipal election the individual who made the request makes a



written request to the Integrity Commissioner in accordance with subsection 223.4(8) of the *Municipal Act, 2001*.

- 9.(1) Subject to Section 9(2), a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.
- (2) If the Integrity Commissioner applies to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.
- (3) A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law with respect to any matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law.

#### **Authority to Abridge or Extend**

- 10.(1) Notwithstanding any requirement, obligation or timeline, set out in the Code of Conduct or this Complaint Protocol, the Integrity Commissioner shall retain the right to abridge or extend any provision therein in the public interest.

#### **Investigation Report**

- 11.(1) The Integrity Commissioner shall report to the complainant and the Member no later than ninety (90) days after the official receipt of any complaint under the Code of Conduct. If the investigation process is anticipated to or takes more than ninety (90) days, the Integrity Commissioner shall provide an interim report to Council and must advise the parties of the approximate date the report will be available. The Integrity Commissioner may also, at his or her discretion, advise any witnesses or other persons of the approximate date the report will be available.
- (2) Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement and/or any recommended remedial or corrective measure or action.
- (3) The Integrity Commissioner may provide a copy of the report to the complainant and the Member whose conduct has been investigated in advance of the public release of the report, in strict confidence until the report is publicly released. The Member shall have the right to address the report if it considered by Council.

- (4) Where the complaint is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at his/her discretion and may also include such information as he/she deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.
- (5) The Integrity Commissioner shall complete the investigation under the *Municipal Conflict of Interest Act* no later than one hundred eighty (180) days after the official receipt of any complaint validly made under Section 1(2) of this Part.

#### Findings

12.(1) If the Integrity Commissioner determines that:

- (a) there has been no contravention of the Code of Conduct, or section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, or
- (b) a contravention occurred but:
  - (i) the Member took all reasonable measures to prevent it, including having sought and followed the advice of the Integrity Commissioner;
  - (ii) it was trivial,
  - (iii) it was committed through inadvertence, or
  - (iv) it resulted from an error in judgment made in good faith,

the Integrity Commissioner may so state in the report and may make appropriate recommendations pursuant to the *Municipal Act, 2001*, including but not limited to, a recommendation of no penalty.

- (2) If the Integrity Commissioner considers it appropriate, once he or she has concluded the investigation under Section 1(2) of this Part, he or she may apply to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member has contravened section 5, 5.1 or 5.2 of that statute. If the Integrity Commissioner does not proceed with an application to the judge, he or she shall so advise the complainant.

#### Report to Council

13. Upon receipt of a report from the Integrity Commissioner with respect to the Code of Conduct, the Chief Administrative Officer shall place the report on the next regular agenda of Council for consideration by Council and Council must consider the report at that meeting and may accept or refuse the recommendations set out in the report and accept, refuse or vary any penalties or sanctions contained in the report. A report from the Integrity Commissioner may also be considered by Council in advance of its next regular meeting should Council agree to hold a special or other meeting before its next regular meeting to consider the report.

**Duty of Council**

14. Council shall consider and make a determination on the Integrity Commissioner's report at the same meeting at which the report is tabled.

**Public Disclosure**

- 15.(1) The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where it does not interfere with the course of any investigation, except as required by law and as required by this Complaint Protocol.
- (2) The Integrity Commissioner shall retain all records related to the complaint and investigation although copies may be provided to the Township's administrative staff, subject to the duty of confidentiality under subsection 223.5 of the *Municipal Act, 2001*.
- (3) The identity of the Member who is the subject of the complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including witnesses, may be disclosed if deemed appropriate and necessary by the Integrity Commissioner or if consented to by the complainant.
- (4) All reports from the Integrity Commissioner to Council shall be made available to the public by the Chief Administrative Officer.

**Delegation by Integrity Commissioner**

16. The Integrity Commissioner may delegate in writing to any person, other than a Member of Council, any of the Integrity Commissioner's powers and duties under Part V.1 of the *Municipal Act, 2001*.

Code of Conduct — Formal Complaint Form # 1

AFFIDAVIT

I, \_\_\_\_\_ (first and last name), of the

Township of \_\_\_\_\_ in the Province of Ontario.

**MAKE OATH AND SAY (or AFFIRM):**

1. I have reasonable and probable grounds to believe that:

\_\_\_\_\_ (specify name of Member),

a member of the Council of The Corporation of the Township of North Huron or a local board of the Township, has contravened section(s) \_\_\_\_\_ of the Code of Conduct of the Township of North Huron. The particulars of which are attached hereto.

2. Facts constituting the alleged contravention (use separate page if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This affidavit is made for the purpose of requesting that this matter be reviewed and/or investigated by the Township of North Huron's Integrity Commissioner and for no other improper purpose.

SWORN (or AFFIRMED) before me at the )  
the \_\_\_\_\_ of \_\_\_\_\_ on )  
\_\_\_\_\_ (date) )  
\_\_\_\_\_ )

\_\_\_\_\_  
(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false affidavit may expose you to prosecution under ss. 131 and 132 or 134 of the *Criminal Code*, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

**Municipal Conflict of Interest Act— Formal Complaint Form # 2**

**STATUTORY DECLARATION**

I, \_\_\_\_\_ (first and last name), of the

Township of \_\_\_\_\_ in the Province of Ontario.

I SOLEMNLY DECLARE THAT:

1. I have reasonable and probable grounds to believe that:

\_\_\_\_\_ (specify name of Member),  
a member of the Council of The Corporation of the Township of North Huron or a local board of  
the Township, has contravened section(s) \_\_\_\_\_ of the *Municipal Conflict of Interest*  
*Act*, R.S.O. 1990, c. M.50. The particulars of which are attached hereto.

2. I became aware of the facts constituting the alleged contravention not more than six (6) weeks  
ago and they comprise the following: (use separate page if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This declaration is made for the purpose of requesting that this matter be investigated by the  
Township of North Huron's Integrity Commissioner and for no other improper purpose.

