

**THE TOWNSHIP OF NORTH HURON  
COUNCIL AGENDA**



**Date:** Monday, March 7, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. CONFIRMATION OF THE AGENDA</b>	
<i>THAT the Council of the Township of North Huron; accept the Agenda for the March 7th, 2016 Council Meeting; as printed.</i>	
<b>3. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>4. CONSENT AGENDA</b>	
<i>THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.3;</i>	
<i>AND FURTHER THAT all other Consent Items be received for information.</i>	
<b>4.1 Minutes</b>	
4.1.1 Minutes of the Regular Meeting held February 16, 2016	7
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4.2.2	Finance Department	
4.2.2.1	Bills and Accounts	37
	<b>Accounts Payable</b>	
		March 4, 2016
	General Account	\$635,542.12
	Water Account	\$26,625.81
	Sewer Account	\$15,755.44
	General Internet/Pre-authorized	\$46,862.18
	Water Internet/Pre-authorized	\$12,044.29
	<b>TOTAL</b>	<b>\$754,829.84</b>
4.2.2.2	Council YTD Expenditures 2015	55
4.2.3	Recreation & Facilities Department	
4.2.3.1	Recreation and Facilities Department Activity Report	56
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4.3.7	Minister Responsible for Seniors Affairs - 2016 Senior of the Year Award	111
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5.	<b>PUBLIC MEETINGS/HEARINGS AND DELEGATIONS</b>	
6.	<b>REPORTS</b>	
6.1	Clerks Department	
6.1.1	Electronic Recording Closed Sessions of Council	115
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services entitled 'Audio/Video Recording Closed Session Meetings' for information purposes;</i></p> <p><i>AND FURTHER THAT the Procedure for Electronic Recording of Closed Sessions be approved.</i></p>	
6.2	Finance Department	
6.3	Recreation and Facilities Department	
6.3.1	FE Madill Grade 8 Beaver Tail Food Truck Fundraiser	119
	<p><i>THAT the Council of the Township of North Huron hereby permit the FE Madill grade 8 class to host the Beaver Tail Food Truck as part of the Road Hockey Tournament at the Complex on March 16, 2016, and further that the Food Truck adhere to the Hawkers and Peddler's License Policy and be required to pay the license fee of \$200 to operate in North Huron.</i></p>	
6.3.2	Blyth Greenway Trail Lease Exension and Amending Agreement	122
	<p><i>THAT the Council of the Township of North Huron hereby direct staff to prepare an authorizing by-law to sign the Lease Extension and Amending Agreement #2 between Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure and the Township of North Huron for the land used for the Blyth Greenway Trail.</i></p>	
6.3.3	Wingham Horticultural Society Memorandum of Understanding	135
	<p><i>THAT the Council of the Township of North Huron hereby direct staff to prepare a Memorandum of Understanding between the Wingham and District Horticultural Society and the Township of North Huron.</i></p> <p><i>AND FURTHER THAT the Township of North Huron support the upcoming 50<sup>th</sup> celebration of the Wingham and District Horticultural Society on Saturday July 23, 2016 and waive the park rental fee for using the park for their celebration.</i></p>	
6.3.4	Memorandum of Understanding Snowmobile Trail Land Use for Blyth Greenway Trail	138
	<p><i>THAT the Council of the Township of North Huron hereby direct staff to prepare an authorizing by-law to sign the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission for the Blyth Greenway Trail.</i></p>	

6.4	Public Works Department	
6.4.1	Licence Agreement M72546	142
	<i>THAT the Council of the Township of North Huron accept the Licence Extension and Amending Agreement #2 under Lease ID M72546 between Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure and that staff be directed to prepare the applicable by-law for the next meeting.</i>	
6.5	Utilities Department	
6.5.1	Utilities Report - Blyth Well Upgrade - Status Report	150
	<i>THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding the tender for the Blyth Well Supply Upgrade is received for information;</i>	
	<i>AND FURTHER THAT the Clerk is instructed to provide public notice for a Budget Meeting to be on March 29, 2016 at 7:00 p.m., with the Blyth Well Supply Upgrade Tender to be awarded at said meeting.</i>	
6.6	Fire Department of North Huron	
6.7	CAO	
6.7.1	OPP Costing Update - Committee Appointment	152
	<i>THAT the Council of the Township of North Huron hereby receives CAO Report #A-16-4-3 concerning establishment of an Policing Advisory Committee;</i>	
	<i>AND FURTHER THAT Council hereby appoints the following individuals to the Policing Advisory Committee;</i>	
	<i>Wingham Police Chief Tim Poole, North Huron Police Services Board (NHPSB) Chair/North Huron Councillor Trevor Seip, Reeve Neil Vincent, NHPSB member Bill Gregoriadis</i>	
	<i>AND FURTHER THAT Council appoints the following staff resources to the committee; CAO Sharon Chambers, Committee Secretary – Kathy Adams, Clerk.</i>	
	<i>AND FURTHER THAT the Clerk is directed to prepare a by-law to ratify the appointment</i>	
	<i>AND FURTHER THAT the Committee shall develop Terms of Reference to be approved by Council and attached as a schedule to the Policing Advisory Committee Appointment By-law.</i>	
6.7.2	Shared Services Project Update-Committee Terms of Reference	154
	<i>THAT the Council of the Township of North Huron hereby receives the report of the CAO regarding the Shared Services Project update and Terms of Reference documents for information purposes.</i>	
	<i>AND FURTHER THAT the Clerk be directed to prepare by-laws to adopt the Shared Services Steering Committee Terms of Reference and the Shared Services Implementation Team Terms of Reference for the March 21<sup>st</sup> Regular Council meeting.</i>	



7.	<b>CORRESPONDENCE</b>	
7.1	Belgrave Summer Festival 2016	160
	<i>THAT the Council of the Township of North Huron hereby approve the request from the Belgrave Summer Festival Committee and the Belgrave Community Centre Board to close Jordan Drive in Belgrave from Queen's Street to 2 Jordan Drive from 6:00 am to 6:00 pm on June 18, 2016 for the Belgrave Summer Festival;</i>	
	<i>AND FURTHER THAT the County of Huron and Emergency Services be notified.</i>	
8.	<b>COUNCIL REPORTS</b>	
8.1	REEVE ACTIVITY REPORT	
8.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
8.3	REQUESTS BY MEMBERS	
9.	<b>NOTICE OF MOTION</b>	
10.	<b>BY-LAWS</b>	
11.	<b>ANNOUNCEMENTS</b>	
12.	<b>OTHER BUSINESS</b>	
13.	<b>CLOSED SESSION AND REPORTING OUT</b>	
	<i>THAT the Council of the Township of North Huron do hereby proceed at ..... PM to an In Camera Session (Closed to the Public) to discuss the following:</i>	
	<ul style="list-style-type: none"><li><i>• Personal matters about an identifiable individual, including municipal or local board employees (Deputy Clerk Appointment)</i></li><li><i>• Personal matters about an identifiable individual, including municipal or local board employees (Personnel matters relating to the Shared Services Project)</i></li></ul>	
	<i>THAT the Council of the Township of North Huron agree to proceed to the Regular Council meeting at ..... PM.</i>	
	<i>THAT the Council of the Township of North Huron hereby ....</i>	
13.1	Deputy Clerk Appointment	
13.2	Personnel matters relating to the Shared Services Project	

14. CONFIRMATORY BY-LAW

14.1 By-law No. 27-2016, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron. 161

*THAT By-law 27-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law No. 27-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

15. ADJOURNMENT

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

**MINUTES OF THE TOWNSHIP OF NORTH HURON**  
**REGULAR COUNCIL MEETING**



**Date:** Tuesday, February 16, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
David Sparling, Director of Fire and Emergency Services  
Connie Goodall, Economic Development Officer  
Richard Al, Manager of Employee and Business Services  
Laura Young, Planner

**OTHERS PRESENT:** Kelsey Dunbar, Advance Times  
Denny Scott, Citizen  
Joe Hallahan, Bill Gregoriadis, Dixie Lee Arbuckle, Judy  
Lyons, Bill Farnell, Joyce Williamson, Tom Williamson, Peter  
Grey, Laura Young, Ann Hogg

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**1. CALL TO ORDER**

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

**2. CONFIRMATION OF THE AGENDA**

**M128/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron; accept the Agenda for the February 16th, 2016 Council Meeting; as printed.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None declared.

**4. CONSENT AGENDA**

**4.1 Minutes**

4.1.1 Minutes of the Regular Council Meeting held February 1, 2016

4.1.2 Minutes of the Budget Meeting held February 8, 2016

4.1.3 Minutes of the Special Meeting held February 9, 2016

4.1.4 Minutes of the Budget Meeting held February 10, 2016

4.1.5 Blyth BIA Minutes January 6, 2016

4.1.6 Blyth BIA Minutes February 3, 2016

4.1.7 Wingham BIA Minutes January 28, 2016

**4.2 Reports**

4.2.1 CAO Activity Report

4.2.2 Director of Finance

4.2.2.1 Bills and Accounts

Accounts Payable	February 12, 2016
General Account	\$286,550.25
Water Account	27,477.29
Sewer Account	14,163.26
General Internet/Pre-authorized	23,962.20
Water Internet/Pre-authorized	9,096.73
TOTAL	\$361,249.73

4.2.2.2 Activity Report

4.2.3 Director of Fire and Emergency Services Activity Report

**4.3 Correspondence**

4.3.1 Ontario Community Infrastructure Fund (OCIF) Application Based Component, Intake Two

4.3.2 Ontario Provincial Police (OPP) Costing Moratorium

**M129/16**

**MOVED BY:** T. Seip

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1, 4.1.2, 4.1.3, 4.1.4;*

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

**CARRIED**

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

**5.1 Planning Advisory Committee Meeting**

Zoning By-law Amendment, Plan 174 Lot 1, Part Lot 2, Registered Plan 22R5497 Part 1, Blyth Ward, Township of North Huron (518 Dinsley Street)

**M130/16**

**MOVED BY:** T. Seip

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby adjourns the Regular Council meeting at 7:03 p.m. to enter a Planning Advisory Committee meeting.*

**CARRIED**

**M131/16**

**MOVED BY:** B. Knott

**SECONDED BY:** B. Vodden

*THAT The Council of the Township of North Huron reconvene the Regular Council meeting at 7:10 p.m.*

**CARRIED**

**M132/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby accept the recommendation of the Planning Advisory Committee; that the Zoning By-law Amendment as it applies to Plan 174 Lot 1, Part Lot 2, Registered Plan 22R5497 Part 1, Blyth Ward, Township of North Huron (518 Dinsley Street); Owner Ronald Ferguson and Diane Ruth; Applicant Brent Pryce; be approved.*

**CARRIED**

**5.2 Joyce Williamson - Retirement Recognition**

Joyce Williamson was recognized for 29 years of service within the Township's childcare programs.

5.3 Friends of the North Huron Museum - Annual Report

An annual report and draft Terms of Reference were presented by members of the Friends of the Museum.

The members were thanked and departed.

**M133/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby direct staff to prepare a report identifying potential solutions to the concerns raised by the Friends of the Museum during their delegation.*

**CARRIED**

**6. REPORTS**

6.1 Clerks Department

6.1.1 2016 Annual Accessibility Plan

**M134/16**

**MOVED BY:** B. Knott

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

*THAT the Council of the Township of North Huron hereby adopt the 2016 Accessibility Plan.*

**CARRIED**

6.2 Finance Department

6.3 Recreation and Facilities Department

6.4 Public Works Department

6.5 Utilities Department

6.6 Fire Department of North Huron

6.7 CAO

6.8 Wingham Police Service

6.8.1 Police Cruiser Pre Budget Approval

**M135/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron approve pre budget release of reserve police funds up to \$39,000.00 to purchase a used police cruiser to immediately replace a non-serviceable cruiser.*

**CARRIED**

**7. CORRESPONDENCE**

7.1 Autism Ontario's Raise the Flag Campaign

**M137/16**

**MOVED BY:** T. Seip

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron Council hereby supports the World Autism Day April 4, 2016, "Raise the Flag" Campaign.*

**CARRIED**

**8. COUNCIL REPORTS**

8.1 REEVE ACTIVITY REPORT

Reeve Vincent reported a local team has won the Bantam Division Silver Stick tournament in Port Elgin.

Family-Fun-Apalooza-Winter-Luge-Athon went well and was well attended.

Addressed changes to the Council agenda structure and reported that the new Procedural By-law is similar to the Government of Canada and Legislature of Ontario.

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

Councillor Vodden reiterated the comments made by Reeve Vincent regarding the Procedural By-law.

Councillor Ritsema-Teeninga reported that the Wingham BIA Annual General Meeting will be taking place February 25<sup>th</sup>, 2016.

Councillor Seip commented on an email received from a municipality regarding the Ontario Municipal Board appeal process.

Councillor Knott reported that he has received favourable comments regarding the recent announcement of shared services with the Municipality of Morris-Turnberry.

### 8.3 REQUESTS BY MEMBERS

## 9. NOTICE OF MOTION

## 10. BY-LAWS

- 10.1 By-law No. 19-2016; Being a by-law to authorize the Township of North Huron to participate in an Accessibility Plan for the County of Huron and Huron County Lower Tier Municipalities as described and attached hereto as Schedule "A".

**M138/16**

**MOVED BY:** T. Seip

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

*THAT By-law No. 19-2016; being a by-law to authorize the Township of North Huron to participate in an Accessibility Plan for the County of Huron and Huron County Lower Tier Municipalities as described and attached hereto as Schedule "A"; be introduced, read a first and second time.*

**CARRIED**

**M139/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law No. 19-2016; being a by-law to authorize the Township of North Huron to participate in an Accessibility Plan for the County of Huron and Huron County Lower Tier Municipalities as described and attached hereto as Schedule "A"; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 10.2 By-law No. 21-2016; Being a by-law to adopt a Winter Maintenance of Sidewalks Policy for the Corporation of the Township of North Huron.

**M140/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Knott

*THAT By-law No. 21-2016; being a by-law to adopt a Winter Maintenance of Sidewalks Policy for the Corporation of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**



**M141/16**

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

**SECONDED BY:** B. Vodden

*THAT By-law No. 21-2016; being a by-law to adopt a Winter Maintenance of Sidewalks Policy for the Corporation of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 10.3 By-law No. 22-2016; Being a by-law to adopt a Winter Operations Plan for the Corporation of the Township of North Huron.

**M42/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT By-law No. 22-2016; Being a by-law to adopt a Winter Operations Plan for the Corporation of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M143/16**

**MOVED BY:** B. Knott

**SECONDED BY:** T. Seip

*THAT By-law No. 22-2016; being a by-law to adopt a Winter Operations Plan for the Corporation of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 10.4 By-law No. 23-2016; Being a by-law to adopt a Minimum Maintenance Standards for Municipal Highways within the Township of North Huron.

**M144/16**

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

**SECONDED BY:** R. Hallahan

*THAT By-law No. 23-2016; being a by-law to adopt a Minimum Maintenance Standards for Municipal Highways within the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M145/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Knott

*THAT By-law No. 23-2016; being a by-law to adopt a Minimum Maintenance Standards for Municipal Highways within the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 10.5 By-law No. 24-2016, Being a by-law to amend the Zoning on Plan 174, Part Lot 2, Registered Plan 22R5497 Part 1, Registered Plan 168, Blyth Ward, Township of North Huron.

**M146/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law No. 24-2016; being a by-law to amend the Zoning on Plan 174, Part Lot 2, Registered Plan 22R5497 Part 1, Registered Plan 168, Blyth Ward, Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M147/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Knott

*THAT By-law No. 24-2016; being a by-law to amend the Zoning on Plan 174, Part Lot 2, Registered Plan 22R5497 Part 1, Registered Plan 168, Blyth Ward, Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

**11. ANNOUNCEMENTS**

**12. OTHER BUSINESS**

**13. CLOSED SESSION AND REPORTING OUT**

**14. CONFIRMATORY BY-LAW**

- 14.1 By-law No. 25-2016, Being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M148/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law 25-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M149/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law No. 25-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**15. ADJOURNMENT**

**M150/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 8:00 PM.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

**MINUTES OF THE TOWNSHIP OF NORTH HURON**  
**PLANNING ADVISORY COMMITTEE MEETING**



**Date:** Tuesday, February 16, 2016  
**Time:** 7:03 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
David Sparling, Director of Fire and Emergency Services  
Connie Goodall, Economic Development Officer  
Richard Al, Manager of Employee and Business Services  
Laura Young, Planner

**OTHERS PRESENT:** Kelsey Dunbar, Advance Times  
Denny Scott, Citizen  
Joe Hallahan, Bill Gregoriadis, Dixie Lee Arbuckle, Judy  
Lyons, Bill Farnell, Joyce Williamson, Tom Williamson, Peter  
Grey, Laura Young, Ann Hogg

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- 1. Call to Order**  
Reeve Vincent called the meeting to order at 7:03 PM.
  - 2. Disclosure of Pecuniary Interest**  
None noted.
  - 3. File**  
Zoning By-law Amendment  
Plan 174 Lot 1, Part Lot 2, Registered Plan 22R5497 Part 1,  
Blyth Ward, Township of North Huron (518 Dinsley Street)

Owner: Ronald Ferguson and Diane Ruth

Applicant/Agent: Brent Pryce

**4. Purpose of this Public Meeting**

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

**5. Requirement for the Public Meeting**

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

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

**6. Purpose of the Zoning Amendment**

This proposed Zoning By-law Amendment affects Plan 174 Lot 1, Part Lot 2, Registered Plan 22R5497 Part 1, Blyth Ward, Township of North Huron (518 Dinsley Street). The By-law proposes to change the zoning to 'Residential Medium Density Zone (R2)' from 'Residential Low Density Zone (R1)'.

The subject lands require a zone change to permit a proposed triplex dwelling structure.

**7. Comments of the Huron County Planner**

Laura Young, Planner was present to provide verbal comments.

See attached report from the Huron County Planning & Development Department dated February 8, 2016 prepared by Laura Young, Planner.

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

**9. Comments of Others**

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

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

This is a Public Meeting of the Planning Advisory Committee, not a Council Meeting; thus a decision of Council may or may not be made this evening.

- If the By-law is passed by Council, the Clerk is required to send Notice of the Passing of the By-law to all persons and agencies notified of this Public Meeting.

- There is a 20 day objection period from the time Notice of Passing of the By-law has been mailed by first class post, wherein submissions/letters of objection or support in respect to the passing of the by-law, will be received by the Clerk.

- If an objection is received, an Appeal is lodged with the Ontario Municipal Board (OMB) and at that point the Township no longer has any control over the time factor involved.

- If Council does not pass the by-law, the applicant may Appeal to the Ontario Municipal Board (OMB).

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

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

It is recommended that the application for re-zoning **be approved**.

**13. Recommendation to Council from the Planning Advisory Committee PAC04/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Planning Advisory Committee hereby recommends to North Huron Council that the Zoning By-law Amendment as it applies to Plan 174 Lot 1, Part Lot 2, Registered Plan 22R5497 Part 1, Blyth Ward, Township of North Huron (518 Dinsley Street); Owner Ronald Ferguson and Diane Ruth; Applicant Brent Pryce; be approved.*

**CARRIED**

**14. Adjournment**

**PAC05/16**

**MOVED BY:** B. Knott

**SECONDED BY:** R. Hallahan

*THAT there being no further business before the Planning Advisory Committee, the Public Meeting be hereby Adjourned at 7:08 PM.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

**MINUTES OF THE TOWNSHIP OF NORTH HURON**  
**BUDGET MEETING**



**Date:** Wednesday, February 17, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

**MEMBERS PRESENT:** Reeve Neil Vincent  
Councillor Ray Hallahan  
Councillor Yolanda Ritsema-Teeninga  
Councillor Trevor Seip  
Councillor Brock Vodden

**MEMBERS ABSENT:** Deputy Reeve James Campbell  
Councillor Bill Knott

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
David Sparling, Director of Fire and Emergency Services  
Richard Al, Manager of Employee and Business Services

**OTHERS PRESENT:** Kelsey Dunbar, Advance Times  
Bob Pike

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**1. Call to Order**

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

**2. Confirmation of Agenda**

**M151/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT The Council of the Township of North Huron; accept the Agenda for the February 17th, 2016 Budget meeting; as printed.*

**CARRIED**

**3. Disclosure of Pecuniary Interest**

None declared.



**4. Introduction**

Director of Finance, Donna White welcomed those in attendance and gave an overview of the topics to be covered.

**5. Department Schedule****5.1 General Government****5.2 Council****5.3 Administration**

Director of Finance Donna White presented the General Government, Council, and Administration 2016 Draft Budget items.

**5.4 Fire****5.5 ESTC****5.6 Emergency Planning**

Director of Fire and Emergency Services, David Sparling presented the Fire Department, Emergency Services Training Centre, and Emergency Planning 2016 Draft Budget items.

**5.7 Economic Development**

Economic Development Officer, Connie Goodall presented the Economic Development 2016 Draft Budget items.

**5.8 Planning / Zoning****5.9 Transfer to / from Reserves**

Director of Finance, Donna White presented the Planning / Zoning and Transfer to / from Reserves 2016 Draft Budget items.

**M152/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby adopts the report presented by the Director of Finance in regards to the 2015 transfers to/from reserves.*

**CARRIED**

**5.10 Area Rating****5.11 Borrowing Costs****5.12 Donation List**

Director of Finance, Donna White presented the Area Rating, Borrowing Costs, and Donation List 2016 Draft Budget items.

5.13 Howson Dam

Director of Finance, Donna White presented the Howson Dam 2016 Draft Budget items.

**M153/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby directs staff to include up to \$80,000 as a transfer from the Howson Dam reserve to proceed with an environmental assessment for the Howson Dam.*

**CARRIED**

**6. Confirmatory By-Law**

- 6.1 By-law No. 26-2016, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M154/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law 26-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M155/16**

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

**SECONDED BY:** R. Hallahan

*THAT By-law No. 26-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**7. Next Meeting**

TBD

**8. Adjournment**

**M156/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT there being no further business before the Township of North Huron Council, the Budget Meeting be hereby Adjourned at 9:38 p.m.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

## Streetfest

*Lettuce Entertain you*  
meeting 1

A Committee of the Blyth BIA

Date: February 3, 2016 7:30 pm

At the home of Lorna Fraser 222 Dinsley St. Blyth

Attendance: Sharon Davis, Deb Stryker, Lorna Fraser

Absent: Vicky Bremner, Connie Goodall, Averly Kikkert

Officers: Chair Lorna Fraser As there were absentees other electives were not decided.

Contact BBIA,

Car Show: *The Lion's park has been booked.*

Hot Dog and Hamburg vender needed for main street. *After a discussion it was decided to ask some local organizations*

Soccer Tournament: *A tournament for U7&U8 is in the works.*

Kiss the Pig Event: *After discussion the committee is looking at another fund raiser. We have looked into the cost of renting a dunk tank. \$100 from Clinton.*

Photo Booth: Have asked a local photographer to set up

Entertainment: JP Magic (Children's entertainer), *Has been booked*

Lorna will be our MC.

Posters: The poster is being reviewed,

Vendors /Crafters *Letters are being ready to send out..* Deb Stryker will contact and book Vendors.

Farmers Market: *This is being worked on, and contacts are being made.*

Advertising: *starting in March the small ads in the Citizen will start*

"Lettuce Head"quarters *Sharon Davis has offered her building if the building is not sold.*

Radio advertising will proceed as it has last year.

Silent Auction: *Letters to businesses and vendors are being reviewed and sent out.*

Other Business: *we plan to ask for the corn box for the youngsters, face painting, Bike Rodeo for the local children.*

### Estimated Expenses

Balloons and helium	\$100.00
Dunk Tank	100.00
JP Magic	\$250.00
Entertainment	300.00
Brussels Pipe Band	100.00
Jacob Crosby (sound guy)	380.00
Radio Ad	275.00
Stage (rented Clinton fair)	125.00
Newspaper ads	750.00
Old Auto.	<u>35.00</u>
Total	<u>\$2415.00</u>

We would like to ask for 3-4 volunteers from the BBIA to be dunked in the dunk tank.

Minutes of the Friends of the Village meeting, February 22, 2016 held at the former Blyth Public School at 7:00.

Thank you to Rick Elliott for providing us with a meeting room and sharing his ideas for planters on main street.

Present: John Stadelmann, Sheron Stadelmann, Janice Peters, Donna Moore, Jessica VanderWal, Lauren VanderWal, Allison Elligson, Irene Kellins, Sharlene Bolen, Lissa Kolkman

#### Executive

Treasurer and signing authorities were established. Janice as treasurer, Donna and Sharlene as signing authorities. These 3 will set up a bank account and get the funds settled ASAP.

#### Forms etc

The waiver form was signed by the members present. We looked over the Terms of Reference provided by North Huron and settled on adopting it as is. There were no specific questions at this time about the form. Everyone agreed on the Vision printed on the agenda sent out by email.

#### Planter Boxes

Rick talked briefly about the idea of a collaboration between the Arts school and our group to design planters for the main street of Blyth or anywhere suited to the group's needs. A very rough estimate for the planters would be \$200 for 2' x2'. Any design or logo would be basically free as the students of the school would design and pay for materials through the course offered at the school. Questions were answered and the group discussed briefly the idea. We require further discussion on this matter. We do not want to rush into the plan, we have time to think about the details.

#### Greenway Trail

I talked about the possibility of someone spearheading events at the Greenway Trail. I have been approached by Doug Scrimgeour, a member of the Greenway Trail committee, to seek out replacements for the existing committee. Allison volunteered to consider the job and meet with Doug to find out more on the expectations. I will connect these 2 later in the spring.

#### Map

We discussed the idea of a flyer or map to direct people to the various gardens/green spaces in North Huron with a brief history of each and icons showing picnic areas etc. Allison volunteered to make up a prototype to bring to the next meeting. She was given carte blanche to create whatever she thought of and we would then work on a final draft from that.

#### Ideas

- Daylily garden at cemetery, horticultural park or memory garden
- Fence around Blyth cemetery needs work
- Garbage cans around town for winter season and doggie doo doo receptacle
- Facebook page set up to help get the word out about the group and their events. Allison or Sharlene will look at getting that off the ground. SORRY! I can't remember how it was left about who would do it but it needs to be started sooner rather than later. ☺

#### Fundraising

- Plant exchange/sale at Streetfest
- Sit at Scrimgeour's store for donations

Everyone loves the idea for the daylily. We will ask Mike Falconer to attend a meeting to tell us the details.

I will set up an informal meeting with North Huron Rec dept. to discuss planters and fundraising.

**SPRING CLEAN UP DATE: SUNDAY, APRIL 17, 1:00 AT BLYTH PUBLIC SCHOOL**

Rain date will be Sunday, April 24.

Everyone needed. Please bring garden tools, garbage bags etc. We will be touring the gardens and cleaning, trimming and doing whatever needs done to ready the beds. We may assign people to each garden to monitor over the summer.

Did I leave anything out?

Thanks for everyone's enthusiasm on this new venture and we will see you in April!

Lissa Kolkman

Liaison, Friends of the Village

**MINUTES**  
**OF THE BLYTH BUSINESS IMPROVEMENT AREA (BBIA)**  
**ANNUAL GENERAL MEETING**  
**HELD TUESDAY, FEBRUARY 23, 2016 AT 7:00 P.M.**  
**BLYTH MEMORIAL COMMUNITY HALL - BANTON GALLERY**

**Attendance:**

Rick Elliott, Peter Gusso, Deb Sholdice, Irene Kellins, Averly Kikkert, Lissa Kolkman, Cat O'Donnell, Bill Knott, Mary Lou Stewart, John Stewart

**Call to Order & Welcome**

Chair Rick Elliott called the annual general meeting to order at 7:08 p.m. and welcomed all of those in attendance.

**Adoption of the Agenda**

**MOTION     BBIA11/16**

**MOVED:**     Peter Gusso

**SECONDED:** Lissa Kolkman

*That the Blyth BIA hereby adopts the Agenda for the Annual General Meeting as presented.*

**DISPOSITION:** Motion Carried

**Chairperson's Report**

**(a)     A Review of the Past Year**

Chair Rick Elliott reported on a number of commercial developments and new businesses which had been located or in the process of locating in Blyth & area including those at the former Blyth Public School. There had only been one business close during the past year and a new business has commenced in this store front. The Community Garden located at the former Blyth Public School had been well received. The Emergency Services Training Centre continued to be well used and recently it had been announced that Marine Search & Rescue Training will be held. The Blyth Festival continues to bring large audiences into the community. It was noted that for every dollar visitors spend at the Blyth Festival an additional eleven dollars is spent in the community.

**(b)     A Look Ahead – 2016 & Beyond**

Chair Rick Elliott advised that the BBIA Visioning Committee had met once during the year to discuss areas where the business community could be expanded. Continued growth in the community is being encouraged. Work needs to be commenced on Blyth's 140<sup>th</sup> Anniversary celebrations scheduled for 2017.

**Secretary's Report**

**(a)     Minutes - 2015 Annual General Meeting**

**MOTION BBIA12/16**

MOVED: Bill Knott

SECONDED: Averly Kikkert

*That the Blyth BIA hereby adopts the Minutes of the 2015 Annual General Meeting as presented.*

DISPOSITION: Motion Carried

(b) BBIA Constitution & By-laws

There were no amendments to the BBIA Constitution & By-laws.

Treasurer's Report

(a) 2015 Financial Statement (unaudited)

**MOTION BBIA13/16**

MOVED: Peter Gusso

SECONDED: Deb Sholdice

*That the Blyth BIA hereby adopts the 2015 unaudited financial statements as presented.*

DISPOSITION: Motion Carried

(b) 2016 Budget

Following discussions an adjustment was made to the proposed Budget in respect to the BBIA Levy. It was also noted that the request for funding from the Township of North Huron for financial assistance for the Community Improvement Program would have to be made in writing to North Huron.

**MOTION BBIA14/16**

MOVED: Peter Gusso

SECONDED: Averly Kikkert

*That the Blyth BIA hereby adopts the 2016 Budget as amended.*

DISPOSITION: Motion Carried

Economic Development Officer's Report

Connie Goodall, Economic Development Officer, was unable to attend but did provide a written report.

**MOTION BBIA15/16**

MOVED: Averly Kikkert

SECONDED: Cat O'Donnell

*That the Blyth BIA hereby receives the Economic Development Officer's written report as presented.*

DISPOSITION: Motion Carried



## North Huron Council Report

Bill Knott, North Huron Councillor, advised that the municipality had hired a new Chief Administrative Officer, Sharon Chambers. An Agreement had been finalized with the Municipality of Morris-Turnberry for sharing services. It is anticipated that there will be sizable dollar savings by both municipalities in the future, however, the North Huron residents should not expect a reduction in property taxes as the savings will go towards capital projects.

## Nominations for 2016 Board of Management

The following members were Acclaimed to the Blyth BIA Board of Management for the 2016 year:

Rick Elliott, Peter Gusso, Irene Kellins, Lissa Kolkman, Averly Kikkert, Cat O'Donnell.

There is one (1) vacant position on the Board of Management. The Nomination period was extended to Wednesday, March 2, 2016.

Other Board Members are appointed by various community organizations.

## Other Business

- (a) Deb Sholdice reported that the Blyth Festival is looking forward to another exciting year and this year will include four Sunday afternoon performances.
- (b) Lissa Kolkman reported that the Friends of the Village had held their first meeting of the year with good representation from the community.

## Question & Answer Session

No questions or comments were forthcoming.

## Adjournment

**MOTION BBIA16/16**  
**MOVED:** Peter Gusso  
**SECONDED:** Bill Knott

*That there being no further business, the Annual General Meeting of the Blyth BIA be hereby Adjourned at 8:04 p.m.*

**DISPOSITION:** Motion Carried

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Chairperson

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Secretary



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 07/03/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** Building Department Annual Report 2015

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Clerk's March 7, 2016 Department Report for information purposes.

### **EXECUTIVE SUMMARY**

This report is to keep the Council of the Township of North Huron informed of the operations of the Clerk's Department.

### **DISCUSSION**

#### **1. Administration**

Processing planning applications.

Implementation of new components of payroll software program.

Yearend payroll reports and issuing of T-4's.

Staff and Council attended the Essentials of Municipal Fire Protection & Emergency Seminar.

#### **2. Building/Property Standards/By-law Enforcement**

Four new permits issued with a value of \$4,477,196.00 and fees totalling \$11,936. with 17,987 square feet of new construction.

We have several potential commercial ventures pending and a new development that has just completed site plan approval. Permit details to be finalized later this week.

Meeting held with Municipal Solicitor to review outstanding legal matters.

The Building Department's Annual Report for 2015 is attached for Council's information.