DECLARED before me at the \_\_\_\_\_ )  
the \_\_\_\_\_ of \_\_\_\_\_ on \_\_\_\_\_ )  
\_\_\_\_\_ (date) \_\_\_\_\_ )  
\_\_\_\_\_ )

\_\_\_\_\_  
(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false affidavit may expose you to prosecution under ss. 131 and 132 or 134 of the *Criminal*  
*Code*, R.S.C. 1985, c. C-46 and also to civil liability for defamation.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Dwayne Evans, CAO/Clerk  
**DATE:** 19/02/2019  
**SUBJECT:** Council Member Pregnancy and Parental Leave Policy  
**ATTACHMENTS:** Draft Council Member Pregnancy and Parental Leave Policy

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019, regarding a draft Council Member Pregnancy and Parental Leave Policy;

AND FURTHER THAT Council directs staff to prepare a by-law for the March 4, 2019 meeting which adopts the draft Council Member Pregnancy and Parental Leave Policy.

### **EXECUTIVE SUMMARY**

Bill 68 was tabled by the provincial government in 2016 and received Royal Assent in May, 2017. The Bill impacted a number of pieces of provincial legislation, including the Municipal Act. Some of the amendments to the Municipal Act become effective in phases.

Section 270 of the Municipal Act outlines a number of policies that a municipality must adopt and maintain. On March 1, 2019, Ontario Municipalities are required to adopt and maintain a policy on pregnancy and parental leave for members of Council.

Section 259 of the Municipal Act states that a Member's seat becomes vacant if the Member is absent from Council meetings for three successive months without prior Council authorization (by resolution). The amended Section 259 now includes the following provision:

#### **Exception**

(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for **20 consecutive weeks** or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 1, s. 30.

### **DISCUSSION**

The attached draft policy is based on the policy adopted by the County of Huron on February 6, 2019. The policy requires that the Member submit a "Leave Advisory Form" prior to being absent from Council Meetings for three consecutive months. The Form indicates the expected Start and Return Date.

The draft policy meets the requirement of the Municipal Act in that a Council position can not be deemed vacant due to a pregnancy/parent leave for 20 consecutive weeks. North Huron Council then has the opportunity/option to excuse an absence, for any reason, beyond 20 weeks.

Unlike municipal employees who are entitled to parental leave, members of Council are not employees and not eligible for employment insurance. As such, the draft policy includes provisions

for the member to be paid during their absence. Members will continue to receive the honorarium but only receive Meeting Pay or Per Diem Allowances if the Member actually attended a qualifying meeting, event etc. This reflects the fact that the draft policy states that “members of Council on pregnancy or parental leave shall participate in events, conferences, council and committee meetings, or respond to communications at the level they determine...”

This draft policy respects a Member’s statutory role as an elected representative.

While a Member is on leave, the municipality must ensure that Committees, Boards, etc. can function effectively. The draft policy includes a provision that permits Council to make temporary appointments to replace the Member when they are the only member of Council appointed to that body (i.e. BIA). Notwithstanding this provision, at any point during the leave, a member may (in writing) provide notice of their intent to lift any temporary appointments in order to exercise their statutory role.

#### **FINANCIAL IMPACT**

A Member will continue to receive the Honorarium during the Leave period. Meeting Pay and/or Per Diem Allowances will only be paid if the Member actually attends a qualifying meeting, event etc. The Member on Leave is permitted to attend conferences/conventions as set out in corporate policy.

#### **FUTURE CONSIDERATIONS**

This policy should be reviewed one in each term of Council or as required due to legislative changes.

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

North Huron 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.

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Dwayne Evans, CAO/Clerk



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Dwayne Evans, CAO/Clerk  
**DATE:** 19/02/2019  
**SUBJECT:** Council and Staff Relationship Policy  
**ATTACHMENTS:** Draft Council and Staff Relationship Policy

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the CAO/Clerk, dated February 19, 2019, regarding a draft Council and Staff Relationship Policy;

AND FURTHER, THAT Council approves By-law 17-2019, being a By-law adopting a Council and Staff Relationship Policy for the Township of North Huron and attached to the February 19, 2019 agenda for Council's consideration;

AND FURTHER, THAT Council deems the adoption of By-law 17-2019 to be time sensitive and approves an exception to Section 19.1 of the Procedural By-law to allow By-law 17-2019 to be passed at the February 19, 2019 Council meeting.

### **EXECUTIVE SUMMARY**

As previously reported, Bill 68 was tabled by the provincial government in 2016 and received Royal Assent in May, 2017. The Bill impacted a number of pieces of provincial legislation, including the Municipal Act. Some of the amendments to the Municipal Act become effective in phases.

Section 270 of the Municipal Act outlines a number of policies that a municipality must adopt and maintain. On March 1, 2019, Ontario Municipalities are required to adopt and maintain a policy on "the relationship between members of council and the officers and employees of the municipality".

The Township of North Huron does not have an existing Council/Staff Relations policy (or similar). Aird Berlis LLP has provided the Township of North Huron with a draft "Council and Staff Relationship Policy" for consideration.

### **DISCUSSION**

Staff have reviewed the attached draft and support the principles, obligations and defined roles and responsibilities of Council Members and Staff. The general theme of the policy is respect and the need to work together to further the common goal of serving the public.

Through the adoption of this policy, Council members will be acknowledging that Council, as a whole, is the governing body of the Township of North Huron and staff acknowledges that Council is the collective decision-making and governing body of the corporation and that they shall implement any Council decision.

Given that this is a new policy, it is recommended that the policy be adopted by the March 1, 2019 compliance deadline and that it be reviewed at least one time prior to the end of this Council term.



**FINANCIAL IMPACT**

None.

**FUTURE CONSIDERATIONS**

It is recommended that this policy be reviewed at least one time prior to the end of this term of Council.

**RELATIONSHIP TO STRATEGIC PLAN**

North Huron is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Dwayne Evans", written over a horizontal line.

Dwayne Evans, CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF NORTH HURON COUNCIL AND STAFF RELATIONSHIP POLICY

## 1.0 Application & Purpose

- 1.1 This Council and Staff Relationship Policy applies to all Members of the Council of the Township of North Huron, including the Reeve, and all members of Staff of the Township of North Huron, including the CAO.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Township in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

## 2.0 Statement of Principles

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
  - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Township;
  - Members and Staff shall relate to one another in a respectful, professional and courteous manner;
  - Members and Staff shall understand and respect each other's respective roles and responsibilities; and
  - Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

### **3.0 Definitions**

3.1 The following terms shall have the following meanings in this Policy:

- (a) “Chief Administrative Officer” means the Chief Administrative Officer of the Township;
- (b) “Clerk” means the Clerk of the Township;
- (c) “Council” means the council for the Township;
- (d) “Member” means a Member of Council;
- (e) “Policy” means this Council and Staff Relationship Policy;
- (f) “Reeve” means the head of Council;
- (g) “Staff” means the Chief Administrative Officer and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township’s business and interests; and
- (h) “Township” means The Corporation of the Township of North Huron.

### **4.0 General Obligations**

4.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Township and always for the collective public interest of the Township; and
- (e) act in a manner that enhances public confidence in local government.

## **5.0 Roles and Responsibilities of Members**

### **5.1 Members acknowledge and agree that:**

- (a) Council as a whole is the governing body of the Township and that it comprises a collective decision-making body;
- (b) they are representatives of the entire Township;
- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as Council;
- (e) they will respect the administrative and managerial chain of command by:
  - (i) directing any questions or concerns in relation to the administration or management of the Township to the Reeve or the Chief Administrative Officer for their consideration,
  - (ii) giving direction to Staff only as Council and through the Chief Administrative Officer, and
  - (iii) refraining from becoming involved in the management of Staff;
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the Chief Administrative Officer;
- (i) whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- (j) they shall request advice from the Chief Administrative Officer about the appropriate wording of motions, amendments, and formal directions of Staff;

- (k) they shall request information regarding meeting agendas or minutes from the Chief Administrative Officer;
- (l) as individual Members, they have no greater access to records or information held by the Township than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (m) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (n) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- (o) they shall at all times comply with the Township's Code of Conduct for Members of Council; and
- (p) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

## **6.0 Roles and Responsibilities of Staff**

### **6.1 Staff acknowledge and agree that:**

- (a) Council is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) they shall serve the whole of Council rather than any individual Member;
- (e) all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;

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- (g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (i) they shall diligently and impartially implement Council's decisions;
- (j) they shall notify management or the Chief Administrative Officer, as appropriate, of any issues that may impact the Township and of ongoing activities in each department;
- (k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (l) they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- (m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Dwayne Evans, CAO/Clerk  
**DATE:** 19/02/2019  
**SUBJECT:** Appointment to the Maitland Source Protection Authority Board  
**ATTACHMENTS:** New Requirements for Municipal Drinking Water System Owners – August 2018  
Drinking Water Source Protection Primer: For Municipal Councillors

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the CAO/Clerk report dated February 19, 2019 regarding an appointment to the Maitland Source Protection Authority Board, for information purposes.

AND FURTHER THAT Council hereby appoints David Blaney to sit, as the Municipal representative for the central grouping, on the Source Protection Committee for the 2019-2022 Term of Council;

AND FURTHER THAT the CAO/Clerk is hereby directed to prepare and send letters to Maitland Valley Conservation Authority, and municipalities in the central grouping, indicating the same.

AND FURTHER THAT a by-law be prepared for the March 4, 2019 Council Meeting to Amend By-law No. 111-2018, being a by-law to appoint persons, including Council Members to various Boards, Committees and Associations for the Term 2018-2012; to include the appointment of David Blaney as North Huron's Representative on the Source Protection Committee.

### **EXECUTIVE SUMMARY**

The Municipality of Huron East, the Municipality of Morris-Turnberry and the Township of North Huron make up the central grouping for the Maitland Source Protection Authority Board and are represented on this Committee by David Blaney, a former Huron East Councillor.

David Blaney has been appointed by Huron East and Morris-Turnberry as their Representative on this Committee for the 2019-2022 Term of Council. It is recommended that North Huron Council also appoint David Blaney as their Representative for the Maitland Source Protection Authority Board.

### **DISCUSSION**

With support of Council, a By-law to amend By-law 111-2018 to include the appointment of David Blaney, as the Municipal representative for the central grouping, on the Source Protection Committee for the 2019-2022 Term of Council, will be brought forward at the next regular Council meeting.

### **FINANCIAL IMPACT**

North Huron Council Remuneration By-law provided for Council compensation for Committees and Board representation.

**FUTURE CONSIDERATIONS**

North Huron Council will pass a Committee and Board Appointment By-law.

**RELATIONSHIP TO STRATEGIC PLAN**

North Huron residents are engaged and well informed.

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

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Dwayne Evans, CAO/Clerk





# DwaTOWNSHIP OF NORTH HURON REPORT

Item No.

**REPORT TO:** Reeve Bailey and Members of Council  
**PREPARED BY:** Dwayne Evans, CAO/Clerk  
**DATE:** 19/02/2019  
**SUBJECT:** Appointment to the Sustainable Huron Committee  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the CAO/Clerk report dated February 19, 2019 regarding an appointment to the Sustainable Huron Committee, for information purposes.

AND FURTHER THAT Council hereby appoints \_\_\_\_\_ to sit, as the Municipal Representative on the Huron County Sustainable Huron Committee for the 2019-2022 Term of Council;

AND FURTHER THAT a by-law be prepared for the March 4, 2019 Council Meeting to Amend By-law No. 111-2018, being a by-law to appoint persons, including Council Members to various Boards, Committees and Associations for the Term 2018-2012; to include the appointment of \_\_\_\_\_ as North Huron's Representative on the Sustainable Huron Committee.

## **EXECUTIVE SUMMARY**

The Terms of Reference for the Sustainable Huron Committee does list representation from both County Council and local Municipalities. The County appoints the Warden and two members of County Council to sit on the Committee. It is left to local municipalities to determine if they wish to send a staff person or a Council member as their representative.

It is recommended that North Huron Council appoint a representative to the Sustainable Huron Committee.

## **DISCUSSION**

With support of Council, a By-law to amend By-law 111-2018 to include the appointment of a \_\_\_\_\_ as the Municipal representative for North Huron on the Sustainable Huron Committee for the 2019-2022 Term of Council, will be brought forward at a future Council meeting.

## **FINANCIAL IMPACT**

North Huron Council Remuneration By-law provided for Council compensation for Committees and Board representation.

## **FUTURE CONSIDERATIONS**

North Huron Council will pass a Committee and Board Appointment By-law.

## **RELATIONSHIP TO STRATEGIC PLAN**

North Huron residents are engaged and well informed.

A handwritten signature in black ink, appearing to read "Dwayne Evans", with a stylized flourish at the end.