#### **3. Child Care Services**

##### **General**

The Centre has a maternity leaving coming up in April. We will need to advertise and fill a one year maternity leave position.

We have recently had some new supply applicants and are working them into the program.

Year End Receipts have been produced as requested with the SMART program which helps save staff time.

There is a new round of Regulatory Changes being proposed. We are meeting with the County of Huron to bring forward our concerns.

It looks like the changes being recommended will make the operation of an infant room very difficult (ages one and under) as there would not be sufficient demand to warrant a room.

Changing ratio's and ages, for example toddlers would change from 18 months to 2.5 years, to 1 year to 2 years. They would also change from 5 toddlers per staff to possibly 4. I feel it will add additional costs.

They are also recommending that there be full staff present during sleep times in all toddler and infant rooms. Currently there is one staff and one on break. This too will add additional operational costs.

They are also changing the 2/3 ratio times which allowed more children at the start and the end of the day from two hours down to one. This will also increase staffing costs.

License costs to increase from \$10 to \$250 annually.

#### Day Care

We are operating with 4/10 infants, 20/25toddlers and 30/32 preschoolers.

We have received a roof inspection report and had a meeting with facility staff.

#### Early Learning Site

We are continuing to offer a program of preschoolers at the offsite with 8 full time spaces.

#### Before and After Maitland River

We have on average 60 children each night. Our new license allows one staff to thirteen JK/SK children and a group size of 26.

Staff have implemented using four rooms which allows more controlled and personal care at this level.

#### Before and After Sacred Heart

The Before School at Sacred Heart is at approximately 10 in the mornings and 13 in the afternoons.

### **4. Health and Safety**

Four Administration and one Public Works employees successfully completed the Lifesaving Society Standard First Aid with CPR-C course on February 16<sup>th</sup>.

Barb Black and Pat Newson completed the Public Services Health & Safety Association, Certification Part 1 for JHSC and Part 11: Municipal Workplace Hazard Specific for JHSC training.

### **5. Information Technology**

Set up of Council and Staff iPads.

eSCRIBE training to Council.

Creation of meetings, agendas, and minutes from within eSCRIBE and resolved any associated issues.

Changes implemented to website to enable the posting of full agenda packages for meetings and created a new delegation's page for public information.

Various day to day items – replaced failed server memory, installed new firewall at daycare, assisted recreation staff with client mail out, repair of equipment.

**FINANCIAL IMPACT**

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

**FUTURE CONSIDERATIONS**

No items for future consideration.

**RELATIONSHIP TO STRATEGIC PLAN**

The Clerk's Department is fiscally responsible and strives for operational excellence.

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Kathy Adams, Clerk

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Sharon Chambers, CAO

## Township of North Huron

## Annual Fee Report 2015



Prepared by Tim Lewis  
Chief Building Official, CBO, BCIN 34210

## Township of North Huron

### Annual Fee Report 2015

As per the BCA, municipalities must prepare an annual report outlining their fees and costs of Building Code enforcement. The report shall contain the following information:

- The total fees collected in the 12 month period, ending no earlier than three months before the release of the report;
- The direct costs of administering and enforcing the BCA, including the review of applications for permits and inspection of buildings;
- The indirect costs of administering and enforcing the BCA, including support and overhead costs; and
- The amount of a reserve fund, if one has been established for any purpose relating to the administration or enforcement of the Act.
- The municipality shall prepare policies and procedures with respect to the preparation and release of the annual report. In addition to preparing the annual report, the municipality shall make it available to every person or organization that has requested the report and has provided the municipality with their address. The municipality shall establish mechanisms for tracking requests for the report.

# Township of North Huron

## Annual Fee Report 2015

### REVENUE

Building Permits	47,874.12
Pool Permits	
Sign Permits	1469.50
Revenue-Other Municipalities	
Transfer From Reserve	
<b>Total Revenue</b>	<b>5,7083.62</b>

### EXPENSE

Salaries and Wages-Full Time	\$55,876.84
Benefits-Full Time	14449.91
Clothing/Uniforms	117.07
Subscriptions/Memberships	449.69
Training/Travel/Workshops	85.03
Advertising/Promotions	73.27
Office Supplies	693.18
Phone/Fax/Internet	399.92
Legal/Accounting	8722.91
Materials/Supplies	180.69
Inspection/Contracts	
Engineering	17619.75
Equip Repair/Maintenance	704.28
Fuel	629.10
Office Rent	1,240.00
Depreciation	0.00
<b>Total Expenses</b>	<b>103,465.60</b>

## Township of North Huron

## Annual Fee Report 2015

**PERMIT REVENUE FROM STRUCTURE TYPE**

<b>Permit Type</b>	<b>Permit Value</b>	<b>Permit Fee</b>
Building Renovations	737,400.00	10,009.87
Commercial Plumbing	6,000.00	360.00
Class 4 On Site Sewage	3,000.00	150.00
Class 4 On Site Sewage Raised Bed	16,000	850.00
Decks/Landings/Porches	44,700.00	2300.80
Demolition	91,000.00	1220.00
Detached Garages/Storage Sheds	116,000.00	1,823.80
Farm Buildings/Additions/Greenhouses	290,000.00	2,635.84
Farm Silos high moisture	190,000.00	597.50
Group A, B, D, E, F, Bldg/Additions	867,500.00	9,991.45
Multi Residential Units	300,000.00	2,261.68
Tents Over 645 Sq. Feet	14,000.00	665.00
Private Swimming Pools	40,000.00	370.00
Plumbing Residential	27,500.00	1,200.00
Residential New Construction	1,192,100.00	11,675.16
Steel Grain Bins	555,000.00	3,445.00
<b>Total Values &amp; Fees</b>	<b>4,490,200.00</b>	<b>49,556.10</b>

100 permits over 108,981 sq ft of new construction



## Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042295 Date 17/02/2016 Amount 35.79</b>				
003859 VANESSA LAWRENCE	MAR 2015	09/04/2015	CHILDREN SUPPLIES	13.89
003859 VANESSA LAWRENCE	6800 APR 13	14/04/2015	DAYCARE SUPPLIES	21.90
		Invoice Count	2 Total	35.79
<b>Cheque 042296 Date 23/02/2016 Amount 75.98</b>				
000052 BELL CANADA	2/1/2016	22/02/2016	POLICE-TELEPHONE	75.98
		Invoice Count	1 Total	75.98
<b>Cheque 042297 Date 23/02/2016 Amount 864.45</b>				
004311 TELUS	Feb 2016	23/02/2016	CELL PHONES	864.45
		Invoice Count	1 Total	864.45
<b>Cheque 042298 Date 24/02/2016 Amount 1,061.95</b>				
000065 BLYTH DECOR SHOPPE	2-10-2016	22/02/2016	LIBRARY B-RENT-MARCH	1,061.95
		Invoice Count	1 Total	1,061.95
<b>Cheque 042299 Date 24/02/2016 Amount 361,537.12</b>				
003299 DARCH FIRE	2102016	22/02/2016	FREIGHTLINER FIRE TANKER	333,791.83
003299 DARCH FIRE	58864	22/02/2016	EQUIPMENT PLACED ON NEV	8,275.50
003299 DARCH FIRE	58874	22/02/2016	EQUIPMENT PLACED ON NEV	6,398.68
003299 DARCH FIRE	58765	22/02/2016	EQUIPMENT PLACED ON TAN	13,071.11
		Invoice Count	4 Total	361,537.12
<b>Cheque 042300 Date 24/02/2016 Amount 3,537.89</b>				
004283 DUROMEC TECHNOLOGIES INC	144	31/12/2015	RETROFIT STREETLIGHTS	3,537.89
		Invoice Count	1 Total	3,537.89
<b>Cheque 042301 Date 24/02/2016 Amount 5,882.80</b>				
000281 HURON BAY COOPERATIVE INC	35730	22/02/2016	ROADS-SUPPLIES	16.14
000281 HURON BAY COOPERATIVE INC	30250	22/02/2016	ROADS- SUPPLIES	16.15
000281 HURON BAY COOPERATIVE INC	185830	22/02/2016	ROADS- CLEAR DIESEL	1,420.32
000281 HURON BAY COOPERATIVE INC	184175	22/02/2016	ROADS-DYED DIESEL	1,130.66
000281 HURON BAY COOPERATIVE INC	185284	22/02/2016	ROADS-DYED DIESEL	779.08
000281 HURON BAY COOPERATIVE INC	184721	22/02/2016	ROADS-CLEAR DIESEL	1,744.49
000281 HURON BAY COOPERATIVE INC	183649	22/02/2016	ROADS-DYED DIESEL	775.96
		Invoice Count	7 Total	5,882.80
<b>Cheque 042302 Date 24/02/2016 Amount 11,696.48</b>				
004091 INITIATIVE 14/19 INC.	37	31/12/2015	CLAIM # 7- SEPTEMBER/NOV	11,696.48
		Invoice Count	1 Total	11,696.48
<b>Cheque 042303 Date 24/02/2016 Amount 39.55</b>				
000371 LEWIS FLOWERS	9-3-2015	24/02/2016	CUT FLOWERS-MUSEUM	39.55
		Invoice Count	1 Total	39.55
<b>Cheque 042304 Date 24/02/2016 Amount 3,749.96</b>				

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000431 MINISTER OF FINANCE	FEB2016 16 2012-03	22/02/2016	TILE DRAIN LOAN PAYMENT	3,749.96
			Invoice Count 1 Total	3,749.96
<b>Cheque 042305 Date 24/02/2016 Amount 5,551.82</b>				
000123 MUNICIPALITY OF CENTRAL HURON	086122	31/12/2015	BLYTH LANDFILL EXPENSES	5,551.82
			Invoice Count 1 Total	5,551.82
<b>Cheque 042306 Date 24/02/2016 Amount 7,542.08</b>				
004266 USTI CANADA INC	161692a	24/02/2016	2016 SOFTWARE MAINTENAN	7,542.08
			Invoice Count 1 Total	7,542.08
<b>Cheque 042307 Date 24/02/2016 Amount 8,199.59</b>				
000721 W S I B	January 2016	24/02/2016	JANUARY 2016 PREMIUM	8,199.59
			Invoice Count 1 Total	8,199.59
<b>Cheque 042308 Date 24/02/2016 Amount 6,215.00</b>				
000720 WORK EQUIPMENT LTD	039076	31/12/2015	HINGED V-PLOW-ROADS	6,215.00
			Invoice Count 1 Total	6,215.00
<b>Cheque 042309 Date 24/02/2016 Amount 1,514.94</b>				
000274 HORTON'S DAIRY	December Statement	24/02/2016	DC-DAIRY PRODUCTS	397.01
000274 HORTON'S DAIRY	December Statement 2	24/02/2016	DAIRY SUPPLIES CONC W	164.42
000274 HORTON'S DAIRY	December Statement 3	24/02/2016	CONC B DAIRY PRODUCTS	120.35
000274 HORTON'S DAIRY	48370	24/02/2016	DAY CARE DAIRY PRODUCT\$	115.15
000274 HORTON'S DAIRY	48156	24/02/2016	DAY CARE DAIRY SUPPLIES	119.23
000274 HORTON'S DAIRY	47947	24/02/2016	DAY CARE DAIRY PRODUCT\$	147.48
000274 HORTON'S DAIRY	47644	24/02/2016	DAY CARE DAIRY PRODUCT\$	211.90
000274 HORTON'S DAIRY	47918	24/02/2016	CONC W- DAIRY SUPPLIES	36.96
000274 HORTON'S DAIRY	48215	24/02/2016	CONC W- DAIRY SUPPLIES	27.53
000274 HORTON'S DAIRY	48371	24/02/2016	CONC W -DAIRY SUPPLIES	30.29
000274 HORTON'S DAIRY	47834	24/02/2016	CONC B-DAIRY SUPPLIES	52.60
000274 HORTON'S DAIRY	47900	24/02/2016	CONC B -DAIRY SUPPLIES	27.30
000274 HORTON'S DAIRY	48132	24/02/2016	CONC B - DAIRY SUPPLIES	30.90
000274 HORTON'S DAIRY	48317	24/02/2016	CONC B DAIRY SUPPLIES	33.82
			Invoice Count 14 Total	1,514.94
<b>Cheque 042310 Date 25/02/2016 Amount 47,963.92</b>				
000535 RECEIVER GENERAL	1-25-2016	24/02/2016	FT PAYROLL REMITTANCE	40,380.03
000535 RECEIVER GENERAL	2-25-2016-PT	24/02/2016	PT PAYROLL REMITTANCE	7,398.89
000535 RECEIVER GENERAL	2-25-2016-Fire	24/02/2016	FIRE-PAYROLL REMITTANCE	185.00
			Invoice Count 3 Total	47,963.92
<b>Cheque 042311 Date 04/03/2016 Amount 553.02</b>				
000002 ACAPULCO POOLS LIMITED	I000586	29/02/2016	POOL CHLORINE	553.02
			Invoice Count 1 Total	553.02
<b>Cheque 042312 Date 04/03/2016 Amount 7,958.52</b>				

## Accounts Payable

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
002412 AIG INSURANCE COMPANY OF CANAD	2-8-2016	29/02/2016	FIRE- ACCIDENT/SICKNESS II	7,958.52
			Invoice Count 1 Total	7,958.52
<b>Cheque 042313</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>142.38</b>	
000040 BARRY'S SERVICE CENTRE	44265	29/02/2016	POLICE- 2011 FORD CROWN	142.38
			Invoice Count 1 Total	142.38
<b>Cheque 042314</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>378.55</b>	
000053 BELL MOBILITY	FEBRUARY 2016	29/02/2016	POLICE CELL PHONE	378.55
			Invoice Count 1 Total	378.55
<b>Cheque 042315</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>14.04</b>	
003711 BFL CANADA	46605	03/03/2016	REC- FACILITY USE INSURAN	14.04
			Invoice Count 1 Total	14.04
<b>Cheque 042316</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>48.03</b>	
002539 BLOODHOUND ODOUR PROTECTION	1278	29/02/2016	TOWN HALL - FAN UNIT REFI	19.21
002539 BLOODHOUND ODOUR PROTECTION	1279	29/02/2016	COMPLEX-FAN UNIT REFILLS	28.82
			Invoice Count 2 Total	48.03
<b>Cheque 042317</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>271.20</b>	
002743 BRANDT SECURITY	16953	29/02/2016	TOWN HALL SECURITY	271.20
			Invoice Count 1 Total	271.20
<b>Cheque 042318</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>52.04</b>	
004447 BRITTANY WEBER	2-20-2016	03/03/2016	BASH-SUPPLIES	52.04
			Invoice Count 1 Total	52.04
<b>Cheque 042319</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>230.62</b>	
000126 C.G. EQUIPMENT	5357	29/02/2016	HOSE FOR CASE LOADER	230.62
			Invoice Count 1 Total	230.62
<b>Cheque 042320</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>1,302.59</b>	
003997 CDW CANADA INC	BXG1019	03/03/2016	EC DEV/DAY CARE- COMPUT	1,302.59
			Invoice Count 1 Total	1,302.59
<b>Cheque 042321</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>704.03</b>	
000151 COCA COLA REFRESHMENTS CANADA	95886706	29/02/2016	CONC W -SUPPLIES	397.11
000151 COCA COLA REFRESHMENTS CANADA	45851712	29/02/2016	CONC B-SUPPLIES	306.92
			Invoice Count 2 Total	704.03
<b>Cheque 042322</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>150.00</b>	
003278 COLLEGE OF EARLY CHILDHOOD EDU	CECE Renewal	03/03/2016	CECE RENEWAL DAY CARE	150.00
			Invoice Count 1 Total	150.00

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042323 Date 04/03/2016 Amount 968.86</b>				
000585 COMPASS MINERALS CANADA	72515839	02/03/2016	ROADS-BULK HIGHWAY SAL	968.86
		Invoice Count	1 Total	968.86
<b>Cheque 042324 Date 04/03/2016 Amount 1,210.18</b>				
004392 CORE MARK	0420196	29/02/2016	CONCESSION BOOTH SUPPL	1,210.18
		Invoice Count	1 Total	1,210.18
<b>Cheque 042325 Date 04/03/2016 Amount 894.96</b>				
001558 COX SIGNS	25857	03/03/2016	EMERGENCY VEHICLE SIGN	894.96
		Invoice Count	1 Total	894.96
<b>Cheque 042326 Date 04/03/2016 Amount 79.10</b>				
004335 CRS CONTRACTORS RENTAL SUPPLY	1042587	03/03/2016	ROADS- SPILL KIT,CAUTION	79.10
		Invoice Count	1 Total	79.10
<b>Cheque 042327 Date 04/03/2016 Amount 2,383.77</b>				
004120 CUNNINGHAM LINDSEY	600203898905-1	29/02/2016	LIABILITY CLAIM DEDUCTIBL	2,383.77
		Invoice Count	1 Total	2,383.77
<b>Cheque 042328 Date 04/03/2016 Amount 1,763.56</b>				
000885 DEAN'S VALU-MART	641-0240	29/02/2016	BASH-FOOD SUPPLIES	94.30
000885 DEAN'S VALU-MART	642-8022	29/02/2016	CONC W- SUPPLIES	42.24
000885 DEAN'S VALU-MART	641-5917	29/02/2016	DAY CARE -FOOD SUPPLIES	297.20
000885 DEAN'S VALU-MART	641-0236	29/02/2016	BAMR-FOOD SUPPLIES	98.79
000885 DEAN'S VALU-MART	641-1082	29/02/2016	OXY-DAIRY SUPPLIES	3.49
000885 DEAN'S VALU-MART	641-0738	29/02/2016	BAMR-FOOD SUPPLIES	33.47
000885 DEAN'S VALU-MART	641-7513	29/02/2016	BAMR-FOOD SUPPLIES	168.84
000885 DEAN'S VALU-MART	641-7355	29/02/2016	DAY CARE -FOOD SUPPLIES	366.60
000885 DEAN'S VALU-MART	641-9194	03/03/2016	BA-MR-FOOD SUPPLIES	32.34
000885 DEAN'S VALU-MART	641-5973-2016	03/03/2016	DAY CARE FOOD SUPPLIES	25.44
000885 DEAN'S VALU-MART	641-7927	03/03/2016	BASH-FOOD SUPPLIES	111.54
000885 DEAN'S VALU-MART	641-9037	03/03/2016	BASH-FOOD SUPPLIES	105.74
000885 DEAN'S VALU-MART	641-2347	03/03/2016	DAY CARE FOOD SUPPLIES	284.90
000885 DEAN'S VALU-MART	641-8519	03/03/2016	BA-MR- FOOD SUPPLIES	98.67
		Invoice Count	14 Total	1,763.56
<b>Cheque 042329 Date 04/03/2016 Amount 2,993.72</b>				
002183 DONNELLY & MURPHY	43683	03/03/2016	LEGAL FEES-ENCROACHMEN	259.17
002183 DONNELLY & MURPHY	43686	03/03/2016	LEGAL FEES-SITE PLAN AGR	318.04
002183 DONNELLY & MURPHY	43661	03/03/2016	LEGAL FEES- BUILDING	593.25
002183 DONNELLY & MURPHY	43684	03/03/2016	LEGAL FEES- PROPERTY ST/	600.03
002183 DONNELLY & MURPHY	43685-2	03/03/2016	LEGAL FEES-ADMIN	1,223.23
		Invoice Count	5 Total	2,993.72
<b>Cheque 042330 Date 04/03/2016 Amount 2,717.74</b>				

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Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
001840 EDWARD FUELS	60	29/02/2016	AIRPORT FUEL	2,717.74
			Invoice Count 1 Total	2,717.74
<b>Cheque 042331</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>220.35</b>	
003757 ERIC COX SANITATION	173603	29/02/2016	COMPLEX-SHOWER CLEAN	220.35
			Invoice Count 1 Total	220.35
<b>Cheque 042332</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>1,073.50</b>	
004420 EARTH HOLDINGS INC.	JC1858	03/03/2016	REPAIR CROSSWALK	1,073.50
			Invoice Count 1 Total	1,073.50
<b>Cheque 042333</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>207.46</b>	
001590 G & K SERVICES CANADA INC.	1518527711	29/02/2016	ESTC-MATS	60.32
001590 G & K SERVICES CANADA INC.	1518532391	29/02/2016	ARENA B- MATS	147.14
			Invoice Count 2 Total	207.46
<b>Cheque 042334</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>39.49</b>	
003730 GALGANOV & ASSOCIATES	010716-01	29/02/2016	EMAIL ADDRESS	39.49
			Invoice Count 1 Total	39.49
<b>Cheque 042335</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>1,089.55</b>	
000237 GEORGIAN BAY FIRE & SAFETY LTD	683008	29/02/2016	ARENA B- INSPECTION	1,089.55
			Invoice Count 1 Total	1,089.55
<b>Cheque 042336</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>346.12</b>	
000249 GREEN'S MEAT MARKET	9947	03/03/2016	DAY CARE MEAT	346.12
			Invoice Count 1 Total	346.12
<b>Cheque 042337</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>31.64</b>	
004477 HAILEY DUCK	2-26-2016	03/03/2016	DAY CARE SUPPLIES	31.64
			Invoice Count 1 Total	31.64
<b>Cheque 042338</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>125.00</b>	
001861 HURON MANUFACTURING ASSOC.	15082	03/03/2016	2016 MEMBERSHIP	125.00
			Invoice Count 1 Total	125.00
<b>Cheque 042339</b>	<b>Date 04/03/2016</b>	<b>Amount</b>	<b>1,729.47</b>	
000286 HURON TRACTOR	B05388	03/03/2016	ROADS- SUPPLIES	3.62
000286 HURON TRACTOR	B05308	03/03/2016	ROADS - HYGARD OIL	97.54
000286 HURON TRACTOR	B05619	03/03/2016	ROADS-EQUIP REPAIR	397.78
000286 HURON TRACTOR	B06038	03/03/2016	ROADS - HYGARD OIL	487.71
000286 HURON TRACTOR	B06112	03/03/2016	ROADS- HYGARD OIL	292.62
000286 HURON TRACTOR	B05088	03/03/2016	ROADS- HYGARD OIL	195.08
000286 HURON TRACTOR	B05945	03/03/2016	ROADS- CABLE	106.40
000286 HURON TRACTOR	B05783	04/03/2016	ROADS- CABLE	148.72
			Invoice Count 8 Total	1,729.47

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042340 Date 04/03/2016 Amount 350.00</b>				
003951 HURON TRACTOR LTD (BLYTH)	1-1-2016	29/02/2016	2016 SIGN AGREEMENT	350.00
			Invoice Count 1 Total	350.00
<b>Cheque 042341 Date 04/03/2016 Amount 255.46</b>				
000322 JOE KERR LTD	W44889	03/03/2016	ROADS- REPAIR-600-17	255.46
			Invoice Count 1 Total	255.46
<b>Cheque 042342 Date 04/03/2016 Amount 88.14</b>				
004475 JULIA JACOBS	2-5-2016	29/02/2016	CANFITPRO MEMBERSHIP-FI	88.14
			Invoice Count 1 Total	88.14
<b>Cheque 042343 Date 04/03/2016 Amount 573.10</b>				
003876 KELLY CHURCH	2-26-2016	03/03/2016	OGRA CONFERENCE	573.10
			Invoice Count 1 Total	573.10
<b>Cheque 042344 Date 04/03/2016 Amount 485.51</b>				
000352 KITSUPPLY	134311	29/02/2016	VACUUM FLOOR TOOL-COMF	97.75
000352 KITSUPPLY	134099	29/02/2016	DAY CARE JANITORIAL SUPP	330.64
000352 KITSUPPLY	134203	29/02/2016	CREDIT-RETURN	-15.26
000352 KITSUPPLY	134224	29/02/2016	LIBRARY W- HAND SOAP	72.38
			Invoice Count 4 Total	485.51
<b>Cheque 042345 Date 04/03/2016 Amount 40.00</b>				
000353 KNIGHTS OF COLUMBUS	3-1-2016	03/03/2016	SATELLITE REIMBURSEMENT	40.00
			Invoice Count 1 Total	40.00
<b>Cheque 042346 Date 04/03/2016 Amount 56.50</b>				
000379 LUANN'S FLOWERS	3722	29/02/2016	PLANT FOR GROSS FAMILY	56.50
			Invoice Count 1 Total	56.50
<b>Cheque 042347 Date 04/03/2016 Amount 215.46</b>				
002258 MARIA WALDEN	3-1-2016	03/03/2016	MILEAGE/SUPPLIES-OEY	215.46
			Invoice Count 1 Total	215.46
<b>Cheque 042348 Date 04/03/2016 Amount 85.00</b>				
002373 MERTON MEDIA	S115002	03/03/2016	CAMPGROUND B-ADVERTISII	85.00
			Invoice Count 1 Total	85.00
<b>Cheque 042349 Date 04/03/2016 Amount 1,189.66</b>				
000420 MGM TOWNSEND TIRE	35091	29/02/2016	TIRES FOR NEW HOLLAND -F	1,189.66
			Invoice Count 1 Total	1,189.66
<b>Cheque 042350 Date 04/03/2016 Amount 324.14</b>				
000924 MIDWESTERN COMMUNICATIONS	160129-0112	03/03/2016	ESTC- COPIER METER CHAR	244.43

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000924 MIDWESTERN COMMUNICATIONS	160229-0120	03/03/2016	OEY-COPIER METER CHARG	79.71
			Invoice Count 2 Total	324.14
<b>Cheque 042351 Date 04/03/2016 Amount 6,547.70</b>				
000427 MINISTER OF FINANCE	2-29-2016	03/03/2016	EHT - FEBRUARY REMITTANC	6,547.70
			Invoice Count 1 Total	6,547.70
<b>Cheque 042352 Date 04/03/2016 Amount 23,923.00</b>				
000431 MINISTER OF FINANCE	17260216014	03/03/2016	OPP BILLING- JANUARY	23,923.00
			Invoice Count 1 Total	23,923.00
<b>Cheque 042353 Date 04/03/2016 Amount 84.75</b>				
000629 MORAN MECHANICAL AND ELECTRICAL	10000010292	29/02/2016	TOWN HALL WATER HEATER	84.75
			Invoice Count 1 Total	84.75
<b>Cheque 042354 Date 04/03/2016 Amount 444.86</b>				
004150 MSC INDUSTRIAL SUPPLY ULC	8156826001	29/02/2016	ROADS-SUPPLIES	87.07
004150 MSC INDUSTRIAL SUPPLY ULC	8176912001	03/03/2016	ROADS- SUPPLIES	357.79
			Invoice Count 2 Total	444.86
<b>Cheque 042355 Date 04/03/2016 Amount 1,615.90</b>				
000123 MUNICIPALITY OF CENTRAL HURON	086428	03/03/2016	SNOW REMOVAL FOR AUBUR	1,615.90
			Invoice Count 1 Total	1,615.90
<b>Cheque 042356 Date 04/03/2016 Amount 404.72</b>				
000444 MUNICIPALITY OF MORRIS TURNBERR	2-10-2015	03/03/2016	STREETLIGHT CHARGE FOR	404.72
			Invoice Count 1 Total	404.72
<b>Cheque 042357 Date 04/03/2016 Amount 28.25</b>				
002322 MUNICIPALITY OF NORTH PERTH	2-25-2016	29/02/2016	SWORFA- 2016 MEMBERSHIP	28.25
			Invoice Count 1 Total	28.25
<b>Cheque 042358 Date 04/03/2016 Amount 50,394.14</b>				
000473 OMERS	2-29-2016	03/03/2016	FEBRUARY REMITTANCE	50,394.14
			Invoice Count 1 Total	50,394.14
<b>Cheque 042359 Date 04/03/2016 Amount 610.27</b>				
000514 PLETCH ELECTRIC LTD	1000013088	03/03/2016	ROADS-REPAIR STREETLIGH	610.27
			Invoice Count 1 Total	610.27
<b>Cheque 042360 Date 04/03/2016 Amount 5,932.50</b>				
003817 PUBLIC SECTOR DIGEST INC.	6925	29/02/2016	ASSET MANAGEMENT PLAN I	5,932.50
			Invoice Count 1 Total	5,932.50
<b>Cheque 042361 Date 04/03/2016 Amount 684.73</b>				

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000520 PUROLATOR COURIER LTD	430319075	29/02/2016	POLICE-COURIER SERVICE	7.25
000520 PUROLATOR COURIER LTD	430369414	03/03/2016	FIRE- COURIER SERVICE	94.57
000520 PUROLATOR COURIER LTD	430307713	12/02/2016	FIRE-COURIER FOR EQUIPMI	361.59
000520 PUROLATOR COURIER LTD	430244450	03/03/2016	FIRE- COURIER SERVICE EQ	221.32
Invoice Count 4 Total				684.73
<b>Cheque 042362 Date 04/03/2016 Amount 13.56</b>				
000559 R & S ALIGNMENT	4204303	03/03/2016	REPAIR TRUCK- VPT-04-04	13.56
Invoice Count 1 Total				13.56
<b>Cheque 042363 Date 04/03/2016 Amount 2,241.58</b>				
000542 R.J. BURNSIDE & ASSOCIATES	300037504.0003-1	03/03/2016	ENG SERVICES RECOVERAB	2,241.58
Invoice Count 1 Total				2,241.58
<b>Cheque 042364 Date 04/03/2016 Amount 155.38</b>				
000538 RESURFICE CORP	79426	29/02/2016	ARENA W- EQUIP REPAIR	155.38
Invoice Count 1 Total				155.38
<b>Cheque 042365 Date 04/03/2016 Amount 280.45</b>				
004198 RICCO FOOD DISTRIBUTOR	301738	29/02/2016	CONC W- FOOD SUPPLIES	327.00
004198 RICCO FOOD DISTRIBUTOR	300515	29/02/2016	CREDIT-CHICKEN FRIES	-46.55
Invoice Count 2 Total				280.45
<b>Cheque 042366 Date 04/03/2016 Amount 280.34</b>				
003055 RICHARD AL	2-11-2016	29/02/2016	MICROPHONE FOR COUNCIL	203.39
003055 RICHARD AL	3/2/2016	03/03/2016	MILEAGE/CELL PHONE	76.95
Invoice Count 2 Total				280.34
<b>Cheque 042367 Date 04/03/2016 Amount 127.69</b>				
002355 ROBERT'S FARM EQUIPMENT	P51342	03/03/2016	ROADS-LAMPS	127.69
Invoice Count 1 Total				127.69
<b>Cheque 042368 Date 04/03/2016 Amount 100.00</b>				
000551 ROGER IRVINE	2636	03/03/2016	ROADS - WORK BOOT ALLOW	100.00
Invoice Count 1 Total				100.00
<b>Cheque 042369 Date 04/03/2016 Amount 273.18</b>				
004330 SEPOY WIRING	8611	29/02/2016	LIBRARY - BLDING REPAIRS	31.00
004330 SEPOY WIRING	8569	29/02/2016	COMPLEX BUILDING REPAIR	242.18
Invoice Count 2 Total				273.18
<b>Cheque 042370 Date 04/03/2016 Amount 113.00</b>				
003717 SHAWN MCCURDY	2-9-2016	03/03/2016	FIRE-PIZZA AFTER CALL	113.00
Invoice Count 1 Total				113.00
<b>Cheque 042371 Date 04/03/2016 Amount 194.41</b>				