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Dwayne Evans, CAO/Clerk



President: *Ethan Wallace*

Office Administrator: *Lori Gordon*

42 First Ave, Clinton, ON N0M 1L0 519-482-9642/1-800-511-1135 ph  
519-482-1416 fax [ofahuron@tcc.on.ca](mailto:ofahuron@tcc.on.ca) [www.hcfa.on.ca](http://www.hcfa.on.ca)

January 18th, 2019

Township of North Huron

We have scheduled the annual MPP/MP/Local Politician meeting for Friday March 1st, 2019 at the Clinton Legion commencing at 10 a.m. and concluding at approximately 2 p.m..

The format will be similar to last year with the commodity groups and HCFA committees presenting their briefs for discussion. Both Lisa Thompson and Ben Lobb have confirmed their attendance and they have been invited to present briefs.

Please reply if someone from your municipality will be present by February 20th . Two reps are welcome to attend.

Sincerely,

Lori Gordon

Office Administrator, Huron County Federation of Agriculture



**PUBLIC MEETING  
CONCERNING A PROPOSED  
ZONING BY-LAW AMENDMENT  
AFFECTING THE TOWNSHIP OF NORTH HURON**

**TAKE NOTICE** that Council of the Township of North Huron will hold a public meeting on **February 19th, 2019 at 6:00 p.m.** in the Council Chambers of the Township of North Huron to consider a proposed Zoning By-law Amendment under section 34 of the Planning Act, R.O.S. 1990, as amended. The amendment affects the Township of North Huron Zoning By-law.

**BE ADVISED** that the Corporation of the Township of North Huron considered this application to be complete on January 17 2019.

If you are an owner of any land containing seven or more residential units you are requested to post this notice in a location that is visible to all of the residents.

**ANY PERSON** may attend the public meeting and/or make written or verbal representation either in support or in opposition to the proposed zoning by-law amendment.

**IF** a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Huron before the by-law is passed, the person or public body is not entitled to appeal the decision of the Township of North Huron to the Local Planning Appeal Tribunal.

**IF** a person or public body does not make an oral submission at a public meeting or make written submissions to the Township of North Huron before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body.

**IF** you wish to be notified of the decision of North Huron Township on the proposed zoning by-law amendment, you must make a written request to the Township of North Huron, 274 Josephine Street, Wingham, ON N0G 2W0.

**ADDITIONAL INFORMATION** relating to the proposed zoning by-law amendment is available for inspection during regular office hours at the Township of North Huron, Municipal Office (519-357-3550) and the Huron County Planning and Development Department (519) 524-8394 ext. 3.

Dated at the Township of North Huron  
**This 30th day of January, 2019**

**original signed by Dwayne Evans**

---

Dwayne Evans, CAO/Clerk  
Township of North Huron,  
274 Josephine Street, Wingham ON  
N0G 2W0  
(519)-357-3550

**Purpose and Effect:**

This proposed Zoning By-law Amendment affects Part North Part Lot 34, Concession 6, East Wawanosh Ward, Township of North Huron. The By-law proposes to change the wording in the existing Special Zone on the subject property, Zone NE2-4 (Natural Environment Limited Protection- Special Zone).

The subject lands require a zone change to permit the proposed reconstruction of the existing house that is to be demolished. The single detached dwelling is proposing a reduction in the interior side yard setback and an increase in lot coverage. The subject property is designated Natural Environment- Limited Protection in the North Huron Official Plan. The special zone currently permits tanks for the purpose of a fish hatchery and fish production, which would remain in the NE2-4 zone wording.

The property is located on 84534 Marnoch Line.

**SCHEDULE 1  
CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
USE BY-LAW No. 16 - 2019**

WHEREAS Section 39.1(3) of the Planning Act, 1990, authorizes a municipality to pass a by-law under Section 34 of the Planning Act, 1990, for the purpose of authorizing the use of lands, buildings, or structures for purposes otherwise prohibited by the by-law.

WHEREAS the Council of the Corporation of the Township of North Huron considers it advisable to amend Zoning By-law 82-2008 of the Township of North Huron.

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

1. This by-law shall apply to Part North Part Lot 34, Concession 6, East Wawanosh Ward, Township of North Huron and is comprised of the attached Schedules.
2. By-law 82-2008 is hereby amended by modifying the existing wording of the 'Natural Environment Limited Protection- Special Zone' NE2-4', the zone symbol on the lands designated 'NE2-4' on the attached Schedule.
3. Section 23.5 NE2 Special Zones is hereby amended by the addition of the following:

**23.5.4. NE2-4**

Notwithstanding the provisions of Section 23.1 to the contrary, the area zoned NE2-4 may include existing tanks for the purpose of a fish hatchery and fish production. Notwithstanding the provisions of Sections 23.1, 23.3 and 23.4 to the contrary, a single detached dwelling may be permitted on lands zoned NE2-4.

4. This by-law affects Key Map 8 of By-law 82-2008, as attached as Schedule A.
5. This by-law shall come into force upon final passing, pursuant to Section 34(21) and 39.1(3) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE 19<sup>TH</sup> DAY OF FEBRUARY, 2019.  
READ A SECOND TIME ON THE 19<sup>TH</sup> DAY OF FEBRUARY, 2019.  
READ A THIRD TIME AND PASSED THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