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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
004032 SHELBY MURRAY	2-19-2016	29/02/2016	BAMR-SUPPLIES	194.41
			Invoice Count 1 Total	194.41
<b>Cheque 042372 Date 04/03/2016 Amount 164.32</b>				
002155 SMYTH WELDING & MACHINE SHOP	31686	29/02/2016	ROADS-KUBOTA REPAIR	164.32
			Invoice Count 1 Total	164.32
<b>Cheque 042373 Date 04/03/2016 Amount 236.91</b>				
000620 SWAN DUST CONTROL LTD	3580915	29/02/2016	TOWN HALL MATS	26.50
000620 SWAN DUST CONTROL LTD	3574440	29/02/2016	POLICE- MATS AND MOPS	35.26
000620 SWAN DUST CONTROL LTD	3580901	29/02/2016	COMPLEX MATS/MOPS	139.89
000620 SWAN DUST CONTROL LTD	3580914	29/02/2016	POLICE-MATS/MOPS	35.26
			Invoice Count 4 Total	236.91
<b>Cheque 042374 Date 04/03/2016 Amount 305.00</b>				
000628 TECHNICAL STANDARDS & SAFETY AL	5958247	29/02/2016	COMPLEX ELEVATOR LICENC	105.00
000628 TECHNICAL STANDARDS & SAFETY AL	5964564	29/02/2016	ELEVATOR LICENCE- 431 QU	100.00
000628 TECHNICAL STANDARDS & SAFETY AL	5962458	29/02/2016	ELEVATOR LICENCE- ARENA	100.00
			Invoice Count 3 Total	305.00
<b>Cheque 042375 Date 04/03/2016 Amount 490.00</b>				
004476 THE CHIPPEWAS OF RAMA FIRST NATI	April 25-26	03/03/2016	BUDGET MEETING-POLICE	195.00
004476 THE CHIPPEWAS OF RAMA FIRST NATI	April 26-27	03/03/2016	POLICE CONFERENCE	295.00
			Invoice Count 2 Total	490.00
<b>Cheque 042376 Date 04/03/2016 Amount 93.22</b>				
000638 THE WORKSHOP	5360059	29/02/2016	REC- RED ZIP HOODIES	93.22
			Invoice Count 1 Total	93.22
<b>Cheque 042377 Date 04/03/2016 Amount 33,049.85</b>				
001365 TOWNSHIP OF NORTH HURON WATER	3-2-2016	03/03/2016	WATER ARREARS ADDED TC	33,049.85
			Invoice Count 1 Total	33,049.85
<b>Cheque 042378 Date 04/03/2016 Amount 30.00</b>				
000161 TREASURER, COUNTY OF HURON	3-7-2016	29/02/2016	EC DEV BOARD MEETING	30.00
			Invoice Count 1 Total	30.00
<b>Cheque 042379 Date 04/03/2016 Amount 960.86</b>				
004260 TREVOR SEIP	2-29-2016	29/02/2016	OGRA CONVENTION-COUNCI	960.86
			Invoice Count 1 Total	960.86
<b>Cheque 042380 Date 04/03/2016 Amount 394.37</b>				
003532 TRULY NOLEN	25390	29/02/2016	FEBURARY PEST INSPECTIO	65.54
003532 TRULY NOLEN	25378	29/02/2016	AIRPORT PEST INSPECTION	106.22
003532 TRULY NOLEN	25409	03/03/2016	FEBRUARY MOUSE CONTRO	113.00

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003532 TRULY NOLEN	25401	03/03/2016	TOWN HALL MOUSE CONTRC	109.61
			Invoice Count 4 Total	394.37
<b>Cheque 042381 Date 04/03/2016 Amount 780.00</b>				
000672 VALERIE WATSON	2-24-2016	03/03/2016	DAY CARE TRAINING	780.00
			Invoice Count 1 Total	780.00
<b>Cheque 042382 Date 04/03/2016 Amount 27.67</b>				
004451 VANESSA MARKS	2-18-2016	29/02/2016	DAY CARE SUPPLIES	27.67
			Invoice Count 1 Total	27.67
<b>Cheque 042383 Date 04/03/2016 Amount 20,204.49</b>				
001735 WASTE MANAGEMENT	969-488803	29/02/2016	JANUARY WASTE REMOVAL	20,204.49
			Invoice Count 1 Total	20,204.49
<b>Cheque 042384 Date 04/03/2016 Amount 2,621.60</b>				
003698 WILKEN ROOFING & SHEET METAL	2110	03/03/2016	AIRPORT - ROOFING	2,621.60
			Invoice Count 1 Total	2,621.60
<b>Cheque 042385 Date 04/03/2016 Amount 45.00</b>				
001112 WINGHAM & DISTRICT HOSPITAL	431148676-1	03/03/2016	AMBULANCE FOR POOL INCI	45.00
			Invoice Count 1 Total	45.00
<b>Cheque 042386 Date 04/03/2016 Amount 15.00</b>				
002624 WINGHAM POLICE SERVICE	2-29-2016	03/03/2016	DC-CRIMINAL RECORD CHEC	15.00
			Invoice Count 1 Total	15.00
<b>Cheque 042387 Date 04/03/2016 Amount 861.64</b>				
004170 YOLANDA RITSEMA-TEENINGA	2-29-2016	03/03/2016	ROMA CONFERENCE	861.64
			Invoice Count 1 Total	861.64
			Report Total	653,542.12

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 004593 Date 22/02/2016 Amount 423.75</b>				
002183 DONNELLY & MURPHY	43685	22/02/2016	SERVICES AGREEMENT REV	423.75
			Invoice Count 1 Total	423.75
<b>Cheque 004594 Date 22/02/2016 Amount 100.00</b>				
001009 GREG STOREY	28334	22/02/2016	2016 WORK BOOT ALLOWANCE	100.00
			Invoice Count 1 Total	100.00
<b>Cheque 004595 Date 22/02/2016 Amount 111.85</b>				
000602 STANTON HARDWARE	273506	22/02/2016	SNOW SHOVEL, TORCH	111.85
			Invoice Count 1 Total	111.85
<b>Cheque 004596 Date 22/02/2016 Amount 450.53</b>				
003017 TD VISA	7001063610	22/02/2016	MEMBERSHIP AWWA	450.53
			Invoice Count 1 Total	450.53
<b>Cheque 004597 Date 22/02/2016 Amount 9,280.14</b>				
002512 TOWNSHIP OF NORTH HURON	49040	22/02/2016	JAN WAGES/BENEFITS	9,280.14
			Invoice Count 1 Total	9,280.14
<b>Cheque 004598 Date 22/02/2016 Amount 8,110.45</b>				
000897 TOWNSHIP OF NORTH HURON SEWER	47716	22/02/2016	BAKER CONNECTION FEE	3,500.00
000897 TOWNSHIP OF NORTH HURON SEWER	48667	22/02/2016	JAN SEWER BILLING	4,610.45
			Invoice Count 2 Total	8,110.45
<b>Cheque 004599 Date 23/02/2016 Amount 124.30</b>				
004311 TELUS	0049 02/2016	23/02/2016	531-0049 MONTHLY ACCT	62.15
004311 TELUS	0407 02/2016	23/02/2016	531-0407 MONTHLY ACCT	62.15
			Invoice Count 2 Total	124.30
<b>Cheque 004600 Date 24/02/2016 Amount 2,933.02</b>				
004266 USTI CANADA INC	161692A W	24/02/2016	SOFTWARE SUPPORT	2,933.02
			Invoice Count 1 Total	2,933.02
<b>Cheque 004601 Date 29/02/2016 Amount 957.11</b>				
002653 SGS LAKEFIELD RESEARCH LIMITED	10942322	29/02/2016	WINGHAM SAMPLES	180.80
002653 SGS LAKEFIELD RESEARCH LIMITED	10942307	29/02/2016	BLYTH SAMPLES	150.29
002653 SGS LAKEFIELD RESEARCH LIMITED	10941669	29/02/2016	AIRPORT SAMPLES	25.99
002653 SGS LAKEFIELD RESEARCH LIMITED	10941661	29/02/2016	WINGHAM SAMPLES	343.52
002653 SGS LAKEFIELD RESEARCH LIMITED	10941657	29/02/2016	BLYTH SAMPLES	256.51
			Invoice Count 5 Total	957.11
<b>Cheque 004602 Date 29/02/2016 Amount 3,107.50</b>				
001634 VEOLIA WATER CANADA INC	55499 (W)	29/02/2016	JANUARY SERVICES	3,107.50
			Invoice Count 1 Total	3,107.50

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 004603 Date 01/03/2016 Amount 98.88</b>				
000011 AIR LIQUIDE CANADA INC	63709192	01/03/2016	OXYGEN CYLINDER	98.88
			Invoice Count 1 Total	98.88
<b>Cheque 004604 Date 01/03/2016 Amount 692.23</b>				
000073 B M ROSS AND ASSOCIATES LTD	10929	01/03/2016	VEOLIA WATER DRAFT AGRE	692.23
			Invoice Count 1 Total	692.23
<b>Cheque 004605 Date 01/03/2016 Amount 16.83</b>				
003997 CDW CANADA INC	CCK3071	01/03/2016	256 MB CARD	16.83
			Invoice Count 1 Total	16.83
<b>Cheque 004606 Date 01/03/2016 Amount 219.22</b>				
002653 SGS LAKEFIELD RESEARCH LIMITED	10943575	01/03/2016	BLYTH WATER SAMPLES	80.23
002653 SGS LAKEFIELD RESEARCH LIMITED	10943588	01/03/2016	WINGHAM SAMPLES	113.00
002653 SGS LAKEFIELD RESEARCH LIMITED	10943589	01/03/2016	AIRPORT WATER SAMPLES	25.99
			Invoice Count 3 Total	219.22
Report Total				26,625.81

## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 003245 Date 22/02/2016 Amount 164.09</b>				
003224 HURONTEL	4293 02/2016	22/02/2016	SEWAGE TREATMENT PLANT	67.74
003224 HURONTEL	2230 02/2016	22/02/2016	SEWAGE PUMPING STATION	96.35
Invoice Count 2 Total				164.09
<b>Cheque 003246 Date 22/02/2016 Amount 412.45</b>				
000629 MORAN MECHANICAL AND ELECTRICAL	10256	22/02/2016	114 CATHERINE ST PLUGGING	412.45
Invoice Count 1 Total				412.45
<b>Cheque 003247 Date 22/02/2016 Amount 388.43</b>				
002155 SMYTH WELDING & MACHINE SHOP	31647	22/02/2016	WINGHAM SEWAGE PLANT	388.43
Invoice Count 1 Total				388.43
<b>Cheque 003248 Date 22/02/2016 Amount 99.31</b>				
000602 STANTON HARDWARE	273509	22/02/2016	SHOVEL, LUBRICANT	54.22
000602 STANTON HARDWARE	273818	22/02/2016	THERMOMETER	16.94
000602 STANTON HARDWARE	273927	22/02/2016	CLEANING SUPPLIES	28.15
Invoice Count 3 Total				99.31
<b>Cheque 003249 Date 22/02/2016 Amount 10,998.78</b>				
002512 TOWNSHIP OF NORTH HURON	01/2016	22/02/2016	JAN WAGES/BENEFITS	10,711.46
002512 TOWNSHIP OF NORTH HURON	48713 s	22/02/2016	WHITEHEAD 2015 WAGES	287.32
Invoice Count 2 Total				10,998.78
<b>Cheque 003250 Date 23/02/2016 Amount 124.30</b>				
004311 TELUS	0399 02/2016	23/02/2016	531-0399 MONTHLY ACCT	62.15
004311 TELUS	0773 02/2016	23/02/2016	531-0773 MONTHLY ACCT	62.15
Invoice Count 2 Total				124.30
<b>Cheque 003251 Date 29/02/2016 Amount 73.01</b>				
000296 IDEAL SUPPLY COMPANY LTD	1905455	29/02/2016	WINTER BLADE	18.07
000296 IDEAL SUPPLY COMPANY LTD	2037986	29/02/2016	OIL ABSORBANT, STOP LEAK	74.29
000296 IDEAL SUPPLY COMPANY LTD	1673975	29/02/2016	DISPOSABLE GLOVES	23.03
000296 IDEAL SUPPLY COMPANY LTD	1541031	29/02/2016	RETURNED BATTERY	-42.38
Invoice Count 4 Total				73.01
<b>Cheque 003252 Date 29/02/2016 Amount 648.66</b>				
002653 SGS LAKEFIELD RESEARCH LIMITED	10942198	29/02/2016	WINGHAM STP SAMPLES	370.66
002653 SGS LAKEFIELD RESEARCH LIMITED	10942321	29/02/2016	BLYTH STP SAMPLES	278.00
Invoice Count 2 Total				648.66
<b>Cheque 003253 Date 29/02/2016 Amount 97.90</b>				
000657 TOWNSHIP OF NORTH HURON WATER	02/2016	29/02/2016	JAN/FEB USAGE 117 NORTH	97.90
Invoice Count 1 Total				97.90
<b>Cheque 003254 Date 29/02/2016 Amount 2,542.50</b>				

## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
001634 VEOLIA WATER CANADA INC	55499	29/02/2016	JANUARY SERVICES	2,542.50
			Invoice Count 1 Total	2,542.50
<b>Cheque 003255 Date 01/03/2016 Amount 41.75</b>				
000286 HURON TRACTOR	B06172	01/03/2016	10 L COOL-GARD	41.75
			Invoice Count 1 Total	41.75
<b>Cheque 003256 Date 01/03/2016 Amount 164.26</b>				
003224 HURONTEL	4293 03/2016	01/03/2016	SEWAGE TREATMENT PLAN1	67.74
003224 HURONTEL	2230 03/2016	01/03/2016	SEWAGE PUMPING STATION	96.52
			Invoice Count 2 Total	164.26
Report Total				15,755.44

## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000310 Date 16/02/2016 Amount 1,032.17</b>				
000657 TOWNSHIP OF NORTH HURON WATER	149550	16/02/2016	805 M3- COMPLEX	940.04
000657 TOWNSHIP OF NORTH HURON WATER	149557	16/02/2016	50 M3-DAY CARE WATER/SE\	92.13
Invoice Count 2 Total				1,032.17
<b>Cheque 000311 Date 17/02/2016 Amount 4,249.37</b>				
000594 SPARLINGS PROPANE	88250178001883	13/01/2016	BELGRAVE P/W-PROPANE	511.16
000594 SPARLINGS PROPANE	88250060002436	13/01/2016	P/W-435 MILL ST- PROPANE	126.48
000594 SPARLINGS PROPANE	88250005-G45679	17/02/2016	ARENA B-PROPANE	41.81
000594 SPARLINGS PROPANE	88250005605	17/02/2016	PROPANE ARENA B/HALL B	1,268.57
000594 SPARLINGS PROPANE	88250005-G45715	17/02/2016	ARENA B-PROPANE	20.91
000594 SPARLINGS PROPANE	88250005-G45757	17/02/2016	ARENA B- PROPANE	20.91
000594 SPARLINGS PROPANE	88250005468738	17/02/2016	ARENA B/HALL B PROPANE	1,651.54
000594 SPARLINGS PROPANE	88250005-G45794	17/02/2016	ARENA B- PROPANE	20.91
000594 SPARLINGS PROPANE	88550105-G45678	17/02/2016	ARENA W- PROPANE	66.11
000594 SPARLINGS PROPANE	88550105-G45703	17/02/2016	ARENA W-PROPANE	44.07
000594 SPARLINGS PROPANE	88550105-G45745	17/02/2016	ARENA W-PROPANE	44.07
000594 SPARLINGS PROPANE	88550105-G45784	17/02/2016	ARENA W-PROPANE	66.11
000594 SPARLINGS PROPANE	88250060420566	17/02/2016	435 MILL ST-PROPANE	192.76
000594 SPARLINGS PROPANE	88250168409838	17/02/2016	423 MILL STREET-PROPANE	173.96
Invoice Count 14 Total				4,249.37
<b>Cheque 000312 Date 18/02/2016 Amount 2,625.61</b>				
000294 HYDRO ONE NETWORKS INC	December 2015-0523	31/12/2015	10951 KWH-103 QUEEN ST. S	2,625.61
Invoice Count 1 Total				2,625.61
<b>Cheque 000313 Date 19/02/2016 Amount 153.13</b>				
000657 TOWNSHIP OF NORTH HURON WATER	218611	19/02/2016	TD PAYMENT ERROR	153.13
Invoice Count 1 Total				153.13
<b>Cheque 000314 Date 19/02/2016 Amount 1,927.77</b>				
003224 HURONTEL	February 2016-5850	19/02/2016	DAVID & CONNIE CELL PHON	133.94
003224 HURONTEL	February 2016-6810	19/02/2016	TOWN HALL PHONES/INTERM	672.50
003224 HURONTEL	February 2016-6858	19/02/2016	POLICE- TELEPHONE INTERN	261.73
003224 HURONTEL	February 2016-6861	19/02/2016	MUSEUM PHONE	32.00
003224 HURONTEL	February 2016-6815	19/02/2016	AIRPORT PHONE/INTERNET	96.92
003224 HURONTEL	February 2016-6818	19/02/2016	FIRE W-TELEPHONE/INTERNE	154.14
003224 HURONTEL	February 2016-6860	19/02/2016	WORKS-PHONE/INTERET	97.20
003224 HURONTEL	February 2016-6813	19/02/2016	EARLY YEARS PHONE/INTER	156.62
003224 HURONTEL	February 2016-6812	19/02/2016	REC/COMPLEX ADMIN PHON	322.72
Invoice Count 9 Total				1,927.77
<b>Cheque 000315 Date 19/02/2016 Amount 2,836.67</b>				
000294 HYDRO ONE NETWORKS INC	January 2016	05/02/2016	6561.245 KWH-40647 HWY 86	1,431.25
000294 HYDRO ONE NETWORKS INC	December 2015	31/12/2015	896 KWH-HUMPHREY ST LIGI	221.45
000294 HYDRO ONE NETWORKS INC	January 2016-8461	18/02/2016	231 KWH-AIRPORT LIGHTS	59.79
000294 HYDRO ONE NETWORKS INC	January 2016-7867	18/02/2016	254.74 KWH- 850 JOSEPHINE	84.98
000294 HYDRO ONE NETWORKS INC	January 2016-8056	19/02/2016	40193 BLYTH ROAD	1,005.25

## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000294 HYDRO ONE NETWORKS INC	January 2016-8593	19/02/2016	3.6516 KWH-ESTC PROGRAM	33.95
			Invoice Count 6 Total	2,836.67
<b>Cheque 000316 Date 19/02/2016 Amount 820.55</b>				
000657 TOWNSHIP OF NORTH HURON WATER	149605	18/02/2016	MUSEUM- 89M3-WATER/SEW	175.45
000657 TOWNSHIP OF NORTH HURON WATER	149617	18/02/2016	WORKS SHED- 10 M3-WATER	135.16
000657 TOWNSHIP OF NORTH HURON WATER	149922	18/02/2016	POLICE- 9 M3-WATER/SEW	134.65
000657 TOWNSHIP OF NORTH HURON WATER	149646	18/02/2016	TOWN HALL- 57 M3-WATER/S	218.38
000657 TOWNSHIP OF NORTH HURON WATER	149611	18/02/2016	FIRE HALL 38 M3-WATER/SEW	156.91
			Invoice Count 5 Total	820.55
<b>Cheque 000317 Date 19/02/2016 Amount 286.66</b>				
002697 TUCKERSMITH COMMUNICATIONS	February 2016-3708	19/02/2016	ESTC-PHONE/INTERNET	61.06
002697 TUCKERSMITH COMMUNICATIONS	February 2016-3710	19/02/2016	ROADS B-PHONE/INTERNET	128.43
002697 TUCKERSMITH COMMUNICATIONS	February 2016-3616	19/02/2016	ARENA B/HALL B/MEM HALL I	97.17
			Invoice Count 3 Total	286.66
<b>Cheque 000318 Date 22/02/2016 Amount 866.91</b>				
000294 HYDRO ONE NETWORKS INC	JANUARY 2016-1693	22/02/2016	538 KWH-HUTTON H ST LTS	133.35
000294 HYDRO ONE NETWORKS INC	JANUARY 2016-8480	22/02/2016	396 KWH-AUBURN ST LTS	100.91
000294 HYDRO ONE NETWORKS INC	JANUARY 2016-1401	22/02/2016	1761.6612 KWH-39498 BELGR	421.74
000294 HYDRO ONE NETWORKS INC	JANUARY 2016-1532	22/02/2016	817.6092 KWH-CEMETERY	210.91
			Invoice Count 4 Total	866.91
<b>Cheque 000319 Date 23/02/2016 Amount 499.38</b>				
003295 GLOBAL PAYMENTS	45575704 01/2016	23/02/2016	ADMIN OFFICE DEBIT MACHII	52.73
003295 GLOBAL PAYMENTS	74765704 01/2016	23/02/2016	LANDFILL DEBIT MACHINE FE	30.18
003295 GLOBAL PAYMENTS	4585704 01/2016	23/02/2016	RECREATION CREDIT/DEBIT	416.47
			Invoice Count 3 Total	499.38
<b>Cheque 000320 Date 24/02/2016 Amount 18,209.41</b>				
003888 EQUITABLE LIFE OF CANADA	3-1-2016	24/02/2016	MARCH PREMIUM	18,209.41
			Invoice Count 1 Total	18,209.41
<b>Cheque 000321 Date 24/02/2016 Amount 44.35</b>				
000687 WESTARIO POWER INC.	2103263930	24/02/2016	78.997 KWH-PK DR SNACK B/	44.35
			Invoice Count 1 Total	44.35
<b>Cheque 000322 Date 25/02/2016 Amount 4,520.00</b>				
002486 DIGITAL POSTAGE-ON-CALL	02/2016	25/02/2016	POSTAGE FOR METER	4,520.00
			Invoice Count 1 Total	4,520.00
<b>Cheque 000323 Date 29/02/2016 Amount 982.46</b>				
000294 HYDRO ONE NETWORKS INC	January 2016-4633	24/02/2016	.0210 KWH-377 GYPSY OTHE	32.27
000294 HYDRO ONE NETWORKS INC	January 2016-2950	24/02/2016	745.3464 KWH-435 QUEEN ST	191.79
000294 HYDRO ONE NETWORKS INC	January 2016-8337	24/02/2016	47.7 KWH 377 GYPSY OTHR C	43.28
000294 HYDRO ONE NETWORKS INC	January 2016-4071	24/02/2016	180.9978 KWH-377 GYPSY LA	70.04
000294 HYDRO ONE NETWORKS INC	January 2016-0983	24/02/2016	0 KWH- CAMP ENTRANCE 8	89.15



## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000294 HYDRO ONE NETWORKS INC	January 2016-6627	29/02/2016	1180.92 KWH- 429 MILL STRE	294.27
000294 HYDRO ONE NETWORKS INC	January 2016-7304	29/02/2016	303.597 KWH-423 MILL ST	98.99
000294 HYDRO ONE NETWORKS INC	January 2016-3303	29/02/2016	596.34 KWH-LANDFILL	162.67
Invoice Count 8 Total				982.46

**Cheque 000324 Date 29/02/2016 Amount 7,807.74**

000687 WESTARIO POWER INC.	2103263922	24/02/2016	641.69 KWH- PUMP HOUSE	143.13
000687 WESTARIO POWER INC.	2103263871	24/02/2016	1626.83 KWH- MUSEUM	322.36
000687 WESTARIO POWER INC.	2103274786	24/02/2016	5359.634 KWH- DAY DARE	940.06
000687 WESTARIO POWER INC.	300214516	24/02/2016	17807.23 KWH- TOWN HALL/F	3,011.27
000687 WESTARIO POWER INC.	2103263916	24/02/2016	640.168 KWH-166 JOHN STRE	135.22
000687 WESTARIO POWER INC.	2103263880	24/02/2016	316.227 KWH-CRUICKSHANK	81.72
000687 WESTARIO POWER INC.	300214983	24/02/2016	0 KWH- PARK DR BALL PARK	31.56
000687 WESTARIO POWER INC.	2103274789	24/02/2016	4180.223 KWH- 281 EDWARD	743.81
000687 WESTARIO POWER INC.	2103263876	25/02/2016	1741.0144 KWH-369 JOSEPH	333.99
000687 WESTARIO POWER INC.	2103263903	29/02/2016	471.506 KWH-250 JOHN ST S	109.58
000687 WESTARIO POWER INC.	2103263877	29/02/2016	3777.967 KWH-445 JOSEPHIN	704.68
000687 WESTARIO POWER INC.	2103274793	29/02/2016	1332.8665 KWH-JOSEPHINE S	266.16
000687 WESTARIO POWER INC.	2103263933	29/02/2016	1889.049 KWH-ALF & JOSEPH	338.26
000687 WESTARIO POWER INC.	2103263932	29/02/2016	3149.706 KWH-VIC & JOSEPH	541.72
000687 WESTARIO POWER INC.	2103263925	29/02/2016	456.958 KWH-JOSEPH ST L	104.22
Invoice Count 15 Total				7,807.74

Report Total 46,862.18

## Accounts Payable

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

Cheque Date 13/02/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000331 Date 16/02/2016 Amount 711.95</b>				
002512 TOWNSHIP OF NORTH HURON	49061	16/02/2016	DEBIT PAYMENT ERROR	216.95
002512 TOWNSHIP OF NORTH HURON	49060	16/02/2016	DEBIT PAYMENT ERROR	350.00
002512 TOWNSHIP OF NORTH HURON	49059	16/02/2016	DEBIT PAYMENT ERROR	145.00
Invoice Count 3 Total				711.95
<b>Cheque 000332 Date 22/02/2016 Amount 81.65</b>				
000052 BELL CANADA	9942 02/2016	22/02/2016	357-9942 MONTHLY ACCT	81.65
Invoice Count 1 Total				81.65
<b>Cheque 000333 Date 22/02/2016 Amount 1,377.69</b>				
002664 D.H. JUTZI LIMITED	D97331	22/02/2016	SODIUM SILICATE	409.17
002664 D.H. JUTZI LIMITED	D97330	22/02/2016	LIQUID CHLORINE	968.52
Invoice Count 2 Total				1,377.69
<b>Cheque 000334 Date 22/02/2016 Amount 2,652.56</b>				
000687 WESTARIO POWER INC.	2103263920	22/02/2016	435 MINNIE ST JAN USAGE	900.16
000687 WESTARIO POWER INC.	2103274790	22/02/2016	WELL 3 JAN USAGE	1,109.75
000687 WESTARIO POWER INC.	2103263921	22/02/2016	435 MINNIE ST JAN USAGE	351.60
000687 WESTARIO POWER INC.	2103263938	22/02/2016	STANDPIPE JAN USAGE	291.05
Invoice Count 4 Total				2,652.56
<b>Cheque 000335 Date 23/02/2016 Amount 86.90</b>				
003924 GLOBAL PAYMENTS	4025704 01/2016	23/02/2016	DEBIT MACHINE FEES	86.90
Invoice Count 1 Total				86.90
<b>Cheque 000336 Date 29/02/2016 Amount 5,256.73</b>				
000294 HYDRO ONE NETWORKS INC	7904 02/2016	29/02/2016	201 VICTORIA ST DEC 4 - FEE	5,256.73
Invoice Count 1 Total				5,256.73
<b>Cheque 000337 Date 01/03/2016 Amount 311.64</b>				
003224 HURONTEL	1169 03/2016	01/03/2016	WELL 4 MONTHLY ACCT	67.74
003224 HURONTEL	1173 03/2016	01/03/2016	PUC BUILDING MONTHLY AC	112.94
003224 HURONTEL	1168 03/2016	01/03/2016	WELL 3 MONTHLY ACCT	67.74
003224 HURONTEL	03/2016 1167	01/03/2016	STANDPIPE MONTHLY ACCT	63.22
Invoice Count 4 Total				311.64
<b>Cheque 000338 Date 01/03/2016 Amount 1,565.17</b>				
000294 HYDRO ONE NETWORKS INC	7904 25/20165	01/03/2016	201 VICTORIA ST FEB 1 -16	1,565.17
Invoice Count 1 Total				1,565.17
Report Total				12,044.29

**TOWNSHIP OF NORTH HURON  
COUNCIL STATEMENT OF REMUNERATION AND EXPENSES  
FOR YEAR ENDING 2015  
BY-LAW NO 3-2010**

		STIPEND	MEETING ALLOWANCE	MEETINGS ATTENDED	CONFERENCES ATTENDED	TRAVEL	MEALS	CONF/MEETING REGISTRATION	ACCOMMODATION	TOTAL
VINCENT, Neil	Reeve	\$9,980.00	\$4,180.00	48	2	\$1,506.15	\$130.67	\$1,065.35	\$658.18	\$17,520.35
CAMPBELL, James	Deputy Reeve	\$7,879.00	\$2,220.00	22	1	\$1,007.10	\$175.81	\$798.40	\$1,019.04	\$13,099.35
HALLAHAN, Raymond	Councillor	\$6,828.00	\$260.00	3	0	\$175.05	\$0.00	\$0.00	\$0.00	\$7,263.05
KNOTT, William	Councillor	\$6,828.00	\$1,960.00	24	0	\$580.05	\$0.00	\$0.00	\$0.00	\$9,368.05
RITSEMA-TEENINGA, Yolanda	Councillor	\$6,828.00	\$6,120.00	81	0	\$117.00	\$0.00	\$0.00	\$0.00	\$13,065.00
SEIP, Trevor	Councillor	\$6,828.00	\$4,800.00	51	0	\$70.20	\$0.00	\$0.00	\$0.00	\$11,698.20
VODDEN, Brock	Councillor	\$6,828.00	\$2,980.00	35	0	\$885.15	\$0.00	\$225.00	\$0.00	\$10,918.15
		\$51,999.00	\$22,520.00	264	3	\$4,340.70	\$306.48	\$2,088.75	\$1,677.22	\$82,932.15



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 07/03/2016  
**SUBJECT:** Activity Report  
**ATTACHMENTS:** [Click here to enter text.](#)

---

### **RECOMMENDATION:**

THAT the Department Activity Report of the Director of Recreation and Facilities, dated March 7, 2016, is hereby received for information purposes.

### **EXECUTIVE SUMMARY**

The Director of Recreation and Facilities provides a monthly report of department activities and ongoing projects to keep Council informed. The focus for the past month has been the department budget, and preparations for the Spring Summer season in order to have programs finalized and printed in the rec and leisure guide for distribution in March.

### **DISCUSSION**

#### **Airport Feasibility Study**

Direction from Council on the next step for this project was to meet with the airport committee to receive feedback on the report. This meeting is scheduled for Tuesday March 22 at 7:00pm.

#### **SWORFA**

The South Western Ontario Recreation and Facilities Association is hosting their March meeting at the Blyth Community Centre on March 31, at 10:00am. An estimated 20 Recreation Professionals will be attending from the region for networking and training.

#### **Healthy Kids Community Challenge**

North Huron has been fortunate to receive funding to offer a free after school activity program called BOUNCE for children in grades 5-8. The program runs from April 19 to June 15, two days per week. As part of the program the Complex will also be able to offer free after school swims on Wednesdays from 4:00-5:00pm. Funding for the program is from the Huron County Healthy Kids Community Challenge.

#### **NHWCC 15<sup>th</sup> Anniversary Celebration**

The Complex has offered a free 15 day Complete Membership for individuals and families to celebrate this milestone. The promotion started February 16<sup>th</sup> and participants can register until March 10<sup>th</sup> to activate their free membership. As of 5:00pm on March 1, there were 302 members registered for the promotion.

### Arenas

Ice programs are winding down and ice will be removed from the arenas at the end of March. Final dates at each rink will be determined by demand for ice. We anticipate ice will be reduced to one arena toward the last week of March and users will be consolidated to one location.

### FamilyFunApaloozaWinterLugeAthon

Held on Family Day weekend, this event hosted activities at all three Community Centres in North Huron.

Belgrave:

Breakfast - 230 breakfast served

Campfire, Family Skate, Vintage Snowmobile Show & Shine 4 Volleyball teams

Numbers reported over 400 attended.

Blyth:

Breakfast - 115 breakfast served.

Broomball 30 people

Skating 80 people

Face Painting 40 people

Wingham

752 overall in building

Skating 280 people

Family Shinny 13 people

Family games over 100 people

Face Painting 82 people

Swim 252 people

Wingham \$320.80 collected 4 bins of food

Belgrave 6 bags of food

Blyth \$300 (BBIA) 2 bags of food

### **FINANCIAL IMPACT**

Discuss any short term/long term financial impacts, budget amendments required, how project or activity will be funded.

### **FUTURE CONSIDERATIONS**

#### North Huron Recreation and Leisure Guide

The Spring and Summer Rec and Leisure Guide has been produced and sent for printing. The distribution date is Thursday March 10. It is delivered to homes in North Huron and the area with the local flyers and available for pick up at the Recreation offices and other locations in the Township.

#### March Break – March 14-18

The department is hosting a week of activities including four days of Day Camp, Swims and Skating, and a Road Hockey Tournament.



#### Recreation Software

Staff continue to investigate options for an on-line recreation software program. The goal will be to implement the new software in 2016.

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

Our Community is Healthy and Safe.

---

Pat Newson, Director of Recreation and  
Facilities

---

Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church  
**DATE:** 07/03/2016  
**SUBJECT:** Public Works Activity Report  
**ATTACHMENTS:** Joint tender for maintenance gravel Morris-Turnberry and North Huron

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the March 7<sup>th</sup> 2016 Activity Report of the Public Works Department for information purposes.

## **EXECUTIVE SUMMARY**

The Public Works Department provides monthly updates to Council on activities within the Department.

## **DISCUSSION**

### **1. Landfill**

MOECC directed work to commence second week in March and will be completed by April 30<sup>th</sup>. A drilling company has been directed by Burnside engineering to install two new wells on the north road allowance. A meeting with the landowner to inform them of the scheduled work and also to investigate a possible former landfill site on their property that was previously flagged by the Ministry. An extra \$24,350.00 has been added to the budget to complete the work required by the MOECC. Staff continues to strive for efficiencies in landfilling and to deal with the public in a courteous and professional manner.

### **2. Cemetery**

Burials are now housed in the lower level of the chapel at both cemeteries and will be interred during spring internments. Columbarium request for proposal are ready to be sent out to potential suppliers.

### **3. East Wawanosh Ward**

Snow plowing, ice blading and sanding of Township roads is ongoing and as needed. Weather continues to challenge the rural area, wind snow and an abundance of rain and mild weather has been a struggle to maintain consistency on gravel roads, urban centres do not experience the same with asphalt roads. Sanding in Auburn has been split between the three Townships, ACW, Central Huron and North Huron, hired contractor looking after the plowing and the sanding was split up between the three Townships, North Huron looked after the month of February and both yards of Blyth and East Wawanosh assisted with this trial. Meeting with staff and the other Directors to see if this was successful and the possibility of expanding the service to include the plowing for next year as well. Two plow trucks, trackless sidewalk plow and one half ton patrol truck now equipped with fleet complete tracking devices and are up and running as of March 3<sup>rd</sup>



We have entered into a joint gravel tender with The Township of Morris-Turnberry and advertised the tender in the local papers and on both web sites.  
Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.

#### **4. Blyth Ward**

Regular maintenance continues, snow plowing/removal as needed.  
Assist contractor with street light repair.  
Plow truck and sidewalk plow are now equipped with fleet complete tracking devices and are up and running as of March 3<sup>rd</sup>.  
Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.

#### **5. Wingham Ward**

Regular maintenance continues, snow plowing/removal as needed, due to changing weather conditions the use of sand/salt has increased over past years.  
Two plow trucks, trackless sidewalk plow and one half ton patrol truck now equipped with fleet complete tracking devices and are up and running as of March 3<sup>rd</sup>.  
Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.  
Assist contractor with street light repair.

#### **Summary of Department**

- Snow plowing/removal maintenance, maintaining the level of service that is required with the manpower and equipment available.
- Hutton Heights LED lights have been installed and I'm in the process of having Hydro One change the billing, for all three sites, Auburn, Belgrave and Hutton Heights.
- Fleet Complete is now installed in all the snow removal equipment, four truck plows, two graders, two sidewalk machines and two patrol ½ tons.
- Attended the ROMA/OGRA conference in Toronto February 21-23.
- Asked to sit on the cycling strategy steering committee for Huron County next meeting May 18
- Continue staff training to work safely through meetings and inspections.
- Ongoing monthly meetings for staff utilization and efficiencies with equipment and material.
- Continue to work with other Townships to find cost savings and efficiencies that can be shared.
- Striving to work swiftly and effectively in a professional and courteous manner when dealing with public concerns/complaints.
- All departments in North Huron continue to work together to be more efficient.

#### **FINANCIAL IMPACT**

#### **FUTURE CONSIDERATIONS**

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

Our administration is fiscally responsible and strives for operational excellence.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 02/03/2016  
**SUBJECT:** Administration Activities  
**ATTACHMENTS:** none

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the report of the CAO for information purposes

### **EXECUTIVE SUMMARY**

The CAO provides periodic updates for Council on activities within the Administration Department and the overall operation of the Township.

### **DISCUSSION**

#### **Economic Development:**

##### **County-wide Strategic Planning Project:**

**North Huron Strategic Plan:** The CAO and Economic Development Officer met with Vicki Lass of OMAFRA and Natasha Fritzley, County of Huron Economic Development Manager to get their feedback on the draft Economic Development Strategic Plan for North Huron. The CAO and EDO have scheduled a meeting to discuss the prioritization of the goals and actions in the plan before it is presented for review by Council on March 21<sup>st</sup>.

**OGRA/ROMA Presentation:** Vicki Lass and Helen Scutt of OMAFRA spearheaded a workshop at the OGRA/ROMA Combined Conference on February 22<sup>nd</sup> to present an overview of the Huron County Economic Development Strategic Planning Pilot Project, with the goal of OMAFRA finding their next participant. Natasha Fritzley, Huron County Economic Development Manager presented the County perspective and Sharon Chambers, North Huron CAO presented the lower tier perspective. The presentation was very well received, with several questions being fielded from the audience. A copy of the PowerPoint presentation will be available on the OGRA/ROMA Conference website in the near future. There was significant interest following the presentation about North Huron and Morris Turnberry's success in reaching agreement over cross border services and the CAO received several requests for a copy of North Huron's Cross Border Services Policy.

**County Economic Development Work Plans:** The work plan for the revised Huron County Economic Development Department will be presented to County Council in the very near future. New job descriptions are still under development and when complete, the lower tier municipalities have to consider how they will utilize the staff resources that are provided by the County. At that time, a review of the North Huron Economic Development program should be undertaken through consultation with Council, BIA's, staff and the Economic Development Strategic Planning Committee. Further information will be brought forward with a recommended review process when the County plans are known.

**Personnel – Director of Public Works Hire:** Applications for the Shared Service Director of Public Works position were due on February 26<sup>th</sup>. The CAO's from Morris Turnberry and North Huron and Ben Cornell of Ward and Uptigrove have selected qualified candidates to go through an initial telephone screening before a short list of applicants are selected for interviews. Interviews have been tentatively scheduled for March 10<sup>th</sup>. If the hiring process is successful, it is hoped that the new Director could be in place by the beginning of May.

**Water/Wastewater Operations:** As directed by Council, the CAO has entered into discussions with Veolia Water Canada (Veolia) to investigate the possibility of entering into a contract for the Operation and Maintenance of the Township's water and wastewater operations. The rationale for considering a single source contract at this time is due to the impending workload of the Shared Services Project for a new Director, Veolia has been the contractor operator of North Huron systems in the past and are familiar with the systems, Veolia would be willing to transition all existing Township staff to their employment and retain them in their existing capacity within the North Huron systems, and there is the potential to merge the North Huron contract with the Morris Turnberry contract (Belgrave system) for potential cost savings, Discussions are continuing and the provisions of a proposed contract have been provided by Veolia for review. Comments have been received by the Township Solicitor, the Township's contracted water/wastewater engineering firm BM Ross and Associates and the Township's insurer. The CAO will meet with Veolia representatives on March 11<sup>th</sup> to discuss the costs associated with a contract. Following that meeting, the CAO will prepare a report for Council regarding the provisions of the proposed contract and advantages and disadvantages of outsourcing versus continuing operations in-house with a revised organizational structure. A presentation will be arranged by Veolia to Council and Council can decide if they wish to proceed with the single source contract with Veolia, initiate an RFP process or continue operations in-house.

**Airport Feasibility Study:** The CAO has inquired to Goderich CAO Larry McCabe regarding a possible presentation to the County of Huron pertaining to the future of airports and is awaiting a response.

#### **FINANCIAL IMPACT**

Financial impact of outsourcing utilities operations versus in-house operations shall be determined in a future report

#### **FUTURE CONSIDERATIONS**

Future considerations for Utilities Department shall be determined in a future report

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

**GOAL #4** - Our municipality is fiscally responsible and strives for operational excellence.

Outcome: We have a responsible and accountable local government



**CORRESPONDENCE**  
**Council Meeting March 7, 2016**

DATE	FROM	REGARDING	ACTION	FILE
Feb-12	AMO Policy Update	Policing Consultations Announced		
Feb-16	AMO Policy Update	Ontario Announces Green Social Housing Retrofits		
Feb-18	AMO	AMO Watch File - February 18		
Feb-18	AMO Policy Update	Presumptive PTSD Legislation for First Responders Introduced		
Feb-10	Town of Carleton Place	OMAFRA Grant Scoring		
Feb-12	Township of Montague	Rural Health Care Resolution		
Feb-19	Huron Tourism Association (HTA)	Ontario's West Coast - Huron County's 27th Annual Tourism Industry Event		
Feb-19	Municipality of Bluewater	Physician Recruitment Support		
Feb-19	AMO Policy Update	Transformation of Children and Family Services		
Feb-22	AMO Policy Update	AMO Welcomes Increased Infrastructure Funding for Municipalities		
Feb-22	OPP	OPP Municipal Policing		
Feb-25	AMO	2016 Asset Management Symposium		
Feb-25	AMO	AMO Watch File - February 25		
Feb-25	Municipality of Morris-Turnberry	Proposed Zoning By-law Amendment		
Feb-26	AMO Communications	LAS 2016 Information/Education Seminars		
Feb-26	AMO Policy Update	2016 Provincial Budget		
Feb-26	Township of Huron-Kinloss	Notice of Open House for Official Plan Review		
Feb-29	AMO Policy Update	AMO releases Guide to Police Services Act Consultations		
Mar-1	AMO Policy Update	Ontario Introduces the Climate Change Mitigation and Low Carbon Economy Act, 2016, Regulation		
Mar-2	AMO Communications	MEPCO Update: OMERS Announces 2015 Investment Returns		
Mar-3	AMO Communications	AMO Watchfile - March 3		





## PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

February 10, 2016

Township of North Huron  
274 Josephine St.  
Wingham, ON N0G 2W0

RECEIVED

FEB 17 2016

TOWNSHIP OF NORTH HURON

Dear Kathy

Re: Status of Decision on Amendment No. 10 to the  
Official Plan for the Township of North Huron

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This letter is further to the Notice of Decision given on January 20, 2016 under subsection 17(34) and (35) of the Planning Act with respect to Amendment No. 10 to amend the Official Plan for the Township of North Huron.

This letter provides you with the status of the decision on the Official Plan Amendment pursuant to subsections 17(36) and (38) of the Planning Act which pertain to appeals, when decisions become final, and when approvals come into effect.

Please be advised that all of Amendment No. 10 to the Official Plan for the Township of North Huron, is approved and came into force on February 9, 2016. No appeals were received within the appeal period.

Should you have any questions regarding the above information, please feel free to give me a call.

Sincerely,

Laura Young, Planner

LY:lv

Encl.

c.c. Susan Cronin, County Clerk  
MMAH, 2<sup>nd</sup> Flr, 659 Exeter Rd., London N6E 1H3



WWW.BB2F.COM

email: [bridges2future@gmail.com](mailto:bridges2future@gmail.com)

[Facebook.com/groups/956562647729955/](https://www.facebook.com/groups/956562647729955/)

Twitter: [@bridges2future](https://twitter.com/bridges2future)

**BUILDING BRIDGES TO OUR FUTURE** LINKING EDUCATION & COMMUNITY

February 15, 2016

Dear North Huron Council,

On behalf of the *Building Bridges to Our Future Campaign* team, thank you for taking the time to meet with our group in regards to the request for your financial commitment in support of this initiative.

Since the date of our presentation, we have received some wonderful news to update you all with. The accessibility portion of our project (which will ensure all users are able to access the lower sports field and track) will be completely funded by the Avon Maitland District Board of Education. As this is a “new build”, this portion of the project falls under their criteria for funding.

The efforts of our Campaign Team continue to result in very positive steps towards meeting our fundraising goal of \$800,000. Strong support from our local Municipalities is key in order to reach our goal of providing the much needed fully accessible recreational facilities at Madill Secondary School and Maitland River Elementary School.

We look forward to hearing from you in regards to your support of this community focused project.

Kind regards,

Karri-Anne Cameron

Teresa Farrell-Becker

Co-Chairs of Building Bridges to Our Future

# Letter From Chairs

Building Bridges To Our Future is made up of community members, school administration and parents whose goal is to improve and make our recreational facilities accessible to all in our community. This will promote healthy living and equality.

As parents of children in both Maitland River Elementary School and F. E. Madill Secondary School, we recognize the need for the refurbishment of the sports field and track for our children to participate in healthy play for future years. We also see the need to make a playground a reality for our new elementary school. The Avon Maitland School Board has provided a beautiful state of the art learning facility, it is the community's responsibility to now create safe and accessible outdoor play areas.

Since June 2015, when we began our leadership roles, we have installed the primary play structure at MRES (photo below). We have continued to complete the Learning Grounds through more plantings and creating a sitting circle for outdoor class time. We are in the process of completing an updated plan for the F. E. Madill Track and Sports Fields. This will include an accessibility path which will allow all members of our community to access and use the lower sports fields and track.

None of this will be possible without the help and support of our surrounding communities. This support could come in many forms: we are also looking for partners in fundraising events. We are also looking for volunteers to help make these events possible. This April we are hosting "An Evening of Connections Gala" to raise funds for Madill's Track and Field project. You could sponsor this event by becoming a financial donor or by donating items to our Silent and Live Auctions.

There are also opportunities to become a Gold, Silver or Bronze Sponsor of the BB2F campaign by contributing financially. North Huron is a wonderful, caring community to call home; it is our privilege to complete this project to enhance the health, wellness and recreational opportunities of North Huron.

We hope you join us on this journey.

*Karri-Anne Cameron*

Karri-Anne Cameron

*Teresa Farrell-Becker*

Teresa Farrell-Becker

Co-Chairs of Building Bridges to Our Future



For more information contact:

**WWW.BB2F.COM**

**email: [bridges2future@gmail.com](mailto:bridges2future@gmail.com)**

**Facebook.com/groups/956562647729955/**

**Twitter: @bridges2future**

**BUILDING BRIDGES TO OUR FUTURE** LINKING EDUCATION & COMMUNITY





# Building Bridges To Our Future

LINKING COMMUNITY & EDUCATION







# Playground

FULLY-ACCESSIBLE | STIMULATING & CREATIVE | MODERN & INNOVATIVE

Maitland River Elementary School is an amalgamation of five rural schools. The students are enjoying the modern and green features of the school building, but would really like to have a playset to romp around on during recess. The objectives of this project are:

- *Create a playground that is accessible to all children, no matter their physical or emotional or cognitive need*
- *Specific features of the play sets should aim to challenge and stimulate children with differing abilities*
- *Enhance all children's play experiences by stimulating different sensory inputs*
- *Create a space for children to meet and increase their social development through interaction with their peers*
- *Augment the learning process through play*



# Outdoor Learning Grounds

KEYHOLE GARDENS | BUTTERFLY GARDENS | ARBORETUM | HANDS-ON FIELD STUDIES | PAVILION | AMPITHEATRE



Huron County is beautiful, and as a rural school, the out of doors is very important to the families of many of our students. Our location within the town, next to a trail system and the local high school, places us in the position of making our land available to community members as well as our own students. Our vision for the school grounds then addresses the needs of the school but also encompasses a spirit of community.

Our vision is to enhance our natural landscape so that it becomes spaces for education, engagement and enjoyment, for our students and community at large. Towards this end, when the school was built, a physical Outdoor classroom was also constructed. At this point in time, we have already planted many trees and shrubs and by the Spring of 2016, will have completed the informal classroom. Other projects include Keyhole Gardens and Wetland Plantings.



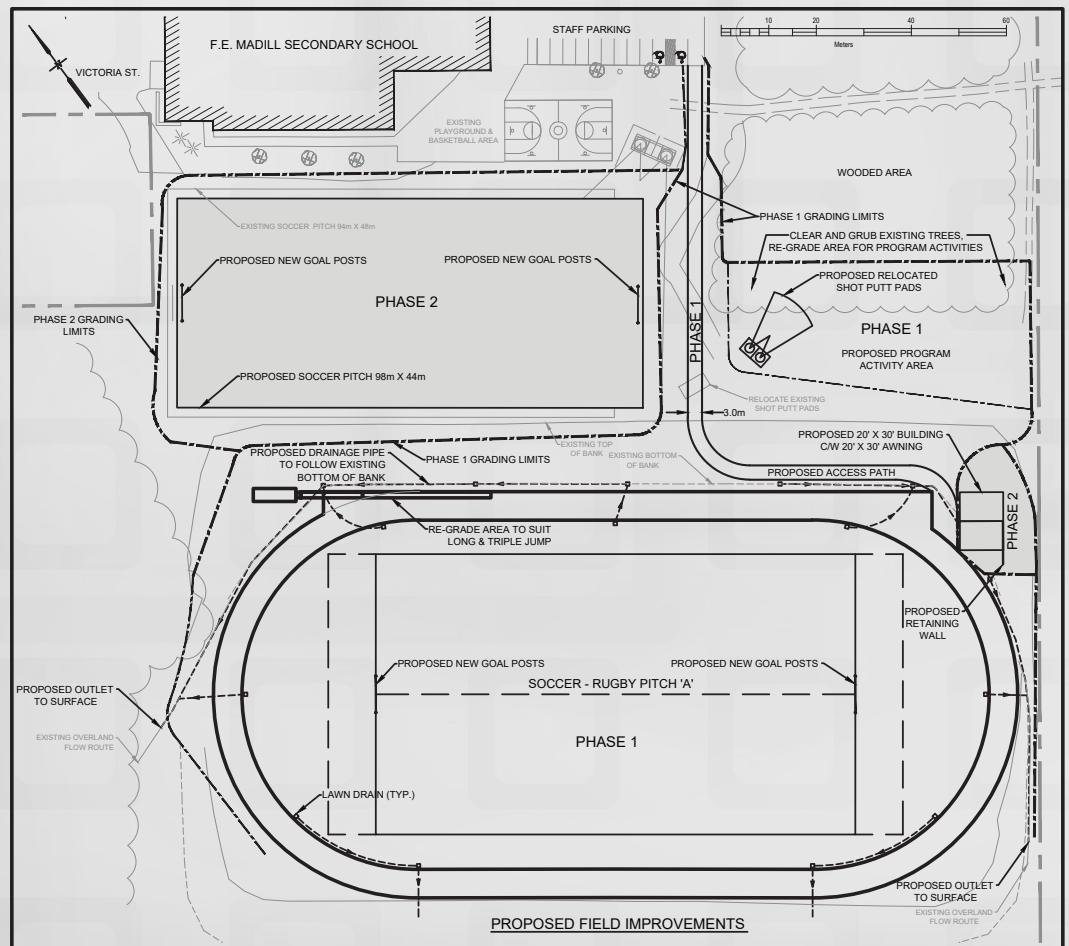
# Sports Field

FULLY ACCESSIBLE | REFURBISHED TRACK | REDEVELOPED PLAYING FIELDS | FIELD HOUSE

F. E. Madill Secondary School has a history of excellence in sports. From track stars to Olympians to Paralympians, Madill has produced numerous talented athletes. Unfortunately, the track and sports fields are in a state of disrepair, with grass growing on loose track, uneven fields, and poor drainage that result in sitting pools of water. The goal of this part of the project is to improve the Sport Fields and Track so that students from both the secondary and adjacent elementary schools can fulfill curriculum requirements on accessible and functional grounds. Also, rehabilitating the Sport Fields and Track makes them usable for local adult and children sports groups, our amateur athletes and the general public. In order to achieve this, we must address specific problems that make it barely operational right now, such as:

- Resurface main sports field
- Repair drainage
- Grade and resurface track with stone dust, new edging
- Replace goal posts
- Construct field house for equipment storage and change rooms
- Relocate throwing circles
- Create fully accessible path

Our mission is to promote healthy living by providing venues to actively engage one's mind and body, be it by walking along the tracks, or rolling in a wheel chair on fully accessible grounds, or kicking a ball on the soccer field, or holding a sunrise yoga class on the lawn. We also look forward to reaping the benefits of a happier more relaxed community, because studies have already shown that an active lifestyle leads to better mental health, since life becomes more enjoyable!







Larry J. McCabe, Secretary-Treasurer  
57 West St., Goderich, ON N7A 2K5  
lmccabe@goderich.ca

RECEIVED

FEB 16 2016

February 12, 2016

TOWNSHIP OF NORTH HURON

Dear Head of Council, Members of Council and Municipal Staff,

RE: 2016 OSUM Conference & Trade Show and Executive Committee Nominations

Please join us in the Town of Goderich for the OSUM 63rd Annual Conference and Trade Show from May 4 – 6, 2016. This year's theme is "Are you Prepared?".

Registration and accommodation information has been distributed by the Town of Goderich previously. General inquiries may be directed to Lori Rounds at 519-524-8344 extension 213 or [lorirounds@goderich.ca](mailto:lorirounds@goderich.ca). Additional Conference and Tradeshow details can also be provided by clicking on the OSUM conference link at [www.goderich.ca](http://www.goderich.ca) or [www.osum.ca](http://www.osum.ca). The Conference Program has a wide variety of topics. Please plan on attending the Conference to obtain current information on municipal issues.

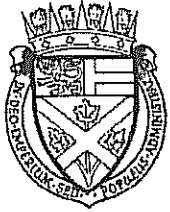
For those interested in serving on the OSUM Executive Committee for the 2016-2018 term, a nomination form is enclosed and will be received by the undersigned until March 31, 2016 by 4:00 p.m. The purpose of the organization is to provide a forum for both elected and appointed municipal officials of small urban municipalities to exchange and receive information, to consider matters of common interest, and to take united action on issues of mutual interest to improve local government service in Ontario.

Yours truly,

Larry J. McCabe  
Secretary-Treasurer

LJM/hm

Encl.



**County of Bruce**  
**Planning & Development Department**

Box 848, 30 Park Street, Walkerton, Ontario N0G 2V0  
Phone (519) 881-1782 Walkerton Toll Free Phone (877) 681-1291 Fax (519) 507-3030

RECEIVED

FEB 29 2016

TOWNSHIP OF NO. 1 HURON

February 25, 2016

FILE: BCOPA 204-16.00

**Notice of a Public Meeting**  
Proposed Official Plan Amendment  
(Section 22, the Planning Act, 1990)

**Take Notice** that a **Public Meeting** will be held on **Thursday, April 21, 2016 at 9:30 AM**, by the Bruce County Planning & Development Committee (PDC) in the County of Bruce Administration Centre, Council Chambers, 30 Park Street, Walkerton, ON in order to consider the Planning Application as outlined below.

<b>County Official Plan Amendment</b>	<p>The purpose is to provide an administrative amendment to the Bruce County Official Plan, as a result of the Green Energy Act and Section 62.0.2 of the Planning Act that has made official plan policies inoperable on matters of renewable energy. The amendment would remove 'wind energy' as a supported alternative energy source to meet environmental objectives or for use in district heating systems for development, from Section 4.3.1(xv) and 4.11(iii), as follows:</p> <ol style="list-style-type: none"><li>1. Subsection 4.3.1(xv) is modified by deleting the word 'wind', as follows: <i>'Encourage the use of alternate energy sources, such as <del>wind</del>, solar, biomass and hydroelectric';</i></li><li>2. Subsection 4.11(viii) is modified by deleting the words 'and wind', as follows: <i>'Incorporating district heating, solar <del>and wind</del> energy and similar designs into residential, commercial, institutional and industrial development'.</i></li></ol>
<b>Related File(s)</b>	None
<b>Owner</b>	County of Bruce
<b>Applicant</b>	Same
<b>Agent</b>	None
<b>Legal Description</b>	All lands within the County of Bruce
<b>County Official Plan</b>	Section 4.3.1(xv) and 4.11(iii) lists wind energy as a supported energy source
<b>Proposed Official Plan</b>	Remove wind as a supported energy source

**Any Person** may attend the Public Meeting and/or make written or verbal representation either in support or in opposition to the proposed Amendment.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Bruce before the proposed amendment(s) are adopted, the person or public body is not entitled to appeal the decision of the County of Bruce to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Bruce before the proposed amendment(s) are adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.

**Written comments** should be forwarded to the Planner responsible for the file, **Dana Kieffer** by mail or fax to the above address; or by e-mail at [dkieffer@brucecounty.on.ca](mailto:dkieffer@brucecounty.on.ca) by **April 15, 2016**

**Additional Information** relating to the application may be obtained at the Warton Office, at the above address, between 8:30 and 4:30 Monday to Friday. Additional Information

can also be viewed on-line at <http://www.brucecounty.on.ca> under Services, Planning, Applications, and search File Number 'BCOPA204.16.00'

**Any Person** who has concerns or objections to the application is encouraged to contact the Bruce County Planning Department at the above address prior to the scheduled meeting.

**Please note** that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and Council Agenda.

**Notification:** If you wish to be notified of the adoption of the proposed amendment(s), or of the refusal of a request to amend, you must make a written request to the Bruce County Planning Department at the above address.

Bruce Stickney  
Manager of Land Use Planning  
Bruce County Planning & Development



Measuring  
Rural Community  
Vitality

# MUNICIPAL COUNCILLOR PROFILE

Ryan Deska, 2016  
Project Lead  
Rural Ontario Institute



RURAL ONTARIO  
INSTITUTE

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# EXECUTIVE SUMMARY ▼

The Rural Ontario Institute's recent exploration of municipal politics was inspired by the relationship between civic engagement and community vitality, where the combined energies, knowledge and skill of engaged residents are anticipated to fuel the engine of rural community wellbeing, or vitality. Formal political engagement, in this instance local government and municipal leadership, are thought to play an important role in fostering rural community vitality. This initiative has strived to shed light on this relationship. Key questions we sought to illuminate include:

- Q1:** Are we seeing participation in municipal politics from a diverse talent pool?
- Q2:** Are there sufficient candidates to foster a healthy, competitive environment in local elections?
- Q3:** Are candidates prepared for their positions, and are councillors able to effectively carry out their roles and responsibilities?

The Municipal Councillor Profile explored the demographic characteristics of municipal councils across Ontario, employing a province-wide survey of municipal councillors and the analysis of 2014 Ontario municipal election data. Understanding the demographic characteristics of municipal councils across Ontario helps to identify where gaps in representation currently

exist. Ontario municipal councillors are on average older, more predominantly male, less racially diverse, with higher incomes and more education than a typical cross-section of rural community demographics.

Gender and age emerged as two focal areas for further analysis, given the availability of data and the significant variances in each. 75% of Ontario's councillors and mayors are men, with men occupying 83% of the 'heads of council' positions. The median age for councillors and mayors is 60, relative to Ontario's median age of 40, with roughly 70% of councillors falling between the ages of 50 and 70 and only 9% falling between 18 and 40. When distinguishing age and gender by urban and rural geographies, these proportions remain consistent, indicating perhaps broader societal trends that transcend urban and rural geographies influencing representation.

Given these findings, what factors can explain this representation? To better understand the shared experiences and challenges facing rural councillors and mayors, we employed interviews and focus groups to gather their stories and perspectives. Voluntary interviews provided first-hand accounts of councillors' experiences running for election and their reflections on how their work environment might influence the integration of new councillors and individual decision-making of those considering public office. Clerks and CAO's were also interviewed to also gather their perspective on these aspects of councillor succession. Thus data on the

characteristics of unsuccessful candidates was scant. Some of the topics emerging in these conversations include:

- Councillors' perceived barriers to candidacy
- Opportunities for improving councillor training
- Strategies for improving councillors' working environments
- Strategies for encouraging civic engagement.

These conversations specifically examined where councillors and prospective candidates may face challenges, including running for council, councillor training, "learning the system", work-life balance, and managing relationships and conflict on council.

Women running for council have seen slightly higher success rates than their male counterparts though there remain significantly fewer total female candidates. Through the interviews it was identified that women experience many of the same challenges and hurdles facing the wider population, from family commitments to time management to building the necessary skills and expertise required to perform the duties associated with the job. However, additional societal challenges affect female participation in politics that might help to explain lower candidacy levels. Persisting gender stereotypes, a failure to socialize young women as leaders, insufficient mentorship/support networks and a conflict-laden working environment, are factors that may deter women from running. While all councillors have struggled with time

management and work-life balance, younger councillors are thought to be affected more strongly by these challenges given they may often have more demanding responsibilities outside of council (i.e. young families, less flexible and/or full-time jobs, additional financial burdens). Respondents young and old discussed a need for younger potential councillors to place a higher priority on maximizing income (relative to older peers) as they are in the prime earning years of their careers, often with more dependants. While there is a balanced debate on this issue, many councillors we spoke with feel municipal remuneration does not effectively compensate the time that is needed to be taken away from families and jobs, something that affects retirees less significantly. Family and occupational commitments and financial pressures are some factors that may deter younger councillors from running.

Finally, most respondents reported having struggled with learning how the municipal system works, learning their roles and responsibilities on council and managing conflict in the workplace. Many have felt unprepared coming in to their council positions, and have struggled to bring themselves up to speed, with some citing years of necessary on-the-job experience. Existing training has been cited as positive, though increasing access and uptake of available training is widely identified as an opportunity to improve the functionality of municipal councils. Greater pre-candidacy training, more rigorous ongoing professional development, formalized mentorship opportunities, and ensuring a positive council-staff relationship are all cited as important elements of creating an environment of learning and development, one that can in turn attract and retain high quality civil leadership. Finally,

encouraging an atmosphere of mutual respect amongst councillors, staff and constituents, is thought to be important in encouraging new candidates, facilitating more productive training and more effective councils.

Attracting younger candidates, female candidates, better preparing candidates and encouraging an atmosphere of mutual respect in municipal politics are all thought to be beneficial to the overall health of the municipal political system. Developing strategies to address these remains an ongoing conversation and will evolve over time as people come together to discuss these ideas. These collected statistics and stories provide an opportunity for various stakeholders involved in municipal politics to engage in meaningful dialogue around some of the issues affecting municipal government and municipal leadership succession.

# RATIONALE ▼

Civic-engagement through formal municipal politics is thought to be an important contributor to the vitality of rural communities.

A growing focus on community vitality in the field of community development stems in large part from a discontent with traditional economic determinants of growth and progress. This has led communities and academics alike to critically examine the idea of “vitality”, both in theory and practice, with a wide array of definitions and metrics for measurement emerging across different communities.

Community vitality attempts to describe the overall wellbeing of a community across a number of dimensions. Building on traditional economic indicators of growth, there is greater emphasis on a community’s quality of life, the health and happiness of its citizens, and its overall ability to sustain itself, not solely to grow.

From this perspective, a host of issues are potentially relevant to the discussion of vitality, including: collective action for collective benefit, civic engagement, public safety and respect for diversity, social and economic security, sustainable use of natural resources, welcoming and inclusive communities, innovative leadership, arts and culture, and attractive and accessible physical spaces.

Many have further examined the link between civic engagement and community vitality. For Katherine Scott (2010), community vitality can be thought of as the outcome of active engagement towards the betterment of the community, where citizens are engaged not only in the collective task of “getting by” but also of “getting ahead.”

The combined energies, knowledge and skill of engaged residents fuel the engine of community wellbeing (Scott, 2010).

Civic engagement, therefore, is a concept that helps us to understand the contributions of everyday citizens to community well-being or “vitality”. There are many differing understandings of what constitutes “civic-engagement”, ranging from volunteering, to activism to formal political engagement. This project has chosen to specifically address community engagement in municipal political leadership.

## PURPOSE AND SCOPE ▼

The Municipal Councillor Profile set out to document demographic characteristics of municipal councillors, perspectives on barriers to candidacy and stories of successful strategies for encouraging civic engagement.

This initiative has examined data from across Ontario, but has focussed specific attention on rural communities across Ontario. A better understanding of the demographic realities of rural municipal councils, and the challenges facing councillors, will identify opportunities for future action, and support efforts to improve municipal government operations.

In order to accomplish these project objectives, this initiative has three different components:

- 1 Demographic Snapshot: Primary and Secondary Data Analysis
- 2 Sharing Stories: Key Informant Interviews and Focus Groups
- 3 Implications and Priorities for Action: Convening Conversations

## METHODOLOGY ▼

This research is built on the collection of demographic statistics and aggregating individuals' thoughts and stories, and so has used a combination of quantitative and qualitative research techniques.

This research is built on the collection of demographic statistics and individual councillors' thoughts and stories. It has used a combination of quantitative and qualitative research techniques.

A survey was employed in partnership with Leanne Piper from the University of Guelph, to generate a profile of the characteristics of those gaining public office in rural municipalities across Ontario. The Ontario Municipal Elected Leaders (OMEL) survey targeted municipal councillors and mayors, looking at characteristics such as age, gender, educational attainment, racial identity, professional background, income, occupation and leadership training and development. This survey further refined demographic characteristics by urban and rural respondents. There were 606 total councillors and heads of council who responded to this survey. Of these respondents, 65% came from rural/northern communities, 32% from urban communities, and 3% reported being unsure. Secondary analysis of 2014 election data was used to gather data for all candidates, elected candidates, incumbency and acclamations. The results of both the survey and analysis of election data inform a "gap analysis"



### Survey Numbers

606

Councillors and heads of council responded to the survey (OMEL Survey)

100

RSVPs for participation in interviews and focus groups

30

Interviews

4

Focus groups

identifying under-represented demographics in municipal politics.