---

Bernie Bailey, Reeve

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Dwayne Evans, CAO/Clerk

**SCHEDULE 2  
CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW No. 16 - 2019**

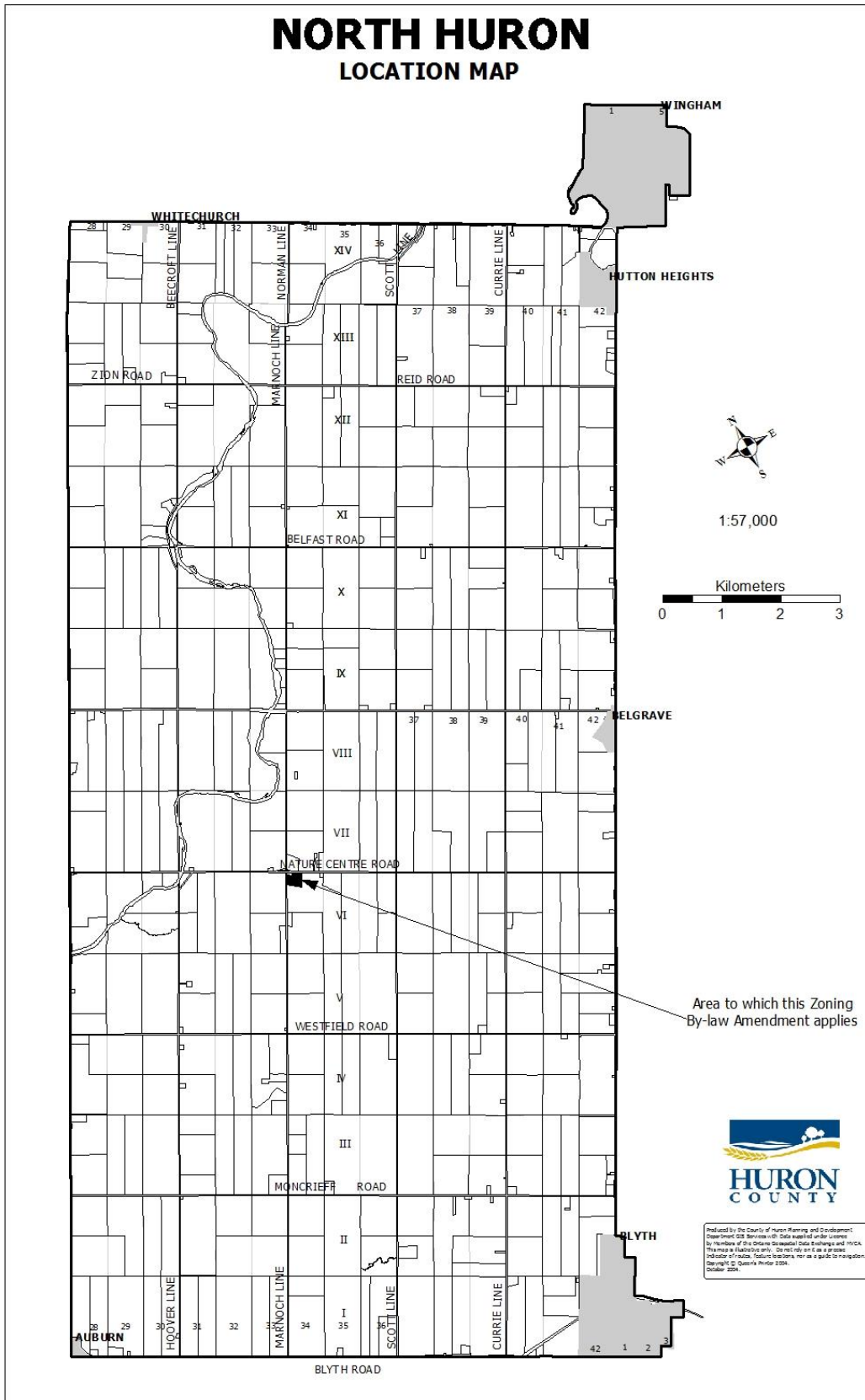
By-law 17 - 2019 has the following purpose and effect:

1. This proposed Zoning By-law Amendment affects Part North Part Lot 34, Concession 6, East Wawanosh Ward, Township of North Huron. The By-law proposes to change the wording in the existing Special Zone on the subject property, Zone NE2-4 (Natural Environment Limited Protection- Special Zone).

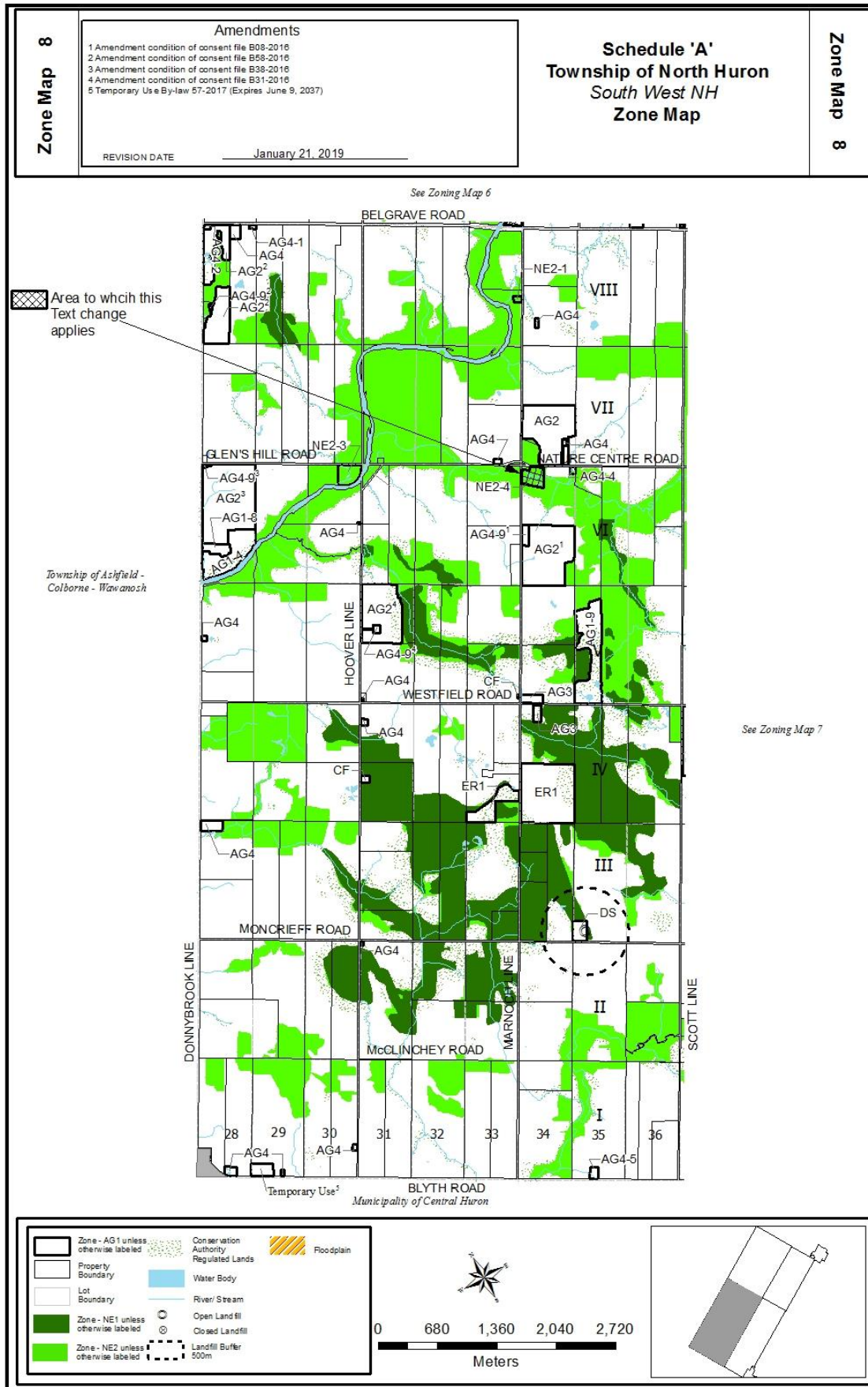
The subject lands require a zone change to permit the proposed reconstruction of the existing house that is to be demolished. The single detached dwelling is proposing a reduction in the interior side yard setback and an increase in lot coverage. The subject property is designated Natural Environment- Limited Protection in the North Huron Official Plan. The special zone currently permits tanks for the purpose of a fish hatchery and fish production, which would remain in the NE2-4 zone wording.