Invitations for participation in Interviews and Focus Groups were sent out to rural councillors, mayors, clerks and CAO's, and over 100 RSVP's for participation were received. From this list, 30 interviews were scheduled and 4 focus groups were carried out. These focus groups highlighted the perspectives of female councillors, young councillors, municipal staff, and a general mix of all councillors. Key Informant Interviews and Focus Groups were used to capture stories from councillors, mayors, clerks and CAO's with regards to their experiences in municipal politics and to explore any factors influencing the discrepancies observed in the demographic profile. Capturing and communicating these self-identified motivations for running, barriers to candidacy and self-identified deficits in councillor competencies, is intended to benefit provincial and municipal governments,

municipal education and training organizations, and other non-governmental organizations, in the development and targeting of training programs, outreach programs, mentorship programs and networking opportunities.

Part of communicating and sharing information generated through this initiative involves implications and priorities for action. An important component of ROI's ongoing mission is to catalyse dialogue, support a vision and provide a voice for rural Ontario. Convening conversations on the observations of this initiative will support ROI's ongoing mission and will contribute to a broader discussion of what can be done to better attract and support municipal councillors in rural communities across Ontario. To date, ROI has consulted with a number of organizations such as AMCTO, MAH, Samara Canada and Women In Politics, Thunder Bay, to discuss some of the findings and implications from this research.



## FINDINGS ▼

Ontario municipal councillors are on average older, more predominantly male, with higher incomes and more education than a typical cross-section of rural community demographics.

The data for the demographic snapshot came primarily from the OMEL Survey, with some coming from the analysis of 2014 municipal election data.



### Gender

There is a significant imbalance between male and female representation on municipal councils. In rural Ontario, 75% of municipal councillors and mayors are men, and 25% are women. Urban councils are slightly less balanced, with 77% male councillors and 23% female councillors. Across the province of Ontario, 75% of municipal councillors and mayors are men and 25% are women. Additionally, 83% of the Heads of Councils are men while only 17% are women. Interestingly, female candidates actually outperformed their male counterparts in election campaigns, with a success rate of 43% relative to a male success rate of 37%. This suggests that a discrepancy in overall candidacy by gender can account for the underrepresentation of women. 77% of total candidates in 2014 were men and only 23% of candidates were women.



### Demographic Numbers

75 | 25  
% men | % women

Ontario municipal councillors and mayors

60 | 61  
rural | urban

Median age of rural municipal councillors and mayors

47 | 58  
% rural | % urban

Municipal councillors and mayors who have completed University level education

2%

of rural municipal councillors contacted through the OMEL survey self-identified as being a visible minority

62 | 25  
% returning candidates | % new candidates

Success rate

18 of 19

Ontario municipalities where all candidates were acclaimed in 2014, came from Northern Ontario



## Age

The majority of councillors and mayors are within 50 and 70 years of age. The median age of municipal councillors and mayors is 60 in rural communities and 61 in urban communities. The Provincial median age is 40. No further data is currently available on the age of candidates running for election.



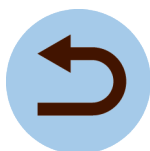
## Education

There is a greater proportion of University educated individuals on municipal councils than there is in the general population of Ontario. 51% of municipal councillors and mayors have completed a university level education compared to 30% of Ontario's population. Additionally, 58% of urban councillors and mayors have completed University level education, compared with only 47% in rural communities. No further data is currently available on the education of candidates running for election.



## Income and Occupation

46% of municipal councillors and mayors across Ontario earn more than \$50,000 annually, compared to 27% of Ontario's population in this income category. By extension, only 54% of municipal councillors and mayors across Ontario earn less than \$50,000 annually, relative to 73% of Ontario's population with income below \$50,000. No further data is currently available on the income and occupation of candidates running for election.



## Incumbent, Acclaimed, Uncontested

Incumbents, or returning councillors, had a distinct advantage over new candidates in this election, with a success rate of 62%, relative to new candidates' success rate of 25%. 14% councillor positions in 2014 were acclaimed, meaning that 14% of the total municipal elected officials saw no challenging candidates. Furthermore, 19 municipalities across the province saw elections where all candidates were acclaimed and of those 19 municipalities, 18 were located in Northern Ontario. 78% of total acclaimed councillors were male and 22% were female.



## Racial and Ethnic Diversity

According to the census and National Household Survey for Ontario, 26% of Ontario's population have self-identified as a visible minority. Of those urban municipal councillors contacted through the OMEL survey, visible minorities represent only 4% of councillors, and among rural Ontario respondents 2% of total councillors self-identified as being a visible minority. In the development of the workplan for this initiative, the racial and ethnic composition of councils was thought to be an interesting area for inquiry. However, due to the data available and the responses we received for participation through interviews and focus groups, this aspect was scoped out of the current project. Currently no data exists identifying the number of visible minorities running for election. Racial and ethnic diversity is a broader issue facing rural communities across Ontario, especially given the increasing pressure for many communities to attract and retain newcomers in order to balance population decline. There is likely a role for municipal councils to play in fostering welcoming and inclusive rural communities. The connection between racial and ethnic representation on municipal councils and newcomer attraction is an important area for future research.



## Urban/Rural

Given the data stemming from the OMEL survey and the 2014 municipal election data, it was found that there are not significant differences in the demographic composition of urban municipal councils and rural municipal councils. Rural municipal councillors have slightly higher levels of education, earning slightly higher annual incomes, however the representation across age, gender and race are very close to the same. This is an interesting insight into the municipal council role – if there is similar representation from urban to rural on municipal councils, perhaps there are factors that transcend these geographic boundaries influencing candidacy rates amongst different demographics.

## Demographic Snapshot Summary ▼

Given the demographic structure of municipal councils across Ontario, questions for further discussion included:

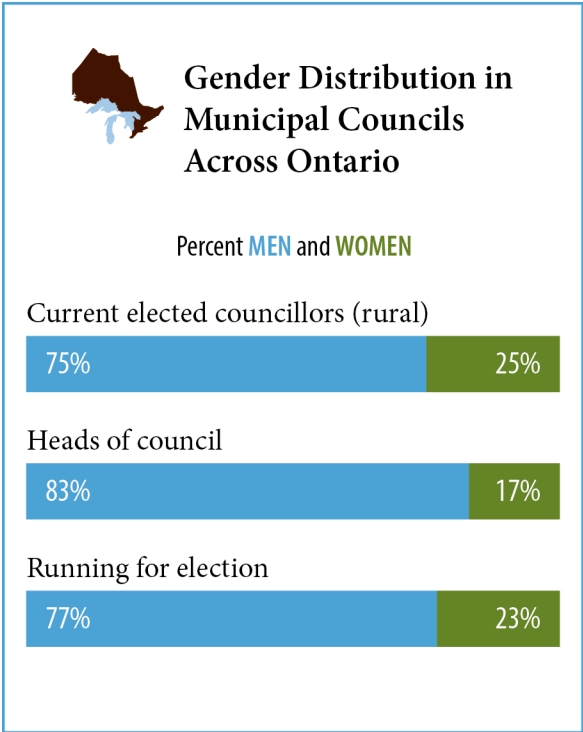
- Why are there such fewer women than men, both elected and running for council?
- What is at the root of the age discrepancies?
- Why do we see more retirees and part-time employees, relative to those employed full-time?
- Why are councillors generally more educated than Ontario's population writ large?
- Why are visible minorities not more highly represented on municipal councils?

In order to shed light on some of the emerging trends observed through the demographic survey and analysis of election data, these questions, and more, were posed in the interviews and focus groups with Councillors, Mayors, Clerks and CAO's. The resulting discussions largely centred on perspectives surrounding age and gender. However, beyond these two demographic categories, the interviews and focus groups also looked to better understand concepts around new councillor preparedness, common experiences and challenges for all councillors, some of the issues impacting the healthy functioning of municipal governance, and overall strategies for improvement. The specific rural context of municipal councillors was also explored further through interviews and focus groups, drawing from exclusively rural participants.

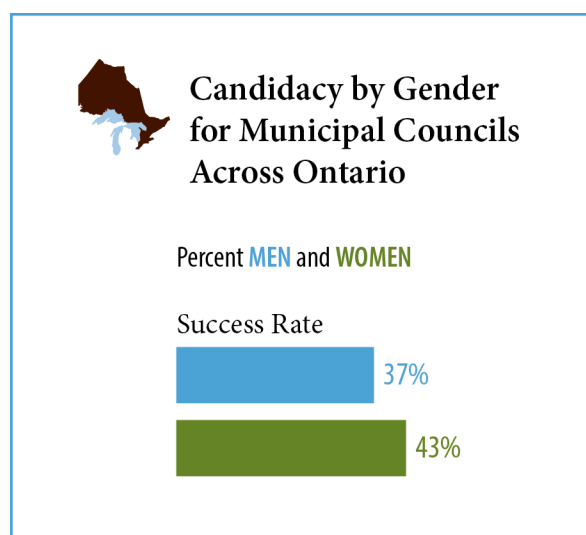
# WOMEN IN LOCAL GOVERNMENT ▼

There is a significant gender imbalance on municipal councils across the province of Ontario, with only 25% of councillor and mayor positions occupied by women. Additionally, only 17% of heads of council are women. In rural Ontario, 75% of municipal councillors and mayors are men, and 25% are women, whereas urban councils are slightly less balanced, with 77% male councillors and 23% female councillors

This trend is consistent across Canada as well. The national average in 2010 for female representation on municipal councils, including provinces and territories, was 24% (FCM, 2010). Today in 2015, the national average of female councillors and mayors is slightly improved, sitting at roughly 27% (FCM, 2015).



While women running for council have in fact seen slightly higher success rates than men running for council, there remain significantly fewer female candidates. This imbalance in overall candidacy is the driving factor for the underrepresentation of women, and begs the question, why are such fewer women running for councillor and mayoral positions?



Women experience the same challenges and hurdles on council facing the wider population, from family commitments to time management to building the necessary skills and expertise required to perform the ongoing duties associated with the job. However, through interviews and focus groups, there have been additional factors identified that may better explain female participation in politics.

What needs to change comes from the idea of socialization: what do we see as roles for women relative to men? As long as we think a woman is abandoning her family and a man [is] serving [his] community, we will continue to see these lower numbers for women.

With a trend that has persisted over a number of elections, it becomes evident that women's underrepresentation on municipal councils is not statistical chance or a generational issue, but rather broader societal forces affecting female candidacy. Some of the most common issues identified through interviews and focus groups for women in politics include: a lack of socialization as leaders, too few female role models, a lack of self-confidence and an ongoing negative working environment.

"For me, it is about gender. It's that subconscious thought that 'I can't be on council. That's not what Council looks like.' And really, that was my knee-jerk reaction. It's important to change what that picture looks like."

Some female councillors we spoke with believe young girls are not encouraged to take charge and take on leadership roles in the same way as young boys. Where boys might become more comfortable with addressing conflict at a young age, they are thought to be in turn more comfortable running for municipal council.

Fewer women in municipal leadership roles equate to fewer role models to inspire younger women, and this can in turn affect a women's confidence in running for election. Many women look at existing councils, and given their demographic structures these women do not see themselves succeeding in this position. Further, as municipal councils are often a male-dominated environment, some women feel intimidated to get involved. A negative work environment, following from ongoing conflict, public scrutiny, persisting gender stereotypes and overt sexism, is cited as a common struggle for

female councillors, and a deterrent for many of their female friends and colleagues.

"I think oftentimes what it takes – what it took for me – is someone tapping you on the shoulder and saying, 'you have the skill set for this, and we need a strong candidate in this area.'"

The current underrepresentation of women perpetuates many of the issues identified above. If young women don't see opportunity for themselves in municipal politics, if they don't have female mentors who can reach out and support them, it remains a significant challenge to encourage greater participation in the future.

"I belong to a really interesting women's network that's been meeting since 1986. It sprang up primarily because we couldn't join Rotary at the time and there were a number of businesswomen who wanted a way to meet. But then it evolved – it didn't matter if you were a businesswoman, if you were home, whatever. It's now essentially a support group, a mentor group. We come from all ends of the spectrum politically, personally, by age, whatever. These women are an important sounding board and you need that kind of network around you. You can't do it alone."

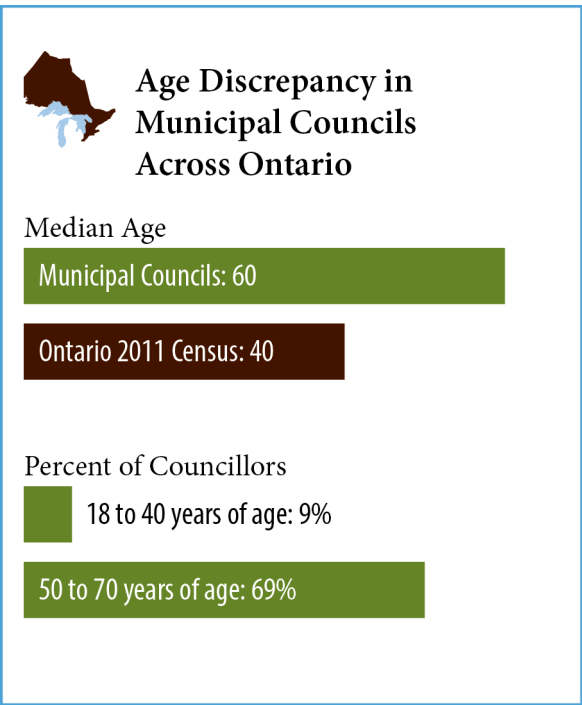
"One of my ideas is to encourage AMO and Ontario Small Municipalities to have an active women's caucus, to not only support the women already elected but to encourage those organizations to find ways to mentor other women and support them in running and being successful. It would be a women's caucus for leadership and mentorship and could take many forms. I think there's something really powerful in bringing people together to talk about their life experiences."

## RECOMMENDATIONS

- Profile more prominently female role models in municipal politics
- Encourage peer to peer mentorship and networking amongst women
- Actively recruit more women for all levels of municipal governance (candidates, committees, volunteers)
- Encourage implementation of a collective "code of conduct" review at council

# YOUNGER MUNICIPAL COUNCILLORS ▼

There is a distinct age discrepancy on municipal councils, with a median age of 60, relative to the median age of 40 across Ontario. According to the OMEL survey, 69% of councillors fall between the ages of 50 and 70 (+/- - 10 years of the median age) and only 9% fall in the youngest age bracket, those between the ages of 18 and 40. Younger councillors are understood, for the purpose of this report, to be under the age of 40.

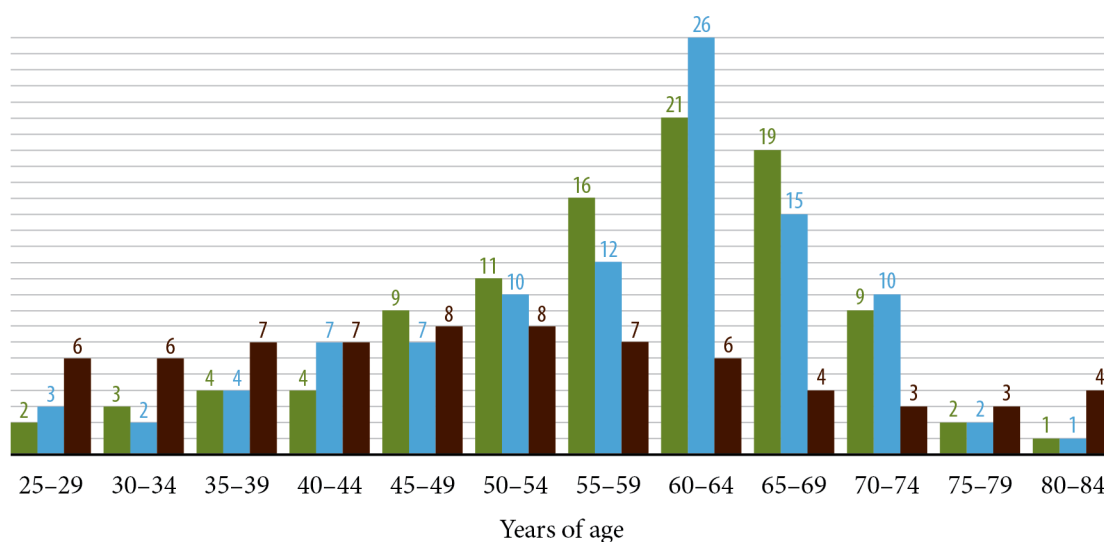






### Age distribution of Ontario's municipal councillors (2015) relative to the Ontario Census (2011), by age

Percent of **RURAL municipal councillors**, **URBAN municipal councillors**, and **ONTARIO CENSUS** in each age category



"I was definitely not represented in my own community, so that was the driving force behind [running for election]. I was young, had two kids at the time, and I was not represented on council at all."

For many, this age discrepancy is seen as inevitable, stemming from the overall nature of the work and the relative life situations for older and younger councillors. Daytime meetings during regular working hours, weekly hours of

work and minimal remuneration meet young families, full-time jobs and new mortgages. The job of municipal council, for many, is not seen as a "young person's sport".

"It is not a young person's sport from a time commitment point of view. I would love nothing more than to quit my day job so that I could do this again to the fullest of my capabilities, but I have a pension, and at [under 50] I'm not in a position where I could walk away from a pension."

"Because it's a part-time job, most of the work takes place between the time when you come home from your day job and the time your kids go to bed. And you never get that time back. So if you have a young family, the worst thing that can happen is you either rob your family to do the job, or you rob the job to do right by your family."

Most would agree that younger councillors, bring fresh new ideas to the table and, while not a universal truth, younger councillors are seen to better represent the evolving needs of younger families in rural communities. It is widely regarded as important to attract and retain younger people to the municipal system, as these are thought to represent future leaders for rural communities across the province.

Councils with a majority of longstanding incumbent members, re-elected over a number of terms, are seen by some to hold communities back as councillors can become averse to change and restrict the adaptation that is necessary to meet evolving needs and opportunities. Some have called these councils "stagnant".

Conversely, young councils, or particularly new councils arising from high turnover in an election, can equally pose challenges for municipal governance as councillors may find themselves re-inventing the wheel and revisiting old mistakes. While younger councillors are seen

as important contributors, the value older councillors bring to the table includes things such as: corporate knowledge of local decisions, mentoring of new councillors, and overall life experiences that guide decisions. Given these observed dynamics stemming from councillors' age and experience, recognizing the role that both old and young councillors can play in supporting one another is seen by many as important to ensuring healthy succession of municipal leadership and council operations.

"There are a lot of older people in the process. What happens there is that you don't get the views of young families. The young families do different things in your community, they're involved in different recreational programs and different things are important to them. Senior retired people have their own important issues. It's certainly important to get a good cross-section of your constituents represented by the various age groups."

"Young thinking doesn't necessarily mean better thinking... It is a little bit ageist to say old people don't want to do anything for the community. It's not about the age but what the whole community, and staff, want to move forward with. It's not [only] about getting the younger people involved, it's about getting the right people involved."

Municipal council is not the first instance of community engagement for a majority of currently elected councillors we spoke with. Attracting young councillors, and all councillors, requires introducing them to council in various ways, through education and exposure to various volunteer committees. The underlying goal is to show a new generation the value of municipal politics, teach them the process for getting involved and foster their confidence in making the decision to run for election. By attracting more people to run for council, it is thought there will be more healthy competition for these positions, and councils will be drawing on a wider talent pool for future candidates.

"It goes back to getting people in touch with their community and knowing what's going on. Once people start to know how things work and understand where they can get involved to help their community, I think they'll be more likely to take that next step and run for council or volunteer for a committee, or whatever it is."

"As you get them involved, and you give them responsibility, they feel that they're welcome and accepted and they bloom. My son was our fair ambassador for the agricultural society – he was even the home craft president on our fair board at the age of 16. The older people respected him, and there you go. That's the key, is getting that respect from older people. And for some of them that's a hard thing to grasp. It's hard for the older ones to let go."

## RECOMMENDATIONS

- Profile more prominently young role models in municipal government
- Start small: get youth involved in the community in different ways ex: Junior Farmers, 4-H, school council
- Deliver greater education/ outreach programs around municipal government with local schools

# CHALLENGES FACING ALL MUNICIPAL COUNCILLORS ▼

While there are certainly many challenges unique to different age groups or genders, there are nonetheless inherent challenges all councillors face in running for election and in fulfilling expectations.

From what we have heard, these common challenges affect different demographic groups in different ways. While factors like role models, self-confidence, negative work environments, time management, remuneration and incumbency advantage, may have a greater impact on younger or female candidates, at the end of the day, they affect all councillors in different ways.

Role models and self-confidence are important to many councillors, regardless of gender. Family histories in municipal politics or prior community involvements have been common amongst many councillors. These family role models can be important precursors to a future councillor's decision to run for election. Similarly, many councillors, not only women, identified confidence as an important facilitator to getting involved, something that can come through leadership programs, skills and experience, or prior community involvements, to name a few.

It takes a fair amount of self-confidence to stand up in front of a community and say, "this is what I stand for, and I want you to vote for me". Because when people don't vote for you, it hurts.

While it is often an issue that affects younger councillors more significantly, most all councillors also point to the challenge of time management, and balancing personal and professional commitments with their council duties. Young or old, everyone has priorities outside of council. As a result, something we have seen through the data that illustrates this struggle is that many councillors who make this position work have flexible or part-time work arrangements and a majority of councillors are retired.

Incumbency advantage is something that affects all new candidates contemplating running for election. Of the candidates actually running for election (not acclaimed), 30% were incumbents and 70% were new candidates. With a 62% success rate for incumbents (compared to a 25% success rate for new candidates), 52% of the actively elected candidates were incumbents in the election. This is discouraging to many potential candidates who see running for election as a futile effort, and could contribute to the numbers of acclaimed councillors (uncontested in the election) we see in many jurisdictions. As 74% of incumbents were also male, there is a significant electoral advantage for men, stemming from the historic composition of municipal councils. I would hypothesize similar trends exist across age discrepancies, racial discrepancies, and economic discrepancies, to name a few. Incumbency advantage thus mitigates any shift in councils' demographics by perpetuating existing demographic structures.

"You couldn't run against this mayor anyway – it's his full time job. He's been in municipal politics for years and he's been a good old boy from the beginning."

Something that affects all councillors equally, regardless of demographic characteristics, is councillors' relative preparedness for fulfilling council duties. Despite the training that currently exists, many councillors report feeling underprepared for their new roles and responsibilities on council, from managing a budget, to interacting with the public, to understanding the complexities of conflict of interest legislation. While the existing training is largely touted as useful and effective, accessibility to, and a lack of interest in the available training

is a common issue. Mandatory pre-candidacy training, broad public education, and mentorship opportunities are all identified as potential strategies for improving the current state of affairs. Many councillors have reported relying more heavily on informal learning opportunities (mentorship, personal reading and learning "on the fly") in order to learn the ropes with regards to their roles and responsibilities on municipal council.

"I have a solid business background. I have an MBA. And I had dealt with government at the provincial and the federal level. So I thought I was fairly well-acquainted with what it took to be a councillor. Like most people, I think, who get elected for the first time, I quickly found out that I did not know as much as I thought I did."

"For the first two years you are useless. You're learning how this whole thing works. Not to say that you don't have any good ideas in those first two years, but you're pretty much useless until you figure out how it all works."

A fundamental part of the municipal system is conflict – councillors come together as a group to discuss different issues affecting their community and make decisions to determine the appropriate actions to for the municipality. Many councillors, male and female, have spoken about the challenges associated with a negative work environment on council. Relationships and interactions with constituents, fellow councillors and municipal staff have all created negative experiences and at times quite hostile working

environments. While this is a reality that affects candidacy for both genders, many have suggested this is a particular deterrent to potential female candidates.

“The odds of me running again are not good by the way – it’s damned unpleasant in a lot of ways.”

## RECOMMENDATIONS

- Implement public education campaign: improve collective understanding of municipal government
- Encourage implementation of a collective “code of conduct” review at council
- Foster additional and ongoing mentorship and networking opportunities amongst councillors
- Improve/expand existing pre-candidacy training and new councillor training

## PRIORITY ACTION AREAS ▼

### Candidate Attraction ▼

Attracting candidates from a wide talent pool has been identified as an important element of healthy local democracies, where not only new talents and skills can be leveraged, but new perspectives, experiences and fresh ideas can be uncovered.

Greater participation in municipal politics also brings healthy competition, decreasing rates of acclaimed councillors and providing additional choice to the electorate. There have

been a variety of suggestions for developing greater participation or candidacy in municipal politics across the board, by age, gender, race or socioeconomic status.

### Collect more robust data for all municipal candidates across Ontario ▼

Collecting more robust data for all municipal candidates contributes in a number of ways to the challenges discussed throughout the Municipal Councillor Profile. Collecting information from all registering candidates through a mandatory survey would provide absolute numbers for various demographics represented both in candidates and elected officials. This would identify underrepresented groups needing future attention and allow different regional organizations/programs (like Women in Politics) to assess the local or regional impacts from

election to election of the various activities and programming they have been implemented. While existing data indicates gender, acclaimed and incumbent councillors, additional information could easily include age, occupation, education, income and racial identity. More detailed qualitative information could also be gathered through a more detailed survey, asking for example about motivations for running or previous experiences that have prepared them to run.

## Identify and build on existing candidacy programs ▼

Municipal clerks currently are responsible for administration of local elections, however programming focussing on attracting candidacy risks placing them at odds with any incumbent councillors running for election. The challenge then is to identify who carries this torch and takes responsibility for candidate attraction initiatives. Currently programming exists and is doing great work, though there is an opportunity to better integrate some of the strategies being used and to communicate the various opportunities more widely. Youth programming like Municipal Youth Councils, Local Government Week, FCM's Municipal Youth Engagement Handbook and The Emerging Municipal Leaders Forum at OGRA/ROMA are making great strides with engaging young leaders in municipal politics. There may, however, be more work being done by individual clerks, or civic associations, for example, that goes unrecognized. Programming supporting women's participation in municipal government

is also doing important work, though various organizations like Women In Politics – Thunder Bay, Women and Politics – London and FCM's Women in Local Government, are not communicating amongst themselves and sharing their experiences. There is a missed opportunity in not sharing existing strategies and lessons learned for candidate attraction. As these regional organizations would not be competing with each other, there is a great opportunity to build capacity and strengthen their impact by coming together in a seminar to share experiences – successes, challenges and new ideas. A seminar like this could focus on candidate attraction more generally as youth and women, for example, share similar challenges. Seminars like this could inspire broader leadership & capacity building programs in the future. Establishing who takes responsibility for candidate attraction is a significant challenge warranting further discussion and brainstorming.



## Foster Mentorship and Networking Amongst Future Leaders ▼

Building social capital and personal networks can in turn build the confidence needed to run for council, particularly for currently underrepresented demographics. A strong network of future leaders is thought to be important to the overall resiliency of the municipal system. Mentorship has been widely acknowledged by councillors, mayors, clerks and CAO's as an important element for both training councillors and encouraging candidacy. Many candidates have identified needing a friendly push to run for election, from a trusted colleague who has been there and understands the system.

Further, the advice and knowledge that can be passed along has proven crucial to instilling self-confidence in potential candidates. More widespread networks of mentors could provide these functions to greater numbers of highly qualified potential councillors. As mentorship is currently unofficial and informal, there is an opportunity to improve access to mentorship opportunities. Formal networking events with existing councillors from within a community or across a region can help establish some of these important social connections.

## Public Education & Social Marketing: Encourage Small Steps ▼

A widely agreed upon strategy for encouraging candidates is to focus on encouraging a variety of local community engagement opportunities. Most councillors acknowledged that their own civic engagement did not begin with running for council – that they have been involved in a number of different community organizations or projects prior to their decision to run for council. It is widely thought that engaging citizens in municipal committees and within the broader local community (and youth in particular) in meaningful ways is an effective

strategy for developing future leaders. Engaging more people from various backgrounds in smaller community projects or organizations is integral to demonstrating the value of getting involved in the community, and breeding the confidence and experience for people to run for council. Providing positive first experiences with civic engagement, where people can experience positive results and see the value in their participation, is integral to fostering future engagement and collective action.

## Councillor Preparedness ▼

### Improve/Expand Pre-Candidacy and New Councillor Training ▼

Overall preparedness and training for new and old councillors, is an ongoing challenge. Many councillors report being underprepared for their roles and responsibilities within their communities, despite the training that currently exists. While the existing training is largely touted as useful and effective, accessibility to, and a lack of interest in, the available training is a common issue. Whether participation in training is affected by council budgets, time constraints

or a general disinterest, there is opportunity for improvement. Training specifically tailored to the local context is especially important for many councillors, as it provides important local context, and is more engaging than other more high level content. Sorting out who is responsible for what types of training is a challenge but it is widely acknowledged that fostering positive relationships between staff and council is important to getting effective place-based training.

### Make common educational resources available for all clerks ▼

A number of training programs exist for new councillors and for hopeful candidates, however due to time constraints or budgets, many of these training opportunities are not being attended. Equipping clerks with common educational materials for a variety of training needs will decrease their workload at election

time, and allow them to spend more time tailoring information to the local context and promoting participation in these opportunities. A common pool of resources would ensure a more universal level of training across Ontario, despite communities with varying availability of resources.

### Encourage informal mentorship ▼

On council mentoring: Further, the accumulated wealth skills, experience and historical knowledge of our rural communities, shared by long-standing or retired councillors, are important assets that could be better leveraged to support the preparedness of current and future

councillors, and help build stronger councils across the province. Maintaining corporate knowledge is a challenge all councils face, given the possibilities of high council turnover during an election.

# Council Working Environment ▼

## Establishing Common “Aspirational Values” on Council ▼

Fostering an atmosphere of respect is another challenge conducive to developing greater candidacy rates, but also important to strengthening overall council operations. Many councillors cited a negative working environment as either a reason they will be leaving municipal politics next term, or as a deterrent for fellow colleagues from running in the first place. Conflict between councillors and staff, councillors and constituents and amongst fellow councillors, are commonplace, and if conflict is not managed properly, it can be destructive for individuals and for councils. Thus building an atmosphere of mutual respect is important, not only to the healthy day-to-day functioning of municipal councils, but for attracting new candidates for the long-term health of the municipal system.

One specific suggestion is the mandatory development or review of a code of conduct for council operations. Another suggestion is more widespread public education around the roles,

responsibilities and capacities of municipal councillors and mayors. There are however, no simple immediate solutions to this, as it is a cultural shift that will take time. Suggestions include a mandatory code of conduct review that would allow all voices to be heard and remove any intimidation for individuals who are outnumbered on a council. A collective process of defining values may ensure greater buy-in from councillors relative to an imposed set of rules. Facilitators should encourage stronger emphasis on decorum, respect and civility in future council dialogue.

Another specific suggestion is a public education campaign that encourages greater public respect for the council role through an increased understanding of their responsibilities and capacities as indicated in provincial legislation. This campaign may also lead to greater candidacy levels as people may then see an opportunity for themselves in their local municipal council.

## CONCLUSION ▼

Found throughout the Municipal Councillor Profile final report, there are likely a number of commonly known statistics and stories that have emerged, with trends perhaps not significantly different from those observed in other levels of politics or spheres of society. There are likely other statistics and stories still that have, to date, gone unnoticed and have yet to be told.

*It is the intention of this report and this overall initiative to bring together the demographic realities and shared experiences of municipal politics in rural Ontario as understood through the eyes of councillors, mayors, clerks and CAO's.*

From a common ground of understanding emerges an opportunity to engage in meaningful dialogue around some of the issues affecting our municipal governments – those governments closest to the people, responsible for so many of citizens' day-to-day needs.

Municipal leadership succession is influenced by broad societal trends, from the socialization of

our youth, to persisting gender stereotypes and expectations, to the educational system and the attention it places on acquainting us with local, provincial and federal governments. Municipal leadership succession is also influenced by individuals' own situations, from their stage in life and those associated responsibilities, to their understanding of municipal government and their own sense of their capacities.

It has been shown that rural Ontario's municipal councillors are on average older, more predominantly male, with higher incomes and more education than a typical cross-section of rural community demographics. Further, councillors face challenges in learning how the municipal system works, understanding their roles and responsibilities, while managing conflict amongst fellow councillors, constituents, and staff.

Indeed, there are many factors that affect one's decision to run, and one's ability to excel as a municipal councillor or mayor. In identifying where obstacles exist, and challenging some commonly accepted ideas in municipal politics, there lies a collective opportunity to improve; this is not to suggest the system is broken, or that individuals are not fulfilling their responsibilities, rather an honest attempt at pushing the envelope and moving the bar forward.

## QUOTES ▼

### Getting Involved

"I often encourage people to get involved in their community politics because I think there's no other level of government that has this much say in our daily lives and that could make more of a difference than municipal politics."

"It should be about community service – not a job. Nobody is doing this on the municipal side for money. You'll starve."

"So when I retired and we moved up here full time, it was a motivation to see how I could give something back to the community. It was definitely a way of getting involved in some form of helping the community. Typically people up here get involved in hospital boards or local politics – there aren't too many choices."

### Confidence

"The standard line is, 'I want to give back to the community' and that sort of thing. But I think anybody involved in politics, you have to have a healthy ego. I don't necessarily mean that in a negative way. It's really probably no different than the ego that a performer has to have. It takes a fair amount of self-confidence to get up on a stage and try and entertain people. And likewise it takes a fair amount of self-confidence to stand up in front of a community and say, 'this is what I stand for, and I want you to vote for me.'"

"Junior Farmers gave me the confidence to run. Through junior farmers I've been able to chair different committees, serve as president of our local club and serve as the current provincial director. I've been able to use those experiences to learn how to deal with people in that context."

## Underprepared Councillors

"I felt comfortable that I could do the work. But if you'd asked the question, did I know what the work was, no, I would have said I thought I did but once I got in here I realized it was quite different."

"I don't think they are fully prepared, I don't think they are prepared at all for day one- from knowing the internal policies and procedures that are already in place, the hundreds of by-laws that currently exist, the history of past decisions and those simple things like Robert's Rules of Order. Orientation for us is still on-going even 6, 7, 8 months into it now. They are still learning the ropes and making multi-million dollar decisions without really any knowledge. So it's tough for them."

## Role Models

"The night of the election we were at town hall and my girls came with me, and when I won, my youngest daughter said to me "Mom, girls can do anything can't they" so I go back to that all the time when things get tough or when personal attacks saying, oh she doesn't know what she's doing."

"I was born and raised in a political family. My father served on the school board when I was growing up, and was heavily involved in the community. I saw that as an example. I had a background in 4-H and junior farmer and as a rural farm girl that immediately gets you involved in things. So I've always, sort of been taking leadership roles."

"My grandfather was a former schoolboard trustee and my dad sat as a reeve when I was younger, maybe 5 or 6 years old. The political bug is definitely there and I've definitely passed it on to my kids too. Community involvement for me is a generational thing"

## Attracting Candidates

"I think that making sure people at a young age are involved in organizations that help build leadership skills, will help build interest in the future. Whether it's in an interest in politics or PTA's, they'll feel more comfortable to get involved in their local community."

"I still think it's a misnomer for existing councillors that they truly want to have people engaged to take their job. You're basically asking the group that are there, how do I get more people there so they can take your job from you."

## Women in Politics

"It's really important not to make this a problem of the individual, but to see it from a societal perspective. It goes back to their own sense of their capacity and their leadership abilities. I think that when you see a trend like the 25% in the last couple of municipal elections in Ontario, and across Canada it's evident it's at a societal level."

"Obviously the women around this table have the strength to deal with these issues that come forward. But there are people who do not want to put themselves out there. [Their name would] be in the press, 'You did this, and you did that.' It may not even be true. But the perception, you know."

"I was born and raised on a dairy farm south of [rural Ontario town]. And I was very involved in 4-H and junior farmers that type of thing. They sent me away a couple of times to different leadership camps. It was the first time ever that I had been involved in that kind of thing, and I think that was where it started, kind of like a little seed inside you growing – that there is a need for females to be out there doing things [like this]."

## Younger Councillors

"It is not a young person's sport from a time commitment point of view. I would love nothing more than to quit my day job so that I could do this again to the fullest of my capabilities, but I have a pension, and at [under 50] I'm not in a position where I could walk away from a pension."

"I really believe that the next generation is what we need to focus on. Some of my colleagues only see the here and now, and I maintain we need a big picture focus and we need to get the youth involved. We need to start encouraging them and getting them to understand the value and importance of getting involved in their community and how to give back. One of the things my husband and I do with our own children is to go out and volunteer together as a family."

## REFERENCES ▼

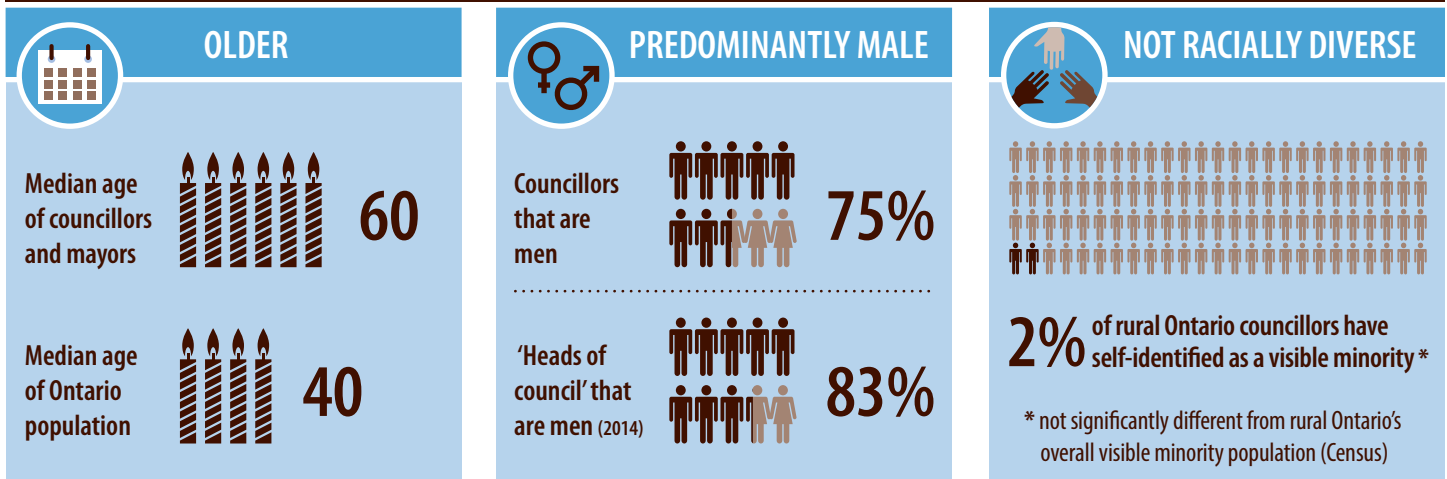
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# RURAL MUNICIPAL COUNCILLOR PROFILE

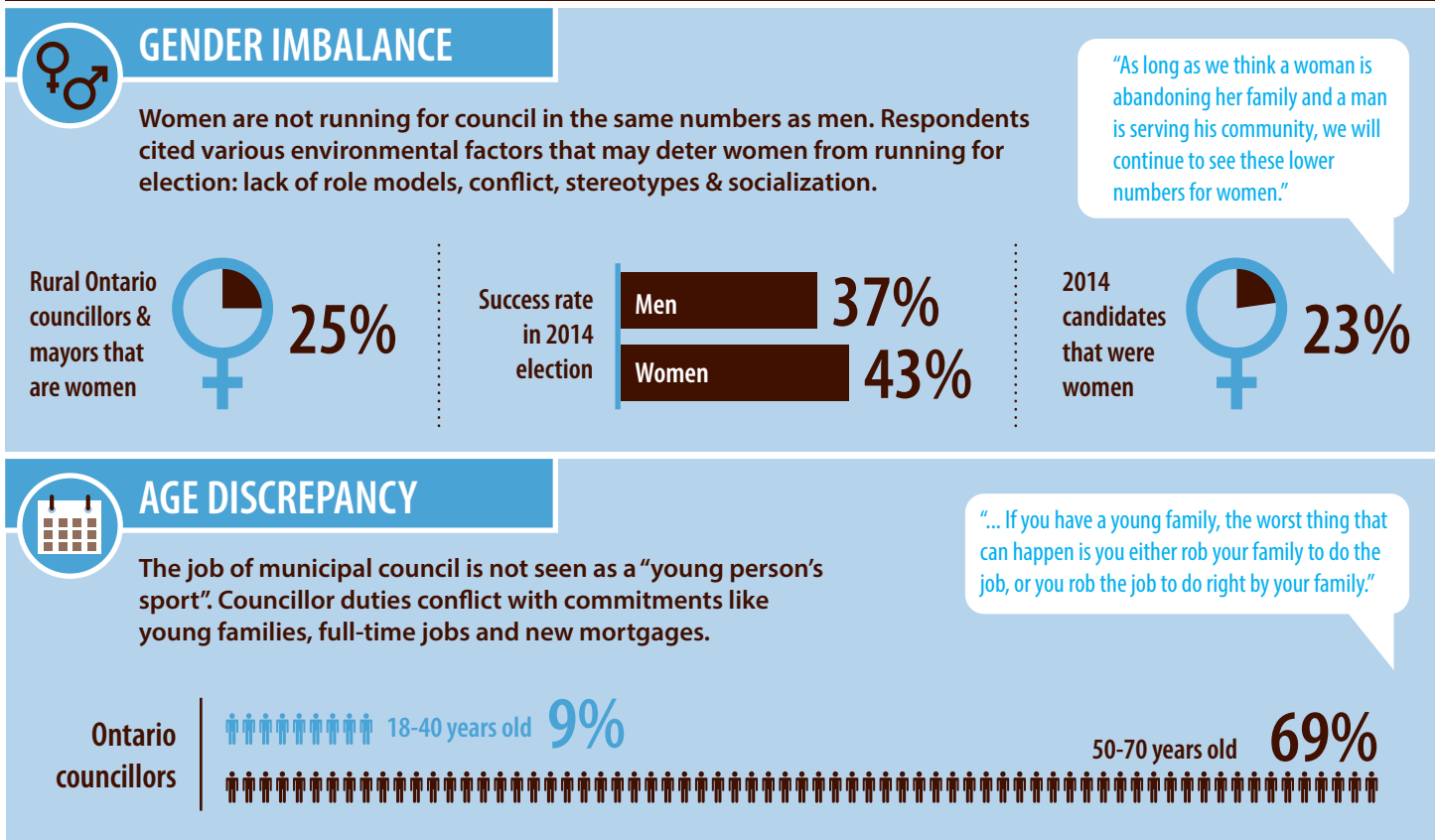
Are we seeing participation in rural Ontario municipal politics from a diverse talent pool?  
Are there sufficient candidates to foster a healthy, competitive environment in local elections?  
Do new councillors feel prepared to carry out their roles and responsibilities?

## THE MAKEUP OF RURAL ONTARIO MUNICIPAL COUNCILLORS IS...



Data did not identify significant differences between urban and rural councillor demographics, suggesting this is a society-wide challenge.

## THE CHALLENGE OF MUNICIPAL LEADERSHIP SUCCESSION



## COUNCILLOR PREPAREDNESS AND EXPERIENCE



Councillors reported struggling to learn their roles on council and how the municipal system works.

"For the first two years you are useless. You're learning how this whole thing works."



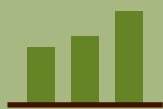
Many councillors cited a negative working environment as a reason for them leaving municipal politics and as a deterrent for peers running.

"The odds of me running again are not good by the way – it's extremely unpleasant in a lot of ways."

## WHAT CAN BE DONE : OPPORTUNITIES FOR FUTURE ACTION



### ENCOURAGE CANDIDACY



Collect and house more robust demographic data for municipal candidates across Ontario



Identify and connect existing candidacy initiatives to build on best practices



Actively recruit candidates through social marketing and public education campaigns



Market and promote positive role models



### PREPARE CANDIDATES & NEW COUNCILLORS



Develop mentorship and networking among current and future municipal leaders



Improve/expand access to pre-candidacy and new councillor training



Make adaptable educational tools and resources available to clerks across Ontario



### ENCOURAGE MUTUAL RESPECT



Develop a public education campaign around the value of local government and the realities councillors face



Collectively as a council, review a code of conduct for council operations



Establish common "aspirational values" for council operations and interactions

## MORE INFORMATION

For more information, go to [www.ruralontarioinstitute.ca](http://www.ruralontarioinstitute.ca) and download the **Measuring Rural Community Vitality: Municipal Councillor Profile**



**Minister  
Responsible for  
Seniors Affairs**

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

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Téléc.: (416) 325-4787



March 2016

Dear Mayor, Reeve and Members of Council:

I am pleased to invite you to participate in the [2016 Senior of the Year Award](#). This annual award was established in 1994 to give each municipality in Ontario the opportunity to **honour one outstanding local senior**, who after the age of 65 has enriched the social, cultural or civic life of his or her community.

Pay tribute to a Senior of the Year award recipient and show how seniors are making a difference in your community!

Make a nomination for [Senior of the Year](#)!

**Deadline is April 30, 2016.**

A certificate, provided by the Ontario government, is signed by Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself as Minister Responsible for Seniors Affairs, and the local Head of Council.

The Government of Ontario is proud to offer this partnership with the municipalities. Seniors have generously offered their time, knowledge, expertise and more to make this province a great place to live. It is important to recognize their valuable contributions.

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

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

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,

A handwritten signature in black ink, reading "Mario Sergio".

The Honourable Mario Sergio  
Minister

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
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**Ministre délégué  
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6<sup>e</sup> étage  
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Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Téléc.: (416) 325-4787



Mars 2016

Madame la mairesse, Madame la préfète, Mesdames et Messieurs les membres du conseil,  
Monsieur le maire, Monsieur le préfet, Mesdames et Messieurs les membres du conseil,

J'ai le plaisir de vous inviter à participer au [Prix de la personne âgée de l'année 2016](#). Ce prix annuel a été instauré en 1994 pour donner à chaque municipalité la possibilité de rendre hommage à une personne âgée exceptionnelle de la localité qui, après ses 65 ans, a enrichi la vie sociale, culturelle ou citoyenne de sa collectivité.

Rendez hommage à une ou un récipiendaire du Prix de la personne âgée de l'année, et montrez comment les personnes âgées font une différence dans votre collectivité!

Proposez une candidature pour [le Prix de la personne âgée de l'année](#)!

**La date limite est le 30 avril 2016.**

Un certificat, fourni par le gouvernement de l'Ontario, est signé par Son Honneur l'honorable Elizabeth Dowdeswell, lieutenant-gouverneure, par moi-même, en qualité de ministre délégué aux Affaires des personnes âgées, et par la ou le chef du conseil de la localité.

Le gouvernement de l'Ontario est fier d'offrir ce partenariat aux municipalités. Les personnes âgées ont généreusement offert leur temps, leurs connaissances, leur savoir-faire et davantage, pour faire de cette province un endroit où il fait bon vivre. Il est important de rendre hommage à leurs précieuses contributions.

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

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

Je vous remercie d'avance de prendre le temps de songer à proposer le nom d'une personne âgée exceptionnelle de votre collectivité, et je vous prie de croire à l'expression de mes sentiments les meilleurs.

Le ministre,

A handwritten signature in black ink, reading 'Mario Sergio'.

L'honorable Mario Sergio



Phone: 519-482-9642/1-800-511-1135 Email: [ofahuron@tcc.on.ca](mailto:ofahuron@tcc.on.ca) [www.hcfa.on.ca](http://www.hcfa.on.ca)

The Huron County Federation of Agriculture is planning a 75<sup>th</sup> anniversary gala to celebrate the strong history of agriculture, its current innovation and continuing growth in Huron County!

Planting the Seed for the Harvest of Huron Gala will be held on Saturday, April 9<sup>th</sup> at the Goderich Knights of Columbus Hall. The goal of the 75<sup>th</sup> anniversary gala is to bring the farming community together for a night of enjoyment and networking from throughout the county. Additionally HCFA will be showcasing 75 years of farmers working on behalf of farmers in the area.

The proceeds will also have a longer term goal to grow further for the community. This would be by assisting in the startup funds for a “Harvest of Huron” local food court (including local commodities) at Huron County’s IPM in 2017. The goal of which is for the proceeds to be distributed throughout the County.

The Planting the Seed for the Harvest of Huron 75<sup>th</sup> Anniversary Gala will be a social event to bring together those who appreciate and recognize the importance of agriculture to our economy and culture.

Attached you will find information about the event and sponsorship opportunities.

We thank you for considering our request to join us in celebrating agriculture in Huron! If you need further information please feel free to contact the Huron County Federation of Agriculture, and a member of the Gala Committee will contact you.

Erica Murray  
Committee Chair

Joan Vincent  
HCFA President

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*“The Huron County Federation of Agriculture will work collaboratively towards a profitable, sustainable future for local farmers”*

## Sponsorship Opportunities

Planter	Harvest
\$500-\$999	\$1000 plus
<ul style="list-style-type: none"> <li>• Name to appear on sponsor list in Hall. Listed by category.</li> <li>• recognition in Rural `Voice</li> <li>• recognition on website</li> <li>• recognition on our Facebook page</li> <li>• recognition on our Twitter feed</li> <li>• recognition in evening program</li> <li>• 4 complimentary tickets (general seating)</li> </ul>	<ul style="list-style-type: none"> <li>• Name to appear on sponsor list in Hall. Listed by category.</li> <li>• recognition in Rural `Voice</li> <li>• recognition on website</li> <li>• recognition on our Facebook page</li> <li>• recognition on our Twitter feed</li> <li>• recognition in evening program</li> <li>• recognition in evening slideshows</li> <li>• 8 complimentary tickets for a reserved table and your logo on the table sign.</li> </ul>

There are additional sponsorship opportunities available for components of the evening. Please contact 1-800-511-1135 extension 1 or 2 for further information.

**Individual Tickets are available for \$60. A table of 8 is available for \$400**

Name: \_\_\_\_\_

Main Contact Information: \_\_\_\_\_

Sponsor Level: \_\_\_\_\_

Tickets Required (non-sponsorship): \_\_\_\_\_

Tickets Received: Yes / No

Payment Method (Cash or check): \_\_\_\_\_

Receipt required: Yes / No



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Richard AI, Manager of Employee and Business Services  
**DATE:** 07/03/2016  
**SUBJECT:** Audio/Video Recording Closed Session Meetings  
**ATTACHMENTS:** Procedure for Electronic Recording of Closed Sessions.docx

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services entitled 'Audio/Video Recording Closed Session Meetings' for information purposes;

AND FURTHER THAT the Procedure for Electronic Recording of Closed Sessions be approved.

### **EXECUTIVE SUMMARY**

During the February 1<sup>st</sup>, 2016 meeting, Council passed By-law 18-2016 accepting revisions to the Township of North Huron Procedural By-law. One consented revision included the requirement to commence audio/video recording of Closed Session meetings.

### **DISCUSSION**

Various approaches to the electronic recording of Closed Sessions were investigated and it was determined by staff that the most effective means would be to utilize a stand-alone digital video camera. Using such a device staff could record the meetings, process and convert the footage on a computer, and then archive the recording on an external storage device which could be stored securely in the Township vault.

Attached to this report is a procedure outlining the details of this process.

### **FINANCIAL IMPACT**

The hardware costs to implement this initiative are minimal as the Township currently has access to a digital video camera and a computer which will be sufficient to record and process Closed Sessions. The purchase of an external hard drive to be used strictly for archiving processed recordings is required at a cost of approximately \$100.00.

The other cost associated is that related to staff time for the operation of equipment, processing of recorded footage, and transfer of recordings to the storage device for archiving. The time required to process footage will vary depending upon the duration of the meeting.

### **FUTURE CONSIDERATIONS**

Additional external hard drives to be used for archival purposes may be required depending upon the number and duration of Closed Sessions in a given timeframe.

### **RELATIONSHIP TO STRATEGIC PLAN**

**GOAL#4** - Our municipality is fiscally responsible and strives for operational excellence.

Outcome: We have a responsible and accountable local government.

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Richard Al, Manager of Employee and  
Business Services


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Kathy Adams, Director of Corporate  
Services/Clerk

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Sharon Chambers, CAO



	<b>Township of North Huron</b>	
	Section:	Policy number:
	Sub-section:	Effective Date: March 7 2016
	Subject: <b>Procedure for Electronic Recording of Closed Sessions of Council</b>	Revision Date:  <b>Prepared by: RA</b>

1) **Purpose:**

- a) To detail the method in which audio/video equipment be used to electronically record and archive Council of the Township of North Huron Closed Session meetings.
- b) To define the terms in which recordings can be accessed.

2) **Responsibility:**

Recording of Closed Session meetings will be the responsibility of the Clerk's department. The Clerk or delegate will ensure that utmost care is taken to protect the security of Closed Session recordings by utilizing non-internet connected devices for the recording and processing of all Closed Session meetings. Recordings will be archived to a storage device and secured in a lock box within the Township vault.

3) **Usage:**

- a) Recordings captured from Closed Session meetings will be made available for investigational purposes upon the request of the Ontario Ombudsman or other Council appointed Closed Session Investigator only.
- b) The Clerk or delegate will, to the best of their ability, ensure that audio/video recordings are accurate and complete. Understanding that unforeseen technical issues may occasionally arise, the Council of the Township of North Huron consider scribed minutes to be the Official Record of all Closed Session meetings. As such, Closed Session meetings may proceed in the absence of audio/video recordings should unresolvable technical issues arise.

4) **Procedure:**

For Closed Session meetings which take place as part of a Regular, Special, or other type of Council Meeting open to the public.

- a) The Clerk or delegate will terminate the publically accessible recording/broadcast once the Chair has declared that Council shall enter a Closed Session meeting.
- b) The Clerk or delegate then proceeds to assemble the non-internet connected recording device(s).
- c) The Clerk or delegate will begin electronic recording of audio/video when the Chair calls the Closed Session to order.
- d) Upon adjournment, the Clerk or delegate will terminate the electronic audio/video recording and securely store equipment in a locked box within the Township vault

until such a time that they are able to process the recording.

- e) As soon as reasonably possible, the Clerk or delegate will retrieve the Closed Session recording device(s) from within the Township vault for processing.
- f) Processing will involve the download of recording(s) from device(s) and conversion to a standard format. After processing is complete, the Clerk or delegate will transfer the processed recording(s) to a storage device for archival purposes and remove the original recording(s) from the recording device(s) to ensure they are prepared for subsequent meetings.
- g) Once the Clerk or delegate has ensured that no data remains on the recording device(s), they will then place the storage device containing recorded data in a locked box within the Township vault.

For Closed Session meetings which take place as standalone meetings.

- a) The Clerk or delegate will assemble the non-internet connected recording device(s) prior to the meeting.
- b) The Clerk or delegate will begin electronic recording of audio/video when the Chair calls the Closed Session to order.
- c) Upon adjournment, the Clerk or delegate will terminate the electronic audio/video recording and securely store equipment in a locked box within the Township vault until such a time that they are able to process the recording.
- d) As soon as reasonably possible, the Clerk or delegate will retrieve the Closed Session recording device(s) from within the Township vault for processing.
- e) Processing will involve the download of recording(s) from device(s) and conversion to a standard format. After processing is complete, the Clerk or delegate will transfer the processed recording(s) to a storage device for archival purposes and remove the original recording(s) from the recording device(s) to ensure they are prepared for subsequent meetings.
- f) Once the Clerk or delegate has ensured that no data remains on the recording device(s), they will then place the storage device containing recorded data in a locked box within the Township vault.

**5) Retention:**

Archived audio/video recordings captured from Closed Session meetings shall be retained for the duration established by the retention schedule detailed in the Township of North Huron Records Management Policy.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 07/03/2016  
**SUBJECT:** FE Madill Grade 8 Beaver Tail Food Truck Fundraiser  
**ATTACHMENTS:** Letter of request from Lindsay Symes, parent committee.

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby permit the FE Madill grade 8 class to host the Beaver Tail Food Truck as part of the Road Hockey Tournament at the Complex on March 16, 2016, and further that the Food Truck adhere to the Hawkers and Peddler's License Policy and be required to pay the license fee of \$200 to operate in North Huron.

### **EXECUTIVE SUMMARY**

Township policy does not permit outside food services to set up at the facility that are direct conflict if the concession booth is operating. Only Council can give permission to deviate from policy.

### **DISCUSSION**

The request from the FE Madill Grade 8 class committee raises two items for Council's consideration. One is the policy regarding food service in direct competition of the concession booth at the complex, and the other is waiving of the Hawkers and Peddlers license fee.

The road hockey tournament is an annual event at the Complex as part of March Break, and in the past the food booth operates and sells food to the players and families involved in the event. The addition of the new food truck would be in competition, however it also may draw new players and participants to the event, and bring a new attraction to the event. For this reason staff are recommending that the truck be permitted. It is difficult to gage the impact this food truck would have on the concession booth, and after the event staff will evaluate the cost benefit of allowing this truck at the event.

This food truck is a business based out of Cambridge, and required to acquire a Hawkers and Peddlers license to operate for the day in North Huron. This fee is standard and should not be waived as part of the permission to set up the food truck in the municipality for this event, as per the North Huron Donation and Fee Waiving Policy.

The BeaverTails Food Truck has received approval from the Huron County Health unit, and the business has the appropriate insurance required by the Township of North Huron to be part of an event.

### **FINANCIAL IMPACT**

Booth sales may be impacted as a result. In 2015 the booth grossed \$385.00.

**FUTURE CONSIDERATIONS**

Based on the impact of allowing the food truck at this event, future decisions regarding food services at other events can be assessed.

**RELATIONSHIP TO STRATEGIC PLAN**

Our residents are engaged and well informed.

Our administration is fiscally responsible and strives for operational excellence

---

Pat Newson, Director of Recreation and  
Facilities

---

Sharon Chambers, CAO

To North Huron Council

I am writing this letter to you on behalf of a small parent committee of the students at FE Madill secondary school in hopes to go above and beyond the typical grade 8 fundraising.

We as a committee would like the opportunity to bring a food truck (beaver tails) to the road hockey tournament March 16<sup>th</sup> 2016.

Beaver tails will park their truck up at the North Huron complex during the tournament. The food truck is self sufficient and has no cost to you. No water or electial needed. Beaver tails will then donate 10% of their totals sales to the committee which we In return will donate to the school to go towards the grade 8 trip or graduation, depending on amount raise.

We hope you will let this be a start to a great year end for the graduating class, in this memorable time in their lives. We hope the municipality will waive any vender fees, which will help profits.

If you have any questions please do not hesitate to email or call me Lindsay Symes @

[lsymes82@gmail.com](mailto:lsymes82@gmail.com)

Or 5193577954

Thanks

Lindsay



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 07/03/2016  
**SUBJECT:** Blyth Greenway Trail Lease Extension and Amending Agreement #2  
**ATTACHMENTS:** Draft Lease Extension Agreement, G to G Huron County Report #5

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby direct staff to prepare an authorizing by-law to sign the Lease Extension and Amending Agreement #2 between Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure and the Township of North Huron for the land used for the Blyth Greenway Trail.

### **EXECUTIVE SUMMARY**

This land lease was originally signed in June 2007. This is the second extension of the current lease agreement. The new lease will run from April 1, 2016 to March 31, 2021 (five years).

Attached is a copy of the lease extension and the most recent report from Huron County on the G to G Trail initiative. This is provided as background information for North Huron Council.

### **DISCUSSION**

The Province owns the lands of the former Guelph to Goderich Rail Line running through the Town of Blyth. The area described in the lease is approximately 22.614 acres which are mapped out in Schedule A of the lease agreement, to be used for the Blyth Greenway Trail.

Specific updates or changes in the new agreement include the following:

- The rent is increased from \$200 per annum to \$325 per annum.
- The mapping of the leased lands was updated to reflect more accurately the actual lands used by the Blyth Greenway Trail
- The local North Huron Snow Mobile Club uses part of the trail for their groomed trail system in the winter. This was an understanding between the municipality and the snow mobile club, however there is no record of this being formalized. The new lease extension now permits the Township to enter into a sub-Agreement with any member club of the Ontario Federation of Snowmobile Clubs allowing for access to the leased premises for recreational snowmobiling purposes. This permits the Township of North Huron to negotiate the terms of that usage, and formalize that in an agreement. The Township is liable for usage of the trail by the snowmobile club, so a memorandum of understanding, transferring liability and outlining insurance requirements is recommended.
- The bridge (the Arch) at the east end of the trail will be required to undergo bridge inspections as per the *Standards for Bridges, O.Reg. 104/97*. The Province has permitted the Township to delay the first inspection to 2017 to coincide with the Township's regular bridge inspection schedule. The estimated expense for the inspections are \$500 for inspections every two years, and \$250 alternate years for safety review. Should repairs be

Page 1

required to keep the bridge open for pedestrian or snowmobile use, the Township has the option to close the access to the bridge or perform the repairs. Should repairs be required for safe use under the bridge for pedestrians, the Township will be required to perform the repairs or find a suitable alternative satisfactory to the Province (i.e. re-route the trail).

- The lease extension acknowledges that the Province is negotiating with the County of Huron to consolidate all recreational leases along the G to G trail with the County as the Tenant. The Province will have the right to terminate this lease, in favor of the County. The County will be permitted to enter into a new agreement permitting use of the trail system.
- Administrative changes relating to contact details for the Provinces' representative.

### **FINANCIAL IMPACT**

The increase in rent of \$125 per annum plus the bridge inspection expense of approx.. \$500 in 2017, 2019 and approx. \$250 in 2018 and 2020.

### **FUTURE CONSIDERATIONS**

At this time, the Province has leased out the unleased portions of the Guelph to Goderich Rail Trail to G to G Inc. in order to perform work and open sections of the trail as they are able. Simultaneously the County is working with the Province and G to G Inc. to take over the entire lease. During the time of this lease renewal period, events will likely play out that will impact the terms of use of the lands currently being used for the Blyth Greenway Trail. Staff anticipate that options will be presented in the future to either transfer the trail operations to the County or to negotiate a sub-lease agreement with the County to continue to operate the Blyth Greenway Trail. Council will be kept informed on the progress of any negotiations that we are made aware of.

Staff are working on setting up a meeting with the representatives of the G to G Inc. group to communicate progress on opening sections of the trail that bookend the Blyth Greenway Trail, and to keep communications flowing between all the parties. This is a proactive step so that Blyth will benefit from any event or maintenance on the portions of the trail leased by G to G. Council will be kept informed.

### **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive to new businesses and residents.  
Our natural environment is valued and protected.

“original signed by”

---

Pat Newson, Director of Recreation and  
Facilities

“original signed by”

---

Sharon Chambers, CAO

## **CORPORATION OF THE COUNTY OF HURON**

### **Economic Development Services**

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

**From:** Cindy Fisher, Tourism Coordinator and Rebecca Rathwell, Project Manager

**Date:** October 26, 2015

**Subject:** **Guelph to Goderich (G2G) Lease Proposal - Report #5**  
**Former CPR rail line through Huron County**

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### **RECOMMENDATION**

1. That two Councillors be appointed to attend a G2G Working Committee Open House, one Councillor for November 26, 2015 (Perth East Recreation Centre, Milverton 7-9pm) and one Councillor for November 28, 2015 (Blyth Community Centre 2-4pm).
2. That Council reconfirm its support in principle for the signing of the lease with the Province of Ontario.
3. That the County be represented by a staff member and alternate on the G2Ginc. Board.
4. That G2Ginc be requested to provide a work plan, costing, and detailed update by November 2016 for consideration in the decision to sign the lease with the Province.

### **Executive Summary**

The reasons for the above recommendations are summarized as follows.

1. At the previous public meetings, further public consultation was promised when the Working Committee had completed its work.
2. County Council originally confirmed its support in principle for signing the lease in March 2014. A reconfirmation of support is recommended to provide a context for further work (e.g., reports from G2G Inc. etc.).
3. A County staff member on the G2G Inc. Board will ensure consideration of County issues and information flow to County Council.
4. Since G2Ginc. signed an interim lease with the Province in July 2015, the trail is proceeding under the direction of this non-profit organization. One year of operation of the trail by G2Ginc. would provide important information to County Council on the potential costs and issues associated with the trail before further consideration of signing the lease.

### **BACKGROUND**

The Huron County portion of the line extends from the Town of Goderich at the Menesetung Bridge (west limit) to the County boundary east of Walton (east limit), representing approximately 53 kilometres (approximately 300 acres).



In June 2013, Report #1 was presented to Committee with several recommendations regarding next steps for consideration of leasing the former CPR line in Huron County. The Committee approved a motion that “staff be directed to further investigate and report back on the summary issues identified in the Guelph to Goderich Trail report, including holding a public meeting” and that “the Warden and Councillors Vincent and Rintoul be appointed to attend the public meeting.” County Council endorsed the motion at its meeting of July 2013.

In February 2014, Report #2 was presented to Committee, with several recommendations regarding next steps for consideration of leasing the former CPR line in Huron County. The Committee approved a motion that “support in principle for the signing of the lease with the Province of Ontario for the Huron portion of the former CPR rail corridor (G2G) be approved and staff proceed with the next steps identified in the report and bring back another report”. County Council endorsed the motion at its meeting of March 2014.

In September 2014, Report #3 was presented to Committee, with two recommendations regarding next steps for consideration of leasing the former CPR line in Huron County. The Committee approved a motion “that staff assemble a G2G Working Committee to work through the identified issues, develop a stewardship model, develop a cost and phasing model, convene a public open house, and report back to Council, and consideration be given in the 2015 budget for a temporary staff position to resource the G2G Working Committee.” County Council endorsed the motion at its meeting of October 2014.