2. The map showing the location of the lands to which this by-law applies is shown on the following page and is entitled Location Map.

# Schedule A to By-law No. 16 - 2019







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

**BY-LAW NO. 17-2019**

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A by-law to adopt a Council and Relationship Policy

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**WHEREAS** Section 5 (3) of the Municipal Act 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

**AND WHEREAS** the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Council and Relationship Policy;

**NOW THEREFORE**, the Council of the Corporation of North Huron enacts as follows:

1. That the “Council and Relationship Policy” attached hereto as “Schedule A” is hereby adopted.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

READ A THIRD TIME AND PASSED THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

CORPORATE SEAL

\_\_\_\_\_  
Bernie Bailey, Reeve

\_\_\_\_\_  
Dwayne Evans, CAO/Clerk

# **THE CORPORATION OF THE TOWNSHIP OF NORTH HURON COUNCIL AND STAFF RELATIONSHIP POLICY**

## **1.0 Application & Purpose**

- 1.1 This Council and Staff Relationship Policy applies to all Members of the Council of the Township of North Huron, including the Reeve, and all members of Staff of the Township of North Huron, including the CAO.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Township in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

## **2.0 Statement of Principles**

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
  - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Township;
  - Members and Staff shall relate to one another in a respectful, professional and courteous manner;
  - Members and Staff shall understand and respect each other's respective roles and responsibilities; and
  - Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

### **3.0 Definitions**

3.1 The following terms shall have the following meanings in this Policy:

- (a) “Chief Administrative Officer” means the Chief Administrative Officer of the Township;
- (b) “Clerk” means the Clerk of the Township;
- (c) “Council” means the council for the Township;
- (d) “Member” means a Member of Council;
- (e) “Policy” means this Council and Staff Relationship Policy;
- (f) “Reeve” means the head of Council;
- (g) “Staff” means the Chief Administrative Officer and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township’s business and interests; and
- (h) “Township” means The Corporation of the Township of North Huron.

### **4.0 General Obligations**

4.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Township and always for the collective public interest of the Township; and
- (e) act in a manner that enhances public confidence in local government.

## **5.0 Roles and Responsibilities of Members**

### **5.1 Members acknowledge and agree that:**

- (a) Council as a whole is the governing body of the Township and that it comprises a collective decision-making body;
- (b) they are representatives of the entire Township;
- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as Council;
- (e) they will respect the administrative and managerial chain of command by:
  - (i) directing any questions or concerns in relation to the administration or management of the Township to the Reeve or the Chief Administrative Officer for their consideration,
  - (ii) giving direction to Staff only as Council and through the Chief Administrative Officer, and
  - (iii) refraining from becoming involved in the management of Staff;
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the Chief Administrative Officer;
- (i) whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- (j) they shall request advice from the Chief Administrative Officer about the appropriate wording of motions, amendments, and formal directions of Staff;

- (k) they shall request information regarding meeting agendas or minutes from the Chief Administrative Officer;
- (l) as individual Members, they have no greater access to records or information held by the Township than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (m) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (n) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- (o) they shall at all times comply with the Township's Code of Conduct for Members of Council; and
- (p) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

## **6.0 Roles and Responsibilities of Staff**

### **6.1 Staff acknowledge and agree that:**

- (a) Council is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) they shall serve the whole of Council rather than any individual Member;
- (e) all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;

- (g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (i) they shall diligently and impartially implement Council's decisions;
- (j) they shall notify management or the Chief Administrative Officer, as appropriate, of any issues that may impact the Township and of ongoing activities in each department;
- (k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (l) they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- (m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

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

**BY-LAW NO. 18-2019**

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard, Susan E. Hubbard and Catherine McNichol (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 3, Blyth, Township of North Huron.

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**WHEREAS** the Municipal Act, 2001, as amended permits the Councils of all municipalities to enter into certain agreements;

**AND WHEREAS** the Council of the Township of North Huron Council is desirous of executing an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard, Susan E. Hubbard and Catherine McNichol (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 3, Blyth, Township of North Huron.

**AND WHEREAS** the Council of the Township of North Huron deems it expedient to enter into said agreement;

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

1. That the Reeve and Clerk are hereby authorized to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard, Susan E. Hubbard and Catherine McNichol (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 3, Blyth, Township of North Huron.
2. That a copy of the said Agreement is attached hereto and designated as Schedule ‘A’ to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

READ A THIRD TIME AND PASSED THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

CORPORATE SEAL

---

Bernie Bailey, Reeve

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Dwayne Evans, CAO/Clerk



**SCHEDULE "A"**  
**TO BY-LAW XXXXX OF 2019**

**AGREEMENT OF PURCHASE AND SALE**

PURCHASER, **THE CORPORATION OF THE TOWNSHIP OF NORTH HURON** offers to buy from VENDORS, Philip George Hubbard and Susan E. Hubbard, the following PROPERTY; described as CON 2 PT LOT 42 AS RP;22R4447 PART 3, at the PURCHASE PRICE OF – SIXTY-FIVE THOUSAND DOLLARS ----- Canadian Dollars (\$CAN 65,000.<sup>00</sup>) on the following terms:

*step 11.*  
*and Catherine McNichol*

1. Purchaser submits with this offer FIVE THOUSAND –Dollars (\$5,000.<sup>00</sup>) cash/cheque payable to the Vendor as a deposit to be held by it in trust pending completion or other termination of this Agreement and to be credited towards the Purchase Price on completion.
2. (a) Purchaser agrees to pay the balance of the purchase price by certified cheque, subject to the usual adjustments, on closing.  
  