In April 2015, Report #4 was presented to Committee, for updating purposes only. The report advised of the status of the Working Committee, and that G2Ginc was in a position to negotiate a lease of the non-leased portions of the railbed with the Province’s Land Mgt. Company (Del Management Solutions – DMS).

In July 2015, G2Ginc. announced that it had signed an interim lease on unleased sections. Subsequently, the group has proceeded in signing sections as ‘open for hiking only’ or ‘closed’ (sign graphic provided).

The GART and Blyth Greenway Trail, remain open as in the past and leases with the Province continue to be held by the Maitland Trail Association, Menesetung Bridge Association and Township of North Huron respectively.

Huron County section	Lessee for trail	Status
Goderich Menesetung Bridge aprox. km0 – km2.4	Menesetung Bridge Assc.	Trail open
Goderich to Auburn (GART) aprox. km2.4 to km13	Maitland Trail Assc.	Trail open
SW of Auburn from Maitland River to Cty. Rd.#25 aprox. km13 to km24	G2Ginc.**	See below
Cty. Rd.#25 (Blyth Greenway Trail) aprox. km24 to km26.5	Township of North Huron	Partially open
End of Blyth Greenway Trail east to Huron County Boundary km26.5 to 53	G2Ginc.**	See below

\*\*Provided by G2Ginc. – All sections under lease by the Province to G2Ginc. are initially signed as such and marked ‘closed’. Where sections are assessed as passable for hiking they are upgraded to ‘hiking only’. Sections assessed as ready for ‘hiking & biking’ are marked accordingly. The status of sections is dynamic as improvements are a work in progress and as well signage has been subject to vandalism. Surface refurbishing and installation of gates at access points is underway and ongoing.

## COMMENTS

### G2G Working Committee

Since December 2014, seven (7) G2G Working Committee meetings have been held. The Working Committee consists of: abutting agricultural property owners in Huron and Perth, G2G Inc. Board members, the OFA member service representative, and staff from Planning and Development from Huron County and

Perth County. Since the inaugural meeting of the committee, representatives from the HCFA (and PCFA) have been appointed and a Huron County Council representative was appointed in June 2015.

The Committee has;

- Worked through the compiled list of concerns (attached) regarding the rail trail. Policies and best practices were documented as solutions to address these concerns.
- Recognized the importance of biosecurity and as a result a biosecurity expert from OMAFRA presented at a recent meeting.
- Developed a Communication (attached) that was sent to all adjacent landowners in July and;
- In its final role two Open House/drop-in dates are scheduled for November 26<sup>th</sup> (evening in Perth County) and November 28<sup>th</sup> (afternoon in Huron County). The open house will be an opportunity for the public to discuss matters and future plans with G2Ginc. Board Members and the G2G Working Committee.

### **The Goderich to Guelph Rail Trail Inc. (G2G Inc.)**

Incorporated in August 2013, with non-profit charitable status, this organization has a Board of Directors. In addition to the board members, G2Ginc. has a full organization structure that encompasses 4 main committees with accountability and reporting to the board of directors, as follows: Trailway Advisory; Trailway Events; Operations and Charitable Foundation.

Each of the committees has representation structured to encourage members from each geographic area for the purpose of defining the needs of each subsection of trail, as follows: Kissing Bridge Trailway (Waterloo/Wellington), Perth Harvest Pathway (Perth) and Lake Huron Route (Huron).

Vision:	To facilitate a community-based conversion to a trail of the former CPR right-of-way between Goderich and Guelph.
Goal:	A safe and accessible connection that has regional and provincial cultural and economic development capacity.
Projects:	To date - construction of the Millbank Bridge, Lease agreement with the Province, placed signage on the trail, with a plan in place to open the closed sections for hiking and/or cycling as surface work is undertaken. The goal is to have all portions open by July 2017.

The end goal of both the Province and G2G Inc. is to see the Counties of Huron and Perth ultimately lease the rail bed when they are ready to do so. Therefore, the westerly 82 km (Huron and Perth) would be leased in a fashion similar to the easterly 45 km where the Region of Waterloo (Wellington County) have held the lease with the Province since 1997. It is G2G Inc.'s intent to develop and manage the asset, and signing of the interim lease has allowed them to commence that work and continue to fundraise.

### **Update on Perth County**

Perth County continues to be part of the G2G Working Committee. Perth County continues to be interested in Huron County's progress and has not signed a lease to date.

### **Potential County Role:**

Considerations for the County being the future lease holder are as follows;

- Accountability to the public
- Long-term coordinated planning, e.g., connection to TransCanada trail
- Agreement with G2G Inc. on roles and responsibilities
- Enhanced forest coverage through linear tree corridor
- Increased funding opportunities
- Longevity and sustainability
- Consistency with other Counties, i.e., Region of Waterloo and Wellington County

## **OTHERS CONSULTED**

1. Infrastructure Ontario – Joanne Houghton / Dell Management Solutions
2. Perth County Planning and Development Dept – Allan Rothwell
3. Region of Waterloo – Chris Gosselin / Kissing Bridge Trail Assoc.
4. Members of G2G Inc. - Paul Vandermolen and Chris Lee - Huron Reps
5. Public Works Department, County of Huron – Steve Lund
6. Planning and Development Dept – Victor Kloeze and Ben Van Dieten (research), Scott Tousaw
7. G2G Working Committee

## **BUDGET IMPACTS**

The continued monitoring and reporting of staff on this project will be accommodated within existing budgets. At such time as County Council agrees to sign a lease with the Province, dedicated staff time would be required (possibly 0.25 FTE or a reallocation of current staff, subject to further information after 1 year of G2G Inc. operations).

## **APPENDICES**

1. Signage graphics
2. Policies Chart
3. July 2015 Communication

*“Original Signed by”*

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Cindy Fisher, Tourism Coordinator

*“Original Signed by”*

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Rebecca Rathwell, Project Manager

*“Original Signed by”*

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Scott Tousaw, Director Planning and Development & IT

*“Original Signed by”*

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Brenda Orchard, CAO

Appendix 1

G2Ginc. Signage



Rental Unit: A79103  
Lease ID: M70594  
File ID: G&G-071

Land ID: P71471  
Property Code: N71468  
Region: LAND

**LEASE EXTENSION AND AMENDING AGREEMENT #2**

**THIS AGREEMENT** made in quintuplicate as of January 6, 2016.

**B E T W E E N:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS  
REPRESENTED BY THE MINISTER OF ECONOMIC  
DEVELOPMENT, EMPLOYMENT AND  
INFRASTRUCTURE**

(the “Landlord”)

**OF THE FIRST PART**

- and –

**TOWNSHIP OF NORTH HURON**

(the “Tenant”)

**OF THE SECOND PART**

**WHEREAS:**

By Order-in-Council No. 1617/2008, approved and ordered September 17, 2008, all the powers and duties of the Minister of Public Infrastructure Renewal (“MPIR”) relating to real property matters of the Government of Ontario pursuant to the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25, as amended, were transferred and assigned to the Minister of Energy and Infrastructure (“MEI”).

By Order-in-Council No. 1320/2010, approved and ordered September 15, 2010, all the powers and duties of MEI relating to real property matters of the Government of Ontario pursuant to the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25, as amended, are transferred and assigned to the Minister of Infrastructure (“MOI”).

Ontario Infrastructure and Lands Corporation (“OILC”) has been delegated MOI’s authorities and responsibilities with respect to real property in the name of MOI subject to certain conditions by Delegation of Authority of Ontario Infrastructure and Lands Corporation under the *Ministry of Infrastructure Act*, 2011 dated June 6, 2011.

By Order-in-Council No. 1376/2011, approved and ordered July 19, 2011, MOI shall exercise the powers and duties assigned by law to MOI or that may otherwise be assigned to or undertaken by MOI in respect of infrastructure and any other matters related to MOI’s portfolio.

By Order-in-Council No. 219/2015, approved and ordered February 18, 2015, all the powers and duties of MOI under Order-in-Council No. 1376/2011 relating to infrastructure and real property matters of the Government of Ontario are assigned and transferred to the Minister of Economic Development, Employment and Infrastructure.

- A. By a Right of Way Corridor Land Lease dated June 28, 2007 (the “Original Lease”), the Landlord Her Majesty the Queen in right of Ontario as represented by the Minister of Public Infrastructure Renewal leased to the Tenant sections of the Former Guelph to Goderich Rail Line running through the Town of Blyth, comprising an area of approximately 22.614 acres, in the Province of Ontario, as outlined on the plan attached to

the Lease as Schedule A -1 and A-2 thereto (the "Leased Lands") for a term of five (5) years, commencing on April 1, 2006 and expiring on March 31, 2011 (the "Original Term"), in addition to other terms and conditions as set out therein.

- B. The Tenant requested and the Landlord agreed to extend the Original Term by a Lease Extension and Amending Agreement dated July 22, 2011 (the "First Lease Extension and Amending Agreement") with an extension term commencing on April 1, 2011 and expiring on March 31, 2016 (the "Extension Term").
- C. The Tenant has requested and the Landlord has agreed to extend the Original Term in accordance with the terms of the Original Lease with an extension term commencing on April 1, 2016 and expiring on March 31, 2021 (the "Second Extension Term").
- D. The Landlord and the Tenant have agreed to amend the Original Lease as hereinafter provided.
- E. The Original Lease, as previously amended and extended, and as amended and extended herein, is hereinafter collectively referred to as the "Lease", except as specifically set out herein.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises hereinafter set forth and other good valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the parties hereto agree as follows:

**1. CONFIRMATION OF RECITALS**

The parties hereto confirm that the foregoing recitals are true in substance and in fact.

**2. EXTENSION OF LEASE**

The parties hereto agree that:

- (a) The Lease is hereby extended for the "Second Extension Term".
- (b) The Second Extension Term shall commence on April 1, 2016 and expire on March 31, 2021.

**3. RENT FOR THE SECOND EXTENSION TERM**

The Annual Rent payable for the Second Extension Term shall be Three Hundred and Twenty Five Dollars (\$325.00) plus Sales Taxes, payable on the first day of each year during the Second Extension Term, the first of such payments to be due and payable on April 1, 2016.

**4. AMENDMENT OF LEASE**

The extension contemplated in this Lease Extension and Amending Agreement is subject to all the covenants and conditions contained in the Original Lease, as amended, renewed and extended from time to time, save and except that:

- (a) Effective April 1, 2016, the total acreage of the Leased Lands is hereby updated to 21.833 acres more or less with updated mapping and GPS co-ordinates detailed on the attached Schedule "A". Schedule "A" hereby replace Schedules "A-1" and "A-2" of the original Lease.
- (b) A new section to the Original Lease shall be added as follows:

**15.17 – Special Clause**

The Tenant hereby acknowledges and agrees that the pedestrian/snowmobile bridge that crosses the Leased Lands at GPS coordinates (Latitude N43°44'4.682" Longitude W81°25'11.657"), situated within the Leased Lands, shall be subject to the maintenance, construction and inspection requirements of the *Standards for Bridges*, O. Reg. 104/97 (the

“Bridges Regulation”) or any amendment, or any successor act. The Tenant shall be obligated to provide any notices or reports prepared pertaining to the bridge to the Landlord within ten (10) days of receipt. The first of such reports may be deferred, being performed no later than September 30, 2017, in order that the Tenant may encompass these inspections with other bridge inspections performed throughout the Township. In the event that the structure is identified as unsafe, either due to damage caused by fire, lightning, tempest or standard supplementary perils or by chronic damage identified by the OSIM inspections, the Tenant shall have the option to decommission the bridge taking measures to prevent further unauthorized use by all traffic, pedestrian or otherwise as an alternative to costly repairs. This decommissioning will be considered a Tenant Improvement and will be subject to all requirements including prior written approval of the Landlord. Should the bridge be decommissioned the tenant will still be responsible to ensure the safety of pedestrians crossing under the bridge and shall have the option to submit a further Tenant Improvement request for a suitable alternative including, but not limited to, a route that bypasses the pedestrian crossing under the structure.

- (c) A new section to the Original Lease shall be added as follows:

**15.18 –Lease to the County**

The Tenant acknowledges that the Landlord is currently in negotiation with the County of Huron (the “County”) to consolidate all recreational leases into one consolidated trail lease with the County as the Tenant. In accordance with this negotiation, the Landlord shall have the right to terminate this lease, in favor of the County. The County will be permitted to enter into new agreements permitting use of the trail system. The County will then operate the trail and all associated leases under a centralized stewardship, governed by the terms of the County’s Lease with the Landlord.

- (d) A new section to the Original Lease shall be added as follows:

**15.19 –Subleases**

The Landlord acknowledges and agrees that the Tenant shall have the option of entering into sub-Agreements with any member club of Ontario Federation of Snowmobile Clubs (OFSC) allowing for access to the leased premises for recreational snowmobiling purposes. Any such sub-agreements are subject to Licensor’s prior written approval and must be in full compliance with all clauses included in the Head Lease.

- (e) Section 1.01 (i) of the Original Lease is deleted in its entirety and replaced with the following address for the Landlord for the purposes of delivering notices in accordance with Section 15.05 of the Original Lease:

Ontario Infrastructure and Lands Corporation  
One Stone Road West, 4<sup>th</sup> Floor  
Guelph, Ontario N1G 4Y2  
Attention: Vice President, Asset Management  
Fax: (519) 826-3330

**With a copy to:**

Ontario Infrastructure and Lands Corporation  
777 Bay Street, Suite 900  
Toronto, Ontario M5G 2C8  
Attention: Director, Legal Services (Real Estate and Leasing)  
Fax: (416) 326-2854

**And an additional copy to:**

CBRE Limited  
Global Corporate Services  
18 King Street East, Suite 1100

Toronto, Ontario M5C 1C4  
Attention: Director, Lease Administration – OILC  
Fax: (416) 775-3989

And an additional copy to:

DEL Management Solutions Inc.  
310 Highway 7, Green River  
Locust Hill, Ontario L0H 1J0  
Attention: Senior Property Manager - Leasing  
Fax: (905) 472-2784

- (f) Section 1.01 (j) of the Original Lease is deleted in its entirety and replaced with the following address for the Landlord for purposes of payment of rent:

Ontario Infrastructure and Lands Corporation  
c/o: DEL Management Solutions Inc.  
310 Highway 7, Green River  
Locust Hill, Ontario L0H 1J0  
Attention: OILC PLMS Accounts Receivable  
Fax: (905) 472-2784

**5. GENERAL**

- (a) The Landlord and the Tenant hereby mutually covenant and agree that during the Second Extension Term they shall perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Lease.
- (b) The Landlord and the Tenant acknowledge that there shall be no further right to extend Term of the Lease beyond the Second Extension Term as set out in Section 2(a) of this Lease Extension and Amending Agreement.
- (c) This Lease Extension and Amending Agreement is subject to the condition that, within sixty (60) days from the date of the Landlord's receipt of this executed Lease Extension and Amending Agreement by the Tenant, the Landlord shall have obtained all required approvals and signatures by its Senior Management or, where applicable, its Board of Directors.

This condition has been inserted for the sole benefit of the Landlord and may be waived by the Landlord at its sole discretion, or by its solicitors on its behalf. The condition shall be waived or fulfilled within the time limit, if any, as set out herein.

If the condition is not fulfilled within the applicable time period and the Landlord fails to notify the Tenant or the Tenant's solicitors that the condition has been waived or fulfilled within the applicable time period, this Lease Extension and Amending Agreement shall be null and void, notwithstanding any intermediate acts or negotiations, and, neither the Landlord nor the Tenant shall be liable to the other for any loss, costs or damages.

The execution of this Lease Extension and Amending Agreement by the Landlord waives the above condition.

- (d) The Lease shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, subject to the express restrictions contained therein.
- (e) Capitalized expressions used herein, unless separately defined herein, have the same meaning as defined in the Original Lease, as amended and extended.
- (f) The provisions of this Lease Extension and Amending Agreement shall be interpreted and governed by the laws of the Province of Ontario.



- (g) The Tenant acknowledges and agrees that the commercial and financial information in this Lease Extension and Amending Agreement is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, as amended.

**EXECUTED** by each of the parties hereto under seal on the date written below.

**SIGNED, SEALED AND  
DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO AS REPRESENTED BY THE  
MINISTER OF ECONOMIC  
DEVELOPMENT, EMPLOYMENT AND  
INFRASTRUCTURE, AS REPRESENTED  
BY ONTARIO INFRASTRUCTURE AND  
LANDS CORPORATION**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

**TOWNSHIP OF NORTH HURON**

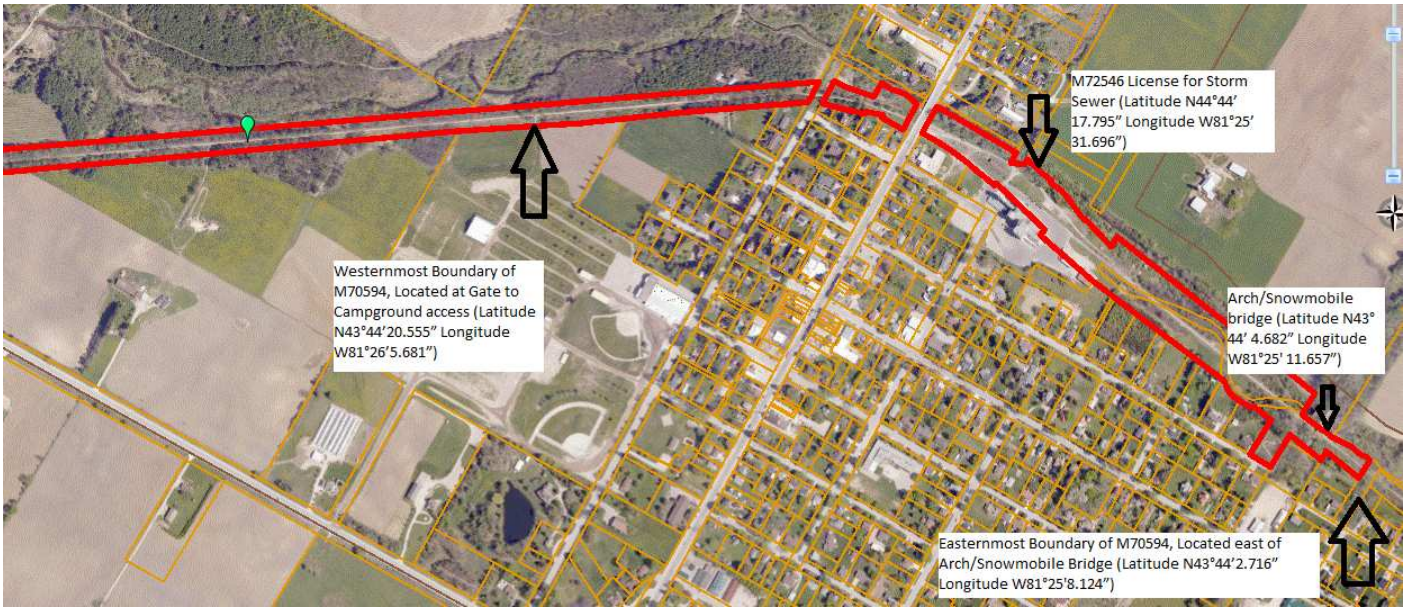
Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer(s)

SCHEDULE “A”

Sections of Former G&G Rail Line located within the Town of Blyth commencing to the west at GPS co-ordinates (Latitude N43°44’20.555” Longitude W81°26’5.681”) and ending to the east at GPS co-ordinates (Latitude N43°44’2.716” Longitude W81°25’8.124”) as shown on the mapping below.





## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 07/03/2016  
**SUBJECT:** Wingham Horticultural Society Memorandum of Understanding  
**ATTACHMENTS:** Letter to Council from Wingham and District Horticultural Society

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby direct staff to prepare a Memorandum of Understanding between the Wingham and District Horticultural Society and the Township of North Huron.

AND FURTHER THAT the Township of North Huron support the upcoming 50<sup>th</sup> celebration of the Wingham and District Horticultural Society on Saturday July 23, 2016 and waive the park rental fee for using the park for their celebration.

### **EXECUTIVE SUMMARY**

The Wingham and District Horticultural Society has a long time tradition of performing valuable volunteer work in the Wingham area. Staff recommend establishing a formal Memorandum of Understanding between the Township and this volunteer organization to clarify rolls and responsibilities. Staff recommend that as part of that agreement the Township would waive the fees for the Wingham Horticultural Society to host events, dedications or celebrations in the parks as part of their volunteer work in the parks, planting areas and public gardens.

### **DISCUSSION**

The volunteers of the Wingham and District Horticultural Society perform volunteer work and improvements to the local parks, planting areas and public gardens. Recently it was brought to the attention of staff through a letter from their President of the Horticultural Society that the new fee waiving policy would not permit their free use of the parks to celebrate the 50<sup>th</sup> anniversary of the Wingham and District Horticultural Society. The letter is attached. This issue further brought to light the need to have a formal Memorandum of Understanding to lay out the rolls and responsibilities of the Township and this valuable volunteer organization in the community. Staff have initiated discussions with the Wingham and District Horticultural Society and this group supports the process of establishing a Memorandum of Understanding that would help The Township and the Horticultural Society work together toward common interests and goals in the community. The work of these volunteers is valuable to the community and they assist with beautification in the parks with their experience, fundraising and volunteer labour.

The Memorandum of Understanding clarifies the following:

- Intentions of both parties and objectives of the volunteer group
- Insurance and liability
- Council's obligations
- Wingham and District Horticultural Society's obligations

- Financial expectations
- Use of the parks and municipal property
- Communications between the volunteers and the Township

To accommodate the Wingham and District Horticultural Society meeting schedule, it is anticipated that the draft MOU would be presented to Council on April 18, 2016 with the intended date to adopt as a by-law to be May 2, 2016. Planning for their 50<sup>th</sup> anniversary celebration has already started, and the Horticultural Society asks Council to consider waiving the fee for their event now in anticipation that this would be formalized in the MOU. This will allow the Society to continue their event planning.

#### **FINANCIAL IMPACT**

The ½ day rental rate for a community group to use the park space for an event is \$30.14 plus tax.

#### **FUTURE CONSIDERATIONS**

A Memorandum of Understanding will benefit both the Township and the Wingham Horticultural Society.

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

Our community is attractive and welcoming to new businesses and Residents.

Our residents are engaged and well informed.

Our natural environment is valued and protected.

---

Pat Newson, Director of Recreation and  
Facilities

---

Sharon Chambers, CAO

January 2016.

To North Huron Council

From the Wingham and District Horticultural Society.

It has recently come to the attention of our Society members that any events we plan to have in the Town's public parks will require a permit and fee.

Our Society devotes about a thousand volunteer hours a year in planting, weeding, mulching, hardscaping and fundraising to carry out the commitment to keep Wingham looking beautiful. We plant and maintain the gardens at Cruickshank Park, the town signs, Earl Hamilton Garden, Triangle Garden, Mary Lloyd Trail, and The Alice Munro Garden. The Wingham community is very lucky to have such beautiful and well maintained parks. Our volunteers do a wonderful job every year.

Over a year we plan a variety of community events. Some of these events, such as tree dedications and teaching public school students about the wonders of nature are held in Cruickshank Park. Tree dedications have allowed community members to contribute to the lovely trees in the park while remembering loved ones. School students spend a morning with Society volunteers learning to plant flowers, observing insects and developing an appreciation of Wingham's community parks. In addition, Society members have work bees in the parks at pre-arranged times to keep the park tidy and attractive.

2016 is the 50th anniversary of the Wingham and District Horticultural Society. Our Society is planning a celebration with an afternoon garden party and a high profile speaker from the Ontario Horticultural Association. It seems fitting that we should observe this significant anniversary in Cruickshank Park.

We believe our Society creates goodwill through it's' activities so we can all share and take pride in our Town. Many of our park improvements have been developed through a partnership between the Town and other community organizations. Having to obtain permits for a fee for gardening work bees and other volunteer activities that will benefit the community seems inconsistent with the mutual cooperation enjoyed in Wingham..

Please accept this as a formal request that the fees be waived for our Society to have events and gardening work bees in Wingham's public parks.

Ann Inglis  
President  
Wingham and District Horticultural Society.



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 07/03/2016  
**SUBJECT:** Memorandum of Understanding for Snowmobile Trail Land Use for Blyth Greenway Trail  
**ATTACHMENTS:** Memorandum of Understanding and Trail Map

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby direct staff to prepare an authorizing by-law to sign the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission for the Blyth Greenway Trail.

### **EXECUTIVE SUMMARY**

The Township of North Huron leases the land for the Blyth Greenway Trail and is liable for other groups that utilize the land. The North Huron Snowmobile Club uses a portion of the Blyth Greenway Trail for their trail system. It is recommended that the Township enter into a Memorandum of Understanding (MOU) with the Snowmobile club to formally recognize the use by the club, to transfer liability and to set conditions of that use for things such as liability insurance and maintenance.

Attached is the proposed Memorandum of Understanding and the map of the trail used by the Snowmobile club. Note that this is a standard Memorandum of Understanding prescribed by the Ontario Federation of Snowmobile Clubs. Significant changes to the MOU would require expenses to the Township as we would be required to have our legal resources create and develop our own MOU.

### **DISCUSSION**

The snowmobile club has used the Blyth Greenway Trail for several years as part of the snowmobile trail system. Their use of the trail provides economic benefit to the community as snowmobilers stop in Blyth for fuel, food, and rest.

Staff were unable to find a formal agreement for this use, and previous land lease agreements with the province did not allow for establishing a user agreement with the snowmobile club. The new lease with the Province will permit this arrangement.

To reduce the risk and liability placed on the Township as the tenant of the leased lands, this memorandum of understanding outlines the permitted use and responsibilities of the North Huron Snowmobile club. The North Huron Snowmobile Club has had an opportunity to review the draft Memorandum of Understanding and agreeable to the terms in the draft.

### **FINANCIAL IMPACT**

The snowmobile club pays no fee to the Township, however they perform the winter maintenance for their trail use, and are responsible for any damage to the trail as a result of their use. Insurance

carried by the North Huron Snowmobile Club will respond for their specific use of the trail, minimizing the Township's risk and potential expenses.

**FUTURE CONSIDERATIONS**

This permission can be reviewed as needed if circumstances with respect to the trail lease change in the future.

**RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new businesses and residents.  
Our natural environment is valued and protected.

---

Pat Newson, Director of Recreation and  
Facilities.

---

Sharon Chambers, CAO

**MEMORANDUM OF UNDERSTANDING  
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

(PLEASE PRESS HARD AND PRINT OR TYPE)

On this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_ I, the undersigned, owner/occupier of the premises that is

lot # \_\_\_\_\_ concession # \_\_\_\_\_

or other \_\_\_\_\_ in the Township of \_\_\_\_\_,

County/District/Region of \_\_\_\_\_ do hereby give the undersigned named local snowmobile club, as a member in good standing of the Ontario Federation of Snowmobile Clubs, hereinafter referred to as the OFSC, permission to legally enter, establish, groom, maintain, sign and use that portion of the premises herein designated by me for the exclusive purpose of allowing valid permitted and exempted snowmobiles and their riders to use said designated premises for snowmobiling under the following terms and conditions:

1. The local snowmobile club shall at all times remain a member in good standing of the OFSC and be able to verify this to the owner/occupier with a current OFSC certificate or this agreement shall be immediately null and void.
2. By remaining a member in good standing of the OFSC, the local snowmobile club shall be party to the OFSC's third party liability insurance. This coverage is confirmed to the undersigned owner/occupier by signing this memorandum of understanding on the condition no fee has been charged by the owner/occupier for the use of designated premises. The insurance shall have adequate limits to cover land uses specified herein by the local snowmobile club and valid permitted and exempted snowmobiles and their riders on the designated premises.
3. The designated premises shall be sketched on a separate sheet of paper or shown on an attached map and a copy of each/both shall be initialed by both parties hereto and attached to each copy of this agreement.
4. It is understood that the local snowmobile club, with the owner/occupier's written consent on each occasion, shall have access to the designated premises prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover.
5. The local snowmobile club shall maintain that portion of the designated premises to be used by valid permitted and exempted snowmobiles and their riders in reasonably good condition for snowmobiling purposes only; and undertake to post appropriate signage; remove on an annual basis any litter caused by valid permitted and exempted snowmobiles and their riders; and repair or replace property damaged by valid permitted and exempted snowmobiles and their riders on that portion of the designated property used for snowmobiling.
6. Each party hereto shall give the other sixty (60) days prior written notice to the address below of any changes to, or cancellation of this agreement.
7. The local Snowmobile Club, its Trail Patrol Members and Executive are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, c.T21; the Motorized Snow Vehicles Act R.S.O. 1990, c.M44; and the Occupiers Liability Act R.S.O. 1990, c.O-2 as amended.

LANDOWNER/OCCUPIER		LOCAL SNOWMOBILE CLUB	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
SIGNATURE		SIGNATURE	

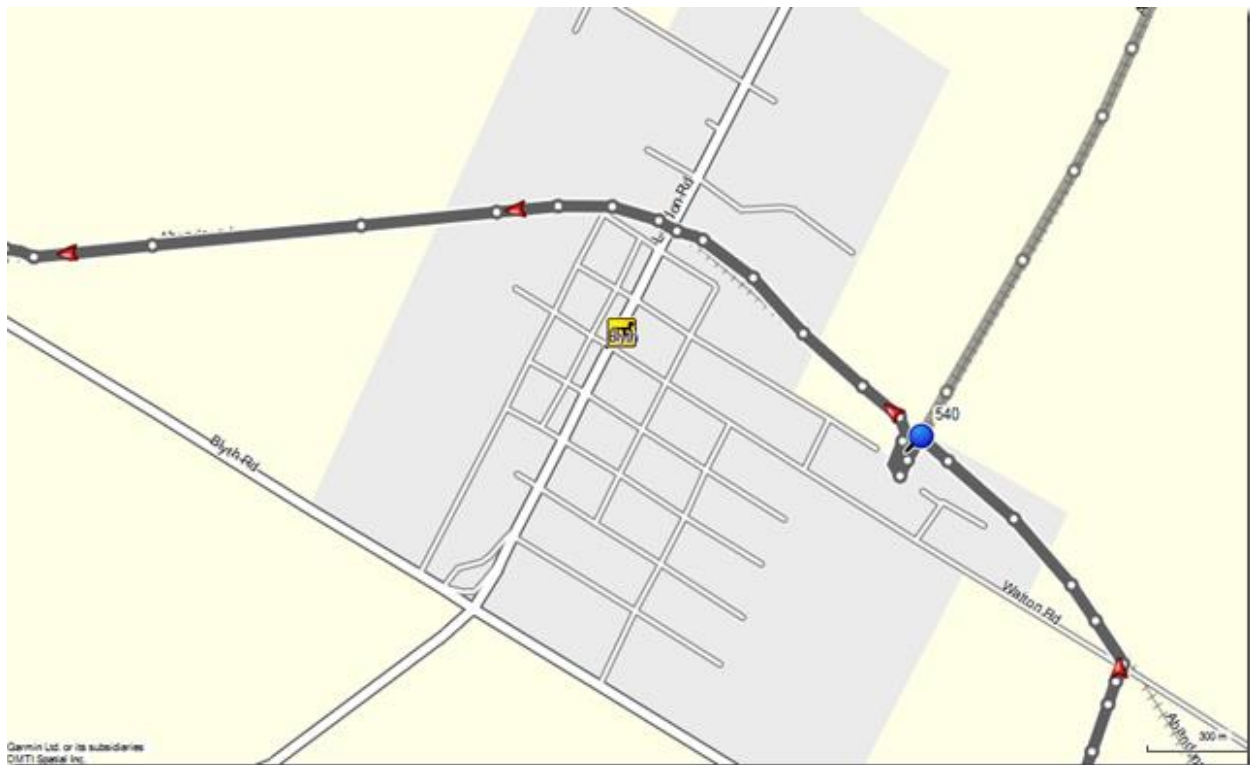
**LOCAL SNOWMOBILE CLUB CONTACT PERSON NAME & PHONE:**

**OFSC DISTRICT OFFICE CONTACT NAME & PHONE**

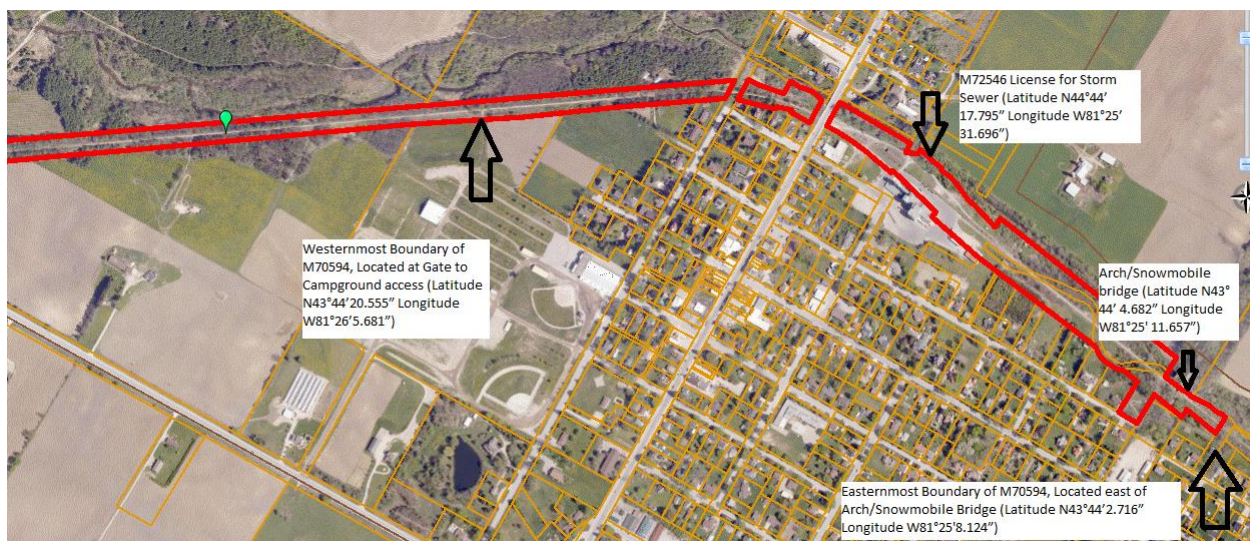

*"Your local snowmobile club is committed to safeguarding your personal information provided on this form and may only be used by the clubs to provide guidelines and procedures under which the Club and Landowner operate"*



North Huron Snowmobile Trail (Map provided by Ontario Federation of Snowmobile Clubs District 9)



Map of Section this MOU encompasses. This is the portion of lands leased by the Township of North Huron and permitting use by the North Huron Snowmobile Club as outlined in the MOU.





# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church/Donna White  
**DATE:** 07/03/2016  
**SUBJECT:** License agreement M725446  
**ATTACHMENTS:** License agreement M725446

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron accept the Licence Extension and Amending Agreement #2 under Lease ID M72546 between Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure and that staff be directed to prepare the applicable by-law for the next meeting.

## **EXECUTIVE SUMMARY**

Licence M72546 dates back to 1995 with the former Village of Blyth and the most recent term expired March 31, 2014. This agreement had been allowed to lapse into overhold status as there was some confusion as to whether it covered the same works as M73637 (New Storm Sewer Outlet Agreement). Therefore a site meeting was held on May 20th, 2015 where it was verified that the works associated with M72546 are separate from those covered by M73637. As part of the inspection, the purpose was to confirm the exact location of M72546. This license is for the installation and maintenance of a storm sewer at Mileage 95.03 on the Old G&G RR. The storm sewer identified at Latitude N44°44' 17.795" Longitude W81°25' 31.696" is located approximately 257 meters (or 0.16 miles) from Highway 4 – which records show was Mileage 95.19 on the Old G&G RR. It was confirmed that this license covers the existing storm drain as shown on the mapping on Schedule A of the Licence Extension.

The purpose of the agreement is to extend the term of the licence to cover the time frame from April 1, 2014 to March 31, 2021. The cost of the licence fee is \$525.00 plus HST.

The licences and agreements are managed by Del Management Solutions Inc. on behalf of the Ministry of Economic Development, Employment and Infrastructure.

## **DISCUSSION**

None

## **FINANCIAL IMPACT**

The cost of the Licence fee will be included in the 2016 Budget.

## **FUTURE CONSIDERATIONS**

## **RELATIONSHIP TO STRATEGIC PLAN**

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

Goal # 5 – Our natural environment is valued and protected.

Rental Unit: A81019  
Property Code: N71468  
File ID: G&G-49

Lease ID: M72546  
Region: Land  
Land ID: P71472

**LICENSE EXTENSION AND AMENDING AGREEMENT #2**

THIS AGREEMENT made in quintuplicate as of January 27, 2016.

**B E T W E E N:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS  
REPRESENTED BY THE MINISTER OF ECONOMIC  
DEVELOPMENT, EMPLOYMENT AND  
INFRASTRUCTURE**

(the "Licensor")

**OF THE FIRST PART**

– and –

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

(the "Licensee")

**OF THE SECOND PART**

**WHEREAS:**

By Order-in-Council No. 1617/2008, approved and ordered September 17, 2008, all the powers and duties of the Minister of Public Infrastructure Renewal ("MPIR") relating to real property matters of the Government of Ontario pursuant to the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25, as amended, were transferred and assigned to the Minister of Energy and Infrastructure ("MEI").

By Order-in-Council No. 1320/2010, approved and ordered September 15, 2010, all the powers and duties of MEI relating to real property matters of the Government of Ontario pursuant to the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25, as amended, are transferred and assigned to the Minister of Infrastructure ("MOI").

Ontario Infrastructure and Lands Corporation ("OILC") has been delegated MOI's authorities and responsibilities with respect to real property in the name of MOI subject to certain conditions by Delegation of Authority of Ontario Infrastructure and Lands Corporation under the *Ministry of Infrastructure Act*, 2011 dated June 6, 2011.

By Order-in-Council No. 1376/2011, approved and ordered July 19, 2011, MOI shall exercise the powers and duties assigned by law to MOI or that may otherwise be assigned to or undertaken by MOI in respect of infrastructure and any other matters related to MOI's portfolio.

By Order-in-Council No. 219/2015, approved and ordered February 18, 2015, all the powers and duties of MOI under Order-in-Council No. 1376/2011 relating to infrastructure and real property matters of the Government of Ontario are assigned and transferred to the Minister of Economic Development, Employment and Infrastructure.

- A. By a License of Land (Temporary Use and Access) fully executed on January 25, 2006 (the "Original License"), the Licensor, Her Majesty the Queen in right of Ontario as represented by the Minister of Public Infrastructure Renewal, did license unto the Licensee for a term of five (5) years commencing on April 1, 2004 and ending on March 31, 2009, (the "Original Term"), lands located in the Township of North Huron, in the Village of Blyth, described as Part of Lots 50 & 51 at mileage 95.03 abandoned Guelph to Goderich

right of way in the Province of Ontario (the "Lands"), as more particularly described in Schedule "A" attached hereto.

- B. The Licensor and the Licensee agreed to extend the Original Term by a License Extension and Amending Agreement #1 dated April 22, 2009 (the "First License Extension Agreement") with an extension term commencing on April 1, 2009 and expiring on March 31, 2014 (the "Extension Term").
- C. The Licensor and the Licensee have agreed to extend the Original Term in accordance with the terms of the Original License with an extension term commencing on April 1, 2014 and expiring on March 31, 2021 (the "Second Extension Term").
- D. The Licensor and the Licensee have agreed to amend the Original License as hereinafter provided.
- E. The Original License, License Extension and Amending Agreement #1 and this second license extension and amending agreement (the "License Extension and Amending Agreement #2") are hereinafter collectively referred to as the "License", except as specifically set out herein.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises hereinafter set forth and other good valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the parties hereto agree as follows:

**1. CONFIRMATION OF RECITALS**

The parties hereto confirm that the foregoing recitals are true in substance and in fact.

**2. EXTENSION OF LICENSE**

The parties hereto agree that:

- (a) The License is hereby extended for "Second Extension Term".
- (b) The Second Extension Term shall commence on April 1, 2014 and expire on March 31, 2021.

**3. LICENSE FEE FOR SECOND EXTENSION TERM**

The Licensee hereby covenants to pay to the Licensor as a license fee for the Second Extension Term, the sum of Five Hundred and Twenty Five Dollars (\$525.00) (the "License Fee"), plus all applicable Sales Taxes.

"**Sales Taxes**" means collectively and individually, all business transfer, multi-usage sales, sales, goods and services, harmonized sales, use, consumption, value-added or other similar taxes imposed by any governmental authority upon the Licensor, or the Licensee, or in respect of this License Extension and Amending Agreement, or the payments made by the Licensee hereunder or the goods and services provided by the Licensor hereunder including, without limitation, the license of the Licensed Premises and the provision of administrative services to the Licensee hereunder.

If the Licensee defaults in the payment of the License Fee and/or any other amounts payable hereunder, the unpaid amounts shall bear interest from the due date to the date of payment at an interest rate equal to the prime rate as charged by the Royal Bank of Canada to its best commercial customers from time to time, plus five percent (5%). Acceptance of any overdue payment or interest shall not constitute a waiver of any rights or remedies that the Licensor may have hereunder or at law.

The Licensee shall send all License Fee payments to the following address:

Ontario Infrastructure and Lands Corporation  
c/o DEL Management Solutions Inc.  
310 Highway 7, Green River  
Locust Hill, Ontario L0H 1J0  
Attention: OILC PLMS Accounts Receivable

#### 4. AMENDMENT OF LICENSE

The extension contemplated in this License Extension and Amending Agreement is subject to all the covenants and conditions contained in the Original License, as amended, renewed and extended from time to time, save and except that:

- (a) The Licensee shall pay to the Licensors all applicable Sales Taxes assessed on the License Fee payable by the Licensee to the Licensors under this License.
- (b) The Licensors and Licensee acknowledge that there shall be no further right to extend the Term of the License beyond the Second Extension Term as set out in Section 2(b) of this License Extension and Amending Agreement #2.
- (c) The definition of "Environmental Contaminant" contained in Section 1(b) of the Original License is hereby deleted and replaced with the following:

**"Environmental Contaminant(s)"** means (a) any substance which, when it exists in the Premises or the water supplied to or in the Premises, or when it is released into the Premises or any part thereof, or into the water or the natural environment, is likely to cause, at any time, material harm or degradation to the Premises or any part thereof, or to the natural environment or material risk to human health, and includes, without limitation, any flammables, explosives, radioactive materials, asbestos, lead paint, PCBs, fungal contaminants (including, without limitation, and by way of example, stachybotrys chartarum and other moulds), mercury and its compounds, dioxins and furans, chlordane (DDT), polychlorinated biphenyls, chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), volatile organic compounds (VOCs), urea formaldehyde foam insulation, radon gas, chemicals known to cause cancer or reproductive toxicity, pollutants, contaminants, hazardous wastes, toxic or noxious substances or related materials, petroleum and petroleum products, or (b) any substance declared to be hazardous or toxic under any Environmental Laws now or hereafter enacted or promulgated by any Authorities, or (c) both (a) and (b).

**"Environmental Laws"** means any federal, provincial or local law, statute, ordinance, regulation, policy, guideline or order and all amendments thereto pertaining to health, industrial hygiene, environmental conditions or Environmental Contaminants, including, without limitation, the Environmental Protection Act, R.S.O. 1990, c.E.19 (the "EPA"), the Environmental Assessment Act, R.S.O. 1990, c. E.18, the Ontario Water Resources Act, R.S.O. 1990, c. O.40, the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, the Safe Drinking Water Act, 2002, S.O. c.32, Ontario Regulation 153/04 – "Records of Site Condition – Part XV.1 of the Act" made under the EPA and applicable air quality guidelines (including, without limitation, Ontario Regulation 127/01-"Airborne Contaminant Discharge-Monitoring and Reporting" made under the EPA), as such statutes, regulations and guidelines may be amended from time to time.

- (d) Section 15 of the Original License is deleted in its entirety and replaced with the following:

The Licensee shall at its own expense, arrange and maintain a liability insurance policy satisfactory to the Licensors in the minimum amount of Five Million Dollars (\$5,000,000.00) in order to indemnify the Licensors. The Licensee shall pay any and all deductibles with respect to any claim arising thereunder. Such insurance shall (1) name Her Majesty the Queen in Right of Ontario as represented by the Ministry of Economic Development, Employment and Infrastructure as represented by Ontario Infrastructure and Lands Corporation, as additional insured (2) contain a cross liability clause, and (3) specify that it is primary coverage and not contributory with or in excess of any insurance

maintained by the Licensors. A certified copy of such policy or satisfactory certificate in lieu thereof shall be delivered to the Licensors prior to the starting date.

- (e) Section 30 of the Original License is deleted in its entirety and replaced with the following address for the Licensors for the purposes of delivering notices in accordance with Section 30 of the Original License:

Ontario Infrastructure and Lands Corporation  
One Stone Road West, 4<sup>th</sup> Floor  
Guelph, Ontario N1G 4Y2  
Attention: Vice President, Asset Management  
Fax: (519) 826-3330

With a copy to:

Ontario Infrastructure and Lands Corporation  
777 Bay Street, Suite 900  
Toronto, Ontario M5G 2C8  
Attention: Director, Legal Services (Real Estate and Leasing)  
Fax: (416) 326-2854

And an additional copy to:

CBRE Limited  
Global Corporate Services  
18 King Street East, Suite 1100  
Toronto, Ontario M5C 1C4  
Attention: Director, License Administration – Ontario Infrastructure and Lands Corporation  
Fax: (416) 775-3989

And an additional copy to:

DEL Management Solutions Inc.  
310 Highway 7, Green River  
Locust Hill, Ontario L0H 1J0  
Attention: Senior Property Manager - Leasing  
Fax: (905) 472-2784

- (f) A new section to the Original License shall be added as follows:

**Section 37: Lease to the County**

The Licensee acknowledges that the Licensors is currently in negotiation with the County of Huron (the “County”) to consolidate all agreements for the former Guelph to Goderich Rail right of way within the County of Huron into one consolidated agreement with the County as the Tenant. In accordance with this negotiation, the Licensors shall have the right to terminate this License, in favor of the County. The County will be permitted to enter into new agreements and will then manage all associated agreements under a centralized stewardship, governed by the terms of the County’s Lease with the Landlord.

**5. GENERAL**

- (a) The Licensors and the Licensee hereby mutually covenant and agree that during the Second Extension Term they shall perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the License.
- (b) The License shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, subject to the express restrictions contained therein.

- (c) Capitalized expressions used herein, unless separately defined herein, have the same meaning as defined in the Original License, as amended and extended.
- (d) The provisions of this License Extension and Amending Agreement #2 shall be interpreted and governed by the laws of the Province of Ontario.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**



- (e) The Licensee acknowledges and agrees that License Extension and Amending Agreement, including all commercial and financial information herein, is subject to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended.

**EXECUTED** by each of the parties hereto under seal on the date written below.

**SIGNED, SEALED AND  
DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO AS REPRESENTED BY THE  
MINISTER OF ECONOMIC  
DEVELOPMENT, EMPLOYMENT AND  
INFRASTRUCTURE, AS REPRESENTED  
BY ONTARIO INFRASTRUCTURE AND  
LANDS CORPORATION**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

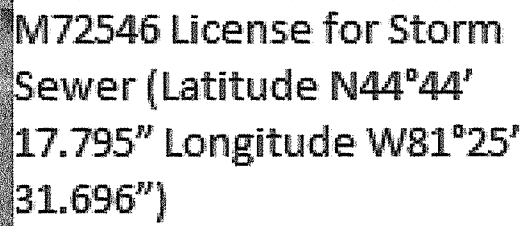
**THE CORPORATION OF THE TOWNSHIP  
OF NORTH HURON**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer(s)







## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 07/03/2016  
**SUBJECT:** Blyth Well Supply Upgrade Project Tender  
**ATTACHMENTS:** none

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding the tender for the Blyth Well Supply Upgrade is received for information;  
AND FURTHER THAT the Clerk is instructed to provide public notice for a Budget Meeting to be on March 29, 2016 at 7:00 p.m., with the Blyth Well Supply Upgrade Tender to be awarded at said meeting.

### **EXECUTIVE SUMMARY**

The Blyth Well Supply Upgrade Project will be completed in 2016. The Township was awarded funding under the OCIF program and the project must be complete by October of 2016. In December of 2015, a new well (Well#5) was constructed by W.D. Hopper and Sons. The well is located within the Blyth Campground/Community Centre lands at 377 Gypsy Lane, approximately 23m north of the arena and 30m west of Gypsy Lane. The well was drilled into the limestone bedrock to a depth of approximately 90 m and consists of 200 mm (8 inch) diameter stainless steel casing to a depth of 35 m below ground surface and 175 mm diameter stainless steel casing to approximately 47.5 m below ground surface. (156 ft)

Following are the proposed works that need to be completed to finalize the expansion of the water supply system;

- Construction of a new pumpuhouse near Well 5;
- Equipping and connecting the existing Well 5 to the new pumhouse including installing a submersible well pump with a raw water header line, associated appurtenances and chemical dosing pumps for iron sequestering and disinfection;
- Providing instrumentation and electrical controls including an outdoor standby generator; and;
- Installing chlorine contact time piping to provide adequate disinfection.

### **DISCUSSION**

RJ Burnside has been contracted to produce the Tender Documents. A copy of the tender ad has been placed on the Township website, in local newspapers and emailed to a list of experienced contractors. Tenders are due at 12:00 p.m. on Friday, March 18<sup>th</sup>, 2016.

Tenders must be awarded by March 31<sup>st</sup> to adhere to the project schedule under the OCIF program. With tenders being due on March 18<sup>th</sup>, there will be insufficient time for R.J. Burnside to review and analyse the bids and formulate a recommendation for award by the March 21<sup>st</sup> Council meeting. The CAO and Treasurer would like to schedule a budget meeting on Tuesday, March 29<sup>th</sup> and the tender award will be placed on the agenda for that meeting.

#### **FINANCIAL IMPACT**

Project funded under OCIF program and Township Water Capital Budget

#### **FUTURE CONSIDERATIONS**

The expansion project will ensure that the Blyth Water System is able to meet and exceed firm capacity requirements for the community of Blyth based on projected population growth of 0.49% per year to the year 2033.

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

Goal #3 – Our community is healthy and safe.

Outcome – Well planned and maintained infrastructure

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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No. A-16-4-3

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 03/03/2016  
**SUBJECT:** OPP Costing Proposal – Advisory Committee  
**ATTACHMENTS:** none

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives CAO Report #A-16-4-3 concerning establishment of an Policing Advisory Committee;  
AND FURTHER THAT Council hereby appoints the following individuals to the Policing Advisory Committee;  
Wingham Police Chief Tim Poole, North Huron Police Services Board (NHPSB) Chair/North Huron Councillor Trevor Seip, Reeve Neil Vincent, NHPSB member Bill Gregoriadis  
AND FURTHER THAT Council appoints the following staff resources to the committee; CAO Sharon Chambers, Committee Secretary – Kathy Adams, Clerk.  
AND FURTHER THAT the Clerk is directed to prepare a by-law to ratify the appointment  
AND FURTHER THAT the Committee shall develop Terms of Reference to be approved by Council and attached as a schedule to the Policing Advisory Committee Appointment By-law.

### **EXECUTIVE SUMMARY**

Section 40 of the *Police Services Act* sets out the following pertaining to the reduction or abolition of a police force;

*40. (1) A board may terminate the employment of a member of the police force for the purpose of abolishing the police force or reducing its size if the Commission consents and if the abolition or reduction does not contravene this Act.*

The **Policing Options Guidebook 2012** establishes protocol for amalgamations and disbandment of Police Services. When considering requests to abolish Police Services under Section 40, the Ontario Civilian Police Commission will ensure that the new arrangement will provide adequate police services to meet the needs of the community, and will also ensure that the current members of the Police Service be dealt with fairly and reasonably. The Commission does not decide between alternative proposals or assess which method of providing services will be most economical, or preferred by the community. That decision rests solely with the local community, through the Municipal Council. The Commission will ask questions to ensure that the Council has allowed for public input into their decision-making.

If a Municipality wishes to seek approval to abolish the Municipal Police Service, The Commission will convene a public meeting in the community. After considering all of the information, the Commission will issue a written decision.

Upon the official request from a municipality or a designated body for a police service delivery proposal, a joint advisory committee should be formed to establish a framework. At a minimum,

the committee should consist of the local Police Chief, the local O.P.P. Detachment Commander, designated Municipal Officials and representatives of the Police Services Board.

### **DISCUSSION**

Sergeant Kevin Hummel of the Municipal Policing Bureau has been the primary contact for the Township pertaining to this request and has indicated that the O.P.P. will provide representation on the committee. The CAO has consulted with Reeve Vincent and Councillor Seip, as Chair of the North Huron Police Services Board and the recommendation to appoint individuals to the committee is based on their input. Proposed committee members have been asked if they would sit on the committee and all have consented.

It is recommended as a best practice that Terms of Reference be developed for the Advisory Committee and approved by the Council. This is consistent with the North Huron Procedural By-law and Committee Appointment Policy.

Communication with the public and stakeholders will be important throughout the process. A communication strategy should be developed for the project.

Sergeant Hummel would like to schedule an introductory meeting in the next two weeks. The CAO requests discussion among the appointed members concerning scheduling of this meeting.

### **FINANCIAL IMPACT**

The financial impact of potential changes to North Huron policing arrangements will be investigated during the Policing Review.

### **FUTURE CONSIDERATIONS**

The Policing Review will include an OPP Costing Proposal and consideration to extend Wingham Police Service to Blyth and East Wawanosh. Ultimately, the decision could impact the level of service and costs within each of North Huron's service areas.

### **RELATIONSHIP TO STRATEGIC PLAN**

**GOAL:** Our administration is fiscally responsible and strives for operational excellence

**Outcome:** We control costs and keep our tax levels competitive

**Action:** Identify and implement cost savings and efficiencies through Program and Expenditure Review

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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 26/02/2016  
**SUBJECT:** Shared Services Project Update/Committee Terms of Reference  
**ATTACHMENTS:** Shared Services Implementation Team Terms of Reference  
Shared Services Steering Committee Terms of Reference

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report of the CAO regarding the Shared Services Project update and Terms of Reference documents for information purposes. AND FURTHER THAT the Clerk be directed to prepare by-laws to adopt the Shared Services Steering Committee Terms of Reference and the Shared Services Implementation Team Terms of Reference for the March 21<sup>st</sup> Regular Council meeting.

### **EXECUTIVE SUMMARY**

Following the acceptance of the Shared Services Concept Report and Cost Analysis Report by both Morris Turnberry and North Huron Councils and subsequent roll-out to Township staff, the CAO's from both municipalities have now started to discuss and plan the implementation of the project.

A Shared Services Steering Committee meeting was held at the Emergency Services Training Centre on February 19<sup>th</sup>, 2016 to discuss project next steps.

The Shared Services Steering Committee approved in principle the draft Terms of Reference for two committees that will be required during the Pilot Project and directed that the documents be brought forward to the respective Councils for approval.

Presentations were prepared for delegations with the Ministry of Municipal Affairs and Housing and the Ministry of Economic Development, Employment and Infrastructure at the Ontario Good Roads, Rural Ontario Municipal Association Combined Conference in Toronto from February 21<sup>st</sup> to February 24<sup>th</sup>. The purpose of the presentations was to promote awareness of the project, to seek financial support for implementation costs associated with the project and to inquire if special consideration would be given to funding applications submitted by the municipalities as a result of the joint venture.

### **DISCUSSION**

**Implementation Team:** Ben Cornell of Ward and Uptigrove recommended that an Implementation Team be established to work out the detail of how the Shared Services Project will proceed. The Team will be led by the two CAO's, with representation from each municipality in the areas of Finance, Administration, Public Works, Information Technology, Building and By-law Enforcement. In order to streamline decision-making, smaller sub-committees may be created within each of the functional areas to work on specific implementation tasks, reporting back to the larger group with

recommendations. i.e. finance department investigate and recommend Accounts Payable and Receivable procedures.

Due to the workload associated with this project, it would be beneficial to appoint a Secretary to the Implementation Team to act under the direction of the CAO's to coordinate meeting schedules, prepare and distribute agenda packages, take minutes and prepare internal communications to staff on implementation team activities.

The Terms of Reference give the CAO's the authority to appoint staff to the Implementation Team, as required. It is anticipated that the first Implementation Team Meeting will be held during the week of March 14<sup>th</sup>, with work beginning to focus on the merger of the Building and By-law Departments and some financial and administrative matters.

**Shared Services Steering Committee (SSSC):** Since it is not feasible to have numerous joint Council meetings over the course of the Shared Services Pilot Project, it is recommended that the Shared Services Steering Committee remain in place to receive updates and give general direction to the CAO's and the Implementation Team. The Shared Services Steering Committee has been established as follows;

**Morris Turnberry:** Mayor Paul Gowing, Deputy Mayor Jamie Heffer, Councillor John Smuck,

**North Huron:** Reeve Neil Vincent, Deputy Reeve James Campbell, Councillor Trevor Seip

**Staff Resources:** MT Administrator Nancy Michie, NH CAO Sharon Chambers

It is important that Terms of Reference be established so that the mandate, activities and authority of each of these committees is clearly defined.

**Presentations at OGRA/ROMA:**

**Ministry of Municipal Affairs and Housing:** Members of the Municipal Council and the two CAO's attended a delegation with the MMAH staff to present the Shared Services Project and to request funding to offset implementation costs. Ministry staff indicated that, while there is no pool of funds currently available for this type of project, they are keenly interested in the project and would like to be kept apprised of our progress.

**Ministry of Economic Development, Employment and Infrastructure:** The purpose of the presentation was to provide awareness of the project and to inquire whether the shared services partnership would present an advantage when applying for infrastructure funding. Ministry staff indicated that special consideration is given to municipalities who partner on projects through joint applications. The criteria states that both municipalities contribute financially to the project. An argument could be made that shared staff to oversee and implement the project would satisfy this requirement.

**FINANCIAL IMPACT**

Implementation costs will be included in the revised draft budget to be presented to Council later in March.

**FUTURE CONSIDERATIONS**

The Implementation Team will be disbanded at the end of the Implementation Period and a Joint Senior Management Team will be established.

**RELATIONSHIP TO STRATEGIC PLAN**

GOAL: Our administration is fiscally responsible and strives for operational excellence

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Sharon Chambers, CAO





Morris Turnberry/North Huron  
Shared Services Implementation Team



**TERMS OF REFERENCE**

**Mandate:** The Shared Services Implementation Team (Implementation Team) shall be responsible for determining the methods, procedures and resources required to successfully implement the Shared Service Project. Shared Services implementation shall be a collaborative effort between the staff of the Municipality of Morris Turnberry and the Township of North Huron.

**Composition:** The Implementation Team shall include staff from each municipality, ensuring that there is adequate representation from each department affected by the Shared Services Project. Initially, this shall include representation from Public Works, Building, By-law Enforcement, Administration and Finance departments. Sub-committees representing various departments may be established to work out specific detail, reporting back to the Implementation Team with a recommendation on how to proceed. The CAO's from each municipality shall be responsible for appointing staff or outside representation to the Implementation Team as required. Outside representation may include the municipal Auditor, Human Resources Consultant, or other professional advisor.

**Implementation Activities:** The Implementation Team will undertake the following

- To establish financial processes and accounting procedures for the shared services
- To establish administrative procedures for the shared services
- To determine staff, financial and other resources required to successfully implement the project, obtaining approval for expenditures from respective Councils, as required
- To investigate and make recommendations on innovative solutions to save costs and improve service delivery
- To establish a protocol regarding how the project activities will be communicated to staff, Councils and the public.
- To conduct research and make recommendations to the Shared Services Steering Committee on matters relating to the shared services, or opportunities for further collaboration and partnership.

**Authority:** The Shared Services Implementation Team shall have the authority to make implementation decisions of an operational nature, within the authority established by each member's position within the municipality. Operational decisions shall be made by consensus of the Implementation Team, with the final approval of the CAO's, as required. The CAO's shall provide advice on when approval is required by the Shared Services Steering Committee or Council.

**Meeting Procedures:** Agendas and meeting materials shall be distributed to all Team members by the Secretary prior to the meeting. A standard agenda format shall be developed to ensure that important

items are kept at the forefront. Agendas shall include a section for reports from Sub-committees. Recommendations to the Shared Services Steering Committee or Councils shall be made in the form of a motion. Minutes of the meetings shall be kept by the Secretary. The meeting schedule and frequency shall be established by the Implementation Team. Additional or special meetings may be called at the discretion of the CAO's. Some confidential matters may be discussed during Implementation Team meetings. Staff shall not disclose any confidential matter that arises during an Implementation Team meeting.

**Communication:** It is important that the activities of the Implementation Team are communicated both internally within each organization and externally to the public. The CAO's shall be responsible for reporting on Implementation Team activities to the Shared Services Steering Committee and Council. The Secretary shall prepare internal communications for staff on implementation activities, under the direction of the CAO's. Department Heads sitting on the Implementation Team shall be responsible for ongoing communication with their departmental staff, ensuring that confidential matters are not disclosed.

**Term:** The Implementation Team shall remain in effect during the implementation phase of the Shared Services Project. The CAO's shall determine when the implementation phase has been completed. At the end of the implementation phase, a Joint Senior Management Team shall be established to ensure ongoing communication and collaboration between the Municipal Partners.



Morris Turnberry/North Huron  
Shared Services Steering Committee



**TERMS OF REFERENCE**

**Mandate:** The Shared Services Steering Committee (SSSC) shall represent the interests of the Councils of Morris Turnberry and North Huron with respect to the Shared Service Project, having regard for the project goals and broader benefit of both Municipalities. The SSSC shall receive regular updates on the implementation, operation and progress of the Shared Services Project from the CAO's, providing direction on routine matters and reporting back to respective Councils on the status of the Shared Services Project. SSST activities shall include;

- To receive reports on the status of project implementation and operational matters relating to the shared services.
- To give approval/direction to the CAO's on project related matters, determining when approval of the full Councils is required.
- To discuss additional opportunities for future collaboration and partnership, as they may arise.

**Composition:** The SSSC shall consist of the Mayor/Reeve, Deputy Mayor/Reeve, and one member of Council from each municipality, as appointed by the Councils. The CAO's shall attend all SSSC meetings as a staff resource.

**Authority:** The SSSC shall have the authority to make implementation decisions, within guidelines and purchasing thresholds established by each Council. The SSSC, in conjunction with the CAO's, shall determine when approval for decisions is required by each Council.

**Meeting Procedures:** Agendas and meeting materials shall be distributed to all SSSC members prior to the meeting. A standard agenda format shall be developed to ensure that important items are kept at the forefront. Recommendations to Councils and direction to staff shall be made in the form of a motion. Minutes of the meetings shall be kept by the CAO's. The meeting schedule and frequency shall be established by the SSSC. Additional or special meetings may be called at the discretion of the CAO's and/or the Mayor/Reeve. Confidential matters may be discussed during SSSC meetings. SSSC members shall not disclose any confidential matter that arises during a SSSC meeting, unless it is in a properly authorized closed session of the Municipal Council.

**Communication:** The activities of the SSSC are communicated both internally within each organization and externally to the public. The CAO's shall prepare written reports and the SSSC shall verbally report on SSSC activities to the respective Councils.

**Term:** The SSSC shall remain in effect for the Term of each Council. At the beginning of each new Council term, SSSC members shall be appointed in accordance with each Municipality's committee appointment protocol.



# Belgrave Summer Festival 2016

At Belgrave Community Centre

From 10 a.m. – 4 p.m.

Saturday, June 18<sup>th</sup>, 2016

## Request Application

RECEIVED

FEB 16 2016

TOWNSHIP OF NORTH HURON

North Huron

P. O. Box 90, 274 Josephine Street

Wingham, Ontario

N0G 2W0

Again this year, the Belgrave Summer Festival Committee and the Belgrave Community Centre would like to request the road closure on Saturday, June 18<sup>th</sup>, 2016 from Queen's Street to 2 Jordan Drive from 6 a.m. to 6 p.m. for the 2<sup>nd</sup> annual Belgrave Summer Festival. We would also like to request that the Country of Huron and Emergency Services be notified.

Thank you in advance

Trish MacQueen

Belgrave Summer Festival Chair

P.O. Box 134

Belgrave, Ontario

N0G 1E0

For additional information, email [trishmacqueen@gmail.com](mailto:trishmacqueen@gmail.com) or call Trish at 226-339-8346

# **THE TOWNSHIP OF NORTH HURON**

## **BY-LAW NO. 27-2016**

### **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 March 7, 2016, 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 7<sup>th</sup> day of March, 2016.

**READ A THIRD TIME AND FINALLY PASSED** this 7<sup>th</sup> day of March, 2016.

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**Neil Vincent, Reeve**

**SEAL**

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**Kathy Adams, Director of  
Corporate Services/Clerk**