(b) The Purchaser and Vendor agree that the delivery of the documents within offer to purchase or counter offer, notice of acceptance thereof and delivery of all notices and communications hereunder, may be made by facsimile machine, addressed to the parties hereto, their solicitors or agents.
3. This Offer shall be irrevocable by him until **4:30 p.m. on the 12<sup>th</sup> day of February, 2019**, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to Purchaser without interest or deduction.
4. This Agreement shall be completed on or before the **1<sup>st</sup> day of April, 2019**. Upon completion, vacant possession of the property shall be given to Purchaser.
5. Purchaser shall be allowed until 5:00 p.m. on the **21<sup>st</sup> day of March, 2019**, to: at the purchaser's own expense: examine the title to the property and complete any necessary studies, including but not limited to Geotechnical, Environmental, and/or Archeological studies and satisfy itself that there are no outstanding work orders affecting the property.
6. Provided that the title to the property is good and free from all encumbrances except as aforesaid and except for any registered restrictions or covenants that run with the land providing that such are complied with and except for any minor easements to public utilities required for the supply of domestic utility services to the property. If within the time allowed for examining the title any valid objection to title, or to any outstanding work order, or to the fact that the said present use may not lawfully be continued, is made in writing to Vendor and which Vendor is unable or unwilling to remove, remedy or satisfy and which Purchaser will not waive, this Agreement, notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies theretofore paid shall be returned without interest or deduction and Vendor and Vendor's Agent shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, Purchaser shall be conclusively deemed to have accepted Vendor's title to the property.
7. Purchaser acknowledges having inspected the property prior to submitting this Offer and understands that upon Vendor accepting this offer there shall be a binding agreement of purchase and sale between Purchaser and Vendor.
8. Vendor and Purchaser agree that there is no condition, express, or implied, representation or warranty of any kind that the future intended use of the property by Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.

9. Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Vendor. Vendor agrees that, if requested by the Purchaser, he will deliver any sketch or survey of the property in his possession or within his control to Purchaser as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurance Company and which is not to be assumed by the Purchaser on completion, is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.
10. Taxes, local improvements and assessment rates shall be apportioned and allowed to the date of completion (the day itself to be apportioned to the Purchaser).
11. The deed or transfer shall, save for the land Transfer Tax Affidavit, which shall be prepared and completed by the Purchaser, be prepared in registrable form at the expense of Vendor and the Mortgage at the expense of Purchaser.
12. Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Vendor and Purchase or by their respective solicitors who may be specifically authorized in that regard.
13. Any tender of documents or money hereunder may be made upon Vendor or purchaser or their respective solicitors on the day set for completion of this Agreement. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.
14. Notwithstanding any terms or conditions outlined in the printed portion herein, any provisions written or typed into this Offer shall be the true terms and shall supersede the printed portion in respect to the parts affected thereby. This Agreement shall constitute the entire agreement between Purchaser and Vendor and there is no representation, warranty, collateral agreement or condition affecting this Agreement or the property or supported hereby other than as expressed herein in writing. This Agreement shall be read with all the changes of gender or number required by the context.
15. If this transaction is subject to Harmonized Sales Tax (H.S.T.) pursuant to the *Excise Tax Act* (Canada) then such H.S.T. shall be in addition to and not included in the Purchase Price. If this transaction is subject to H.S.T. but the Vendor is not required to collect and remit H.S.T., the Purchaser agrees to provide on or before closing to the Vendor or Vendor's solicitor a certificate to the effect that the Vendor is not required to collect or remit the H.S.T. and shall provide the Vendor with the Purchaser's H.S.T. registration number, failing which the applicable H.S.T. shall be paid to the Vendor on closing.
16. Each of the Vendor and Purchaser shall retain a lawyer to complete the Agreement of Purchase and Sale of the Property, and where the transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, as amended, and the *Electronic Registration Act*, S. O. 1991, as amended, the Vendor and Purchaser acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Vendor and Purchaser will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction), and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document

registration agreement between the said lawyers. The Vendor and Purchaser irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the said lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.

17. The Purchaser acknowledges and agrees that the approval of the Council of the Corporation of the Township of North Huron is required before this agreement is binding.

DATED at Blyth, Ontario this 12 day of February, 2019

SIGNED, SEALED AND DELIVERED in the presence of:

Colin Bryan  
(witness)

Philip Hubbard  
Philip Hubbard, Vendor

Colin Bryan  
(witness)

Susan Hubbard  
Susan Hubbard, Vendor

Colin Bryan  
(witness)

Catherine McNichol  
Catherine McNichol Vendor

The undersigned accepts the above Offer

DATED at Wingham, Ontario this \_\_\_\_ day of February, 2019.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Reeve – Bernie Bailey

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Clerk / CAO – Dwayne Evans

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

**BY-LAW NO. 19-2019**

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 4, Blyth, Township of North Huron.

---

**WHEREAS** the Municipal Act, 2001, as amended permits the Councils of all municipalities to enter into certain agreements;

**AND WHEREAS** the Council of the Township of North Huron Council is desirous of executing an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 4, Blyth, Township of North Huron.

**AND WHEREAS** the Council of the Township of North Huron deems it expedient to enter into said agreement;

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

1. That the Reeve and Clerk are hereby authorized to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Purchaser) and the Philip George Hubbard (Vendor) for a portion of land legally described as Con 2 Pt Lot 42 As RP;22R4447 Part 4, Blyth, Township of North Huron.
2. That a copy of the said Agreement is attached hereto and designated as Schedule ‘A’ to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

READ A THIRD TIME AND PASSED THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2019.

CORPORATE SEAL

---

Bernie Bailey, Reeve

---

Dwayne Evans, CAO/Clerk

**SCHEDULE "A"**  
**TO BY-LAW XXXXXX OF 2019**

**AGREEMENT OF PURCHASE AND SALE**

PURCHASER, **THE CORPORATION OF THE TOWNSHIP OF NORTH HURON** offers to buy from VENDOR, Philip George Hubbard, the following PROPERTY; described as Con 2 PT LOT 42 AS RP;22R4447 PART 4, at the PURCHASE PRICE OF – SIXTY-FIVE THOUSAND ----- Canadian Dollars (\$CAN 65,000.<sup>00</sup>) on the following terms:

1. Purchaser submits with this offer FIVE THOUSAND –Dollars (\$5,000.<sup>00</sup>) cash/cheque payable to the Vendor as a deposit to be held by it in trust pending completion or other termination of this Agreement and to be credited towards the Purchase Price on completion.
2. (a) Purchaser agrees to pay the balance of the purchase price by certified cheque, subject to the usual adjustments, on closing.  
  
(b) The Purchaser and Vendor agree that the delivery of the documents within offer to purchase or counter offer, notice of acceptance thereof and delivery of all notices and communications hereunder, may be made by facsimile machine, addressed to the parties hereto, their solicitors or agents.
3. This Offer shall be irrevocable by him until **4:30 p.m. on the 12<sup>th</sup> day of February, 2019**, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to Purchaser without interest or deduction.
4. This Agreement shall be completed on or before the **1<sup>st</sup> day of April, 2019**. Upon completion, vacant possession of the property shall be given to Purchaser.
5. Purchaser shall be allowed until 5:00 p.m. on the **21<sup>st</sup> day of March, 2019**, to: at the purchaser's own expense: examine the title to the property and complete any necessary studies, including but not limited to Geotechnical, Environmental, and/or Archeological studies and satisfy itself that there are no outstanding work orders affecting the property.
6. Provided that the title to the property is good and free from all encumbrances except as aforesaid and except for any registered restrictions or covenants that run with the land providing that such are complied with and except for any minor easements to public utilities required for the supply of domestic utility services to the property. If within the time allowed for examining the title any valid objection to title, or to any outstanding work order, or to the fact that the said present use may not lawfully be continued, is made in writing to Vendor and which Vendor is unable or unwilling to remove, remedy or satisfy and which Purchaser will not waive, this Agreement, notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies theretofore paid shall be returned without interest or deduction and Vendor and Vendor's Agent shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, Purchaser shall be conclusively deemed to have accepted Vendor's title to the property.
7. Purchaser acknowledges having inspected the property prior to submitting this Offer and understands that upon Vendor accepting this offer there shall be a binding agreement of purchase and sale between Purchaser and Vendor.
8. Vendor and Purchaser agree that there is no condition, express, or implied, representation or warranty of any kind that the future intended use of the property by Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.

9. Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Vendor. Vendor agrees that, if requested by the Purchaser, he will deliver any sketch or survey of the property in his possession or within his control to Purchaser as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurance Company and which is not to be assumed by the Purchaser on completion, is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.

10. Taxes, local improvements and assessment rates shall be apportioned and allowed to the date of completion (the day itself to be apportioned to the Purchaser).

11. The deed or transfer shall, save for the land Transfer Tax Affidavit, which shall be prepared and completed by the Purchaser, be prepared in registrable form at the expense of Vendor and the Mortgage at the expense of Purchaser.

12. Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Vendor and Purchase or by their respective solicitors who may be specifically authorized in that regard.

13. Any tender of documents or money hereunder may be made upon Vendor or purchaser or their respective solicitors on the day set for completion of this Agreement. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.

14. Notwithstanding any terms or conditions outlined in the printed portion herein, any provisions written or typed into this Offer shall be the true terms and shall supersede the printed portion in respect to the parts affected thereby. This Agreement shall constitute the entire agreement between Purchaser and Vendor and there is no representation, warranty, collateral agreement or condition affecting this Agreement or the property or supported hereby other than as expressed herein in writing. This Agreement shall be read with all the changes of gender or number required by the context.

15. If this transaction is subject to Harmonized Sales Tax (H.S.T.) pursuant to the *Excise Tax Act* (Canada) then such H.S.T. shall be in addition to and not included in the Purchase Price. If this transaction is subject to H.S.T. but the Vendor is not required to collect and remit H.S.T., the Purchaser agrees to provide on or before closing to the Vendor or Vendor's solicitor a certificate to the effect that the Vendor is not required to collect or remit the H.S.T. and shall provide the Vendor with the Purchaser's H.S.T. registration number, failing which the applicable H.S.T. shall be paid to the Vendor on closing.

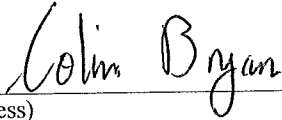
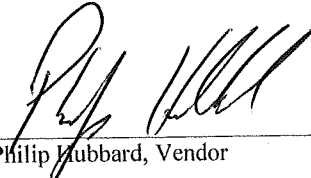
16. Each of the Vendor and Purchaser shall retain a lawyer to complete the Agreement of Purchase and Sale of the Property, and where the transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, as amended, and the *Electronic Registration Act*, S. O. 1991, as amended, the Vendor and Purchaser acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Vendor and Purchaser will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction), and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document

registration agreement between the said lawyers. The Vendor and Purchaser irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the said lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.

17. The Purchaser acknowledges and agrees that the approval of the Council of the Corporation of the Township of North Huron is required before this agreement is binding.

DATED at Blyth, Ontario this 12 day of February, 2019

SIGNED, SEALED AND DELIVERED in the presence of:

 _____ (witness)	 _____ Philip Hubbard, Vendor
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The undersigned accepts the above Offer

DATED at Wingham, Ontario this \_\_\_\_ day of February, 2019.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Reeve – Bernie Bailey

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Clerk / CAO – Dwayne Evans

# **THE TOWNSHIP OF NORTH HURON**

## **BY-LAW NO. 20-2019**

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

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

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on February 19, 2019, 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 19th day of February, 2019.

**READ A THIRD TIME AND FINALLY PASSED** this 19th day of February, 2019.

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**Bernie Bailey, Reeve**

**SEAL**

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**Dwayne Evans, CAO/Clerk**